

Incident Business Practices Working Team  
Meeting Notes  
Oct. 21 -23, 2008  
Tucson, AZ

Action Items Tracking Table – Nancy presented a spreadsheet for use in tracking our action and decision items. We will adopt the use of this table.

2009 AD Pay Plan Changes –

- Limit on training hours for ADs – There is some concern with a number of employees taking up to 100 hours of training in 2008. Agency training folks were consulted and they do not feel there should be a hard limit on training hours for ADs; agencies need to monitor and manage training hours for ADs. FS requires approval by HR if the recommended number of hours is exceeded. The payment center flags excess hours. Each agency needs to set up its own procedures for monitoring and dealing with excess hours. . Agency reps need to take this issue to the casual pay oversight group to help put procedures in place for notification of excess hour issues.
- Get DOI concurrence and add verbiage that we cannot use suppression funds for instructors
- Adding and reviewing positions – we should get away from having geographic area specific exception positions, when possible. We will send an e-mail message calling for new positions or revised positions to be classified and added to the pay plan. They will need to be classified for the pay plan by Feb. 1 to be included in the 2009 plan. We will ask the geographic areas to submit the positions they repeatedly. The group agreed on a timeframe of November 24<sup>th</sup> for submission to the working team representative to allow time for review of proposed verbiage changes and new positions.

**Hallie** will contact Winford Hooker to see if he is interested in classifying new positions again this year for consistency in the process. We will also need a time estimate from him for completion.

- Changes in general—
  - Request verbiage change for handbook—The handbook needs to be cleaned up and verbiage added that hiring a seasonal employee in intermittent status as an AD is permitted. An option is to add additional language to the handbook Chapter 10, 11.2-5 to include intermittent and/or seasonal employees. There is a discrepancy in the wording between the title and the text of this section regarding “other agency employee” or “any agency employee”. **Mary Ann** will take this to HR for a decision.
  - We need to formalize the Q&A document regarding the hiring of seasonal employees as ADs that was agreed to by DOI and FS. We need to send this document back to HCM to make sure they still agree with the examples and to obtain further clarification. For example, can an intermittent employee be hired back on the same engine he was assigned for the season? **Mary Ann** will follow up with FS HCM. DOI agencies

will submit to DOI HR for concurrence once the FS determination is made. Once agreed to it can be posted to the website.

- The group discussed a proposal for rate change in the 2009 AD Pay Plan. Mary Ann will draft a letter for Kathy to make NWCG aware and let them know we are working through the respective HR offices for approval.

Rates proposal:

- recalculate rates
- need the approval of the fire directors and HR departments
- need to provide direction for hazard pay change to I-Suite
- There is confusion regarding SEC1, SEC2, SECG. This topic is from the data call and will be addressed in the issue matrix.
- Deputy ICs and Deputy Area Commanders cannot be hired as ADs (except for state, local or tribal gov't employees) and this needs to be stated in the pay plan.
- The AD pay plan says that we need to follow agency travel regulations. This statement will be removed.

#### Handbook changes (supplement):

Sarah will draft the proposed changes to the IIBMH and submit to the WT for review. Once approved, a memo will be prepared from the WT and agencies can issue through their directives system. The WT will determine if additional supplements are necessary at each fall meeting or on a case-by-case basis if a significant policy change takes place. One proposal is to consider contracting the writing, editing, and formatting of the handbook when it is redone for 2012. We need to get this as a line item on NWCG budget. **Kathy** will put into the budget request. We also need travel money for SMEs for the rewrite starting in 2010.

The majority of changes to the IIBMH are included in the issue matrix developed at this meeting. The two issues below are not on the matrix, thus included here.

- Supplemental personnel meet the requirement for hazard pay if they are assigned to the fireline. Section 11-13.5 needs to contain a paragraph containing "a member of a firefighting crew shall be defined as anyone assigned to a fireline for the shift".
- Discussions were held regarding different interpretations of length of assignment. It was agreed that the current policy meets the needs of managers and fire personnel and we do not recommend any changes. Education of the current direction is needed.

#### Advanced Cost Training

The task group completed their final report with recommendations to the IBPWT. The course was written and successfully alpha tested. The working team felt the course met the objectives and agreed the course should be 12 hours. The only change the group wanted was to remove the term WFSA and include a more generic decision making document. The IBPWT will maintain the course and decide when it needs to be updated. **Hallie** will contact Deb Epps regarding getting an S# assigned. The Oregon BLM have offered to host the beta course. Debra Ledford will contact Diane Talor to see if she would host a session in the Southern Area. We need to select students that will commit

to become instructors for future sessions. The beta course will have 2 instructors from the task group and 4 instructors learning to teach it from the alpha session.

Hallie will draft a thank you letter to the task group and ask for the changes to be made.

#### National Buying Team Guide

The question was posed whether this guide is an NWCG product or not. This guide is produced by Ron Schilz, FS Fire Acquisition Specialist and the interagency buying team community. They would like to have the NWCG logo on the cover and it posted on our website as an interagency document.

#### Casual Hire Form change for GovTrip

We have a request to add a block for the set up of a travel authorization on the casual hire form. If we make the change we intoned to add it to the supplement to the IIBMH Mary Ann will continue to track this topic.

#### Data Call Issues

All data call issues were reviewed and categorized:

- Not our issue; will send to the appropriate WT
- Management issue
- Training issue
- Issue needing policy change or clarification
- Issue needing task group

Task groups will be chartered to work on a number of the issues. Kathy will write a memo that agency leads can send to the respondents to let them know our appreciation for submission of the issue. Task group information will be posted to the website.

#### Bin Items:

We had a discussion that our Acquisition world has changed and we now have 2 types of agreements - EERA for incident only sign up and preseason agreements in some format. The AQM section of the hand book needs to be reviewed and a recommendation made on how these new types of agreements should be addressed and changes needed to the language of EERAs. It was suggested we task this to Ron Schilz and Julie Whaley. Item to be moved to the issue matrix.

#### Round Robin:

Sarah (FWS) – FWS has developed a group of Regional incident business contacts, which is assisting with information sharing and consistency. FWS is also trying to develop a few IBAs within the agency.

Hallie (BLM) – BLM has gone to FBMS and will go live Nov. 1<sup>st</sup>. Incident business state leads were successful in getting Ops group to allow them to do business reviews in conjunction with preparedness reviews.

Randy (Ops) – BLM Fire Ops group is meeting next week.

Debra (NPS) – trying to find out what is happening with all-hazard AD pay authority for NPS.

Mary Ann (FS) – national interagency agreement: a one-year extension has been signed. The goal is to work out issues by April.

Pay centers: FS budget people will be working with DOI budget people to work out mechanics.

Kathy (Chair) – NWCG restructuring is going from working teams to committees. Recommended the Incident Business Committee be made of the agency incident business leads and that was adopted by NWCG. We need to write a charter and a mission statement. We will recommend the group stay the same except we only need one state rep. We will add this to our spring meeting agenda.

Next meeting is April 28-30, 2009, in Boise.

### Issues for IBPWT Attention

Issue	Who	IBPWT issue	Action
<b>ACQUISITION</b>			
Off-road rental vehicles	Carter/FWS Williams/BLM Wallner/NPS	Y	Task a white paper to the group testing the GSA contract. Mary Ann
EERA Double shift vs. multiple operators	Beagle/FWS Evans/BLM Salo #7	Y	Delete last sentence in Section 24.3. Add to "Did You Know?"
Contracting Best Value	Williams/BLM Buckman/FS	Y	Add to "Did you Know?" What does an IMT need to know?
VIPR	Williams/BLM Salo #1/BLM Hart/BLM	Y	Pass all these issues on to the National Coordinators ( <b>Jim</b> ) and VIPR team. IBPWT will write a letter to VIPR group asking for Q&As to be given to us. <b>Kathy</b>
Fuel issues Hiring wet or dry Use of credit cards	Salo #8 Streeter/FS Pederson Diaz McGrane-Rock/FS	Y	Put into national fuel solicitation template that vendors are required to accept credit cards. White paper recommending adoption of use of credit cards immediately. <b>Task McGrane for white paper.</b> <b>Hallie</b> Letter to Equipment Liaison Group - ?
POVs on incidents	Salo #5	Y	Chap. 10, sec. 16 covers FTR 301-10.6 Add to Did You Know?
Daily rate equipment time recording	Simet/NPS	Y	Supplement to correct Exhibit 10 & 12 to Chapter 20 <b>Did you Know?</b>
Use of commercial invoices	Simet/NPS	Y	Task a group to work on. Include people from FESSA effort. Schilz, Lockhard, Simet, Blunt. <b>Mary Ann</b>
Incident only EERAs	Streeter/FS Schultz/BIA Molis/FS Stevens/FS	Y	Supplement HB that incident only EERAs should have a termination date of "end of incident". "Add to Did You Know?"
EERAs and New Preseason Documents		Y	Task a group to work on the wording for the Aquisition section as it relates to EERAs

			and Preseason agreements. Schilz and Whaley?
<b>PERSONNEL</b>			
Work/rest/mandatory 2 days off	SHWT Edmunds	Y	Discussed with SHWT & concurred on change to HB, red book (SHWT), mob guide (Fletcher)
Currency/training	Salo #2/BLM Stevens	Y	Task a group to advise us on this issue. What are the issues and how should we deal with them? (refresher?) Dana Reid, ask Chad (Donna K.), Leann Evans, ** Betty
Security positions	Salo #12 Koch/BIA	Y	Task to the Logistics group – see 5109.17 2004 memo Kathy
Field S-420 course	Salo #13	Y	Agency business leads will write a white paper and have endorsed by NWCG
APMC/OWCP – CA-16 COP change 15.1-4	Manalo/FS Pass	Y N	HB is as specific as we can be—there's too much variation between agencies. We will address the COP change.
Capacity - Claims	Slick/FS	Y	Being worked on by other groups—we need to continue to look at business processes that require fewer people
OWCP travel compensation	Kerry	Y	Already addressed in the HB and we cannot change this policy (not ours)
Travel reimbursement for AD firefighters	Hartlove/FS	Y	Task a small group of travel, finance/fire, hiring people Carol Salo, Angie Larson, Maggie Moran, Bonnie Amorol, Erin Maskalick Debra
<b>COOPERATORS</b>			
Cooperator employees	Williams/BLM Salo #9 Molis/FS PHX NIMO Kuche/FS Anon.	Y	Mary Ann is presenting issue paper to NMAC.
State engines fuel/chapter 50	Devine/FS	Y	Addressed in terms of the statewide agreement, not in IIBM—in GA supplement

<b>PROPERTY</b>			
Replacement of supplies/equipment on fire	Quilici/FWS	Y	Already covered in IIMHB—no action required
<b>ALL HAZARD</b>			
FEMA/I-Suite	Tate/FS PHX NIMO	Y	Assign task group to Susan Lee to develop section on FEMA wildfires for Chapter 90. Mary Ann Mary Ann will get back to Tate on I-Suite.
<b>COST ACCTING/REPORTING</b>			
Cost Mgmt change to Chapter 80	Beagle/FWS	Y	Current form is temporary—no action
Merge, split, complexing, sharing I-Suite job codes  Theater level mgmt	Salo #11 Doolin Henderson Tate/FS PHX NIMO	Y	Put together a task group. Tina Ledger, Pam Okon, Donna Tate (SME), Dave Hart **Agency Administrator Mary Ann
Fire codes	Simeon/BIA PHX NIMO Devine	Y	Propose that only the FireCode can be entered into I-Suite and ROSS for federal fires. Fletcher will take to National Coordinators. Mary Ann will tell I-Suite to proceed.
Using I-Suite for cost shares and trespass	Doolin PHX NIMO	Y/N	Task a group to develop business processes for using I-Suite in cost shares. Brenda Johnson, Glenn Beagle, Deb Hamill, Jane Haker Randy
<b>INCIDENT BUSINESS COORDINATION</b>			
I-Suite reports	Toth/FS	Y	Remove #2 from 47 Exhibit 05 in IIBM supplement. In 47 Exhibit 1, remove #2. Run past FSC's and payment people. No action required by I-Suite.
Dan Smith white paper		Y	Agency business leads and chair will coordinate on a response for review by the team.
Implementing changes to IBP	Hartlove/FS	Y	Not realistic
Website management	Salo #10	Y	We'll write a letter to NWCG asking for permission to redesign our website, working directly with the webmaster to develop a site that meets our

			customer's needs.	Nancy
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Did you know? – Hallie lead

HB change/supplement – Sarah to draft supplement

Task out – tasking letters need to be prepared by Nov. 19 conference call  
Agency leads ask their own agency people.

IBPWT lead