

IBPWT Meeting
October 25-27, 2005
Boise, Idaho

Attendees:

Paul Palmiotto, State of Florida
Dugger Hughes, Coordination Center Rep
Randy Hart, Line Officer Rep
Emmy Ibison – FS
Veronica Belton – BLM
Steve Hasenohrl – State of South Dakota
Deb Aiken – FWS
Lyle Carlile – BIA, NWCG Liaison
Hallie Locklear – BLM, IBPWT Chair
Sarah Fisher – FS, Executive Assistant

Not in Attendance:

Debra Ledford – NPS
Rosie Morin – BIA

May Meeting Minutes

May meeting minutes approved

Task Group Reports

COTR Task Group – Deb Aiken

Conference call with Task Group Lead – Roberta Whitlock to review the report.

Group was tasked with coming up with a way to use the existing COTR to do more contract administration. Task Group felt this is not feasible to accomplish. They recommend establishing two COTR positions – Incident Based Services and Fireline Services. They also discussed mobilization procedures – pros & cons of attachment of the position to a team vs. single resource hire.

The Task Group provided a 2nd proposal – Development of a new position of Contract Administration Unit Leader (CAUL). May or may not need COTR position in conjunction with this. Task Group felt this would best fit under the FSC. (Future role may or may not replace PROC.)

The task group developed position descriptions, training recommendations, and PTBs.

Northern Rockies had the opportunity to prototype this year with two incidents where they got people out to be COTRs. Both incidents were very successful.

IBPWT will develop a white paper for presentation to IOSWT in November 2005.

Deb and Paul will complete draft and send to working team for comments. They will complete a second memo from the IBPWT to the Task Group accepting their package

and outlining how we will take this forward to IOSWT. Hallie will contact Bob re: placement on the IOSWT agenda.

EERA Clauses Task Group – Randy Hart

Report was presented at May 2005 meeting. Task Group was asked to add a few things and make a few changes. The task group was successful in:

- Developing standard terms and conditions
- Updating the general clauses
- Developing a standard rate methodology

Conference call with Kermit Johnson – Confirmed the report includes the final clauses agreed upon by the entire group.

Randy will write letter to task group accepting final product and a letter to NWCG asking for approval for the general clauses.

Vehicle Rental Task Group – Dugger Hughes

Report was presented at May 2005 meeting and IBPWT asked Dugger to pursue the issue further. Dugger worked with AQM, Contracting and Fleet Management with no viable options presented. Seems the only suggestion to change our current process is to not tier off the DoD contract. Cheapest and most economical option is to have a government owned vehicle. **Dugger will write an addendum to the final report that he addressed the issue further with no viable options and the IBPWT will research this through the Supply Chain Analysis folks. Dugger will write a thank you note to Task Group members for participating.**

Fuel & Oil Task Group – Debra Ledford

Hallie received a report from Jeanne Rieman with the FS who has already put together a fuel management database. Jeanne Rieman agreed to serve as Task Group lead. Debra will work with Jeanne to update charter needs as necessary.

IBA Task Group – Veronica Belton

Task Group I – Meeting will be rescheduled to go through comments from test sessions on Agency Administrator presentations to finalize that product. This will be accomplished and finalized by January 1, 2006.

Task Group II – Still in the process of establishing a second Task Group to review the course curriculum and incorporate changes with the development of the PTB, course requirements, and any other general changes.

Carol Salo – BLM, Task Group Lead

Ron Knowles – FS

Paul Palmiotto – State

Veronica Belton – IBPWT liaison

Sarah Fisher – FS

Brenda Johnson – BLM

Veronica will check with Debra Ledford re: NPS rep. Charter will be finalized and given to Hallie. Carol intends to begin initial meeting this fall.

Interagency Incident Hiring Alternatives Task Group – Hallie Locklear

Hallie confirmed with each agency that the proposed alternatives would impact HR. Report is finalized. **Hallie will send a letter to Liz accepting report and thanking the task group and will forward the final report to working team members again. Hallie will also send the final report to NWCG.**

OF-288 Task Group

Reviewed OF-288 package. IBPWT approved the package.

- Make changes to Conditions of Hire page.
- Change OF-288 # to test PMS #.
- Add signature line to Conditions of Hire and use it for casuals in place of incident behavior form.

Sarah will draft thank you letter to task members for Hallie to sign. Sarah will write letter to NWCG for adoption as test form and draft letter from NWCG to member agencies for use. Discuss with Mary Ann re: ITS integration (include this info in letter to NWCG).

EERA Forms Task Group

Draft letter to NWCG to use EERA test forms did not go because we are still waiting for website URL and date of posting. Letter will go forward to NWCG requesting to use the forms as PMS test forms. **Paul will research privacy clause language with Jan McCluskey to include on appropriate EERA forms and will coordinate with the task group lead. Paul will write letter to NWCG for adoption as test forms and draft letter from NWCG to member agencies for use.**

Working Team Task Group Recognition

What do we need to provide back to Task Group participants upon completion of their assignments? Thank you letters to each individual member on task group will be prepared. **Hallie & Sarah will research options for providing non-monetary awards to those groups that have done an exceptional job and deserve extra recognition.**

Interagency Incident Business Management Handbook (IIBMH) Issues

2008 IIBMH Rewrite

Schedule of 2008 IIBMH rewrite.

- January 2006 – send memo from IBPWT requesting comments through April 30, 2006. Letter and comment form drafted by committee.
- Draft 2008 IIBMH to field by January 1, 2007. Open for 90-120 days for comment.
- Final product ready for print by October 2007. Available to field by January 1, 2008.

Rewrite Committee Members

- Veronica Belton, BLM – IBPWT Liaison
- Sarah Fisher, FS – Task Group Lead

Establish a format for solicitation of comments. Allow section for individual commenting to list their experience and areas of expertise and show their interest to participate as reviewer.

Chapter 90

Table and discuss at January 2006 after release of hurricane season After Action Reviews. Invite Dale Dague who can brief us on FEMA particulars.

Status of Standardized List for Medical Unit

Per Gene Madden, Chair S&HWT – Kim Christensen, EMSG Lead will have small SME group assist FEWT in developing standardized medical kits. **Hallie will get with Kim & Tory to determine a timeframe of when they intend to accomplish this.** Ideally, it will be available for 2006 season. Need to ensure items fall under procurement authorities.

Contractor Taskbook Issue

Reviewed the product from 2004. Issues have been raised from the field. IBPWT will respond to IOSWT & TWT.

Website Issue

Per Lyle Carlile, NWCG has arrangements for a contractor to be available to take on the workload of managing all working team websites. **Sarah will follow-up with Allen re: timeline for completion of current website update needs.**

AD Pay Plan

IBPWT still waiting for information from Department HR Offices re: review of position classification and rate determination process.

Pending response from the Departments, IBPWT will take action on preparing the 2006 AD Pay Plan. In preparation for pay plan issuance, working team members will request verbiage changes to current plan.

Reviewed Pay Plan verbiage changes.

EaTIS Presentation

Presentation by Sarah Clore – see attached

Fire Equipment Service Supplies Analysis – FESSA

NAPA Report identified the need for a supply chain analysis which resulted in the FS being congressionally mandated and funded for this project.

- Will look at the entire organization including fire cache, regional acquisitions, national contracts

Congress will measure based on overall organizational savings. Congress is looking for results, efficiencies, identifying savings, and implement those things. Focusing on supply chain.

Agency Updates

FS – Emmy

- EaTIS

- Trying to develop a standard template with states for Cooperative Agreements. Consensus was to develop a template for strictly Stafford Act assignments rather than modify the Cooperative Agreements.

BLM – Veronica

- Jeff Scott has moved to BLM Budget & Fiscal office in NIFC. Randy Hart will serve as the new State of UT rep to BLM Incident Business Practices Group.
- Eliminated the contract with Bearing Point for FBMS. Currently they do not know where they are going with FBMS implementation.
- Veronica did a review of the Casual Payment Center in Boise. Statistics to date for casual payments – DOI handled 54% of casual payments for ~\$28 million (9800 casuals); FS had 45% of casual payments for ~\$22 million (6000 casuals). Veronica will arrange for a field trip to the CPC at the next meeting.
- Incident record guidelines are posted on the NIFC website.
- Joint FS / BLM meeting will take place in February 22nd in Albuquerque, NM.

FWS – Deb

- Update of position vacancies
 - Kathy Winship reports in mid-November as Program Analyst
 - Phil Street & Art Latteral are retiring in March 2006
 - Will be filling an Assistant Safety & Ops position soon
 - An Assistant training position will be filled in the next two months
 - National Training position is vacant. Position will be moved from NCTC to NIFC. Currently it is being filled with detailers
 - Will be filling two new FPA positions (implementation and national planner)
- Incident medical record question re: guidance to the field. Working towards interagency direction. Stay in contact with Bridget Downing re: direction.
- Region 7 HR would not pay overtime for emergency travel. Having to work through National office to send out direction to straighten this out.
- Will be holding a strategic planning meeting in December.
- In the process of finalizing a FWS Incident Business Practices Working Team.
- In the process of finalizing fire financial management handbook for FWS.

BIA – Lyle

- Detailing Tony Recker to handle some fire business issues for time being.
- Continue to deal with Cobell issues and non-connectivity to the Internet.

Eastern – States

- Review of Hurricane Response from 2004 – 2005.
- Currently fighting fire in North Florida due to low humidities.
- Average fire season for 2005 – 156,000 acres burned (Not as big of a fire season as they anticipated with the downed fuels from 2004 hurricanes.)
- Paul is helping train other state Type 1 teams in emergency response.

Western States

- Hurricanes have been a big impact; most resources were moved through normal systems although some moved through EMAC (state-to-state).
- Not all states can use current Cooperative Agreements to respond to all-risk. Trying to include language in Cooperative Agreements to cover this. Difficult due to payment issues.
- National Fire Plan – competitive grant money available to states 12.5 million available and requests for 30 million. These requests are prioritized by the Western States Fire Managers and then sent to the Council of Western State Foresters for approval. Should know by early spring what grants are funded.

Coordination Centers – Dugger

- Lots of concerns re: the AD Pay Plan.
- State of AZ set up evacuation center without a tasking or mission assignment. State submitted several orders nationally
- IHC's want clear guidance re: 30-minute lunch break protocols

Conference Call Schedule

November 16 – 10:00am

December 14 – 10:00am

Meeting Schedule

January 18 – 19, 2006 Boise, ID

May 2 – 4, 2006 Santa Fe, NM