IBC Meeting Notes
November 2-4, 2016
Boise, ID

Present:
Jamie Parker, FS
Sarah Fisher, FS
Christine Peters, NPS
Dave Burley, BLM
Robin White, BIA
Wendy Walter, NASF
Robby Gross, NASF
Tim Blake, Branch Coordinator
Jeff Arnberger, BLM
Ben McGrane, FS

Also in Attendance:
Danica Colley, NPS
Kelin Staats, NPS

SOP Review
- Word changes 2nd paragraph. Remove “all hazard” and “policy”.
- IBC Membership – no official extension process.
- Appendix B – Add link for AD position description template.

Review work done on Reference Guides
- Goal is to provide reference guide for field level as a job aid. Intended as recommend guidance and best practices, not policy.
- Action Item: Put a link to the handbook in the Reference Guide.
- 3.2.1 – Leave it in for now until this becomes a formal part of the yellow book. People should refer to the handbook for policy.
- Made misc. changes to document through discussion. The changes in blue reference the old handbook and will be removed.
- Draft/Review timeline for Reference Guide
  - 11/10/16 – Rough drafts done
  - 11/25/16 – IBC Review Due
  - 11/30/16 – IBC call at 10am MST
  - 12/5/16 – Send to targeted field for review
  - 1/6/17 – Due back to IBC from field
  - 1/9/17 – IBC review this week
  - 1/19/17 – Finalize document

Rental Car Contracting
- Requesting a task group to analyze national contract possibilities for rental cars.
- Need incident business rep and AQM from each agency, GNA, dispatch, fleet.
• Action Item: Each IBC member needs to identify agency reps for rental car task group by 12/13/16 IBC conference call.
• Need findings by December of 2017.

Review OF-294 & OF-305 & ICS-209 – Jamie
• OF-294 – Discussed changes to Emergency Rental Agreement prior to sending to the field for comment.
  o Remove block 10 (business size of contractor).
  o Block 13 needs to be sectioned like block 14 with rate and unit. Make block 13 a little narrower and block 14 a little wider.
  o Remove Warrant # in block 20.
  o Block 3 add a check box for “end of incident”.
• OF-305 – Discussed changes to Emergency Equipment Rental Use Envelope prior to sending to the field for comment.
  o Add “Name” to Administrative Office for Payment box
  o Remove “By:” from the Forwarded for Payment box
  o Equipment box add “VIN or Serial #” to Equipment box and remove extra column (between type and size).
  o Change Request Order # to “Request #”

National Meeting Preparation – Sarah
• Reviewed National Meeting agenda updates and schedule. Sarah will incorporate all changes and have updated agenda available for December’s IBC Conference Call.
• Update agenda to show where decision points are needed
• Social planned for Wednesday night at Marriott Pyramid
• All agencies need to come up with own agenda for day 1
• Action Item: All IBC members get names of National Meeting attendees to Wendy and Jamie by 12/31/16
• IBC face to face meeting from 4pm to 5pm on Tuesday 1/24/17
• Action Item: Ask ASC if any flip charts, screen and projector are available for use during National Meeting.
• Any presenter that had copies to be handed out need to get that to IBC prior to meeting or bring their own copy.
• Wendy will request microphones from the Pyramid Convention Center

Hazard Pay Clarification for Limited Control Flights – Jamie (Document)
• Discussion – hazard pay and possible conflict guidance between IIBMH & 5 CFR (on a 24-hour clock or shift basis – Christine to research DOI pay handbook for additional direction.
• Action Item: Representative for each agency (FS/DOI) will send limited control flight hazard pay proposal to HR department and targeted field representatives for review and discussion. Add to February conference call agenda.

S-260 Revision Options – NWCG Training
• NWCG projects update – NWCG Training tasked by Exec Board to conduct assessment of training system and identify areas to improve efficiencies.
• NWCG Training S-260 team has been analyzing S-260 to determine the future of the course. Want to add IBC perspective to the decision making process about best actions to take with the
course. Went over analysis and discussed thoughts from IBC. Discussed options on page 4 of “S-260 Analysis Status Update” document.

- Discussed possibility of requiring an RT course every 2 years for finance positions via a modular concept. IBC wants to discuss the handbook prior to making a decision. Leave S-260 as is for now until a decision can be made.

Cooperative Fire Agreement Template – Dani Bohn & Tim Melchert
- Final draft submitted and approved by NWCG, but is subject to final feedback from OGC and Solicitors Office.
- FS is sponsoring cooperative fire agreement template recognized as OMB approved form.
- Future vision is to have suite of local coop fire agreement templates to provide more clarity available by Spring 2017. Will make available on internal and external websites.
- National Meeting – on agenda for Thursday 1/26/16, start with a status of the template and frame up things we want to discuss during the session. Highlight significant changes of the template. Tim/Dani will create one page summary of the changes.

Cost Share Settlement Process - Jamie
- Reviewed responses from different regions/agencies. Would like to make information easily accessible.

AD Pay Plan – Christine/Jamie
- 2017 AD Pay Plan revisions
- Exempt/non-exempt position list review
- New positions
- Leveling the CTSP/ITSS
- Action Item: Jeff Arnberger, provide information to Christine regarding what training/classes require EMT’s (Rookie School?)

Changes to Single Resource Casual Hire Form
- Reviewed requested changes to Single Resource Casual Hire Form from FS Region 1.
- Jamie will send revised form to IBC. Dave to discuss changes with DOI Casual Pay Center.

AD Health Benefits – Sarah/Dave
- BLM side – taking the most recent form and move it forward for direction.
- Supposed to have process in place by January 1.

Standard Definition for Lost Time/Reportable Accidents - Jamie
- Need to do some work with risk management committee to standardize the definition. If they are being counted on the 209 should they be recorded?
- Action Item: Jamie to visit with Chad Fisher (Risk Management Committee) about options.

Updates
- TIPP Update
- S-262 ICPI Course – Jamie has final CD of course materials.
2017 IBC Meeting Dates
- Spring Date – Week of April 24th (Boise)
- Fall Dates – Week of October 16th (Maine)

Review action item log

Round Robin
- December 14th IBC Conference Call at 1pm MST – add yellow book discussion to the agenda.
- Jeff – OTC meeting next week. 310-1 is out and has the revised COMP position is included.
- Robby – Region 8/9 FS working together to put on spring meeting for incident business.
- Christine
- Dave – Webpage updates, POV/RV/Campers coming to incidents, reasonable accommodations for medical issues
- Robin – Bob Roberts is retiring in January, Robin will be filling in for some of his meetings.
- Tim – 14 committees, 68 subgroups and 700 members within NWCG. Website is a good tool, includes rosters, mission, resources and products. Training analysis in position standards. Forming Radio Use Committee.
- Sarah – Still trying to fill contract programs specialist position, AQM has gone through reorganization
- Jamie – Rhonda Noneman is standardizing AD PD’s that are on the IBC website
- Wendy – Working on getting contact information for all of the states, Wendy Chair of Western States Fire Business Manager group, working on white paper for FEMA concerns and Type 3 finance section chief quals