

IBPWT MEETING May 20 & 21, 2003

Tory Updates

FY04 Budget for NWCG will be at 2003 level

- Liaisons will work with chairs on cuts
- May have to supplement printing of IIBMH costs/NIFC paid in the past
- 3year budget at fall meeting – be thinking of things we need to be involved in; be more proactive rather than reactive; why do we exist – what do we do? Consider the example of the Fire Education Working Team – Maureen Brooks

DAWG

- Sub-group under PMO office
- Representative from each WT
- Data standards – unit ID, data exchange requirements, FireCode
- Identify common denominators amongst all applications/all applications draw from same table.

Leadership Presentation – Larry Sutton

<http://www.fireleadership.gov/>

- Tory will draft letter to Jim Cook noting IBPWT approval of L-Course training requirement for finance courses, but need to include statement notating equivalent training may be provided in place of L-Courses identified.

Non-NWCG Position Paper

- Tory will incorporate Barry's suggested changes for stronger language and send out to team members for review before presenting to NWCG.

Training Provider MOU

- NWCG okay w/MOU – but don't want it to be mandatory.
- Present the MOU as a tool Coordinating Groups can choose to use if they would like to in hopes of establishing some consistency.

Sample Contract Provisions (Compare to PNW Engine & Tender Agreement; Crew Agreement Key Points & Changes; Position Qualification Requirement)

- NWCG agreed with contract stuff but not until IBPWT reviewed submission by PNWCG. Reviewed PNW document and do not agree 100% on National Interagency Community basis. IBPWT incorporated what was good and would like put out our document as a model for Geographic Areas to use. We are looking for national standards to be established to avoid different standards by region. Reply due back from NWCG with approval (preferably) to send out to field and we will put together package.
- Draft letter to IOSWT through NWCG to review training standards under 310-1 in regards to PNWCG vs. interagency community differences on position qualification requirements for crews. Interagency community does recognize

need for defining evaluation assignments for FFT1 & CRWB positions as lined out in PNWCG guidelines. Copy of letter needs to be sent to head of acquisition for national contracts and EERA Task Group.

- Draft letter to NWCG stating IBPWT reviewed PNW changes, not 100% supportive, but incorporated good information. Would like one set of national standards established to avoid differences by region. Request reply due back (with approval preferably) to send out to field as guidelines. IBPWT does not support trainees being a core member of a crew (should be in addition to standard qualified 20 person crew), nor do they support more than one trainee assigned to an engine or a crew, and trainees should be at contractor expense, not government's. Letter should reflect that the interagency community does not support Exhibit S from PNWCG as a standard. Recommend they adopt one national standard.
- IBPWT supports 310-1 refresher training requirements and not incorporating PNW change to this requirement.
- NWCG would like a copy of IACR guidebook to send out with all this stuff.
- Review last year's PNW contract re: copies of trainee's performance rating being providing to IMT. Has this been added due to issues from last year?
- Tory will respond back to Terry in reference to misinformation listed in PNW form, i.e. outdated Work/Rest Guidelines, etc and will cc a copy to IBPWT members.
- Check on Medical Exam Requirements and whether it should be removed from sample qualification form.
- Fix page 10 numbering "B" 2; page 2 III

Expanding COTR Position

- NWCG accepted #2 adopting COTR for all national contracts. Write letter on behalf on NWCG to IOS & Rick Willis, head of Acquisitions who does national contracts & TWT.

Work/Rest & Days Off Language for Contracts/EERAs

- NWCG adopted all language.
- Draft letter from NWCG to Fire Directors with cc: to Geographic Area Coordinating Group Chairs, IOSWT, IBPWT, and TWT to implement language into contract this season as much as feasible. Should apply to all contracts as they are negotiated in the future.

Performance Appraisals (Evaluations)

- NWCG adopted option 1B, minus phrase of holding payment.
- Replace "appraisal" with "evaluation" in document.
- Draft letter from NWCG for distribution to the field.

Incident Behavior Language

- Contract Resources – NWCG adopted #2 (A1) with inclusion of harassment definition.
- Casuals – NWCG adopted #1 (B) and can become part of hiring package, which only needs to be completed once.

- Agreed with addition to courses and documents listed.
- Write letter to TWT, Geographic Area Coordinating Groups, and Head of National Contract Group addressing need to disseminate and noting the NWCG recommendations and encouraging establishment of agency policy.

Tory will work on Q&A bullet statement list pertaining to each national contract for use in the field and will post it on the website. Refer people back to source documentation. Also feel basic COR info to supervisory training, etc would be beneficial. Perhaps develop as short & sweet PPT presentation for people to use and send on.

Content Analysis Tool

Establish task group to develop COR type information that needs to be added to course curriculum. Also develop pocket guide and course curriculum for COTR. 3 – 4 people, including contracting specialist (Jan McCluskey maybe), R6 person IACR (Monty Bell come up with idea), Operations person (Jeff Whitney come up with idea), perhaps Dan Oltrogge. Hallie is WT liaison.

Incident Obligation Task Group – Emmy

OMB concerned with USFS inability to get obligations into system in timely manner and told to improve. Automated system will be tested this summer for getting obligations from ICP to accounting systems. Also will test manual process where data is faxed from ICP to Ogden and they input into the system. Obligations must be into the system within 72hours. All obligations must go in w/in 72 hours of onset and every 24hours from then on. Obligation teams will be joining incidents as they occur and work with COST to set-up system and make sure it works and correct data is collected. They hope to have 5-10 tests by end of summer. Two manual tests on Type 1 incidents and 3-8 electronic tests on Type 1 incidents. Obligation teams will go out with an IMT liaison.

AD Pay Plan Use

No update. Need to get moving on issues pertaining to non-fire support and how pay plan is being used against the intent. Look at original intent language of the charter, perhaps look at identifying a need for an additional authority to address these scenarios. Questions to consider are do we need to establish a new law or do we have the authority to expand the current pay plan if we choose to? Mike Dougherty could perhaps help as NFPA/FEMA liaison.

Look at revising charter. Send out, take a look, suggest changes and schedule conference call this summer to deal with it.

EERA Task Group

Meeting next week and will be looking at USFS and other work done to date. Make sure key people in agencies are included when interpreting and applying standards. Identify a timeline for implementing standards. Email copy to WT members to read changes of Monty Bell's stuff.

AD Classification

Task group had a conference call today. Judy will focus on the most questioned positions first, seeking resolution and work from there.

Incident Automation

Mary Anne presented to NWCG last week. Phase 1 – getting help desk in place for season, look at taking over training materials and cleaning up, stabilization of application. May need to migrate into a more stable platform. Going well, but will not be 100% in place until 2004. Phase 2 – re-engineering dimension. Needs to be separated into two components – business requirements and building modules to implement what's identified in business requirements. Currently there is \$500,000 for phase 1 & \$1,000,000 for phase 2. USFS will be the lead for phase 2 and will designate project leader that phase. NWCG agreed USFS would make selection of leader.

FireCode System Project

Congress mandated DOI & USFS to come up with like coding system to capture costs for wildland fire incidents. Application will be taught in August and be implemented by October 1, 2003. Should be self-explanatory and require little time to input. Will mostly impact the dispatch community as they will be responsible for generating most of the Fire Codes. Will cover suppression, fire use, and emergency stabilization. Tory will email FireCode Issue Paper to WT members.

DOT Requirements

Should we be managing resources through duty day, etc to make sure they are not violating DOT regulations? IMTs should have an awareness that these regulations exist and we should be monitoring for DOT inspection. Letter to Procurement world suggesting statement is added. Randy will share with EERA task group next week and suggest the additional phrase be added to EERAs ... "All commercial motor vehicles, contract engines, contract buses, water tenders, semi-trucks/trailers, must comply to the CFR, Chapter III, Title 49, (parts 300-399), Federal Motor Carriers Safety Regulations."

Glossary Changes

Change Available Resource – "Any resource available to be assigned."

Add Payment Center definition. Check on cycle of revision and perhaps delete ADO definition if the glossary is not cycled through again for 5 years or so. Email list to WT members for change suggestions. Return to Sarah by July 1, 2003.

IIBMH Rewrite

Add FUMT to definitions in zero code.

Rewrite committee - Judy Carvelho, Veronica Belton, Debra Ledford, Rosie Morin, Tory Majors, Paulicia Larsen.

Review committee – Teresa Wright, Layna Kinsman, Shane MacDonald, Kermit Johnson, Carol Salo, Byron Brown, IBPWT members, Gary Wilson, S&HWT or FFAST in chapter 60, Mary Morris, Sarah Gale, Tony Doty, Doug Shjeflo (workers comp).

Calendar for IIBMH rewrite:

- Jul 21-25, 2003 Initial Drafting (Rewrite Committee) in Boise
- Aug 4, 2003 – First draft distributed to Review Committee – August 4, 2003
- Aug 25, 2003 – Comments Due – August 25, 2003
Sep 8, 2003 – Conference Call – Rewrite Committee (determination made to reconvene for additional writing work – tentative September 15 & 16, IBPWT September 17 & 18.)
- Oct 6, 2003 – Send out to world for comment
- Oct 20, 2003 – Comments Due – October 20, 2003
- Oct 27, 2003 – Conference Call – Rewrite Committee (determination made to reconvene for additional writing – tentative date November 18 & 19, 2003.)
- Nov 24, 2003 – Changes sent to Review Committee
- Dec 12, 2003 – Comments due
- Feb 13, 2003 – Finalized, camera-ready (send final through union)
- Apr 1, 2004 – On the Streets – April 1, 2004

**** Comments will be accepted on pertinent information for each change session, not entire document.

Casual Payments & Casual Hire Form

Veronica will submit minor changes to Tina to adjust Casual Hire form (to include Incident Behavior Form check-off). Letter to agencies through NWCG to use Casual Hire Form every time single resource casual is sent out, effectively immediately. Form will be attached to OF-288.

Incident Behavior and Casual Hire Forms established as test forms – contact Cindy Wolf.

Personal Medical Items

What should we be providing to firefighters in terms of vitamins, aspirin, etc? What is personal and what should be procured by the government to provide? What are the dispensing regulations re: medicines, supplements, vitamins, etc. Tory will check with Paul Broyles to see what the S&HWT is working on. Need to establish acceptable list of medical items of what is appropriate to stock and dispense in camp and should be addressed in IIBMH as well.

Website Update

Update calendar for IBPWT meetings and check links to regional supplements.

Cooperative Agreement Standards

USFS is putting together a team to come up with National Standards for billing documents in order to make payments. Some agreements don't state exactly what will be reimbursed to states or local governments, depending on their policy. Establish a group to look at various clauses out there and come up with one standard to use with all cooperative agreements. Dave Behrens will take lead. Paul Hefner & Cathy Scofield

will assist. Other possibilities include Dixie Sparks – NPS/MEVE, Tammy Gallegos NPS/Santa Fe, or some other DOI rep. Marc Gress could possibly provide a name.

Driving Regulations

Currently, there are conflicting policies in effect re: driving regulations. Tory will talk to Jim Stires re: conflicting policy and get direction on what NWCG would like to see in the IIBMH in light of conflicting info in Red Book, BLM policy, USFS policy, etc.

Equipment Repair Order Form

Form given to logistics community. Tory will follow-up with Mike Whalen and Tom Hamilton but if do not gain any guidance from them, we will not incorporate a standard form.

English/Bilingualism

National contract changed to match NWCG policy. Follow-up email to Paul Broyles and cc Stires re: March memo from IBPWT to clarify bilingual requirements for leadership positions.

Agreement Updates

DOD, DOI, FS Master Agreement should be signed in near future. May have Rumsfeld sign, which could hold it up. Bottom line – using agency will pay for everything including salary (MAFFS as well.) Increased ability to use civilian DOD qualified personnel w/o creating separate agreements.

Tory will send email to Harbor and Latapie re: the decision on sharing of resources for fuels projects/prescribed fire in reference to the Master Agreement between DOI & FS.

Guide to Critical Incidents

IBPWT identified changes or amendments not captured. Broyles is hiring a detailer to handle the change submissions and will go through printing again through the PMS process. Last chance to get any other changes to Broyles by 5/30/03.

IBA Course Update

Test taught in April for final time. Will make a few minor changes, finalize week of 6/16, Tory will present package to TWT for review and adoption and add to NWCG curriculum. If not adopted, IBPWT will continue to sponsor and make materials available on the web. Have a contracting specialist contact company to get a discount on buying 10 copies of video to have a cache. Hope to get package together submitted to TWT in July sometime for availability of use in fall sometime. Phase 2 is to develop course (1/2 day or full) for AO's, AA's, IC's, etc to educate them on dealing with an IBA. May have to develop a Position Taskbook. Also need to recommend for 310-1 that IBA assignments keep you current as a FSC. Submit names to Tory if you'd like to be involved in Phase 2 of curriculum.

Incident Business Workshop

Judy Carvelho has taken lead. Need to consider 2004 budget constraints in conjunction with having this meeting. Looks like Tucson is the best location. Leadership concept and course revision would be good to present in addition to topics to date. Tory will have Judy send memo to field stating the 2004 National Interagency Incident Business Workshop is being developed and to submit topics to be addressed and suggested workshops. Make sure 2002 attendees get copy of memo requesting submissions. Judy & group can develop some objectives for topics to focus on. Further decision to proceed or not with the establishment of this meeting will be based on submitted topics. Give field until June 12, 2003 to submit topics, suggestions, requests. If a meeting is not scheduled, the IBPWT will consider tele-conferences, video conferences, etc to disseminate information to field. Veronica will research cost of video conferencing through BLM training center.

Bin Items

Veronica ...

Rental Vehicle Issues – procurement folks looking at establishing contracts to deal with issue. Do we want to come out with language as a method and/or put something in Chapter 20. Need to protect our employees so they are not renting vehicles and taking on personal liability. Randy will bring up with Byron at EERA meeting to obtain draft R8 establishes of agreement with rental car company and will follow-up with IBPWT afterwards. We can input a tool in IIBMH as a suggestion to field on how to do this. Perhaps GSA fleet is another mechanism we can use for short term response use. All agreements, etc need to be done pre-season. Could we use state contract on federal fires for renting vehicles? Fed Source could possibly set-up contracts for us.

National Cost Review Teams – Emmy will send teams and names to Tory and any process documentation they have established. Tory will send to NWCG.

IIBMH Changes

Chapter 10

Section 13.3-2 and Exhibit 9

Make a space for mnemonic and title of THSP positions on OF-288.

Section 15.05

Add OWCP chargeback codes.

Chapter 20

Add definition of local resource.

Bus issues

Supplemental Foods