

Incident Business Practices Working Team Meeting  
Boise, Idaho – May 3-7, 2004  
Monday, May 03, 2004

Veronica Belton  
Hallie Locklear  
Dave Behrens  
Emmy Ibison  
Paul Palmiotto  
Paulicia Larsen  
Debra Ledford  
Sarah Gale

**Review of Business Workshop Group Reports**

CON1 – EERA – Mary Ann Szymoniak, Facilitator

**Areas to Consider**

- #1 – Standardization of Rates

**Action: Wait until report received from current EERA Task Group before proceeding.**

- #2 – EERA/Contracted Resources Database

**Action: Hallie assigned to write letter to Incident Base Automation Group**

- #4 – Matrix for Preferred Procurement Methods

**Action: Wait until report received from current EERA Task Group before proceeding.**

**No Action at this Time**

- Reverse Auction Selection Process (perhaps pull into another task area – applying some of the suggestions to the IDIQ contracts in the Matrix)

CON2 – Paul Palmiotto, Facilitator

**Areas to Consider**

- #2 – Fuel & Oil issue (may be linked to EERA group methods of hire - wet/dry)

**Action: Establish Task Group. IBPWT Liaison: Debra Ledford (Charter written and submitted to Hallie May 6; DONE - Memo to Task Group members sent May 19)**

**No Action at this Time**

- #1 – Smart-Card issue carried elsewhere. Bump up to NWCG to decide if it is valid and where it should be tasked.
- #3 – Duplicate Payment issue – bump to Tina to gather data on just how much of an issue this really is. How much \$\$\$ is being spent in double payments? If the data shows we are spending tons of extra money then the IBPWT will look at chartering a task group to tackle this.

- #4 – All Risk Agreements (obligations). May be dictated by the Federal Response Plan. Need to hold for now.

CON3 – Kermit Johnson, Facilitator

**Areas to Consider**

- Contract Administration – NWCG supported COTRs for national contracts. Develop a task group to look at national contracts and develop training requirements, qualification requirements, how many COTRs needed per incident, etc.

**Action: Establish Task Group. IBPWT Liaison: Deb Aiken (Charter written and submitted to Hallie May 7)**

- Rental Vehicle Issue – establish a task group to develop a template or preferred method of obtaining rental vehicles, pass up to NWCG to send to national fire directors to get the guidance to the GACCs.

**Action: Establish Task Group. IBPWT Liaison: Dave Behrens (Charter written and submitted to Hallie May 6; DONE – Memo to Task Group Members sent May 19)**

**No Action at this Time**

- Enterprise Office – too many variable issues. Will not be addressed at this time.

WFP – Paulicia Larsen, Facilitator

Personnel Availability from NWCG Member Agencies as well as Non-Traditional Sources

**Areas to Consider**

- Develop task group to look at other hiring authorities and ways of accessing non-NWCG personnel for fire support.

**Action: Establish Task Group. IBPWT Liaison: Hallie Locklear**

WFO – Sandy Tripp, Facilitator

**No Action at This Time**

- AD Issue; management of AD Pay Plan, define hiring official. Emmy & Hallie are handling this and it will come out in 2005 AD Pay Plan.
- Availability Issue – will be covered in the WFP issue. Make sure all issues are met by the WFP task group.

Cost – Carol Salo, Facilitator

**Areas to Consider**

- Education – Letter to the TWT and IOSWT with recommendation to incorporate cost management into all ICS courses (300 level & above). Goal is to implement a change in thinking and approach to incident and resource management.

**Assigned to Hallie.**

- Full integration of business practices into all aspects – include in the position paper above. **Assigned to Hallie.**
- Medical Supplies. SHWT addressed some of these issues in a recent document. Write follow-up letter to SHWT to address IBPWT initial concerns (look at previous letter) vs. the latest direction that they have issued. Ask for a comprehensive list of items that can be provided on incidents. **Assigned to Hallie/Paul.**
- Rental Cars – to be addressed in CON3. The 2004 IIBMH provides guidance regarding acquiring rental cars in Chapter 10, Section 17.1, #4 and Chapter 20, Section 24.3-3, #2).

### **No Action at This Time**

- Documentation & Demonstration of Cost Containment Activities. Teams are currently doing this at various levels.
- Monitor or analyze cost generated by teams. Currently being accomplished by the interagency Cost Review Teams. (Notes: Has anyone analyzed the costs of a state vs. federal IMTs? Why do Type 1 IMTs need 70+ people on the standard configuration?)
- Cell Phone Costs. 2004 IIBMH does address the need to have a resource order for home unit electronic devices (Chapter 30.04 #5) or for electronic devices hired under an EERA (Chapter 20. 24.3-3, 16.c.) However, it does not address how charges are authorized at the home unit level, e.g., charge card statements, utility bills, etc. Host units are responsible to address in their operating guidelines cell phone use/availability for IMTs and support units. Include in the...”did you know”...letter.
- Land Lines – Agencies are responsible to establish procedures to acquire phone lines on agency land.
- Personnel – will be addressed through the Workforce task groups.

### Accountability – Ron Knowles, Facilitator

#### **Areas to Consider**

- Team Financial Summary. Developed by David Summer and will be tested in 2004. Task Group: request report and analysis from David Summer (lead) after 2004 use. **Assigned to Emmy; draft submitted to Hallie May 7.**
- Mechanism to identify incident business management concerns, issues, etc. IBPWT has a hot topics button on the website. Consider changing the title of the Hot Topic button **(assigned to Sarah & Veronica)**
- Fire replacement. 2004 IIBMH addresses government property/equipment damage/replacement in Chapter 30, Section 35 #4. USFS Appropriations Use Handbook specifically addresses that replacement is against preparedness funds. BLM will include similar language in 2005 Budget Advices **(assigned to Hallie).** Draft “did you know” letter for NWCG to identify all the cost accountability issues that could be addressed this season. **Assigned to Veronica; draft**

**submitted to Hallie May 7; DONE – Memo sent to NWCG (Rowdabaugh and Stires) May 11.**

- Accountability Standards. Accountability standards are documented throughout training, agency policy, the IIBMH, etc. Employees are not consistently being held accountable and managers/supervisors do not apply consequences when employees are not accountable.
- Write letter to interagency Cost Review teams with a list of areas addressed at the national meeting, e.g., IMT pre-orders – was it negotiated with the incident agency? Approved by the agency administrator? Appropriate to the incident?  
**To do: When Team Leaders designated for 2004; provide copy of the NWCG “did you know” memo. Assigned: Hallie/Veronica;**

#### **No Action at This Time**

- IMT preorders. Incident agency responsible to adjudicate and authorize pre-orders. (Include in “did you know letter.” **DONE**)
- Casual EMT Trauma kits. SHWT/EMSG looking at this issue.

Tuesday, May 04, 2004

Veronica Belton  
Deb Aiken  
Randy Hart  
Dave Behrens  
Emmy Ibison  
Paul Palmiotto  
Paulicia Larsen  
Debra Ledford  
Sarah Gale  
Robin Farrell  
Mary Ann Szymoniak  
Barry Mathias  
Allen Deitz

### **Incident Business Advisor (IBA) Issues**

#### **Hot Topic Submission**

Carol Salo submitted a hot topic issue regarding the need to establish qualifications and guidelines for IBA instructors, including whether it is appropriate for ADs to be the lead instructor or instructor for an IBA course.

- 500 Level courses require instructors to be current agency employees; ADs can be used in other roles; e.g., panels, role players. Follow-up with Tim Blake to find out if there is an instructor standard for other than 500 level courses.
- Level for the IBA course has not been determined; IBPWT did not request a specific level when the course was submitted to the TWT. Sarah consulted with Tim Blake and was advised to contact Deb Epps after reviewing the Field Managers Guide.
- Consider requiring the lead instructor to be an agency employee. Lead instructor would be responsible to determine qualifications and currency of other instructors.
- Contractors (NPI) have advertised the IBA course. What standards do contractors have to meet to use NWCG material? Agencies using contractors have a responsibility to provide oversight to the contractor.

#### **Incident Business Advisor**

##### **Update IBA Guide/Develop Position Task Books**

- Drafts due by August 20.
- Once PTBs finalized, send to IOSWT to update 310-1 for IBA quals/training

##### **Develop IBA Agency Administrator Course**

- Draft due by December 30; will update on progress at August meeting

**Action: Veronica Belton assigned as Lead/IBPWT Liaison**  
(Charter written and submitted to Hallie on May 7; DONE – Memo to Task Group Members sent May 21.)

**Establish Method to Update IBA List (maintained by Sarah Fisher)**

**Action: Each IBPWT rep is responsible to review list for regular government employees and casuals sponsored by their agency and confirm their continued availability for dispatch as an IBA/IBA-Trainee. Updates to Sarah due June 1<sup>st</sup>.**

- For casuals, provide sponsoring agency and specific hiring unit name, address and phone number

**IBA Evaluation/Qualification Process**

- Submit evaluation/experience documents to Sarah Gale/Hallie Locklear. Hallie coordinates with appropriate IBPWT Representative to determine qualification level.
- Once PTBs are developed and 310-1 updated then IBPWT not responsible to maintain IBA roster. Would be maintained in IQCS/ROSS as for other resources.

**I-Suite Changes - Mary Ann Szymoniak**

(I-Suite Changes 2004 as of 04/26/2004 provided by Mary Ann)

Changes made using the list from last year's project team re: what was still wrong with the system, as well as any new business requirements that needed updating in the system.

**IRSS**

- Will accommodate the ROSS numbering system
- Mandatory fields are the same in all applications
- R&R field deleted. Added mobilization date (date from ROSS) and length of assignment by date (will calculate demob date based on this)
- Mandatory fields in I-suite and inputs from ROSS – will now do manual import from ROSS into I-Suite. Status Check-in will have to verify information when they check-in and save to the database. This process is still being worked on.

**ITS**

- Created a mechanism to check for duplicate payments for equipment
- Import of the AD rates – these are overrideable
- “R&R” changed to “Day Off”
- Faxing timesheets – still working on due to licensing problems, may not be available this summer

**IAP**

- Ability to delete and insert lines
- Drop down lists are going to be more accurate – will not have demobed resources on them

**ICARS**

- Meets the needs of the Forest Service obligation project

- Projections – fixed issues
- Added some analysis reports – would like feedback from people utilizing these reports this year
- Data repository has been created in the same place as ROSS. Working on a data warehouse. At end of incident data will be posted to this repository. Information will be uploaded.

#### Next year

- Stabilize the application
  - Background structure will be redone
- Bar codes – standards, true business requirements
  - Looking at SMART cards instead of bar codes
- Supply module
- Will set up three meetings this summer that will be open to all/anyone who wants to attend to get ideas of what needs to be fixed/added
- Need SME help for all the above

#### Phase II

- Look at future technologies that might be available to replace I-Suite in the long term
- Look at technologies that can be tweaked for short term purposes
- Automate manual systems
- Build strategic plan (Contractor) that is flexible enough to change the technologies that are planned to what is used when funding is approved. The plan will look at incident management and the parts that make it up.
- Anticipate 12 to 18 months to complete once contract is awarded

#### **IMT Computerization and Support – presented by Barry Mathias**

- Requested support from the IBPWT to NWCG to establish task group that will provide guidance and promote standards for CTSPs.
- Responsibility for the issues such as cost related decision, guidance for hardware, connections, etc. involves the IRMWT and IBPWT.
- Further discussion by the IBPWT supported the development of a Logistics working team as a parent group to the CTSPs and other logistics areas

#### Additional discussion:

- There is no centralized Logistics Representation in NWCG; therefore there is no voice with NWCG and no official contacts for other working teams and task groups. IBPWT supports the establishment of a logistics working team.
  - Inspection issues, crews, equipment, vehicles
  - Telecommunication
  - CTSPs
  - Contract management
  - Vehicle Management – Rental Vehicles

**To do: Write letter to NWCG to recommend establishment of an Incident Logistics Working Team. Assigned to Veronica; DONE – Memo sent to NWCG (Stires & Rowdabaugh May 6)**

### **S-260 Issues Letters**

- 1- Require passing grade of 80% instead of 70%
- 2- Require S-260 for Single Resource Boss and higher in 310-1

- Joint letter from S-260 revision group and IBPWT sent to TWT.
- Passing grade addressed and rejected by TWT (per their last meeting notes).
- Need follow up on the status of both letters, as IBPWT has not received an official response. **Assigned to Paul; DONE – Response from TWT/Logan Lee sent on 6/1/04 reiterating 70% passing grade standard for all NWCG courses.**

FYI – Update on new S-260 – Alpha course in May in McCall – student workbook will be the IIBMH. Beta test in October in Florida

### **Handbook Updates**

- IIBMH available mid-June from the cache.
- Still issues in field re: hiring of ADs and personal electronic equipment.
- Will not stock the paperbound version in the cache, only the binder version
- Hallie will send note to IBPWT reps to send to their mailing lists re: corrected version of IIBMH dated April 22, 2004 available on the web. **DONE on May 7**

### **CA Forms**

**Action: Memo to FEWT to answer these issues. Assigned to Hallie. DONE; Memo sent to FEWT on May 13.**

- 1 – Yes. Incident agency/incident resources responsible to access website for forms. Incidents may not always have access.
- 2 – Yes. Incident agency responsible to provide forms to IMTs if access to the web is not available at the incident.
- 3 – Deb Aiken accessed fedforms.gov and was able to access the CA forms through link to the DOL website. CA-16 was not available on the website. **Research omission of the CA-16 on the site. DONE – contacted DOL and learned this is an “authorization” form and not available on-line. Can be procured through GPO.**
- 4 – IBPWT will host the FS 6100-16 on the IBPWT website as well as post a link to [www.fedforms.gov](http://www.fedforms.gov) **Sarah will contact Allen Deitz to post the FS 6100-16 on the web, along with the link. DONE**
- 5 – Yes, the cache will be able to discontinue
- 6 – No. There is no reference in the IIBMH about NFES #s on the CA forms, so we don't need to make any changes.
- 7 – OK

Place information about the CA forms on the IBPWT website with a link to the [www.fedforms.gov](http://www.fedforms.gov)

### **Incident Repair Order Form**

IBPWT decided at the October 2003 meeting to not pursue this further.

### **Contracting – Paul Hefner email**

If anything is generated from this, we will pass on as appropriate to one of the task groups we develop that will be dealing with contractors.

### **IBPWT Website – Allen Deitz**

- Develop an outline form of what we would like the website to look like –  
**Assigned: Sarah & Veronica.**
  - Use PMO website as example. Create IBPWT contents page to develop outline for the website (have an explanation on contents page so you know in the future what is to belong there.)
  - Identify target audience(s)
  - Develop key words associated with searches
- FEWT model page is a good example for how to set up a page. Important to have a contact page for questions re: website and needing more/can't find information. Have a list of different people to contact for different purposes.
- When creating files to post on the web as html, take into consideration the limitations of these files in terms of graphics, etc.

Once website is re-designed, review reports of usage for better site management.

Wednesday, May 5, 2004

Hallie Locklear  
Veronica Belton  
Randy Hart  
Dave Behrens  
Paul Palmiotto  
Debra Ledford  
Deb Aiken  
Emmy Ibison

### **Old Business**

#### **EERA Task Group (Randy Hart)**

Byron Brown informed Randy that he had passed the EERA Task Group Chair to Kermit Johnson.

**Action: Kermit will submit final version of the equipment Clauses to IBPWT by May 17 with a letter finalizing the EERA Task Group assignments.**

#### **AD Task Group (Judy Carvelho through Hallie Locklear)**

Judy is compiling comments from the SME submission to be reviewed by Jason, Sandy Tripp and Judy Carvelho the week of May 10. Judy requested format guidance from IBPWT for final product.

**Decision:** Summarize the leveling process. Present the positions in a matrix format, grouped by complexity (least to most). Due May 24.

**To do: Hallie will inform Judy of format requirements. DONE**

**IBPWT Review the final product; Hallie to set up conference call to discuss.**

#### **To Do List:**

Reviewed and notes made on "To Do ListupdateMay2004".

#### **Establish AD Rate Task Group:**

Final Product due August 20. Will be reviewed at the August IBPWT meeting. **Action:**

**Emmy Ibison assigned as IBPWT Liaison; (Charter written and submitted to Hallie on May 6; DONE – Memo to Task Group Members sent May 18.)**

#### **Position Codes (Vince Mazzier)**

IQCS reviewed four databases, e.g., IQS, ROSS, MERPS, etc. to eliminate duplicates. Established position codes using a standard naming convention. IQCS has a crosswalk to identify the new position codes that resulted from eliminating duplication.

**To do: Hallie to obtain the crosswalk from Vince and distribute to the IBPWT reps.**

### **Communications Plan for 2005 AD Pay Plan**

Intent is to be proactive and communicate the changes to the 2005 Pay Plan.

DOI External Affairs Rep: Randy Eardley, Lead

USFS External Affairs Rep: Rose Davis

Met with Randy and Rose to discuss purpose and release dates for the communications plan.

**To do: Hallie to email Randy/Rose to schedule a conference call for the August IBPWT meeting. Hallie to provide the final product from the AD Rate Task Group to the EA reps.**

### **Next Meeting**

August 31-/September 2 in Missoula; Emmy to host.

### **IBPWT Charter**

**Action: Review of charter tabled until August meeting.**

### **ADFA**

Hallie provided copy of NWCG response to the ADFA.

### **PNW Interagency Strategic Plan for Fire Suppression Contracting (Roy Montgomery, R6)**

Since 1993 Contract Crews have increased from 150 to 300; number of contractors has gone from 60-90 during the same timeframe.

USFS is primary user of contract crews and use outside of Region 6 has increased.

Demonstrated similar trends with the number of engines/tenders and related number of contractors.

2004 – Type 2 20 Person hand Crews –289 contracts will be awarded; 98 crew vendors.

2004 – Bids received: 1049 Type 4-6 Engines and Type 2-3 Tenders; 407 Vendors

PNWCG recognizes that they are in a “new place”; contracting for resources vs. managing agency personnel. PNWCG established a Blue Ribbon Task Group for Fire Suppression Contracting to look beyond engine/tender/crew contracting.

Roy presented the Strategic Plan to the PNWCG and should receive a response in May.

PNW requests national involvement on these nationally significant issues/goals/actions:

- How to get acceptance of contract resources
- Ensure high quality performance
- Types and numbers of resources to contract for
- Strengthening contract administration on incidents
- Use of one set of nationally accepted contract specifications

**To do: IBPWT Task Group Liaisons will consider these issues and coordinate efforts when developing new task groups to address issues from the February National meeting.**

### **Authorizing Hazard Duty Pay for Prescribed Fire (Roy Johnson)**

BLM Fuels Program (Roy Johnson) tasked with writing a position paper on this topic, including full time and a half for prescribed fire based on request from Senator Reid, Nevada. Emmy suggested two papers; one for hazard to go to OPM that specifies what cannot be mitigated, one for full time and a half as this needs new legislation. The agencies must send a joint request to OPM.

### **AD Hiring Responsibilities**

Issue raised from USFS Region 2 regarding hiring casuals that reside in R2, but are attached to a R4 Incident Management Team. Consensus is that units are responsible to assist the national firefighting effort. Therefore, Units are responsible to certify and hire casuals (ADs) that reside in their area of responsibility.

**To do: Letter to NWCG. Assigned to Veronica; DONE – Memo sent to NWCG (Stires & Rowdabaugh) on May 6.**