



**Incident Business Practices Working Team Meeting  
October 15-17, 2003**

**Attendees:**

Tory Majors  
Emmy Ibison  
Paul Palmiotto  
Dave Behrens  
Tony Recker  
Hallie Locklear  
Veronica Belton  
Sarah Gale

**Agenda**

**Wednesday – October 15<sup>th</sup>**

8:00 – 8:15	Introductions, Logistics	All
8:15 – 10:00	Joint session with EERA Task Group Leader and FS WO-AQM	All
10:00 – 10:20	BREAK	
10:20 – 11:30	Continue EERA discussion	All
11:30 – 1:00	Lunch	
1:00 – 3:00	Continue EERA discussion	All
3:00 – 3:20	Break	All
3:20 – 5:00	Wrap-up of EERA Discuss other contracting resources issues, develop a strategy	All

**Thursday – October 16<sup>th</sup>**

8:00 – 8:30	AD Task Group Progress Report	Tory
8:30 – 9:00	Incident Base Automation Update	Tory

9:00 – 9:30	Follow-up on outstanding Issues (May meeting)	Tory
9:30 – 10:00	Handbook Revision Discussion – additional issues	All
10:00 – 10:20	Break	
10:20 – 11:00	2004 National Interagency Incident Business Practices Meeting Need to discuss feasibility of holding meeting. If so firm up agenda topics etc.	All
11:00 – 11:30	Updates from Members – agency specific issues	All
	BLM-length of assignment/days off for non “incident” personnel BLM-EERA smoke chasing issue BLM-finance issues with 2003 season BLM-Red Book Chapter 14 Red Book review	
11:30 – 1:00	Lunch	
1:00 – 1:30	Updates from members continued	
1:30 – 2:00	Develop Budget for 2005, Review 2004 submittal	All
2:00 – 3:00	Discussion of new Chair	All
3:00 – 3:20	Break	
3:20 – 5:00	Identify Priorities of Issues and tasks. Include task group review of charters, etc.	All
5:00	Adjourn	

### **WEDNESDAY – OCTOBER 15<sup>th</sup>**

#### **EERA Discussion**

Steve Waters – EERA Task Group [swaters@fs.fed.us](mailto:swaters@fs.fed.us)  
Sue Houston – Fire Efficiency [shuston@fs.fed.us](mailto:shuston@fs.fed.us)  
Diana Patera – Fire Efficiency [dpatera@fs.fed.us](mailto:dpatera@fs.fed.us)  
Kermit Johnson – EERA Task Group [Kermit\\_Johnson@blm.gov](mailto:Kermit_Johnson@blm.gov)  
Orrin Corak – Fire Efficiency [ocorak@fs.fed.us](mailto:ocorak@fs.fed.us)  
Bob Williams – Fire Efficiency [rwilliams02@fs.fed.us](mailto:rwilliams02@fs.fed.us)  
Monty Bell – EERA & Fire Efficiency [mlbell@fs.fed.us](mailto:mlbell@fs.fed.us)  
Terry Brown – Neal Hitchcock representative [tbrown@fs.fed.us](mailto:tbrown@fs.fed.us)  
Kathy Benson – Fire Efficiency [kbenson@fs.fed.us](mailto:kbenson@fs.fed.us)  
Mary King – EERA Task Group [Mary\\_King@nifc.gov](mailto:Mary_King@nifc.gov)  
Vicky Hopkins – FT Peck Agency

## EERA Discussion

The whole group reviewed the three-column general terms and conditions of the EERA, put together by Bob Williams with each group's suggested edits.

Considerations for:

Daily Rate – Calendar Day (0001-2400)

Shift Rate – Portion of a Calendar Day (single shift or double shift)

- Focus on procurement method, not management issues
- Identify standard acceptable by all to establish rates – daily & hourly.

\*\*\*\*\* Group agreed that GACGs will make a decision on how to set rates for equipment within their geographic area ... daily, hourly, or both. Together, the Fire Efficiency Group and EERA Task Group will establish a standard method of determining rates for both hourly and daily so there is consistency nationally. **Tory will send a letter to both groups with results of the meeting and requesting a blend of members from the two groups work towards developing a standard method and formula for all agencies to use to set both daily and hourly rates.**

**Need to add “normal wear and tear” as a definition in the handbook for different pieces of equipment.**

**Add to white pages, definition in Clause 7 of daily rate, single shift, and double shift and display examples.**

**Put example from Clause 8 into white pages of the IIBMH. (Show how to figure what to pay someone who broke down in the middle of a day.)**

**Add to white pages, statement from Clause 15 to include filling out name and location of incident on new EERA.**

**THURSDAY – OCTOBER 16<sup>th</sup>**

### Issues

Non-incident personnel length of assignment/day off

Pilots, smokejumpers, dispatchers, etc. How do the regulations apply to personnel away from home but not assigned to a specific incident (non-detail, non-incident, multi-incident support?) Should they be compensated for a day off or not? Need to discuss with Gary Wilson and pay specialists.

**Emmy will contact Gary next week and Tory will discuss with him at AD Task Group meeting in Phoenix the first week in November. Determine what's appropriate from a pay regulation standpoint.**

### EERA smoke chasing

Busses and engines have to be licensed in that state to be considered a local resource and would have to have a local EERA set-up under local rates. Some companies licensed equipment in the state where they were pre-positioning equipment. Created lots of congressionals and complaints since this was a change in business practices without much notification, etc.

**Tory will get with Alice as well as some Ops folks, to discuss and develop standard language in chapter 20 if possible.**

### Red Book Review – Administration Chapter

All IBPWT members felt strongly that the Red Book should not just be a reiteration of guidance provided in the IIBMH. It should refer readers to the IIBMH to ensure consistent information is provided.

**Emmy will formulate our comments and send back to Veronica.**

### AD Task Group Report - Classification

Discussed the report issued by the AD Task Group and reviewed their accomplishments and list of issues.

Issues 1-5:

1. Wage level inconsistency. **Discuss with Gary.**
2. IBPWT clarification of CAMP position for crew boss, squad boss, crewmember, and kitchen/camp helper. **Tory will ask Judy specifically what she is after.**
3. Difference in complexities and fitness levels for positions like suppression crew boss and camp crew boss. Same issue as #2 and also tied to #1. What knowledge and fitness level needs to be considered when establishing classification? **Tory will suggest they use PTBs as a tool to establish classification of those positions. Paul will send email to Tory from Ira Jolly with TWT re: the AD level for crew bosses being too low based on what their responsibilities and skills for the position are.**
4. Positions with no PTB. **IBPWT agrees with the process they are using. Tory will ask what positions they are talking about.**
5. Draft and Final report dates need to be rescheduled. **Draft report due November 15<sup>th</sup> after their meeting in Phoenix.**

### AD Pay Plan

This will be sent to field for review by December 1, 2003. The Hope is to have it to the field officially by January 1, 2004. **Hallie/BLM will coordinate.**

**Put a note in white pages when hiring casuals, stating to refer to agency policy for guidance re: paying for ADs to take WCT, etc.**

**Emmy will see where issue is re: Delegation of Authority to a non-federal or non-agency employee for IC and Deputy IC positions.**

## **Incident Based Automation**

Mary Ann is meeting this week with the original ISUITE project team to take over formal ownership. She has worked on putting together stuff for going out with the business requirements competition for phase 2. The help desk is in place and seems to be working well. The platform for the application worked much better this year.

**Tory will have Mary Ann do an update paper for the IBPWT to know where they stand and what they hope to do for 2004.**

## **Agency Updates**

- BIA

The BIA still does not access to the Internet. There is talk of buying more laptops that would provide more accessibility. Currently, fax machines are the best way to get information to Tony.

They are working on updating the Blue Book; responses are due back by the end of October. It will be put on the web when it is complete. **Will create a link from the IBPWT website to the Blue Book when it is available.**

- BLM

Having a Casual Pay Specialist and EFF Pay meeting the week of March 8<sup>th</sup> in Boise.

- Western States

Had lots of dealings with FEMA this summer. There is not consistent guidance from FEMA re: what is reimbursable or not. Combined the state and BLM to one IA dispatch center.

- Eastern States

Created a joint position with Florida IA Intelligence Position jumped in with both feet to ROSS. The eastern seasons were mild, but lots of resources sent to the west. Florida sent 3 teams to South Dakota, Idaho, and Wyoming, along with single resources and Type 2 IA crews. They are putting on a lot of training this year S-260, S-360, S-460, ISUITE, etc. The eastern states ran into the same issues on their dealings with FEMA, no clear guidance or standards established re: reimbursement.

- USFS

Also had the same issues with FEMA, there are different regulations based on what region you are in. GSA has the ability to tack on indirect costs and manage to get reimbursed, how can other agencies successfully bill for indirect costs as well?

Incident Obligation Demonstration Pilot – did lots of manual tests. Mid-way through the season, a method was made for direct transmission. It worked okay on incidents when there were lots of experts to assist (ICARS, ISUITE, Incident Obligation, etc.) but we may not have those resources available to be experts on

all fires to assist. There is a good possibility this will become mandatory next year for USFS resources.

Position qualifications – reviewing 310-1 this year. We need to take a look at the Finance/Administration positions to see if something needs to be added, adjusted, or deleted.

Lack of resources – we still have shortage of finance/administrative people and do not see light at the end of the tunnel for forests to let personnel go to training and support fires.

The FireCode System was established October 1, 2003 and seems to be working okay. It has caused the biggest workload for the USFS since they have to manipulate the number so much to make it fit within their finance system.

### **IBPWT Chair**

Hallie was selected as new chairperson. Veronica will continue to serve as BLM rep.

**Tory will do a letter to NWCG requesting acceptance of Hallie as chairperson and Veronica as BLM representative.**

**Tory will do a joint letter to Sue Vap & Phil Street requesting a representative for NPS and USFWS.** Would like to fill one position with a Line Officer or FMO type background and the other with a procurement or personnel type background.

### **IIBMH Changes**

Chapter 90 – All Risk is still up in the air. Not sure what all should be included in this chapter until after the National Response Plan is official. One thought is to put a place mark in the book, if we complete Chapter 90 before it is camera ready – great, if not, we have a place to put it later.

### Rewrite Schedule

- Nov 3-7, 2003 IIBMH Rewrite Committee Meeting
- Nov 24, 2003 IIBMH Changes sent to Review Committee (Chps 10 & 20)
- Dec 12, 2003 IIBMH Review Committee comments due
- Dec 15, 2003 IIBMH sent to IBPWT & Union for review (All chapters, agencies will decide who they will send it to for review.) Comment form will be included.
- Jan 30, 2004 IIBMH comments due from personnel that IBPWT sent it to.
- Feb , 2004 Rewrite committee meets to review comments. (Date established at November meeting.)
- Feb 13, 2004 IIBMH camera ready

We will email, provide CDs, etc to all working team members.

**Add space to bottom of the form to note the Rewrite Committee action taken on a comment so a working team member can respond back to the submitter.**

## **Budget**

\$45,000 for FY 2004

Change the Training Development Task Group title to “Chartered Task Groups.”

**Tory will rewrite the budget for FY2005 to hand over to Hallie.**

**Veronica will check with Marc Gress and Emmy will check with FS WO acquisition folks if they would take test forms for the EERA (OF-286) and the Use Invoice (OF-294) through the PMS system, rather than going through GSA.**

## **May Meeting Follow-up Issues**

### Action Item List

Medical stuff – EMSG is supposed to be looking at medical supplies provided at the med unit on incidents.

**Tory will reply to Paul with additional concerns**

- Procurement Involvement
- Minimum needs by level of management or nearest facilities, etc

**Tory needs to double check with Allen to see if Jim Stires did a memo from NWCG to the field concerning the contracting resources issues and direction.**

### Logistics – Repair Order Form

Tory contacted the logistics community and hand-delivered the form to their logistics meeting. Have not received any information as to their desires for a standard form. This issue will not be pursued.

### Content Analysis Tool

Develop COR information curriculum to add to training course and pocket guides. Nothing has been completed on this task as of yet. **Tory will bring up with Hallie to pursue for next meeting.**

### **AD Pay Plan Use Task Group**

We need to revisit the charter and identify truly what we need and what we would like to see come out of this group. We may need to choose a new leader or pare down our expected outcome. **This will be added to the agenda for the January meeting to devote some time and thought of what we want out of this group.**

### **Cooperative Agreement Standards**

Nothing has been done on this.

### **English Bilingualism**

We will be silent in the pay plan but this issue should be addressed in the 310-1 for qualifications in order to get a red card.

### **Agreement Updates**

DoD agreement had to go back to their legal person. We are done with it on our side. Not sure who they want to sign it at the DoD. **When this is done, Tory will send out and post to web site and send to NICC for inclusion in the 2004 Mob Guide.**

### **EERA & Rental Cars**

R8 was going to draft an agreement for their region to use. When you order a team, you need to be prepared to provide them with transportation.

## **FRIDAY – OCTOBER 17<sup>th</sup>**

### **Feb 23 – 28 Interagency Business Meeting**

How can we do business differently? Think outside the box.

What issues will we be facing?

- Contracting resources
- Cost containment
- Lack of trained and available resources

Have separate workshops, subject matter experts, and facilitators.

Whatever presented is a project where you could choose to change your way of doing business without having to change a law. Something you could get a tangible result in two years. Identify task group to carry that forward to fruition. This expectation would need to be clear up front that there is a potential for involvement for a two-year project or commitment. The IBPWT would charter the task group. Work may be in conjunction with other working teams.

Invite:

- NWCG members
- NWCG WT Chairpersons
- Homeland Defense – Mike Dougherty
- Leadership – Doing Business Differently speaker (look to DoD or other agencies.)

### **EXTREME MAKEOVER – Shaping the future in contracting, workforce availability, and accountability.**

“Decisions by our leaders will drive the future as to how we do business in contracting, accountability and work force availability in emergency incident management.”

What can we reasonably expect to accomplish in the next 2-4 years? (Don't suggest things that require changes in legislation, etc.) Group will be held to task in two years. If you are not able to commit to the two-year task then we will need to find someone

else to attend. Be prepared to roll up your sleeves, get involved, and think outside of the box.

### Three Areas of Focus

Contracting (National contracts, EERA Use/Look, Administering Contracts, Specs/Rates, etc)

- What
- How
- Who
- Quantity

What do you want a contract to look like in 2006? What are you going to contract? How are you going to do it? How do we administer with less people? How do we standardize specs or bring them closer together? What is good about national contracts – are they too expensive? Do we need national contracts? If so, which ones? Can we or should we do them differently?

Accountability – cost control issue

- What
- How
- Who
- When

Why are we doing this? Is this working? Are there other methods? What are we doing with the information? What decision-making needs to take place to really lower costs? Strategy, resource use, politics.

Lack of Resources (NIMO)

- Quantity
- Who
- Why
- Where
- What/which

Can we get more resources? Who is our pool? How do we train them? If we can't get them, how do we change business so we don't need them?

**Tory will do a letter to NWCG announcing workshop. IBPWT members will do cover memo for their agency and send out nomination forms.** Forms will be returned to WT members to select participants.

**Tory will check with USFS approval process and see what level of approval is needed. If just Director approval, then USFS will handle, if above that then BLM will submit.**

### Future Meeting Calendar

January 28-29, 2004 – Tucson

May 4-6, 2004 – Boise

August/Sept. 31-1, 2004 – Missoula