

Incident Business Practices Working Team Meeting

January 18-19, 2006

Boise, Idaho

Hallie Locklear, BLM – IBPWT Chair
Mary Ann Szymoniak, FS
Dugger Hughes, BLM – Coordination Center Rep
Lyle Carlisle, BIA – NWCG Liaison
Rosie Morin, BIA
Veronica Belton, BLM
Randy, Hart, BLM, Line Officer Representative
Debra Ledford, NPS
Sarah Fisher, FS

Not in Attendance:

Emmy Ibison, FS

Deb Aiken, FWS

Paul Palmiotto, State of Florida – Eastern States Rep

Steve Hasenohrl, State of South Dakota – Western States Rep

Wednesday, January 18, 2006

AD Pay Plan

OPM has validated the classification process used for the proposed Pay Plan. DOI & FS are moving forward with proposed plan.

THSP Process

Hallie will work with Sandy Tripp to correlate the language from 2006 draft THSP 1-5 process with the classification factors used to determine the pay bands.

Hallie will work on adding the Laborer position to the matrix and create the backup documentation to go along with this.

Classification Process

There is a need to establish the future classification process for additional Pay Plan positions. Process should be developed in conjunction with Departmental HR staff to ensure the process is appropriate and sufficient and to lend credibility to the process.

Emmy, Debra, and Rosie will draft a classification process/proposal to go to departmental HR for review/input. This year's pay plan will address that there will be process in place to get positions reviewed/classified.

Rates

Rates were originally established using the step 1 level. Proposal to Departmental HR is to establish rates using mid-step level to be consistent with other programs, i.e. FPA and general business practices for planning.

MaryAnn will prepare a letter from Tom Harbour to FS HR recommending to use mid-step level and 2.8% increase for 2006 Pay Plan rate establishment. Hallie will contact

DOI HR with same request. Ensure Randy and Rose are apprised of this process and the application of the 2.8% for the marketing plan.

Incident Based Automation Phase II – Mary Ann Szymoniak

Jon Skeels and Nancy DeLong – Project Managers for IBA Phase 1-3

Phase 1 – Stabilized ISuite application released February 2006. – *Completed*

Phase 2 – Data collection and analysis of input to determine what the needs in the field are, where the field finds problems in automation. – *Completed*

Phase 3 – Long-term strategy.

Mary Ann reviewed the contractor's work on Phase 2 and the IBPWT discussed government response to recommendations.

Government Analysis Findings

- Do not need to develop more applications.
- Need the ability to share data between applications.
- Agency restrictions re: computer hardware is a hindrance.
- Frustration that “qualified” personnel are not necessarily equipped technologically to fulfill the requirements of the position.

How to address recommendations:

1. Develop a model of incident management processes, data, applications and technology. 8-12 mos.
2. Develop standards for a National contract to supply the infrastructure required to support all computer users at the Incident Base. In place for 2007
3. Convert ISuite to a web application. 2007 release
4. Work with all agencies on IT policy to address IMT concerns.
5. Provide training findings to TWT.

This would set the stage for IBA re-engineering and phase 3.

IBPWT needs to address these issues and decide where we want the group to go now. Phase 2 is essentially complete and we need to charter them for Phase 3 and officially accept what has been presented to us. **Mary Ann and John will draft a completion letter and a new charter for Phase 3.**

Website

Allen reviewed the design of the new pages

IBPWT members will review the web pages and agency specific information. Changes need to be to Sarah by next Friday 1/27. Pages should be made public by first week of February.

EaTIS Update

FS is currently doing beta testing. They have hired a training coordinator and are utilizing On Demand software to do web-based training. Still scheduled for release ~January 31, 2006. Ultimate goal is for ROSS to pull information from EaTIS and allow for transfer of information.

BLM is pursuing the possibility of piloting at several sites along with the FS.

Thursday, January 19, 2006

COTR Proposal – Melinda Draper, Chris Kirk, Mark Hostetler, Colleen Hightower, Vince Mazzier

Discussion of COTR Task Group Proposal and IOSWT response. IOSWT feels the position should remain a THSP and not go into 310-1 and does not support two different positions. They feel it is better to have a COTR position to cover all national contracts. IOSWT also does not support an additional Unit Leader (CAUL) position.

IOSWT recommends standardized contract for national mobilization to be used across regions.

Hallie will make final presentation to NWCG showing what our task group recommended and IOSWT responses.

EERA Clauses

IBPWT agreed with submission from Jan and Kermit of final clauses. These will be posted on the website. **Hallie will obtain the appropriate version of the clauses for the test forms from Jan McCluskey.**

Test Forms

These are scheduled for presentation to NWCG next week for approval. Working team reviewed to ensure they are complete.

Medical Records

BLM FOIA sent out direction re: handling of patient evaluation forms on incidents. Presented to NFAEB to deal with on an interagency basis. NFAEB has agreed on final draft and direction will be provided as to how these forms will be handled on an incident.

NIMO

Lyle reviewed the NIMO proposal. NFAEB has accepted the proposals and will be moving forward on the nine key recommendations from the study. Additional taskings may come to the IBPWT based on these recommendations.

Medical Kits

IBPWT has asked for a list of items of medical kit items. EMSG, tasked through S&HWT, are still working to provide this information to us. **Hallie will be meeting with S&HWT next week to discuss necessary items for medical kits.**

Vitamins and Minerals

Lyle will present the draft letter to NWCG for parent agencies to send out as policy based on the 2005 S&HWT determination letter.

Fuel & Oil Task Group

Debra is working to coordinate with Jeannie Rieman to determine the status of the database developed and discuss testing for this season.

IBA Task Group 1

Task group will finalize AA training and products.

IBA Task Group 2

Group will meet in February 2006 to work on first draft of course changes. **Veronica will amend the due dates in the charter and get to Hallie for signature.**

Vehicle Rent TG

Dugger will work on an addendum to the final report and will prepare a thank you note to task group members.

IIBMH Revision

Review of Chapter 50 has not been completed yet by Emmy. **Veronica and Sarah will be reviewing the other changes that still need to be made for 2006 and will also work on a letter for presentation to the IOSWT re: the meal period issue.**

Agency Updates

NPS – Debra Ledford

- Busy with Katrina support.
- NPS is getting a group together to work on KSAs for All-Risk management positions.
- First year of making payments for BLM went very well.
- Assisted with payments for the FS payment center due to the affects of Hurricane Katrina.

BLM – Veronica Belton

- Casual Pay Center has approval to hire an assistant and career-seasonal position. Currently, there is a freeze in place with BLM-NIFC so there is not a determination re: when these positions will be filled.
- UT Business Management person (will eod in February) – Ben Cazier.
- NV Business Management person – Jackie Anderson.
- CO Business Management person – Beverly Derringer.
- FEMA billings are moving forward smoothly – utilizing a contractor to assist with this process.
- Annual Incident Business Practices State Contact meeting will be held in Albuquerque in February. There will be a joint day with Forest Service.

BIA – Rosie Morin

- Waiting for a cert on the contracting specialist position.
- Katrina billing has been moved to the budget personnel.
- Will have 3 sessions of ISuite training for units to have the stand alone program to use for IA, local incidents, etc.
- Casual Payment Center has requested a 120-detailer to assist with operations for the summer.

Operations – Randy Hart

- FPA still working through some issues. Implementation date is still scheduled for budget preparation to be done by 2008.
- Randy will be attending the Logistics Workshop in Reno as the IBPWT representative.
- National Office proposal to consolidate the hiring of aircraft for potential monetary savings.

Coordinator's Group – Dugger Hughes

- BLM is taking control of all the SEATs out of the Washington Office.
- Fire season is on – Texas & Oklahoma. ROSS has run as many numbers already as it did last summer as a total.
- EaTIS is a concern for dispatch and how this will affect their workload.

Conference calls are scheduled for: February 15, 2006 at 11:00am.
 March 8, 2006 at 11:00am.
 April 5, 2006 at 11:00am.

Next Meeting is scheduled for: May 2-4, 2006 in Santa Fe, NM. (Travel on 5/1 & 5/5.)

Tentative fall meeting schedule: September 12-14, 2006
 Proposed sites: Seattle, Charlotte, Las Vegas,
 Minneapolis, New York