

Incident Business Practices Working Team Meeting Notes
October 10-11, 2007
Missoula, MT

Present: Emmy Ibison, Randy Hart, Steve Hasenohrl, Bobbe Bilyeu, Brenda Johnson, Jim Fletcher, Kathy Shelton, Sarah Fisher, Debra Ledford, Paul Palmiotto, Tracey Nimlos.

AD Pay Plan:

New/challenged p.d.s – the process we used last year seemed to work well. We need to find out if Hook can classify the p.d.s again for us. We also need SMEs to validate the duties in the position. When positions are submitted they need to go thru agency channels, i.e. unit FMO submits to regional FMO to be submitted to agency IBPWT rep. Last year's letter was looked at and we will update it for this year asking for new p.d.s to be submitted or old p.d.s to be challenged by Dec. 1, 2007, and returned to agency IBPWT rep. We will review submissions as a group on a conference call the first week of December. Brenda and Hallie will work on getting Hook under contract again. They need to be ready to go into the new pay plan by Jan. 1, 2008. Kathy will get the call letter out by next week. (ACTION ITEM)

Engine Operator – is currently in the AD pay plan. BIA says we don't need it anymore, but other agencies are still using it. It has caused some issues at the pay center, but that is something that should be dealt with before it ever gets to the pay center. This is a BIA issue, not a pay plan issue.

Change to Pay Plan – We agreed that the time specified in circumstances required for hiring (3 & 10) in the Pay Plan is for 90 **calendar** days. This will appear in the 2008 pay plan.

IIBMH Review:

Comments are due back to review group on Oct. 22 and group meets the week of Halloween. Hope to have final out by February. Need to begin recruitment for group for next review in 3 years. The IBPWT does a summary of changes (Rewrite committee will do) and each agency sends out with their own cover letter. Re-write committee will decide whether to add page numbers.

Next committee – need chair and liaison. Sarah Fisher will be the liaison to the rewrite team. Until we identify a chair she will collect comments and everyone will think of candidates to serve as the next chair. We will come up with an application process to recruit people for the review committee after this revision is published.

Rep to National Logistics Workshop:

March 17-20, 2008, in Reno. We would like Hallie to find out exactly what they want and work with Kathy to find a rep to send to this meeting. Kathy will go if we can't find anyone else. If there are major changes we will make sure someone from the working team goes.

I-Suite:

A medical module has been tested, but most people have not used it and the information has not been distributed well.

A lot more IMTs are using the supply module.

Better uploading of information seemed to be occurring this year.

Some databases for long duration fires are getting very large. There are also no standards or guidelines between IMTs for how they are set up, especially when there are cost shares and complexing. Is this a task the working team wants to take on? A small interagency group is sitting down to define the issues and define the scope of a tasking for a group to meet in Jan 2008. If you know of someone who would like to be involved, send an e-mail to Mary Ann Szymoniak.

Dispatch Issues:

A lot of clarification is needed on Incident Business issues in general.

There is confusion about hiring fallers (or equipment and operators) and whether they are on an O number or an E number. Jim would like help to draft a response to the dispatch community.

Great Basin is beta testing fuel vendors having credit card capability and a briefing paper will come out on how well that is working. Tina Ledger will be sending out the briefing paper. There was a general feeling that it had gone well and none of the issues were insurmountable.

Course Updates:

S-360 –At the point of setting up a test class, but the coordinator became quite ill, so that is on hold for now. Debra will follow up with Deb Epps.

Cost Module Training – The tasking officially started Oct. 1 and they have had a conference call to assign tasks to group members. They will meet in Boise later in the month. First task is to find out what the need is from cost unit leaders, finance chiefs and agency administrators. New working team liaison is Hallie Locklear.

Test Forms:

The test forms are being added to the handbook. There is a process to delete the old forms and add new forms with GSA. The process is estimated to take 2 years and needs someone to shepherd the process. Do we want to go thru all this or wait until after business process reengineering? The group agrees that we need to move forward with updating these forms thru GSA, but we will wait until we have the handbook out and we have more people involved in the working group. Randy and Bobbe will begin some preliminary work.

Meeting schedule:

We will continue to meet twice a year, but each meeting will be 3 days. The spring meeting will be the last week of February. Work days will be Feb. 26-28. Randy will ask Kathy Shores to look at Savannah and Orlando and make a recommendation based on availability, price and accommodations.

The fall meeting will be Oct. 20-24, 2008, in Seattle. Work days are Oct. 21-23.

Replacement for Paul:

We need to take recommendations to Dan Smith. Betty Daniels, Florida state Incident Business Coordinator; Karen Patterson, the southern federal red team FSC out of North Carolina; and Jill Lipsey from Texas, a FSC on the Texas state team are 3 possibilities. Kathy will e-mail the names to Dan Smith.

Expanding the IBPWT:

We need to consider who will replace retiring working team members over the next few years and begin to move forward to find interested replacements. For each meeting 2 members will be responsible for bringing a guest who might be interested in participating on the IBPWT or on task groups for the team. The individuals do not have to be from the team members' agency but should be someone who might eventually be a working team member. Sarah and Deb will bring people to the February meeting. Emmy and Jim will bring people to the October meeting.

Task Book Review:

Kathy received comments that the task books were too federal oriented and need to be more user friendly for the state agencies. We will submit comments from the working team.

Business Process Reengineering:

Idea	P r i o r i t y	Cost	Benefit	Chance of Success	Tasking to another Group	Time Frame For Accomp.	Legislation Required	Need for policy change
Electronic processing of ADs (VIPR?)	1	Medium	High	High	Yes	Long term	No	Yes
Contracting for Incident Support	2	Medium	High	High	FESSA	Short & Long	No	No
Single payment center for each type of federal payment	4	Low	High	Medium	No	Short	No	Yes
What contracts make sense to be national	5	Low	Medium	Medium	FESSA	Short Term	No	No
Expand use of commercial invoice for EERAs	6	Low	Medium	High	Yes	Short term	No	No

Are any of these items being worked on by other groups? Contracting for incident support has been started by another group, but needs involvement and input from the working team. FESSA is already working on some contracts they believe should be national. IBPWT needs to get a tie and connection with FESSA to provide input and support where/when needed.

Contracting for Incident Support—what contracts make sense to be National, and expanding use of commercial invoice for EERAs are the tasks that we need to coordinate with FESSA.

We need to do some outreach and research and find out what work is being done in each of these areas, and then facilitate various groups to work together and complete these projects.

Contracting for additional incident support is time critical for the I-Suite update contracting timeline. Expanding the use of commercial invoice for EERAs is also time critical for I-Suite.

Single payment center for each type of federal payment needs a couple of people to put together a business case. The staff work needs to be completed and taken to NWCG before it's taken to the fiscal folks for a decision to move forward.

NWCG will not be looking at our BPR white paper and funding request until January 2008. Before they make a decision do we want to do some cost benefit analyses or business papers, especially on the most critical issues?

Mary Ann can take our FESSA topics forward to their meeting next week. We don't want to get at cross purposes with what FESSA is taking on, so coordination is critical. Kathy will be the first contact from the working team to FESSA and offer to them Sarah as their liaison. We need briefing papers on the items we want to work on in reengineering.

- o AD issues – Emmy and Sarah
- o Payment Center – Bobbe and Hallie
- o Contracting issues – Deb and Kathy

Papers need to be completed and reviewed by the group by **Jan 1, 2008**. (ACTION ITEM)

Format for briefing papers:

- o Issue
- o Current Situation
- o Discussion
- o Recommendations

Jim will send out a map of which various groups are working on these issues. Mary Ann will get a paper from the Incident Business Automation Group and FESSA on their current work plans and timelines.

Proposal for a Fire Business Workshop:

A workshop is proposed for FSC, IBAs, BUYT leaders, etc. Need to do after the pay plan and handbook are released. Purpose is to share new information and updates on incident business issues. Information on change and updates is not always making it back to the field. Cost share agreements are much more common now and much more complex. .

Suggestion was made to have a national webinar over a week to present various topics. Paul will research this possibility.

We will have a meeting in the fall to gather issues from the field on the 2008 fire season in order to present a spring meeting or webinar in 2009. This invited group to the fall issue gathering would include:

1. ICs (Type 1 & 2) – 2 each
2. FSC (Type 1 & 2) – 4 each + 1 from a state team
3. IBA – 3
4. BUYT – 2
5. Ops – 4
6. Agency Administrators – 1 from each agency (6)
7. Dispatch – 3
8. Payment Centers – 2
9. Regional or agency business specialists – 6
10. Logistics – 2 (Type 1 and Type 2)

Meeting will be 1 day during our fall meeting in Seattle. Emmy, Hallie, Deb, Sarah and Randy will be the planning committee. Sarah will be the chair.

IBA Course Update:

Working on finishing the field guide and then the course will be ready to go.

Round Robin:

Jim – A-76 is the main focus of the dispatch community right now. Everything is due by Oct. 19 and this is an interagency study including ADs.

Sarah – FWS is still working on the cost review of the Big Turnaround Fire The review will be finalized in late October and the review team will conduct a briefing on November 14th with Dale Hall, FWS Bureau Director and Nina Hatfield, DOI Deputy Assistant Secretary for Business Management and Wildland Fire.

Deb – Christine Peters is the new NPS AO at Boise. The Boise Budget Analyst position for NPS is open now.

Emmy – a letter came out recently asking for feedback on keeping contract commissaries. A contract market survey is going out for additional contracting of team functions such as a finance module and logistics module.

Randy – Randy will send the national BLM Ops committee the IBPWT meeting notes because they have requested to be kept in the information link.

Steve – redesign of the State and Private Forestry funding formula is a big issue for the states right now. The intent of the funding is to assist forestry programs within the state. In some states this funding supplies a significant amount of their program budget. Congress is now requiring a new funding formula that provides for competition for the funding and some states risk not receiving a significant portion of the funding they are used to receiving.

Bobbe – has had requests for I-Suite to put on BIA computers because they cannot download from the internet. The BIA is undergoing a workforce analysis of the NIFC Fire Program.

Brenda – BLM issued the new Wildland Firefighter Burn Protocols and is working toward making that interagency. Last year at the national incident business managers coordinators meeting, one of the task groups looked at the interagency all hazard authorities. A couple of major items had to do with the financial impacts of helping other entities and authority to sign agreements. They are also trying to get a decision on spending federal money off of federal lands on all hazard incidents. BLM had 4 fires which required national cost reviews this year.

Paul – Georgia, Florida, and South Carolina had FEMA declared fires this year. Estimated costs for those fires exceeded \$35 million. It was discovered that some of those areas did not have enough emergency services to evacuate nursing homes. The National Guard was used extensively. An interagency after action review on the Bugaboo Fire will take place next month. Paul will try to get us that information to use for a learning tool. This is Paul's last meeting.

Remainder of the meeting was spent reviewing taskbooks.