

Incident Business Committee Meeting

October 23 – 26, 2017

Present:

Jamie Parker, Chair
Bill Fletcher for Laura McIntyre Kelly, GACC
Tim Blake, Branch Coordinator
Sarah Fisher, FS
Christine Peters, NPS
Wendy Walter, NASF
Jeff Arnberger, Ops
Ben McGrane, Acquisition Rep
Robby Gross, NASF
Robin White, BIA
Reah Reedy, FWS
Jamie Wade, Acquisition Rep
Dave Burley, BLM
Meg Geary, Executive Secretary

Others Attended

Jessie Bender, NWCG

Day 1

IIBMh Discussion – Jessie Bender NWCG

Jessie reviewed the NWCG Publication and Web Portal Management process. Templates are available on the website, with the intent to narrow them down to one standard form. Additional guidance will be available soon on the website through the NWCG Style Guide.

It was suggested Chapter Zero's content be moved to the end of the publication. The integrity of the chapter would be maintained but in a more appropriate location. Further discussion on formatting and the publishing process of the IIBMh to the NWCG website was held.

The 2016 IIBMh will be removed from the NWCG catalog starting immediately. The revision cycle will be two years for the online IIBMh with necessary changes made when applicable.

Action item: Jamie Parker will follow up with an email to all regarding the removal from the NWCG catalog and a notice of the electronic version coming in the spring of 2018.

IIBMh – Field Comments Review

Comments from the field were discussed with each comment being considered. ***(See attached list of comments and the IBC's decisions on each.)***

Action item: Jamie Parker will send out the IBC's response to field representatives regarding their comments and the IBC's determination.

Comments on the proposed changes and task items are due to Jamie Parker by December 1. The IBC will assign a task group for the draft IIBMH at the December 13 meeting. The task group will be given the changes and revisions by January 8, 2018 for review. Comments due by January 26. IBC will do final review the week of January 29 with the document submitted to NWCG by February 1, 2018.

Day 2

Buying Teams Review

Jamie Wade presented the Buying Team review of the trends and issues for 2017. The presentation reflected the distribution of the workload among the agencies with the FS shouldering the majority share.

Training needs were identified in the areas of EERAs and Land Use Agreements. The task group requested a field review of the Buying Team Guide Electronic form, Delegation of Authority, Evaluations, and Transition Documents and modification of the 2009 version as well.

Action item: Jamie Wade will send a brief overview of the pros and cons of the database and a list of buying team lead mentors, to the IBC.

AD Pay Plan

The 2018 AD Pay Plan was discussed with a request from the field for additional positions to be added. A task group was formed to review the positions and new PDs.

Action item: Dave Burley, Robin White, Jamie Parker, and Christine Peters will review the proposed positions in early December.

Meals – Compensable and Travel Status

IBC discussed compensable meal breaks and travel status. The concern is for consistency among IMTs on the reporting of meal breaks while traveling. This is an issue for the IC and Operations, and needs to be managed more consistently.

LEOs/Lodging and Meal Breaks

A discussion was held on LEOs, lodging and no meal break documentation on CTRs. The LEO's concern is for the safety of their officers and the public and the requirement of securing firearms in a double locked situation, which would require actual hotel stay. Most LEOs do not come prepared to camp and expect lodging will be authorized. In regards to the meal breaks, LEOs maintain they are not able to leave their post; therefore, no meal breaks are recorded.

Field Guides

IBC discussed the new PROC and TIME field guides. It was suggested the Land Use Agreement checklist should be added to the PROC guide. Robby Gross also suggested adding a link to the field guides in the IIBMH as a way of getting them more exposure.

Action Item: Jamie Parker will send an email out to the field for feedback on the guides.

Contract Equipment – daily/weekly/monthly rates; length of assignment

IBC agreed to recommend removing 'd/w/m' and replace with 'daily rate'. A change request will need to be submitted to the FS Fire & Aviation Change Management Board (FACMB) for consideration. Length of assignment was discussed and language modification will be considered for Chapter 20 on the Extension form, emphasizing it is not a required form for equipment extensions.

Action item: Jamie Parker will further review the language modification to Chapter 20 regarding the Extension form requirements and equipment. Jamie will also complete the change request.

Hazard Pay Interpretation and Application

IBC discussed the definition and application of Hazard Pay. The rationale meets the criteria and is consistent among IMTs.

Paying State Bills

IBC discussed the State billing process.

Action item: DOI IB leads will work together to update the NWCG memo regarding single-point interstate billing guidance.

Buying Team Mentor PD

Jamie Wade shared the concept of utilizing Buying Team Lead Mentors and adding the position to the AD Pay Plan.

Active item: Jamie Wade will send the proposed Buying Team Lead Mentor's PD to the IBC.

Hiring Security Personnel

The IBC discussed the process and confirmed it is consistent among agencies.

Action item: DOI Agencies will send Jamie Wade their hiring policies and Jamie will develop a template.

Buying Team Database vs Spreadsheet

The IBC discussed the pros and cons of the new database verses the spreadsheet.

Action item: Jamie Wade will prepare a brief overview of the pros and cons of the database and send to the IBC.

Hurricane Assignments – MAs/Sub-Tasking

A discussion was held on Emergency Support Function #4, which manages and coordinates firefighting activities. Efforts will continue to ensure sub tasking and reimbursement process is clear and efficient.

Other – Google Mail on Incident

IBC discussed the security issues regarding using Gmail on incident. IT recommends using Firenet.gov as an alternative mail client. Chris Buzo gave an overview of the mail client, Firenet.gov.

Rental Car Task Group

Ben presented information on the Rental vehicle assessment. GSA is interested in an agreement with the Federal agencies to facilitate vehicle rentals during the fire season. There are many benefits to working with GSA; however, one drawback is the potential inability for States to use the same agreement. The next step is to form a task group for further review.

Action item: Ben will meet with GSA representatives to work out the details of an agreement. A task group will be determined at the next meeting. Jamie Parker will inform NWCG of the progress.

Status of FMAG & State Billing Task Groups

FMAG and State Billing task groups are duplicating efforts and the suggestion proposed was to merge the two groups. Regional representatives from FEMA will meet to propose consistent documentation standards.

Next IBC chair

IBC discussed possible Chair and Vice Chair candidates. Ben McGrane was nominated as Chair and Robby Gross as Vice-Chair. Motion carried.

TIPP Update

The IBC discussed the TIPP updates and the challenges to reforming the incident procurement process in accordance with OMB mandates. The FS will pilot IAS/PRISM in 2018 for a few select resource categories.

Virtual Buying Teams/Finance Sections NWCG Tasking

IBC discussed the potential for virtual buying teams and finance sections and how the process would work. This would potentially address the lack of people with fire experience working in fire business.

Action item: Tim will take the concept to NWCG and report back to the IBC.

Expansion of Casual Pay - ADs – Dave Burley

For informational purposes only, Dave shared he had a call from DOI HR asking about what it might take for other DOI agencies to utilize the AD Pay Plan to hire All Hazard casuals during events such as the recent Hurricanes. Will wait and see if they want to pursue.

DOI Hazard Fuels AD Pay Plan – Dave Burley

BLM is working on a Fuels Management Pay Plan that if approved by DOI HR, would allow DOI agencies to hire casual for Fuels Management work beyond prescribed fire to include mechanical and chemical. The basis being that our Fuels have reached emergency conditions and that reducing fuels could help reduce catastrophic fires in the future.

S-260 Continued Discussion – Jamie Parker/Christine Peters

The IBC continued the discussion on S-260. Some users found the application of the online version difficult to maneuver or to print a final certificate. The IBC is considering combining S261 and S260 to make it more applicable. The intent would be to link S-260 in IIBMh in 2018 and integrate it in 2019.

Action item: Jamie Parker will take the request to NWCG report back to the IBC.

Reasonable Accommodations – Jamie Parker

The IBC has agreed to add enhanced language, for reasonable accommodations, to the IBMH. A location for the language addition has yet to be decided.

2018 IBC Meeting Schedule

The IBC Spring Meeting will be held in Boise, May 1 – 3. All conference call meetings will be the second Wednesday of each month beginning December 13. The IBC Fall Meeting is planned for October 16 – 18, in Coeur d'Alene, ID.

2019 Proposed National Meeting

The time and location for the IBC National Meeting will be determined at the spring meeting.

Round Robin

Christine

- Nothing to report

Robby

- Nothing to report

Wendy

- Working on State Lead list to send to IBC

Dan

- Nothing to report

Jamie

- Nothing to report

Sarah

- Nothing to report

Dave

- Nothing to report

Tim

- Nothing to report

Bill

- Nothing to report

Reah

- Nothing to report

Day 3

NE Forest Fire Protection Compact/ Coordination – Eric Earle and Tom Brady (via LiveMeeting)

Eric Earle and Tom Brady presented an overview of the Northeast Forest Fire Protection Compact, NFFPC and the Alliance of Forest Fire Compacts. The Compact is authorized to assist in mutual aid efforts between members. Coordination between the Providences and the States has worked well so far with currency being the only real issue.

Molly Campbell, Center Manager for NECC, presented information on the role of NECC as the dispatch-coordinating center for the Compact. The Compact has played a vital role in wildland firefighting for its members and is seeking to continue the support.

[Next IBC Conference Call Wednesday, December 13 from 1300-1500](#)