

Incident Business Practices Working Team Meeting

November 14 – 16, 2006

Boise, Idaho

Hallie Locklear – BLM, Chair
Lyle Carlisle – BIA, NWCG Liaison
Randy Hart – BLM, Line Officer Representative
Jim Fletcher – FS, Coordination Center Representative
Rosie Morin – BIA Representative
Emmy Ibison – FS Representative
Veronica Belton – BLM Representative
Debra Ledford – NPS Representative
Sarah Fisher – FS, Executive Secretary

Action Items are bold and in blue.

2007 AD Pay Plan

AD Position Review

The IBPWT reviewed the position table of proposed positions for inclusion in the AD Pay Plan. Working team members voted on whether to include positions or not, based on the national need and if the position duties did not fall within the parameters of an already classified position. Approved positions will be posted on the web for SME review. **Hallie will provide a letter for working team members to forward to agency personnel for review.** SME comment period will be open for 30 days with comments due by 12/20/06. **Hallie will research the options to extend the contract for the classifier to complete classification after the comment period.**

ITIN for Foreign Nationals

Hallie was contacted by Jeanne Davis, DOI NBC stating that an ITIN is needed for tax purposes only and the AD Pay Plan should be reworded. She claims an ITIN is not appropriate for identification purposes. However, the pay plan does not require the ITIN for identification; it is documented for tax purposes. Language will be added to the pay plan reading “ITIN is required for tax purposes to be hired under this Pay Plan”.

Verbiage re: 2 Hour Minimum

Hallie, Rosie, and Amy will meet with the Casual Payment Center to address the issue of the two hour minimum language in the pay plan and how that will be applied to timesheets that display less than two hours.

Language Change

Add a statement to the pay plan that “Casual earnings may subject to SS earnings limitations. Casuals should contact the SS office to determine if this is applicable.”

IBA Course Review Task Group Update – Carol Salo

Carol reviewed the progress report for the rewrite of the IBA Course. Draft course will be posted on the web and working team members will contact SMEs for review. **Veronica will develop a cover letter to send to SMEs. Hallie will get list of current IBAs from Mary**

Ann to ensure they are included in the SME review. Comments need to be sent to Carol by December 20th. Other task group recommendations are:

- IBPWT provide a sponsor for a beta session
- IBPWT consider creating a task group to develop all hazard & cost share agreement training.

Debra Ledford will replace Veronica as the IBPWT Liaison to the IBA Course Review Task Group.

Beta Test

Beta test will be held in Salt Lake City with a tentative date of the week of March 26th.

Randy will provide a room and a coordinator. Carol will gather instructors. The IBPWT agreed to fund the travel of LaMar St. John, from the Standards group for NWCG Development, to attend the Beta Test Course as well.

Cost Share Agreement

Working team members agree a cost share agreement tool would be beneficial for IBAs, IMTs, and AAs. Tool should include information regarding parties involved, responsibilities, and reference material. Task group should be apprised of several individuals from different geographic areas. Randy will serve as the Liaison to the task groups. **Working team members will forward prospective participant names to him ASAP.**

All Hazard Training

It would be beneficial to the field to provide a knowledge base of Stafford Act and Fire Management grants in all hazard situations. **Paul will be tasked to develop an all hazard contact list and a briefing paper of what should be included.** Review IS 700 and IS 800 course to determine if this material is pertinent, etc.

FS OGC Finding

Hallie will draft a letter from the IBPWT to DOI HR describing how FS is responding to the OGC opinion. Hallie and Emmy will also work to ensure Gary Wilson and Deb Rigden are in communication with DOI re: changes that will be made in response to the opinion. FS will address in policy whatever is not addressed in the pay plan. **Lyle will discuss with DOI Fire Directors to see if DOI will pursue a Solicitor's opinion in conjunction with the FS OGC opinion.**

EMSG Task Group

This group was directed to come up with standardization for EMT kits. This has not been completed yet and S&HWT will redirect this group to complete.

NWFEA

This is an effort to develop a tracking of business processes. NFAEB is redirecting group to focus on some key issues and will deliver a product by spring.

NWCG Instructor Qualifications

NWCG is trying to figure out a way to increase the number of instructors. A two-year deferment will be applied regarding currency for instructors of the Single Resource Boss course and below.

Assignment Extension Form

Jim presented an issue that the assignment extension form needs to be amended to include the GACC as a signatory. This will help GACCs keep track of their resources. This form is part of the work/rest guidelines developed by the S&HWT. **Jim will contact Michelle Ryerson, Acting Chair of S&HWT to determine if they will approve the change.** Request will be made to add a PMS number and include a revision date as well.

NWCG Strategic Planning & Update - Lyle Carlisle

NWCG members are working on a plan to define the Fire Governance Structure & realign the fire organization, including the Parent Group and Working Team relationship.

The NWCG Strategic Plan is progressing and will help define the role of the interagency function regarding qualifications and standards. Action plans have been reviewed and NWCG will be sending out a status letter. Some action plans still need to be completed.

All working team budgets will have to justify how they meet the goals and missions of NWCG Strategic Plan. The FY07 budget for IBPWT is \$18,000. The budget will remain at the same level as FY06 until the Strategic Planning process is complete and budgets can focus on items needed to meet action plans.

2008 IIBMH Revision Process

Rewrite Committee

Emmy Ibson – FS, IBPWT Liaison
Sarah Fisher – FS, Committee Lead
Debra Ledford – NPS
Rosie Morin – BIA
Paul Palmiotto – State
Veronica Belton – BLM
FWS (Recommendation from FWS)

Rewrite committee will develop a list of individuals to serve as reviewers for each chapter. Emmy will ensure a Union Rep is involved with the review committee. Rewrite and review calendar is as follows:

November 15-17, 2006	Initial Draft Meeting
February 16, 2007	1 st Draft distributed to Review Committee Members
March 16, 2007	Comments due from Review Committee
March 23, 2007	Rewrite Committee Conference Call to determine meeting requirements
April 10-11, 2007	Tentative Rewrite Committee Meeting
May 1, 2007	Draft to Agencies and Union Rep for review
June 1, 2007	Comments due from Agencies – Contact Directives Personnel
June 8, 2007	Rewrite Committee Conference Call to determine meeting requirements
June 19-20, 2007	Tentative Rewrite Committee Meeting
June 29, 2007	Changes sent to Review Committee
July 29, 2007	Comments due from Review Committee

October 1, 2007	Finalized package, camera ready and sent off for printing
January 1, 2008	Printed and ready for distribution to the field.

S-360 Rewrite Update – Debra Ledford

Rewrite group revised the Position Task Book (PTB), course material, unit objectives, quizzes, and exams. Only 20% of course needed to be revised. Scott Anderson will work with IOSWT to adopt the new PTBs. Next meeting is scheduled for Feb 20-23, 2007. Course will most likely be sent out in early March for review. Rewrite group is still looking for individuals to serve as reviewers. IBPWT will have the opportunity to review as well.

Beta Testing the Fuel Database

The IBPWT only received feedback from one FSC. Four IMTs had been selected to beta test however the word did not make it to the Finance Section and only one team participated. The database needs to be presented at team meetings to the Finance Section to field test for the 2007 season. This will allow for more feedback in order to make a decision whether to pursue or not.

Randy will discuss with Rowdy to get on the Great Basin agenda and Sarah will discuss with R3 folks to get on their team meeting agenda.

OF-288 Review

Only two comments were received: 1) still want carbon copies 2) want the boxes added back on re: discharge, travel entitlement, transportation provided. IBPWT agreed that further testing is necessary and that this will only be accomplished if the test form can be incorporated into the ISuite system. **Emmy will contact Mary Ann to see if the form can be changed in I-Suite.**

EERA Test Form

No responses have been received on the EERA forms. The EERA test forms need the same level of testing as the OF-288 and need to be incorporated into ISuite. **Emmy will check with Mary Ann to see if the Invoice and the Agreement can be incorporated into ISuite.**

A decision re: the Shift Ticket and Fuel & Oil Issue will be held off until a decision is made on the EERA and Invoice.

Agency Updates

NPS – Debra

- AO position is vacant at NIFC.
- Fire season was busy.
- NPS will still be providing payment teams in 2007. Payment teams were utilized by all agencies this year.

BLM – Veronica & Hallie

- State reps have changed.
- Business meeting will be held this spring in Albuquerque, including a 1-day joint meeting with FS.
- This is Veronica's last meeting as the BLM representative to the IBPWT. Hallie will assume BLM representative duties from this point forward.

FS – Emmy

- New regional coordinators: R5 – Jun Manalo; R3 – Debbie Klippenstein; R1 – still vacant.
- Gayle Hueth filled in as Branch Chief for Incident Finance. Jeff Park is filling in now.
- Mary Ann & Emmy were in DC last week. Attended a presentation on a debit card program put on by Treasury. Could be very handy to use with ADs and State IMT members. FS will meet with policy folks to figure out how they will use it.

BIA – Rosie

- Used NPS Payment Team to make vendor payments because NBC was overloaded.
- Have a contract specialist identified and a group of regional folks to deal with fire acquisition.
- Have been working on cooperative agreements in order to reimburse tribes for costs. Developed a standard template for the field to use for consistency.
- Working to get agency fire units trained on ISuite.
- Casual Payment Center has done a good job for BIA AD Payments. BIA has provided a Voucher Examiner position to assist at the Payment Center.

Elect Chair/Deputy

IBPWT members agree to change the charter and elect a Deputy Chair position with the idea that they would take over the Chair after three years. Need to make sure positions are rotated amongst agencies. Coordinator, Line Officer, and state representatives will be included within this rotation. (Include language in the charter that, if state rep is the Chair then there will only be one state rep on the working team.) **Hallie & Sarah will work on the charter.**

Kathy Shelton was elected as the new working team Chair. January 2007 will be a transition meeting between Kathy & Hallie.

2007 Meetings

January 16 – 19, 2007 (Randy will work with Kathy Shores to determine a site.)

April 30 – 4, 2007 (Rosie will work with Kathy Shores to determine a site.)

October 9 – 12, 2007

Conference Call Dates

- December 13, 2006 at 11am MST
- 2007 Schedule – Third Wednesday of every month at 11am MST