

**ROCKY MOUNTAIN/GREAT BASIN
INCIDENT BUSINESS COMMITTEE
FALL MEETING
OCTOBER 22-23, 2002**

Committee Participants: FS Janette Archibeque
ST WY Dana Stone
ST CO Paulicia Larsen
ST SD Cheryl Eggers
ST NV Suzanne Sturtevant
NPS Jeanie Harrison
BLM Kermit Johnson
FWS Angie Braun
BIA Jessie Poire
ST ID Kurt Huston

Technical Spec/Liaisons RMCG Ray Weidenhaft
FS R4 Sue Huston
FS R2 Diana Patera
FS NIFC Tory Majors
FSO SD Denise Rossum
FS R4 Judy Carvelho

Guests FS R2 Sue Muir-Bradshaw
FS R2 Sue Shirts
ST WY Linda Burkefelt
ST NV Carol English
NPS Janelle Smith

Unable to Attend ST UT Jane Martinez, EGBCC Randy Hart, GBCG Kevin Hull

OCTOBER 22, 2002 - TUESDAY

Welcoming remarks from Len Dems, RMCG Chair. Len thanked the committee for their efforts, and welcomed them to Denver.

Introductions were made of committee members, technical specialists and liaisons, and guests.

Agenda additions were made based on information from the RMCG meeting, and bin item regarding an instructor cadre.

Ray Weidenhaft gave a brief summary on the RMCG meeting held during the week of 10/15/02.

Upcoming Training/Meetings:

Great Plains Academy, January 2003 = TBA

Rocky Mountain spring IMT meeting, April 2003 = RM Representatives

Great Basin spring IMT meeting, April 2003 = GB Representatives

National Logistic Meeting, March 11-13, 2003 = Various committee members

National Hot Shot Meeting, January 21-23, 2003 = Janette Archibeque and Tory Majors

NARTC 520/620 training, February 2-14, 2003 = Janette Archibeque and Tory Majors

BLM-WY Post fire season meeting, October 22-23, 2003 = Kermit Johnson

BLM-NV Post fire season meeting November 2003 = Kevin Hull
Equipment Inspector training, April 28-May 2, 2003 = Kermit J
I-420, Rocky Mountain, March 3-7, 2003 = TBA

NWCG Updates, Tory Majors:

- Presented recognition awards for their assistance to the IBPWT on the National Finance Workshop to: Judy Carvelho, Denise Rossum, Diana Patera, Kermit Johnson, Sue Huston, Paulicia Larsen, Barb Sylte, Marci Meier, Kendra Sabo, Kathy Riebe, Loren Walker, Sue Muir-Bradshaw, and Dana Stone.

- IIBMHB revision coming out with white page changes in near future; the IBPWT will review changes at their November meeting; Summary of changes include: increase in the incidental rate for Alaska – language change to refer to agency policy; due to the pay equity act passed in 2000 there is added language which will mirror law change; language changes in chapter 20 regarding unique items such as recreation/entertainment items; language that will facilitate the intent of managing fatigue (work/rest, length of commitment, R&R); how to address split shifts and managing fatigue; length of commitment to match mob guide (including staging and standby); matching mob guide for preparedness level 5 length of commitment; cleaning up R&R language; will add new items under foreign travel such as passports for travel to Canada. IBPWT will be sending out a form towards the end of November for suggested deletions/changes to the IIBMHB and tool kit. NWCG is revising the glossary of terms and changes will be made to reflect this in the IIBMHB.

- The IBPWT established three task groups to work on issues brought to the attention of the working team.

* The EERA/Contracting task group's charter is in draft. This task group will review EERA language, utilization, lack of standardized rates, certifications, qualifications, and training requirements. Scheduled for implementation of changes during calendar year 2004.

* The AD Pay Plan task group is charged with reviewing position descriptions for correct levels etc.

* The AD Pay Plan structure task group will review the pay plan in general, use of, ratings and need for additional standardization.

May have some changes in January 2003 to the AD pay plan

Committee should send suggested changes to AD pay plan to Janette Archibeque and she will forward to Tory.

- Contracted resources – the IBPWT was tasked by NWCG for some type of standardization, training, and certification of contracted resources; IBPWT will have a proposal to NWCG in January and then maybe something in print will be out this spring; will also be discussing R&R for contractors and proposing language to be added to contracts and EERAs;

- Incident Base automation – NWCG agreed to adopt ISUITE with some changes for interagency use; the business leader will be selected next week - project leader will be selected following week; phase 2 of processes adopted regarding how to do business on the ground – what should change – what is not needed – etc.; need better mechanism of tracking costs.

- Accountability teams are reviewing the supplemental foods and other interagency issues; their suggestions are being forwarded for review.

- A task group is dealing with recommendations from San Diego meeting during January 2002.

Tory's PS – IBA certification process (explanation) – application submitted, reviewed, and letter sent to applicant and supervisor listing level of qualification, training needed, etc. Quals are established for Type 1, 2, 3 levels; must meet criteria to be qualified; a roster of qualified IBAs is maintained by IBPWT;

- The committee recommended that an incident business representative be included on NMAC and GMAC groups; Ray Weidenhaft recommended that an Operational rep be included on IBPWT/NMAC. There is currently a member that has Ops background on the IBPW Team. Janette suggested that RMCG and GBCG consider adding a Business Committee rep to the other committees, such as Training, IRM, Ops and Dispatch, etc.

FS Accountability Team:

Janette Archibeque gave an update on the FS accountability team. The team was chartered by the Chief of the FS and was charged with reviewing complaints, etc. that came from the field concerning fire spending, accountability or issues that had potential to be considered poor business practices. The team has met twice, with conference calls weekly and the final report was drafted and should go to the Chief Nov. 15, 2002. Three "field teams" were chartered and sent to the various large fire locations. Their findings will be included in the final report.

Sue Muir-Bradshaw stated that FS Incident Business specialists from R5, R1, R6, R10, and R8 would meet in Albuquerque on 10/24-25 to discuss various issues that have been brought up.

Discussion: 2002 Spring Meeting Assignments

The committee reviewed the notes and status of assignments from the 2002 spring meeting. All assignments have been completed.

ISSUE: Contractor Training

DISCUSSION: Don't have method to verify training, (may be addressed by Tory's group at a national level); we dictate to contractors training they have to receive but do not provide where they can get it; we no longer have the mou's with various groups such as NWSA; have had incidents where contractors falsified information; researching mou for training with non-NWCG entity; classroom and certification of physical fitness standards; are task books required for contractors or just the classroom courses; hold contractors to same standards as regular workforce; we have a national standard that will hold up in court if we sign contractors on without meeting this standard then we are out of line; meeting NWCG standard vs. meeting NFPA standard.

ACTION: This is an agenda item for the NWCG meeting on 1/28/03. This committee will wait for NWCG decision and table this for their spring 2003 meeting.

ISSUE: Contracting with relatives

DISCUSSION: Some of the geographic area teams have been contracting with family/relatives – AD hire relative and then sign up the vehicle as equipment. Other geographic area teams are doing this also and have this as part of their pre-orders. This was validated through researching. Example, PSC hires son as driver w/ pickup and wife as an AD, and signs up travel trailer which goes to all incidents the team goes to.

This hiring practice is illegal through federal acquisition regulations and conflict of interest. Only head of acquisition at department level can approve this hiring practice. Hiring government owned equipment is not legal either.

Should chapter 20 be supplemented with this language? It is an administrative issue, why put it in the business handbook?

Why can't pre-orders be reviewed and approved prior to dispatch? There is that process also in place, however Line Officers are not redeeming their responsibilities in following through with this prior to the team arriving.

ACTION: Add language to address where to go for more information relative to authorities and legalities in the chapter 20 supplement.

Tory will add this as an issue to the IBPWT meeting since it probably is an interagency national issue.

ISSUE: Training and integration of I-Suite/ITS training

DISCUSSION: Concerns of whether it is a mandatory system as presented last year, as well as lack of training in this geographic area. Some areas have been adding on this training to S260/S261 at the end of the courses for an extra day.

When transitioning with other teams have encountered problems with having trainees there for the first time to get them trained while the incident is occurring.

Need to also look at having a key person on the team to do the initial data input correctly to feed all parts of the application.

Need to establish standards for data capturing and reporting requirements so consistency is there from team to team taking over the incident and the data captured in I-Suite applications.

Proposed to find someone to come to the geographic area to have ITS training. Actually would like to see I-Suite training this coming year. May fit into some of the 420 classes, we need to expose people to it at every available opportunity.

ACTION: Need to identify dates to either have stand-alone session, add to S-260/261, or in conjunction with team meetings. Check into potential to add to the academies.

Paulicia will contact Wendy Fisher on possibility of adding this course to the Colorado Wildfire Academy curriculum; Janette will check with R4 Fire Computer Specialist and Sue Shirts check with R2 computer specialist for off-site training of non-team members.

ISSUE: Cost Share agreements

DISCUSSION: what is problem with cost share from a fiscal/finance section chief perspective? Difficult to interpret, need guidance on intent of wording; who should be in on development of cost share agreements; being able to support decisions with valid documentation; finance section can offer documentation for line officers to look at; should finance section be involved in decisions made on cost share agreements? Provide advice and counsel; annual agreements may state who sets down and does this – WY states specific positions; official line officer signature must be officially delegated in writing; how often to review; every fire is different – When in complex cost share situations get your agency specialists on site. How to capture estimate of costs for billing/obligation purposes (support costs such as dispatch, cache, etc.)? There is an effort at the national level (FS) to be able to do something like that for the states – may be manual direction in our system to provide this...maybe FY '03. Need cutoff dates on cost so they don't run into multiple years... interagency group working on job codes from wildland to FEMA to whatever...

ACTION: None, just discussion at this time

ISSUE: Documentation that goes with billings

DISCUSSION: State to Feds – FS requesting too much documentation to go with fire billings from states; states may start requesting same from FS; what documentation is needed to satisfy payment/billing requirements;

ACTION: None at this time, is agency specific

ISSUE: Finance Kit components

DISCUSSION: Did finance people have an opportunity to make comments? Comments due by 11/1/02...only 5 comments received so far. Copy to committee to look over and make comments.

ACTION: Dana will consolidate comments and forward to cache

Contract R&R issue: IBPWT is working on

ISSUE: Interpretation of contracts:

DISCUSSION: payment issues (paid to attend briefing or not; bus contracts paid mileage payment issues, R&R, exchange PPE); get rid of fuel tickets – hire dry; simplify issues; differing interpretation of contracts; standardization of contracts; IBPWT EERA committee objective will look at standardizations, changing clauses – we will send issue letter to them; Should we change anything; must be able to substantiate whatever we put into print; go with what works and we can validate; teams are being asked to clean up payment documents submitted by previous teams; if we had CO's on every incident maybe that would alleviate the situation;

ACTION: send issue letter to IBPWT EERA committee; Janette A. and Sue M. will solicit comments from field by 12/01/02, and send to Kermit for consolidation and forwarding to the EERA committee.

ISSUE: AD-5 rates:

DISCUSSION: reconsider agency crew rep rate increase by \$1/hour; IBPWT task group is looking at standardized AD-5 rates nation-wide; will support standardized AD-5 rates; will need to still complete geographic supplement since the national standardization will not be complete until 2004; AD rates vs. contract rates – will not be the same since there are differing rules and pay scales for emergency work; contractor is paying overhead – Government is self insuring on ADs; why didn't this committee make an AD rate for and EMTI/EMT? Has to do with differing state certification requirements (may be resolved by IBPWT by next season).

ACTION: Support IBPWT AD Pay Plan task group standardization of rates 2004; in 2003 place in geographic supplement

ISSUE: 30-mile abatement responsibilities

DISCUSSION: From an IMT perspective the implementation via delegation of responsibilities/actions created a big impact on fire activities – but was FS responsibility. Where is this going? Its here, it's a requirement, we have to meet it – is line officer responsibility to ensure mitigation is in place and yes the burden is on the IMT to assist line officer with responsibility. Objective is primarily at Type 3 IA level – so citation is relative to all levels of response. Facilitate in providing input on process back thru FS on ways to assist line officer on fulfilling those responsibilities. Documentation of requirements. If an FS employee goes on a non-FS incident then the requirements follow them – effects mitigation by other agencies. Position has been created on FS side to help other agencies with this mitigation impact. 2:1 work/rest ratios, impacting IMTs on implementation requires extensive documentation on mitigation; if this is unique to the FS (even though BLM said they would mirror) can we put this into the IIBMH? Can we hold the individual responsible? Liability still falls back on hiring agency.

ACTION: Chair will submit an issue letter to the geographical coordinating groups on suggested changes to training material based on new documentation requirements...consider what needs to be changed on handbook exhibits & formal training workbooks in light of changed documentation requirements. Tory will take this forward to the IBPWT.

ISSUE: Team configuration

DISCUSSION: IMTs are identifying critical positions; are people identified already that will commit to being on a team? IMT needs to make recommendations to coordinating groups for changes; issue paper out proposing duplication of positions due to fatigue factors – as a mitigation of the 2:1 issue; where will the people come from – there are better ways to manage the situation instead of 3 people to handle the same job (Tory will ask question at meeting with IOS);

ACTION: None, this should be addressed by the geographical coordinating groups.

ISSUE: National contracts engines/crews/tenders

DISCUSSION: There is a proposal for fire CO that goes with these resources on national contracts; there is a perception that fed agencies being pushed to have x number of contract engines on fires – follow mob guide; congress mandated national contracted resources from national fire plan (certain percentage of NFP money goes to contracts); fire ops needs to give a quantifiable number of contract resources needed; national contracts can cross borders; Feds now have requirements that specific \$ percentage to go to contracted resources; areas that host national contracts must use them before geographical contracted resources; two separate rates for fire suppression and projects; how can contractor be paid (by feds) to eat meals when can't pay others to eat meals? We can and do...language in contract mirrors language in handbook; travel of contract crews is being looked at to follow national guidelines; recommendation from Tory to contracting group was to summarize specs on separate page of contract

ACTION: None, discussion only

ISSUE: R&R Policy

DISCUSSION: too many interpretations of policy or too many policies; send everyone home after 14 days;

ACTION: None, this is being addressed by NMAC

Discussion: Large Fire Costs, Dana Stone

We've been doing reports on large fire costs – everything we talk about now is increasing the costs, why should we be concerned on costs anymore, how do we stop the cost increases? Until you give line officer a budget to suppress that fire and hold them to it, your fire costs will continue to increase. Similar coding across DOI & FS is under discussion and may be in place Jan. 1, 2003.

There really is no answer to this question...Send Tory any thoughts or recommendations, she would welcome them.

Denise – review IMT preorders, deny items not needed; why guarantee payments on contracts (incentives);

OCTOBER 23, 2002 - WEDNESDAY

Discussion: Review and Update on Buying Teams, Diana Patera

Busy season; supplemental foods continues to be a big issue; buying teams auditing equipment envelopes – not their job; want standardized meal and lodging tickets; a couple of teams were requested to procure food thermometers (\$400) (**this will be passed on to Jan McClusky**); some crews don't carry procurement cards-dispatch is requesting buying team to order and pay for food/lodging while crews are on the road; had trainees on type 2 buying teams-some weren't available; alternates worked well; How does someone get qualified since there isn't a taskbook? Qualification is based on number of fires. Goal was to get contracting officers out-some did some didn't; cadre of instructors to work with throw together procurement support teams; can we field more type 2 buying teams? Need unit leaders; can we get more state people involved; Had some issues with security- had to contract for security; what authority does a contractor have?

Another issue ambulance – very expensive; when did it become standard to order ambulance on every incident; when ordering from out of state do they have the credentials to cross boundaries; how much activity do the ambulances really receive-very little;

Bus driver refusing to wear Nomex was released from incident; many busses not meeting vehicle requirements; equipment passing first inspection but then being turned around when inspected at camp; no consistency on inspections; who is suppose to inspect- GSUL or inspector assigned to expanded? (**This should be brought up at the logistics workshop**). Rental cars are a big issue; IMTs are renting cars then asking buying team to transfer to their cards; taking a lot of time for buying teams to get and return rental cars; **put something in the white pages of the IIBMH that if you rent it you keep it on your card**; when renting in bulk it doesn't tie the car to an individual – it is swapped out among team members so becomes very hard to trace who did the damage;

Is there a geographical buying team standard operating guide or are we using the national guide? We are using the national and it hasn't been updated since 1999. Is there a BUYL willing to take the update on? (Position that usually does this on the FS side is vacant.) Will bring this up at the national buying team meeting.

What is the definition of local resource? Region? Location of incident? Town? Geographic area? IBPWT will come up with definition.

Supplemental Updates Assignments:

Chapter 10: Denise Rossum and Angie Braun

Chapter 20: Kermit Johnson, Diana Patera, and Sue Huston

Chapter 40: Diana Patera and Janette Archibeque

Chapter 50: State Representatives

Chapter 80: Janette Archibeque

The due date for draft supplements is January 13, with a conference call on January 16 at 10:00 am. Janette will send conference number to committee.

Need to push the coordinating groups to quickly sign the supplements and get them back for printing. R2 & R4 RFs not getting the supplements signed in a timely manner; Sue Shirts will help facilitate the signatory process.

May be able to expect supplements out at end of March; depends on how quickly they can get printed; as soon as supplements are ready will email to committee for review then finalize for printing – won't wait for next meeting; try a conference call to discuss edits in January;

Mob Guide Updates Assignments:

22.5.6 Assistant Disbursing Officer Teams/Buying Teams (ADO/BT): Diana Patera, Kermit Johnson, Janette Archibeque

22.5.8 Administrative Payment Teams: Jeanie Harris

23.7 Contract Engines: Dana Stone

23.8 Commissary: Paulicia Larsen

68.1 Administrative Payment Team: Jeanie Harris

68.2 Administrative Disbursement Officers Teams: Janette Archibeque, Tina Ledger

68.3 Buying Teams: Diana Patera, Kermit Johnson, Janette Archibeque

Janette will forward the due dates for the Great Basin Mob Guide; need draft by 1/31/03.

Representatives to the Rocky Mountain Mob Guide committee are Angie Braun and Diana Patera; Ray Weidenhaft will make sure Angie and Diana are informed of the dates and info on meeting.

Discussion: Supplemental Foods

Reference the letter sent from accountability team; IBPWT will try again a proposal to NWCG on specific supplementals; why fix something that the agency line officer can just say no to; incidents are ordering more and more costly supplementals; crews aren't getting the supplementals because the camp slugs are eating it all; sugar based foods should not be allowed in camps; duplication of orders-people are not communicating; agencies need to address this in their incident operating guidelines; MTDC is coming out with recommendations on what should be added to supplement firefighters diet; bottled water is it a supplemental? No- it is a necessity.

Committee decided to wait on IBPWT recommendations and MTDC findings.

Agency administrators need to review what type of phone services are being provided to crews at the incident. IIBMH has specific criteria listed. Other items becoming questionable are the orders for carpenter with tools, trailers, and medical supplies. How much is too much?

Discussion: Adding equipment to Chapter 20, Kermit Johnson

Proposing to treat commercial busses as crew carrying buses because coaches are a different type, so will add another category (some cannot go off road); need definition such as highway use only, don't use crew carrying title because that confuses folks; will add more specs such as screens, etc., will go thru model and series for equip because there are new models available; some categories like dozers will be added onto also; hydraulic excavators rates are inadequate so will be updating that; can we put rate for type1 and type 2 engines to use a reference – as long as we are not signing them up; need more info on chainsaw rates also; hire dry/wet; generators; hiring transport when op of transport becomes operator of equipment; what training is required for the contractors-NWCG has qualifications for engines and tenders but not other equipment; put in PPE and standards requirements; if not on the line why need PPE-only required for line – or close to line; its stated somewhere but not sure where-Janette will research (*FSH 6709.11, 25.12, 1. states that anyone working on the fireline or adjacent to the fireline must carry a fire shelter and have training in deployment*); (should we put something in supplements about office trailers – yes, put in what is required to be considered an office trailer; why don't we just buy office trailers and assign to the IMTs which will decrease the cost to fires from contracted trailer; it is cheaper to rent and contract out instead of paying for storage costs, hauling costs, etc.; review license classifications listed in chapter 20 ensure it is correct because it differs in each state- make sure only the national standards are listed; land and facility use agreements – will add something in chapter 20 on fees etc.; add DOT inspection requirements for over the road equipment;

Discussion: Contract Commissary, Diana Patera

The contract commissary is a mandatory source in several regions (1,4,5,6) – R2 has been contacted to see if they want to make this source mandatory also; Diana will contact RMCG for decision.

ISSUE: Associated fees (H2O)

DISCUSSION: Differing opinions by contracting officers as to who should pay for water-use fee on government designated potable water sources; need something in supplements for reference; blue book is specific for fees associated with shower units but not caterers;

ACTION: Statement will be added to chapter 20 under potable water trucks; also Janette will send letter to Jan McClusky suggesting changes to cater/shower book

ISSUE: Instructor cadre:

DISCUSSION: Difficulty finding qualified instructors for various fire courses; need a cadre of people to call on for help instructing at various locations

ACTION: Committee will solicit instructors from their geographic areas and forward information to Judy Carvelho by middle of January 2003. Judy will consolidate list and send to Sue Shirts.

ISSUE: RM/GB 2003 Finance/Logistics Workshop

DISCUSSION: We have been invited to participate with national logistics meeting; do we want to have a workshop or not; do we need one? Keep separate or join with national logs? Are we looking at doing anything with just finance? '04 will be national finance workshop; drawback on joint with national logs then we limit number of attendees – if we keep separate we will have more attendees; do you want to hold it in Colorado – more expensive; will have new team members; heard lots of comments from logistics people that they would like to have this; responses from the field is that this is needed; we are looking at geographical issues whereas the national logistic meeting is dealing with national issues; can we just take a day at the end of this committee's spring meeting and invite logistics folks; change spring meeting to march; Wyoming folks have meeting already scheduled 3/11-13;

ACTION: Janette will coordinate with 3 volunteers for preliminary recommendations to committee by November 7. Final decision will be made after receipt of recommendations.

ISSUE: Basic Acquisition Support Course Development

DISCUSSION: need training for local units to provide fire support before/after type 2 buying teams when incident is at the type 3 or 4 level; needed for smaller units with little fire experience; this may be similar to what NPI is offering; committee of 4 to work on and bring back at fall meeting; will help units with documentation requirements;

ACTION: Judy will send test workbook and instructor guide to committee members, committee members will 'tweak' and test then bring comments back to spring meeting. Place on fall meeting agenda for finalization.

ISSUE: Overhead availability

DISCUSSION: difficulty finding support resources; maintain a list of people to call on; not showing up as available; info is not out to folks on how to make themselves available; may be something broken in dispatch; there is no place in redcard system where you could pull collectively a listing of positions; can pull by FS or DOI dispatch units but not all agencies in a geographic area; we can get a listing and share with committee at beginning of season; discuss at spring meeting; we pay centers to dispatch we should make them do their jobs – we shouldn't be doing it for them; dispatchers are not paying attention to availability lists; people not in fire game on districts don't know how to get involved; get rosters from training sessions and use them; develop a little "what do you do next" sheet to hand out in courses to help folks get dispatches; Rocky Mountain training team is developing something like the 'what do you do next' sheet;

ACTION: None; each committee representative should work with their agencies and obtain a listing of folks that are qualified and interested – then send that list to their dispatch centers.

Discussion: 2003 Action Plan

RM/GB Incident Business Committee 2003 Action Plan will be finalized by 11/15/02 and sent to coordinating groups for approval.

Discussion: Charter Review

Completed, a copy will be sent to each committee member

2003 Spring Meeting:

Next meeting will be **February 25-26, 2003 at Las Vegas, NV**; **New Chairperson for 2003 is NPS (Jeanie Harris) and Vice-chair is BLM (Kermit Johnson)**. *Idaho and South Dakota were next on the rotation list, however they are new to the committee and deferred to the next in rotation.* Janette Archibeque and Suzanne Sturtevant will coordinate the arrangements for the next meeting.