

**Incident Business Practices Working Team Meeting**  
**May 2-4, 2006**  
**Santa Fe, New Mexico**

Attendees:

Hallie Locklear, IBPWT Chair  
Dugger Hughes, Coordinator Representative  
Lyle Carlile, NWCG Liaison  
Rosie Morin, BIA  
Randy Hart, Line Officer Representative  
Debra Ledford, NPS  
Deb Aiken, FWS  
Paul Palmiotto, State of Florida – Eastern States Rep  
Steve Hasenohrl, State of South Dakota – Western States Rep  
Veronica Belton, BLM

Not in Attendance:

Emmy Ibison, FS

**EaTIS and DOI (FBMS)**

BIA doesn't have internet access therefore cannot participate with EaTIS. The BIA Business Representative in Reston, VA stated that he met with Debra Sonderman and her assistant at which time it was indicated that the DOI will conform/transition our EERA agreements to the DOI Financial Business Management System (FBMS). The BLM WO policy person has communicated to Hallie that Ms. Sonderman and her assistant are onboard with BLM testing the EaTIS program this fire season. BLM has ask that Ms. Sonderman get involved at the DOI level and inform all DOI agencies of what they want us to do. So far this has not happened. BLM has no knowledge that EERA's will be included in FBMS at this point.

**Incident Records Management**

FS is the only agency that has released any information on fire records management. FS has also been aggressive on training. Policy is posted on the NIFC website for all agencies.

**Coordinator Representative**

Dugger Hughes is retiring from the BLM May 31, 2006. Jim Fletcher, Center Manager, Rocky Mountain Coordination Center was chosen to replace Dugger on the working team.

**White Paper from the IOSWT/TWT – contracting issues**

Hallie received an email from Logan Lee, Chair of the Training Working Team, regarding the need to have contractors training their workforce with instructors that meet qualification standards. In order to bring light to the subject a briefing paper was written by the TWT and IOSWT for NWCG. They recommend that the National Contracts be

amended to allow for a limited number of strike team leaders, task force leaders or trainees to accompany multiple contract crews and/or engines to incidents in order to achieve position qualifications or maintain currency. This should allow for a number of contractors to qualify as Lead Instructors. **Hallie will share the briefing paper with the National Contracting folks at NIFC.**

#### **NWCG PMSWT 2005 Annual Report**

On March 10<sup>th</sup> Allen Deitz sent out the PMS annual report to all the working team chairs asking for a review from each working team of their respective list. The only document in question is the PMS 315 Buying Team Guide (1999). **Hallie will contact Jan McCluskey and see if the 1999 version is correct.**

The Single Resource Casual Hire Form PMS 934 has 11 items for which a unit can hire a casual employee. Number 9 needs to be reworded to remove the term “emergency fire rehabilitation”. Language needs to match the pay plan. **Hallie will work with the ES&R folks to fine tune what is currently in the pay plan and will draft language for the SRCIHF for review by the group.**

#### **Changes in the DOI HR Office**

Winford Hooker retired in January. Linda Erwin has accepted the position and will enter on duty May 1, 2006. Hallie would like to invite her to our September meeting as an orientation to the IBPWT.

#### **NWCG Update from Lyle Carlile**

NWCG has been working on a Strategic Plan. Lyle shared the draft NWCG “vision for the future” document. The NWCG is meeting the week of May 8<sup>th</sup> to work on the strategic plan and vision document. They will have a one day joint meeting with the working team chairs that same week. The NWCG budget submission doubled this year to 1.7M. The final budget will be approved at the Fall NWCG meeting.

#### **Presentation on the Fuel Management Database**

Jeanne Rieman via conference call explained step-by-step the Fuel Management Database she developed. The database consists of five sections - Incident Information; Vendor Information; Products/Services; Resources Assigned; and Incident Charges. Three of the 5 are already in I-Suites.

The working team agreed that the database meets all the criteria of the charter. However, we feel the need to target several IMT's to beta test this fire season. **Debra and Randy will draft 4 letters. One to the selected IC's through the coordinating group chairs requesting their assistance to beta test, one to NWCG letting them know it is final product, one to the I-Suite business lead and a thank you letter to Jeanne.**

#### **Homeland Security Presidential Directive -12**

Earlier this year BLM came out with a policy memo to assist managers, personnel staff, and contracting officers in processing background investigations in a timely manner. A second policy memo was issued in April to address information technology security

controls for computers used on incident support activities. Another policy memo is coming out on incident dispatch on procedures for managing computer user accounts for temporary assigned dispatch personnel. Not much consistency in how each agency is doing business in regards to HSPD-12 and hiring of casuals.

### **AD Pay Plan**

#### **- Exception rates**

FS has made the decision to post a list with description of duties on their IB website for consistency.

#### **- Frozen rates**

Not much feedback from the field on the AD-G, H, and I pay bands.

#### **- Definition of a work period as it relates to the minimum 2 hour**

Definition of 2-hour work period was questioned by casual payment center (for BIA, BLM, & FWS). After a short discussion it was decided that the verbiage on the 2-hour work period is not an issue. Perhaps the issue is more of education in the field.

#### **- Report out from Emmy, Rosie, and Debra on the classification process**

Rosie and Debra presented what Emmy had developed. Each bureau would need to tweak it to meet specific agency screening criteria. Position descriptions should be a brief statement of duties. Consider geographic area as proper channels. Normal review time depends on HR office. **Final draft due by June for group discussion.**

### **Cookbook of other Hiring Authorities**

The charter group came back with 3 recommendations. The working team agreed we would not explore additional non delegated hiring authorities. The cookbook has a number of authorities that could meet the needs of the fire community. We need to do a better job of educating the field that the tools are there.

The AD Pay Plan is typically the quickest and easiest method of hiring emergency personnel. However, we are finding that managers are utilizing the pay plan authority to hire personnel in positions (vacant government positions) that are not appropriate under the AD Pay Plan (e.g. fire management officers, assistant fire management officers, dispatch center managers, etc). Vacant government positions should not be hired utilizing the AD Pay Plan but instead should be hired using one of the authorities in the cookbook. We understand this process may be a bit more cumbersome but it meets federal regulations and policy requirements and lessens the chances of abusing the AD Pay Plan. **Hallie will prepare a memo to NWCG asking they share the cookbook with their respective agencies and encourage managers to work with their servicing HR specialist to utilize the most appropriate hiring tool to meet staffing needs.**

### **Rate Computation Methodology**

Need to get Rate Computation Methodology (under Final Report and Recommendation) finalized and posted. Under Rate Calculations add the word Sample.

### **IBPWT Vision Statement (Goals, Core Values)**

The working team should not start on a vision statement until NWCG finalizes theirs.

### **IBPWT Chair**

Per the charter (3 year limitation), Hallie will step down as chair in January, 2007 but will remain the BLM representative. September will be Veronica's last meeting as the BLM representative. The new Chair should be a member of the IBPWT to ensure continuity. Paul Palmiotto, Southern/Eastern representative will explore the possibility of being the new chair.

### **Handbook Issues**

So far the issues that have been brought forward are the same as received for the last revision. Any suggested changes should go to Sarah via email.

Resource Order must indicate rental car authorized before obtaining rental car. Handbook states personal laptops or cell phones are not authorized on incidents unless Resource Order indicates otherwise.

Prescribed fire folks want to see more Rx business related guidance in the handbook.

Randy Hart volunteered to participate in the rewriting of Chapter 90 when and if it is necessary.

### **Website**

Website is up and running and everything is current.

### **New Topics or Issues**

Deb would like to see an Agreement in place between agencies for non-FEMA incidents.

### **Agency Updates**

Eastern States:

- The Eastern States representative had an IBA assignment with the State of Oklahoma in January. The state had never dealt with FEMA and the Fire Management Assistance Grant Program before. I-Suite was used to cost account each declared fire and later when the State received a Presidential Disaster Declaration, all fire costs which switched in I-Suite to cost account by County. It was a successful assignment.
- The Eastern States representative attended the interagency Incident Business meeting sponsored by the USFS Region 8. He gave an update of the Incident Business Practices Working Team. It was suggested that an IBA orientation meeting be held prior to the hurricane season inviting the FEMA Region II and IV Comptrollers. Rex Mann gave an excellent presentation regarding the challenges the Federal wildfire response agencies and states are facing coping with wildfires and hurricanes. Two NIMO Teams are currently being developed, one in Atlanta and one in Boise to work full time on managing all hazard incidents.

- S-260 and I-Suite Training have been held. S-360 Finance/Administration Unit Leader was postponed due to the wildfire situation in Florida.
- In the Eastern states, from Michigan to Massachusetts and down to Florida is very dry. Fires are occurring in many states. Florida's wildfire season has come early with numerous large fires, road closures due to smoke on highway and highway accidents due to smoke and fog. IMT's are currently deployed in Eastern Florida to cope with large wildfires.

NPS:

- Administrative Payment Teams have been given the authority to input vendors in FFS so this should make the teams more efficient and faster because we do not have to wait for our Accounting office to input the vendors for us before we can process payments.
- NPS is working on quals guide for All Hazard and RM for All Hazard. Don Pontbriand is the Branch Chief for Emergency Services for the NPS.
- The National Park Service has completed a contract for Hurricane 2005 Lessons Learned and we have a finished product.

BIA:

- Hosting Isuites Training for BIA we will be having 6 sessions which include one day to review the updates in the BIA Casual Pay Operating and Casual Pay Plan
- BIA has advertised a Accounting Technician for the Payment Center
- Bodie Shaw will be detailed for 30 days to Wildland Fire Coordination Office

Meeting Schedule

September 12-14, 2006 Boise, ID

January 17-18, 2007 TBD

Conference Calls Schedule:

June 14, 2006 @ 1100 MDT

July 12, 2006 @ 1100 MDT

August 23, 2006 @ 1100 MDT