

**IBPWT Meeting**  
**Fairbanks, Alaska**  
May 10-12, 2005

Veronica Belton, BLM (acting Chair)  
Paul Palmiotto, Eastern States  
Rosie Morin, BIA  
Steve Hasenohrl, Western States  
Debra Ledford, NPS  
Emmy Ibison, FS  
Randy Hart, BLM  
Sarah Fisher, FS

Not in attendance: Hallie Locklear, Chair  
Dugger Hughes, Coordination Center Rep  
Deb Aiken, FWS

Tuesday, May 10, 2005  
Approved San Diego Meeting Notes

**Task Group Updates**

Working team decided we need to request Task Group Leads participate via conference call to provide their task group update/presentation. This information needs to be included in future charters.

**EERA Forms Task Group – Paul Palmiotto**

After January meeting, the group focused on heavy equipment inspection checklist form. The inspection checklist was the only form presented at the Logistics Workshop. Members at the workshop did not feel the need to change the inspection checklist, claiming the existing heavy equipment inspection form is adequate. No changes will be proposed to the heavy equipment inspection checklist. The other form changes will be sent forward in a final report to Hallie. This report will be submitted Friday, May 20, 2005.

**Paul will draft a letter to NWCG recommending approval of the forms. Paul will also draft a letter for NWCG to send to the agencies for approval and requesting utilization of PMS test forms for the season.** Comments on the forms are due back to IBPWT agency representatives by October 1, 2005. Comments will be reviewed and adjustments made by IBPWT if necessary at October 25, 2005 meeting.

***Add privacy act statement to all equipment forms EERA, Use Invoice!!!! Sarah will send the suggested statement to all IBPWT members.***

**EERA Rates Methodology and Clause Task Group – Randy Hart**

Standard clauses have been finalized and a rate methodology has been developed. **Randy will work with Kermit to finalize the report to the IBPWT.**

### **Vehicle Rental Task Group – Dugger Hughes**

Update by phone – Dugger contacted the task group and they feel they have delivered what we requested. Having difficulty communicating what the IBPWT needs to the TG. **Dugger will continue to work on this and will have full report at October 2005 meeting.**

### **COTR Task Group – Deb Aiken**

Chartered to develop training and quals for COTRs. Report reviewed and IBPWT agreed they met deliverables.

IBPWT tasked the group to address a few key concerns in the final report. Final report will be prepared and presented to the IBPWT.

**Sarah will forward the approved IBA 310-1 language to Roberta as an example for writing up the language for any proposed positions.**

### **Fuel & Oil Task Group – Debra Ledford**

Not functional. Still struggling to get someone to take over as task group leader. **Debra will contact two individuals proposed by Emmy and Veronica will check on a BLM contact.**

### **Team Financial Summary Task Group – Emmy Ibison**

Report from David Summer in February 2005 stating the PNW tested the concept; it did not meet the needs of IMTs or AAs. This will not be pursued further. **Emmy will draft thank you letter for his participation.**

### **IBA Task Group – Veronica Belton**

Group met in February and finalized the AA draft session. The PTB and 310-1 language was approved by IOSWT on an April 2005 conference call. This is being presented to NWCG this week. Training group is currently reviewing the PTB; it will then be forwarded to Vince to complete the paperwork and sent to Cindy Wolf for inclusion in the PMS system and posting on the web. The PTB and 310-1 language will not be made mandatory until 2006, however it is the system we will use from here on out. The IBA application process will no longer be utilized.

Vince Mazzier is the IOSWT liaison to the IBPWT.

IBA Course has officially been given a number in the training system. It will be S-481.

### AA session:

Draft is on the streets. Two BIA sessions have been presented. Paul did part of the presentation Fire Leadership course in Jacksonville, FL. Task group will have a conference call later in May to review with evaluations from the sessions and determine how to proceed.

### Second IBA Task Group

Charter needs to be completed for the second IBA Task Group that will review and revise the current IBA course to update it to current standards. Individuals who have volunteered to participate include:

Carol Salo – BLM  
Rosie Morin – BIA  
Sarah Fisher – FS  
Paul Palmiotto – State, WT Liaison (alternate will need to be determined if Paul is not available.)  
Veronica Belton – technical representative

IBPWT decided that only current agency employees should be utilized on Task Groups.

Still need to determine a task group lead.

**Veronica to contact personnel suggested by Emmy (FS rep and task group lead) and will complete the charter.**

### **Interagency Incident Hiring Alternatives Task Group – Liz Kinney**

Need to follow-up with Hallie to determine if the group has responded to the request the IBPWT made at the January San Diego meeting re: validation of the statement that all of the proposed alternates will impact HR.

### **OF-288 Task Group – Sarah Fisher**

Reviewed OF-288 proposed by the Task Group. IBPWT tasked the group to make a few adjustments to the forms before finalizing.

#### To Do

**Sarah will make changes to OF-288, conditions of hire, commissary authorization sheet, and return to IBPWT as final form. Rosie will draft a letter from IBPWT to NWCG to request use of proposed OF-288 and separate Conditions of Hire as test forms.** Identify business practices that would need to be addressed with these changes including

- Separate conditions of hire to be filled out. Stays with hiring unit, should be signed and replaces the incident behavior form.
- Posting commissary use SSN instead of ID #
- Sample commissary authorization, where it would be found, and how it could be used by teams in lieu of the employee copy of the OF-288.

#### FS Scannable Time Record

Proposed by FS to be used on incidents not utilizing ITS; intent to capture information and either fax to payment center or sites set up to do scanning. FS will pursue opportunities to test this season, in limited circumstances on FS incidents for FS resources.

### **TWT issue re: payments for IA fire training – Tony Doty**

#### Issues

- SF182 process not working for accountability, BLM GBTC will not accept. Will only accept credit cards. SF182 only works when agreement is in place with agency using it. Should set up agreements with agencies we are using.
- Need ability to accept funds for training and determine where the funds go when you collect them.

- What are the root problems as far as policy and what are the recommendations of what we could do based on policies?

**Veronica will write a letter back to TWT, thanking Tony, and advising that TWT reps should contact their respective agency agreement & fiscal specialists to determine what the current policies are and what tool requirements are necessary to meet these policies.**

### **MOU Template**

NWCG parent group asked we include a full list of federal authorities on the template. **Hallie will respond with input from grants and agreements personnel when available.**

### **Process re: Updates to the IIBMH**

How will we address changes to the IIBMH within the 4-year review process? Process is laid out in IIBMH.

### **IIBMH Zero Code, Section 03**

*"This handbook must be kept current and made available to incident and agency personnel. Changes to the handbook maybe proposed by any agency for a variety of reasons; new law or regulation, legal interpretation or opinion, clarification of meaning, etc. If the proposed change is relevant to other agencies, the proponent agency should first obtain national headquarters review and concurrence before forwarding to the NWCG IBPWT. The NWCG IBPWT will prepare draft NWCG amendments for all agencies to review before finalizing and distributing."*

Clarifications or changes need to be brought to the IBPWT through agency representatives for disposition. We will have a standing agenda item to review these at each meeting if there are any. We will make changes as needed or put minor items in the change basket for the 4-year review.

Add this process to an FAQ on the website.

Add IIBMH 2008 rewrite conversation to the October agenda for discussion on how we want to approach.

### **310-1 Comments**

IBPWT will not provide official response to the 310-1 draft; comments should go back through agency channels. **Paul will review the 310-1 for inconsistencies and send out to group for reps to submit for comment through their agencies. Paul will send out to the rest of the working team by May 17, 2005.**

### **Alcohol Use Policy**

WT reviewed the memo to NWCG re: the use of alcohol on incidents.

### **I-Suite Release**

New version released on 5/5/05. The team is working on business requirements for Supply and Demob. Also working with other projects to get I-Suite data into a data warehouse by sometime in 2006.

Business models are complete for Incident Based Automation Phase 2 and being reviewed by SMEs. Looking for individuals to interview as well as locations that support incidents. Suggestions from the IBPWT include:

- BILC
- EGB Coordination Center
- Boise Casual Payment Center
- Tallahassee Emergency Operations Center (all-risk)

**Hallie will respond back to Mary Ann with these suggestions.**

FS has made submission of ISuite database to repository a requirement on all Type 1 & 2 incidents that FS has jurisdictional responsibility for. Hallie indicated this would be forthcoming from the BLM as well.

#### **Dual-Compensation Offset**

OPM has approved the DOI request to waive the dual-compensation offset (re-employed annuitant). FS authority doesn't expire until December 31, 2005. DOI is waiting for implementation direction.

#### **Vitamins and Mineral Supplements for Firefighters**

Brian Sharkey has come out with a new report. S&HWT will be preparing a response to our request for direction on what should be supplied by the medical unit on incidents. Report can be found at [www.fs.fed.us/t-d](http://www.fs.fed.us/t-d) User name: t-d Password: t-d.

#### **Wednesday, May 11, 2005**

#### **AD Pay Plan**

Discussed independent review of the proposed pay plan.

**IBPWT will send a request to DOI and FS Human Resources personnel to review the classification and establishment of rates processes.**

\*\*\*\* IBPWT will schedule a conference call after we get a response from DOI/FS to discuss how we will proceed.

#### **Content Analysis Tool**

Hallie and Sarah will meet with Deb Epps to determine the process and what information needs to be included.

#### **“Did you Know” Memo**

Do we want to do a 2005 memo for this year? What would we include?

IBPWT agreed this is not necessary at this time.

#### **Web Page**

Waiting for launch from webmaster. Page has been designed and just need to link documents from old website. Should be available shortly.

## **Incident Business Practices Workshop**

Logistics Group is interested in co-hosting a workshop with Business Group in 2006. After discussion, it was determined that currently there is not enough of a need to do a joint meeting with Logistics or to warrant a separate Incident Business Workshop.

BLM business meeting will be held in Albuquerque, NM on February 22 & 23, 2006. There might be an opportunity to have a joint business meeting with other agencies. Veronica will follow-up with Shana to find out where the meeting will be held, if it will accommodate another group, and we can discuss this as an option again at the October meeting.

Currently there is not enough of a need to do a joint meeting with Logistics or to warrant a separate Incident Business Workshop.

## **2005 Crash Rescue Standards**

Email was forwarded to IBPWT to send out crash rescue standards. IBPWT needs to ensure the validity of direction prior to forwarding to the field.

## **Commissary**

Alaska does a lot of agency commissary. State and BLM did a large volume last year. Included in the crew management plan. Agency commissary in Alaska is focused towards crews. Two proposals were given to BLM FMOs.

- Get rid of commissary as they should come out prepared. Crews are held to 14 days.
- Only do commissary one time in a 14 day period.

FMOs chose option two as they consider this a morale issue.

## **Agency Updates**

### BLM – Veronica

- BLM will be putting out direction on how they will be processing invitational travel per OMB direction, requiring Intra-Governmental Order (IGO) rather than processing a travel voucher for that employee.
- Agreement signed by BLM, FWS & NPS that NPS will pay all EERA payments starting immediately through the end of the calendar year.
- DOI Pay Plan out and BLM memo out last week.
- New BLM state contacts
  - MT – Jaclyn Woods
  - AZ – Lyn McMahill
  - ID/NV – Carol Salo
- Casual Payment Center in Boise has gone to 12-hour days.

### Eastern States – Paul

- Mild fire season so far. 4,000 acre fire in Wisconsin that burned over several homes. Had a little activity in Florida, anxious to see where the fire season will go with precipitation and extra fuel on the ground from last year's hurricanes.

- Region 8 had an interagency business meeting this spring, which a state Finance Chief attended, representing Paul. Interested in putting together a geographic area interagency business committee.
- Trying to get a handle on who the contacts are for Paul to communicate with in the East. Only a few have responded but will keep working on this.
- Have put on interagency S-260 & S-261 courses. Will be offering S-360 coming up next month. I-Suite will be done in the South as well. Have some of the best instructors for teaching I-Suite.

#### BIA – Rosie

- Conducted two incident business workshops to educate AAs, AOs, FMOs, etc. Trying to assist them in being prepared for incidents. Tony Recker and Paulicia Larsen taught the draft AA sessions, which were held in Albuquerque and Rapid City.
- BIA opted not to go with centralized equipment payment center this year. Their central office is handling these payments and they are trying to be more supportive of fire and assist this process more. Rosie is working on an SOP for the centralized center to use to make these payments.
- Casual Payment Center process has been bumpy so far. Have been training the contractors to familiarize them with BIA and their finance organization, as it is very unique and can be difficult to understand. Having some problems with handwritten timesheets not being readable by the payment center. Working on getting I-Suite systems to the field so they can produce computerized timesheets that are more readable.
- Have had two sessions with agency personnel regarding training etc. They will have access to Datamart to check on status of payments prior to calling the Payment Center.
- A contracting officer for each region will be designated. Have sent them out with some other contracting officers to get experience on buying issues involved with incidents. Working on developing BIA buying teams to be able to support their own incidents.
- Have developed some supplementals (i.e. driving policy) that they will work to get posted on the IBPWT website.
- Going to work on initiating a business working group for the agency. Will develop a charter to initiate this group.
- Doing incident business reviews as part of their preparedness reviews.

#### Western States – Steve

- State Fire Manager spring meeting in March. Work for the Council of Western State Foresters, met to discuss common issues and complaints and brought in some federal speakers. Have to identify important issues, emerging issues, and FYI. Steve will send a copy of this report to working team members.
- Some agencies still do not accept local red-card qualifications for local IA response.
- Fire shelters are an issue – new shelter will not adequately protect large people. This needs to be dealt with. One option is to extend the projected shelf-life of the old shelter. Working team noted this is currently being addressed by MTDC.
- NFP states getting funding for mitigation and preparedness issues and this pool of funding is shrinking. Need to make congressional leadership aware that this funding is vital.

- Firefighter personal liability issues. Affecting some personnel's willingness to participate.
- National engine contract stipulates the age of equipment that can be utilized. Does this conflict with age of state & local government fleet?
- AD Pay Plan was discussed as it does affect a lot of state hired ADs.
- Region 2 has noticed some issues with the FS going to central support center. Some local staff has left and there seems to be uncertainty on how the fires will be supported and payments will be made.

#### FS – Emmy

- Reviewed the draft briefing paper to interagency community re: incident business support (See attached document “Interagency Briefing Paper”.)
- Have met with ROSS project folks and Incident Based Automation to collaborate on a comprehensive review to identify opportunities and risks associated with staffing, processes, and technology. Looking at automating what we currently have. Getting the data that is currently in I-Suite and have it automated to send directly to financial system.
- Want to align the people, processes, and technology to be able to support multiple functions. Define business organization to provide business management services (finance, HR, AQM) to an incident. Build foundation to agency-wide Enterprise Services Bus. Improve business process to streamline resource management from end-to-end:
- Designed so that any agency/y or state, with minimal investment in current technology, can access all of this information and utilize it for incident support.
- Reviewed the entire business process proposal that FS is exploring for the rest of FY 05 and FY 06.
- Additional issues at ASC – AD travel and how that will be handled. Hoping to develop a process to reimburse ADs through the payroll process as reimbursement on the OF-288.
- OIG Audit on EERA process ... FS is awaiting the final draft of the report from OIG. Upon receipt, they will determine methods of implementation of recommendations made in the report. This will invariably affect the other agencies and the direction we currently have in the IIBM.

#### NPS – Debra

- Been involved in teaching interagency courses for S-260 & S-261. Attended I-Suite training in Shepherdstown. It is a new course where you attend all modules of the program.
- Payment Team meeting in April, discussing payments for BLM and FWS and how they approach the increased workload or not. Did a silent auction at their meeting and collected over \$900 for the Wildland Firefighter Foundation.
- Will be handling the payments for BLM and FWS while they switch over to a new system.

## **Meeting Discussion**

Working team members should plan for three-day meetings and should plan travel accordingly.

May 2006 meeting will be scheduled in October after release of NWCG meeting schedule.

### October 2005 Meeting – Planned for New Orleans

Several motel possibilities available. Would like to set it up to have the meetings in a conference room at Jean Lafitte, which would be a short walk from the motel. As soon as Debra gets that established she will send the information to the group. Rental cars are not recommended.

### January 2006 Meeting – Planned for Key West

Paul is working with Fairfield Inn for lodging facilities. Government rate is currently \$135. Separate arrangements will be made with the Courtyard Marriott. Paul will continue negotiations and will send additional information to the group. Contract negotiations will be worked on in June when Tyra is available.