

## Incident Business Practice Working Team Meeting

January 17-18, 2007

Salt Lake City, UT

### Attendees:

Kathy Shelton – FS, IBPWT Chair  
Randy Hart – BLM, Line Officer Rep  
Debra Ledford – NPS  
Emmy Ibison – FS  
Mary Ann Szymoniak – FS  
Paul Palmiotto – Eastern States Rep  
Hallie Locklear – BLM  
Rosie Morin – BIA  
Sarah Fisher – FS, IBPWT Assistant

### Not in Attendance:

Steve Hasenohrl – Western States Rep  
Jim Fletcher – Coordination Center Rep

**Action Items are bold and in blue.**

### **AD Pay Plan Process & Changes**

#### Position Classification

Winford (Hook) Hooker has been contracted to classify positions. New position descriptions were sent to Hook on 12/21 and he provided an update on 1/11. He has struggled with some of the previous classifications and discrepancies in point assignment. He should have a final product by 1/26.

WT members would like to still have Hook look at the positions that Emmy identified as being within 5% above or below a pay band and may be bumped to a different level if any changes are made to the PDs. Hook's contract ends 1/30. **Hallie will look into extending the contract to have Hook work on additional positions if we choose.**

WT may want to coordinate with Aviation group to consider if any positions (Seat Coordinator, Helicopter Coordinator, and Air Attack Coordinator) may be combined into one position that sufficiently covers all duties, e.g. Aviation Coordinator.

#### Pay Plan Verbiage

Proposed verbiage was reviewed and approved with minor changes:

- ITIN language – Deb Rigden is looking into this and we will adjust the language accordingly. Perhaps we need to consider reverting back to the original language.
- Change #2 in the Preamble to read “Provide emergency assistance to States under formalized agreements.” (Remove “Foresters” and “cooperative”).
- FS Pay Plan will remove clarification language re: rates in the Pay Plan that are frozen at the 2005 level until they reach annual cost of living

adjustments. This language only confused the field and did not provided clarification.

**Mary Ann will recalculate the rates and have them ready by 1/26.**

**Hallie will complete the digest and changes to the verbiage and send to Emmy & Mary Ann.**

Target date for release of the AD Pay Plan is early February, no later than March 1<sup>st</sup>. DOI Pay Plan expired on 12/31/06.

## **AD Issues**

### **Support Positions & COP Review**

When do we terminate COP for single resources and support positions? The IIBMH covers individuals dispatched as a crew but does not specify a termination date for other individuals (single resource, support positions, etc.) Doug Shjeflo, FS is working on language that would cover all groups. This will be reviewed be included in the draft IIBMH and routed for comment. Agency reps are encouraged to contact their OWCP experts for additional input.

### **Total Hours Worked by Casuals**

Hallie did some research and discovered some Casuals are working far more hours per year as intended by the Pay Plan. Also, some Casuals are being hired beyond the 90 day limit specified in the Pay Plan.

An additional concern is that some units are hiring employees as Casuals once they have completed a 1039 appointment in order to keep them on longer. Most agencies agree that these hours worked as a Casual do not affect their 1039 appointment but this may still be abusing the system.

### **All Hazard Training**

Paul was tasked to determine all hazard training that would be a good overview for resources in Stafford Act and Fire Management Assistance Grants.

#### Paul's Recommendations

- Stafford Act training is not necessary across the board for all resources.
- Take IS-700 & IS-800 courses (IS-700 is very similar to I-100 with an all hazard emphasis.)

IBPWT will provide a link on the web page to the resource list developed by Paul as well as a link to the IS-700 & IS-800 course. **Emmy will pare down Paul's briefing paper to provide the general information needed by the public. Sarah will work with Tammy to update the website. Paul will work on an all hazard checklist to include in the Tool Kit of the IIBMH.**

We may want to include language in the IIBMH that notates individuals may get different direction for FEMA declared fires and they need to contact State Principal Advisor for guidance. **Sarah will ensure this is included in the draft IIBMH.**

At this time, all red-carded FS employees are required to complete IS-700 and Unit Leader positions and above must complete IS-800. DOI employees are not required to take these courses.

### **Incident Based Automation Update**

Mary Ann updated the IBA3 project and status for release of web based I-Suite system. Currently the I-Suite project is technically complete and is functioning in the "Operations & Maintenance" status.

### **Business Requirements**

During the continued process, the Contractor is supposed to validate our current business requirements. Are we comfortable with our current way of doing business for the next 15 years or do we want to consider other options and ideas?

WT members agree we need to look at business reengineering and our business processes. For instance, the Rocky Mountain/Great Basin is considering requiring fuel tenders to accept credit card payment only. This would allow contracts to be hired dry and alleviate the issue of Fuel & Oil Issue Tickets and reconciling this cumbersome process. The IBPWT would like feedback at the end of the season to determine if this was an effective and efficient process.

Where do we go with this? Emmy discussed a mapping process that was done by the FS ~5 years ago that still may have some valid information and may be a good place for us to start. **Emmy will find this information and share with the WT.**

**Mary Ann & Hallie will draft a briefing paper to discuss lack of work force, etc. and provide examples of changes and money savings.** This will be sent to the WT for review and finalization. Kathy will present it to NWCG requesting a commitment for business process reengineering for Finance.

**Mary Ann will talk to John Skeels to discuss holding off on some of the business process changes for Finance in I-Suite until we have an idea of where the reengineering process is going.**

### **Test Forms**

**Sarah will pursue with Cindy Wolf to submit the revised forms (OF-288 & OF-286) as official forms to GSA. Mary Ann will get an effort estimate (time & cost) for what it will cost to update the forms in I-Suite.** Ideally the new form, the I-Suite changes, and the IIBMH will be rolled out at the same time in early 2008. If the I-Suite change group can complete the minor changes to the forms to print out in 2007, then it will be done for this season.

**Paul will work with TWT to discuss changes in the form for updating S-260 and S-261.**

### **Fuel and Oil Database**

WT members agree this database needs further testing by IMTs this season. Also, if the RM/GB process is successful in using credit card machines for fuel tenders then this database may not be necessary. **Hallie will write a letter to Jeannie Rieman to update her that we will try to test the database again this year and apprise her that there are some business changes that may be coming forth that would affect this effort.**

**Randy will attend the Finance breakout at the R4 IMT meetings to task them with testing the fuel database.**

### **Rocky Mountain/Great Basin Business Issues**

IBPWT reviewed the list of questions the RM/GB Incident Business Committee pushed forward to the WT for review and consideration. Several of the issues were BLM specific.

**Kathy will draft a letter to the S&HWT asking the status of our request for EMT and kit makeup. Hallie will respond to Carol Salo with feedback re: the RM/GB issues.**

### **EERA Issues**

Last season there were lots of questions re: where to send payments, etc. WT members agreed we should send direction to the field through NWCG to cover all bases of where/how EERAs get paid (depending on how and where they are hired.) **Mary Ann and Hallie will draft a memo for WT review. Agency reps need to provide their agency specific guidance to Hallie and Mary Ann ASAP.**

### **Combined Logistics/IB Workshop for 2008**

Conference call with Rich Rusk, Dick Reynolds, and Martin Miracle.

The National Logistics Workshop will be held every other year and the Logistics group proposed a combined Logistics/Incident Business meeting for 2008.

At this time, WT members are unsure of a need for a National Incident Business Meeting in 2008. The IBPWT agrees that Finance and Logistics work very closely and will ensure that appropriate representatives are in attendance at the 2008 National Logistics Workshop. Also, the Incident Business folks in the geographic area may be interested in attending the Logistics Workshop.

In regards to the need for a National Incident Business Meeting, this may be dependent on a business reengineering effort (if this takes place). **WT reps will canvass their agencies to determine the need for a meeting and what would be discussed.**

### **Deputy IBPWT Chair Position**

The WT agreed a Deputy Chair position would be beneficial, with the assumption that the Deputy would take over as the Chair at the end of the Chair tenure. The WT also agreed that the Chair position should be rotated amongst the agencies. Forest Service

currently holds the Chair position. NPS and/or FWS may have possible candidates once their NIFC AO positions are filled. **WT reps will consider ideas of a process for electing the Deputy Chair position and will solicit names from within their agencies to bring forward at the May meeting for discussion.**

The WT also discussed possible changes to the tenure of the Chair as well as the need to consider future planning and mentoring new people as current members move toward retirement, etc. Both of these items will be discussions at the May meeting.

#### **NWFEA Project Update/Briefing – Frank Peters**

Frank Peters briefed the WT on the National Wildland Fire Enterprise Architecture (NWFEA) Project. The goal of the group is to create a blueprint and exhibit the enterprise architecture of wildland fire. This includes a picture of what it is, a picture of what you would like it to become, and a plan to get there. The Fire Director's goal is to manage the agencies as a single agency, make decisions as a group and affect changes in all their agencies. All changes & processes we do should support the blueprint developed from wildland fire strategies and the mission of the federal government.

The blueprint will be presented to NFAEB in April.

#### **Cost Share Group Charter & Participants**

Randy was selected at the November 2006 meeting to serve as the IBPWT Liaison to this group. The purpose of the group was to develop a tool to include information regarding parties involved, responsibilities, and reference material. This request was made by the IBA2 Task Group.

WT members agreed that cost share agreements need to be addressed at the local and geographic area level, not at the IBA/national level. They must tier off the cooperative agreement. Due to the differences in states, local areas, etc. it is not feasible to provide a template/fill-in-the-blank option. Writing of the agreement is a Line Officer responsibility and IBA role is to bring the correct people together for review.

The WT agreed it would be beneficial to provide some generic information as to how to proceed; e.g. locating guidance in the agency Operating Plan or from the Line Officer, etc.

The WT needs clarification of what the IBA2 Task Group feels is necessary? WT members agreed that the tool developed for the IBA Course, outlining 12 key points to look for in a cost share agreement should be sufficient. **Paul & Sarah will discuss with the IBA2 Task group during their conference call on 1/26/07 and provide feedback to the WT.**

#### **IIBMH Update**

Emmy briefed the WT on the status of the IIBMH Rewrite. Review committee members have been selected and contacted. The first draft will be sent out on 2/15/07 and will be sent to WT members as well as the Review Committee for comment.

**Hallie will draft some language to include in Chapter 90 re: property and micropurchasing on FEMA assignments.**

### **S-360**

There is a concern that the COST section needs to be updated and include more information? The WT needs to ensure we get some good COST people involved in the review when the time arrives. **Debra was provided some names and will ensure the course draft will be sent to them when the review period is open.**

### **TWT Courses and IBPWT Review**

WT members agreed to set up a rotation to review course material as it is issued. The IBPWT member assigned may identify someone to review the course for them; however it is the WT member's responsibility to ensure review is completed and returned to the TWT as requested. Debra was assigned to review S-261.

#### **Rotation Schedule**

- National Park Service – Debra Ledford
- Western States Rep – Steve Hasenohrl
- Forest Service – Emmy Ibison
- Bureau of Indian Affairs – Rosie Morin
- Line Officer Rep – Randy Hart
- Fish and Wildlife – Vacant
- IBPWT Chair – Kathy Shelton
- Eastern States Rep – Paul Palmiotto
- Bureau of Land Management – Hallie Locklear
- Coordination Center Rep – Jim Fletcher

### **Future Meetings & Cost of Travel**

The IBPWT discussed the need to look at bigger hubs for holding meetings in an effort to reduce travel costs. The WT also agreed to consider two meetings per year rather than three. 2007 meetings will continue as planned:

- May 1-3, 2007 – Portland, OR (**Rosie will research to option to meet at the BIA building. Randy will work with the hotel in San Antonio to determine our commitment.**)
- October 9-11, 2007 – TBD

The intention for 2007 is to hold two meetings in February and October. Monthly conference calls will be held and an additional meeting will be scheduled if necessary.

### **Agenda Topics for May Meeting**

- Discussion on the need for a 2008 Business Meeting/Strategic Look (Where are we going? Streamlining. Mentoring people to come in behind us. What are new people going to be doing?)
- Deputy Chair position, Working Team Tenure, Future Planning

## **Conference Calls**

Conference calls will be held the third Wednesday of every month. Next call scheduled for:

- Wednesday, February 21<sup>st</sup> at 11am MST. Phone number to call is 208-387-5998.

## **Agency Updates**

### **Paul – Eastern States**

- Fire potential was high with the past hurricanes. Lots of money was spent on prevention and a huge fire season did not materialize. The hard work done on prevention should be credited.
- Training: Will be conducting I-Suite, S-260/S-261 & S-360.

### **Debra – NPS**

- The AO position at NIFC is vacant. Position is being rewritten and it is unknown when it will be announced.
- There has been a major push to complete control burns to try to deal with hurricane damage.
- APTs were busy making payments for NPS, BLM, BIA, & FS last season.
- Currently have a full time position at the WO dedicated to all hazard issues. This position will be included to review Chapter 90 when the time comes.

### **Rosie – BIA**

- Will be holding a workshop with Regional POCs for payment requirements, etc. These POCs will be posted on the IBPWT website.
- IB Workshop will be held at the end of March.
- Had some bad EERAs in one Region last season. BIA will be doing some reviews and conducting some educational sessions. Rosie has also finished an operating plan for EERA payments.
- Regional FMO meeting will be held in Boise in February.
- Contract Specialist at NIFC has been filled.
- Contract Specialist meeting will be held to identify assistance with fire issues, develop cooperative agreements, etc.
- BIA will be sending a rep to the National Buying Team Meeting.

### **Emmy – FS**

- Jan McCluskey got a new job as a Contracting Officer for the ISO and will no longer be coordinating Buying Teams. Carl Culham got Jan's job as the Incident Business Contracting Officer and will be taking on these duties.
- The Regional IAC meeting will be held in February. One day of the meeting will be held jointly with BLM.
- FS Chief will be meeting with IC's, Regional Foresters, etc. to discuss his Management Efficiencies proposal and how we will operate on some aspects of fire to be more efficient.

**Amy – FWS**

- The AO position at NIFC is vacant. FWS is waiting to fill the IBPWT rep until that position is filled.
- LeAnn Thorn is WO all hazard liaison. Amy will ensure Chapter 90 is sent to her for review.
- Angie Larson will be serving on the IIBMH Rewrite Committee.

**Hallie – BLM**

- BLM Director position is vacant.
- Agency is developing a Managing for Excellence Initiative. The intention is to consolidate much of the business functions in Denver.
- BLM is working on all hazard policy.

**Randy – Ops**

- IMTs – losing more people. Great Basin is losing a T2 team and California is looking at their team makeup to determine what they can staff.
- A determination was made that fire support vehicles are not exempt from environmental requirements. Unknown how this will affect the field.
- The Thirtymile manslaughter charges have people very concerned about ICT3 assignments.