

# NRCG BUSINESS COMMITTEE 2018 SPRING MEETING

## Action Item Review

- Identify IBM Workshop – General Session presentation topics and volunteer presenters
  - *On agenda for later today*
- Add language to Chapter 50 regarding tribal specifics
- Develop Ops webinar to train on shift tickets and LUAs
- Educate BUYTs on the role of the PROC at IBM workshop
  - *Added language to Chapter 40, will be include at IBMW*
- Develop a NRCG Land Use SOP for toolbox
  - *On agenda for later today*
- Update the NR Lend/Lease language for severity
  - *Biddy completed and routed, didn't receive any input. Need to be finalized and added to Toolbox*
- Rental Car Taskgroup to continue to deal with known issues and education about how/when to order (vs. GARS)
  - *Nothing has been done to date because solicitation was a 3 year agreement and not out for solicitation this year.*
- Develop and draft NRCG incident donation guidelines
  - *Just stated this taskgroup, so no update at this time.*
- Taskgroup to look at portable toilets going to a commercial item instead of a solicitation (research other GACCs)
  - *Nothing done yet, hearing rumor that most other GACCs are wanting to move toward having an agreement.*

## LUA Taskgroup

(Deanna) - Reviewed draft version of the Norther Rockies Land Use Agreement Guidance.

(Becky) – State Lands need to be identified as trust lands via cadastral for accuracy, if it is non-trust land the local land office should be contacted for agency ownership to contact to contract. If there is a lease, local land office will make contact with appropriate lessee. Conservation Reserve Program (CRP) land cannot be used at all. Letter of Agreement may need to be done by local land office, should also address restoration or weed mitigation. Access only LUA for water unless lessee has the actual water rights, uncommon.

(Amanda) – BIA Agency Superintendents have the authority to enter into agreements with landowners on tribal trust and allotted land. A land use agreement issued by a warranted CO is not required. Fire would need to work with Real Estate Services (RES) to determine the ownership on the land, determine if there is any lease on the land and enter into a Revocable Use Permit with the landowner or lessee that identifies the cost. Upon completion of using the land BIA Fire would provide the Revocable Use Permit to BIA RES for entry into the Trust Asset and Accounting Management System (TAAMS) to produce an invoice for the use of the land. If under the micro-purchase limit, the host fire agency will write a check or use Pay.gov to pay for the use of the land. The payment goes to the TAAMS Lockbox

and is then distributed to the landowners or lessee through their Individual Indian Monies (IIM) account according to the lease or ownership percentage information within TAAMS. If the transaction exceeds the micro-purchase limit, TAAMS can generate an IPAC bill that will be paid against the appropriate fire code through the IPAC process and again distributed through IIM accounts. This process will keep BIA within the policy that requires the use of TAAMS and also ensure that we are providing the most up to date payment to the appropriate owner(s) as identified in the TAAMS system, which will also account for any probate issues. Question came up regarding other federal agencies using BIA trust land, and we believe the process will still work. Amanda will follow up to determine if the IPAC process can be used to bill other federal agencies, but we believe it can be done. At the very least, BIA could enter into the agreement with the land owner or lessee and make payment against the appropriate federal agency fire code.

Lily recommended addition of language to the table to address airports that do not have established landing fee rates. What should we be paying if there is not a standard landing fee rate and we don't want to establish a land use agreement because we're not using the land. (Jeff) If the aircraft is not charging a landing fee commercially then they should not be charging the government a landing fee either. If we are impacting the airport more than landing we should be entering into a LUA with the airport. Lily will send Deanna some bullets on what should be considered for addition. (Jeff) Commercial use agreement can still be completed to negotiate a rate if there is not an established landing fee, it wouldn't need to be a LUA. (Tracey) Clarify language that the airport needs to complete the work if restoration is included in the rate, having issues that restoration is not being completed. Government shouldn't be completing any of the restoration work.

## **Draft Land Use Agreement Form**

Biddy passed out latest draft version that came out, including comments that she returned to NWCG IBC.

- Why does it include a space for a S#?
- EIN/SSN (only if not in SAM) – the States need this information regardless of whether the vendor is in SAM or not.
- LUA still includes a minimum and maximum amount for the rate.
- Insurance/Indemnification has places to fill in, why can't it just be completed that the "Owner or Owner's Rep".
- Form still has the option for the government to perform restoration.
- The references at the bottom of the form are federal government specific, so states would not be able to use. Maybe have a check box to select these if it is a federal LUA?
- NWCG IBC conference call is March 14, may still be possible to get comments submitted to the group.

## **ATV/UTV Taskgroup**

(Sarah) NRCG IBC approached NRCG BOD last year with Great Basin's ATV/UTV guidance, and the BOD tasked the Operations Committee to undertake developing guidance for NRCG. The draft response from the Operations Committee task group was reviewed. The proposed NRCG guidance follows the Great Basin guidance with minimal changes, but does address inspection, accountability, and tracking to expand upon the Great Basin guidance. The Great Basin guidance restricts "high-performance" UTV's

(ie: Razr, etc) but the language was removed because many NRCG crews already have agency-owned high-performance UTV's.

The NRCG draft guidance does include language regarding crews, overhead and other personnel who arrive at an incident with an ATV/UTV without approval who wish to operate their equipment must have the equipment placed on a RO either in documentation or a support request after receiving approval from the IC or SC. This language caused concern about who approves the use of the ATV/UTV and making sure that the work is not put on dispatch who should not be authorizing the use of the ATV/UTV. Recommendation was made that the resource order part be removed from the guidance and that the approval form be filled out and approved by the IC/OSC during the IMT check-in process. ATV/UTV would still have to go through the pre-use inspection process, utilizing specific ATV/UTV inspection form, in addition to the approval form.

- ATV/UTV Use Request and Authorization Form – Intended for agency owned or rental ATV/UTVs, includes approval from IC. Includes section for Ground Support and Safety as well. Includes a justification/rationale for why the ATV/UTV is necessary for the incident.
- ATV/UTV Order Form – completion of the form will help ensure that the BUYT orders the correct thing including helmets. Not intended for use with agency owned ATV/UTVs.
- ATV/UTV Inspection Form

Issue was driven by the amount of claims from last year, how does this solve that issue? Great Basin has been utilizing the forms and process for 3 years now, and it has cut down on the issues and the claims that they have dealt with. Additionally the Great Basin process has cut down on the number of ATV/UTVs ordered/utilized because it has made people more aware of the number of ATV/UTVs utilized. The authorization form makes the IC/OPS make an informed, safety-based decision to the use of ATV/UTVs, includes a safety section that would require confirmation that the operator be a qualified by their home unit to operate an ATV/UTV. Increases accountability because names have to be included on the forms, which will decrease claims. Will need to get the word out that operators will need to bring the appropriate “card” that shows they have been through the appropriate training within their agency and are qualified to operate ATV/UTVs.

## **Donation task group**

Group has been newly formed, but has not met yet.

## **Fire Solicitation/Equipment Status**

Heavy equipment task group is out for solicitation, there are some changes to the solicitation, but should have minor changes for finance. Miscellaneous heavy equipment is also out for solicitation.

Jeff is working on the Montana-only and Idaho-only ambulance/EMT solicitations as well.

BLM is having issues related to the pumps for the potable water solicitation, and they are working through that to try to get the solicitation out. All other solicitations are fine. Tents are not being solicited.

No solicitations for DNRC this year, on 3<sup>rd</sup> year for handwash/portable toilet agreement and 2<sup>nd</sup> year for rental cars.

(Jeff) Federal micro-purchase limit for supplies is going to be increasing to \$10,000 and simplified acquisition threshold is going up to \$250,000.00. The increase has been approved, but it's not in the FAR and they are working on a class deviation. No date on when it is going to be in effect, but hopefully it is soon. Should be a big help for the buying teams, micro purchasers will be able to have a big impact now.

## **NRCG Board Meeting**

(Sarah) Board met February 21 and 22. The 21<sup>st</sup> was a session to review rosters with the IC's. Sarah did email out to the NRCG IBC Agency Leads the full IMT rosters with contact information for all of the teams, and the Finance Sections rosters to the whole group. (Tracey) We did drop a T2 team in the Northern Rockies this year (only one IMT2 in Northern Idaho zone). (Sarah) May 8<sup>th</sup> and 9<sup>th</sup> meeting will include the committee updates and a MAC exercise. Most of the teams have 1 AD/EFF in finance, but the rest are agency.

(Lily) How did they come up with team (name) numbers? Was based on alphabetical order of IC's names from last year and carried forward for this year, team numbers didn't change if the IC did.

## **2018 Finance/Incident Business Training**

Advanced Cost (Biddy/Fauzia) – (Fauzia) pre-requisites were included, but class was very diverse in student's abilities which affects how you teach. Great class to help the cost unit leaders, but realized that they need to add an additional day to meet what it is necessary to teach. We tend to rush through the material. (Biddy) We don't have good simulation materials for this course. Students wanted more cost shares and multiple fire scenarios and that material just doesn't exist. Need a functional database with cost share groups and multiple fires set-up.

INBA (Tracey) – INBA classes around the country have been really full the last few years. Most of the students were OGA. Classes are full but we still don't have IBAs available to go out. Some people are taking it as advance for their regular jobs. (Joanne) In talking with some people from the class they are scared because of the amount of knowledge that an IBA has to have. Tim concurred.

Does the class need pre-requisites? Do we need to develop a mentorship program? We really emphasized the "phone a friend" concept in the class that we taught. Class went well, students were very engaged. Class material needs to be re-written and updated, hopefully that is on NWCG's radar.

Unit Leader (Deanna) – class went really well, but had a wide variety of students. Affected by the furlough but was able to adjust well. Did a lot of joint stuff with the finance section, had an ops person come in to discuss ops/finance interaction.

Division class and task force leader class was going on at the same time, discussed incorporating that as well in the future. (Biddy) Worried about don't make it a 420 class, but hopefully that can be overcome. (Tracey) DIVS class was entirely a simulation class, no training materials at all. Each group was given an issue to figure out how to deal with the issue and then the resolution was discussed with the whole

class. Gave each group a stack of CTR's and Shift Tickets that had issues to see how they handled it, most groups did review and note issues prior to signing, which took them back to the basics. One of the best experiences as an instructor and better experience for students. Matt Gibson at the training center came up with the new curriculum for the course. (Deanna) S-330 task force leader class did table exercises each day and one whole table was filling out forms properly.

Joint sessions with Ops were really well received and that is something that it needs to be continued. INBA class included a panel and it was a well-liked by the students. Bidy incorporated aviation people in the Advanced Cost class which really facilitated discussion.

Finance Section Chief (Sarah) – Issues with students not meeting the pre-requisites for the course. Some of the students didn't even have S260/261. Have had follow-up discussions with Melissa regarding those issues.

E-ISuite – (Fauzia) 40+ nominations and 24 students, had the discussion about can we have a second course. Perhaps offer a refresher course, rather than a full course, would cut down on the numbers in the classes. GACC level vs Zone level, who is appropriate to lead the class? GACC level is going to limit the number of people who can attend, Zone level does limit instructors and computer issues. There will be a laptop for e-ISuite and an iPad for all the “paperwork” and exercise papers. Issues so far have been IT related, but going well so far, ready to put the class on the week after next.

(Deanna) The only issue is that 260/261 are no longer required for finance positions. (Tracey) This is due to the streamlining process to try to only have one qualifications requirement. (Deanna) Single resource boss/Crew boss have a requirement to have 260/261 but finance positions do not have the requirement. (Sarah) Worked with Rosie and Melissa to have additional requirements included in the announcement, but those requirements were not applied when course coordinator made selections. (Tracey) Lesson learned would be that if you are the lead instructor to make sure you work with the course coordinator to make selections, don't let the course coordinator be the only one making the selections. This will require you to be pro-active and insert yourself.

(Sarah) It is really critical to have other strong instructors due to issues that were faced by instructors trying to get to Missoula for the training due to weather issues.

## **Incident Business Management Workshop**

(Tracey) There are approximately 150 students so far, most sessions have been overfilled in anticipation of cancellations. Procurement and Buying Team are the in-demand classes. Have rearranged classes/rooms to try to accommodate the number of students. Every student was sent a session priority form to be returned by the deadline, for the most part there was really quick turn around on that. General session on Monday, there will be approximately 150 students in the training center. Discussion has been to take all the tables out and only have chairs to be able to adequately fit all students in 2 rooms (concurrent General Sessions of the same materials/presentations).

Volunteers: general session instructors, furniture movers for Monday because rooms will have to be taken apart before session and put back together at the end of the day.

- Furniture movers (1030 Monday/after 1700 Monday): Deanna, Fauzia, Jeff

- New to Fire: Lily
- What's new in the NR: Deanna and Jeff
- Incident Supervision: Lily
- Stress Management Topic: Tracey and Sarah
- Lend/Lease Guidelines & Posting Requirements: Fauzia and Joanne

Students can go to either the New to Fire or the Chainsaw Orientation or leave after 1600 on Monday. Same on Tuesday for the Fire Cache Tour.

Tracey will get student list out to lead instructors so that they can identify students within your session who can be utilized as coaches. Rooms are maxed out so they probably not be re-configured to pods due to the size restrictions.

IBM hard materials to be copied will need to be to Tracey by April 13<sup>th</sup>.

*Reminder that this is a workshop and it does not meet any IQCS training requirements and is not meeting specific training requirement for finance positions.*

Social – Suggestion from the student evaluations last time the workshop was hosted. Tracey started looking at places, there are not a lot of options if you don't want to pay for a room. Highlander Brewery is near the training center, very casual with an outdoor area and within walking distance of most of the hotels on North Reserve. The group agreed.

## IMT Workshop

Cherie Hartless is now the lead for the Logistics breakout, and Bidy Simet is the lead for the Finance breakout.

- Rented support items (Joint Session) – Deanna will provide a list of issues to Tracey who will do the presentation from the perspective of the host unit for logistics to identify a best practice on how to handle the issues moving forward. Jeff may also be able to assist depending on his availability.
- Managing multiple incidents not under a complex (General Session) – Shirley and her team will be doing a presentation regarding the impact. Concerns from the IBC regarding what the presentation is going to include, Bidy will contact Shirley to clarify what the content will be. Sarah contacted Judy to correct the presentation title on the agenda (from Business Update).
- Payment package documentation – FS ASC will be calling in. Bidy will be presenting update on NPS RAP team. DOI Agencies will update payment matrix and Bidy will present.
- Jeff will talk with Debby to take some of her time to discuss the EMS issues. Discuss ambulance transport and OWCP payment responsibilities again. There are differences with Idaho which may impact Montana down the road, because Idaho does have assigned EMS “territories” and an ambulance company has to establish an agreement with the local ambulance provider in order to operate in their territory.
- Review original spreadsheet to determine if there are any other topics that should be discussed – nothing was added.



- Rental cars are not a topic on any agenda this year – there were claims, but things were overall very well documented. Add a kudos to the agenda because this has been something we've been addressing for 3 years now.
- Dispatcher Workshop is going to be combined this year, they will be at Ruby's while the IMT meetings are going on. They will attend the General Session and mix into the functional area breakouts, but will have their own meetings Tuesday morning and all Thursday. Agency Business Leads will be going to the Dispatcher Workshop on Thursday.
- LOFR (Liaison Officer) Agenda (1300-1400)
- Operations Agenda (0900 for 45 minutes) – review of highlights from 2017, updates for 2018 and any other pertinent information.
- Air Ops (1330) – Jeff and Deanna

Tracey and Sarah will coordinate information to be presented to Ops and LOFR and they will coordinate on getting presentation put together. Send topics to be presented to Tracey and Sarah.

## **NR Priority Trainees**

Process same as last year, due April 23<sup>rd</sup>. Encourage all trainees (team and non-team rostered) to apply. No commitment to go on an assignment, but ability to be name-requested in/out of GACC.

## **Future Finance/Incident Business Training**

Finance Webinar will be next year (May 2019)

E-ISuite – training center will put it on the agenda, does the business committee really have to be the lead on it? Would a refresher be better? Plans will be the training center focus next year, should e-ISuite focus on plans and not finance? Local zones can provide finance-specific courses as needed.

## **FireNet Access & Features**

FireNet is connected to our Google mail for DOI so we do meet all the requirement for maintaining files. Must link to a cell phone, 2-step verification process. Established an email for her incident management team, it is allowable for a non-federal person to utilize the email. Multiple computers can be logged in with the same user name and password.

Issue last year was that every finance section and every team has their own email and at the end of the day the communication gets dropped when that team leaves. How would we set this up for each fire? Due to the 2-step verification it would always have to be tied to a government phone (such as IBC/IBS person). Doesn't completely solve the issue. The only way that we can use a Google email and be in compliance is to CC a government email on all emails.

Suggestion to continue to establish Gmail account with an automatic forward to an established government email account. Establish government email specific to the home unit with all emails from every team/fire being sent via CC to that established email. Alternative option is to require the teams to print every email and include it in the document box.

Make a request to the NRCG Board that there needs to be direction to the IMT's regarding use of fire emails due to records and retention requirements. Impacts every section, not just finance, and can have impacts down the road on FOIA requests, litigation, etc. NRCG IBC can establish and provide direction to buying teams regarding email accounts so that the email can be passed on to the next team.

## **New MT DNRC Combo Shift Ticket/CTR**

Issues were brought up about personnel having to tape personnel/shift tickets to 8 ½ x 11 paper. Issue was taken up to the Fire Advisory Council (FAC) and personnel and equipment shift ticket was re-designed.

Includes every field that is on the individual CTR and Equipment Shift Tickets. Will be produced on 8 ½ x 11 books and the shift tickets will be full size documents. Will only be utilized by local government and DNRC land offices, but non-IRA contractors will still utilize the standard size equipment shift tickets that will have to be taped to standard 8 ½ x 11 paper. The new, larger forms will be utilized for this season as a trial to see how it goes and it will be re-evaluated after the season.

## **Updated NR Business Tools**

- Business Matrix for Northern Rockies Agencies – ASC address in e-ISuite is wrong. ASC Incident Finance would prefer that everything be emailed, although things can be mailed, but not both to eliminate possibility of duplicate payment. Updated NPS information changing from APT to RAP. Will email out to Agency Leads to be updated and then re-posted to NRCG IBC Toolbox.
- Northern Rockies Recommended Local Guide for Incident Finance Skills and Standard Operating Procedures – minor changes, but it is updated and ready to be reloaded.
- DOI Agency Vendor Payment Direction – updated NPS to reflect RAP team. Sarah will email out to the DOI Agency Leads for updates.
- Lend/Lease Guidance – updated with language regarding severity use. Document is ready to be updated on the NRCG IBC Toolbox. Sarah will re-send to whole group.
- Quick Cost Estimator – Fauzia updated rates and updated the look. Fauzia will send to the whole group for final review.
- Deanna will get LUA Guidelines ready to go to be included by the end of this month.
- Sarah will email documents to group on Friday for review and comment to get added to website by April 1. Ensure all forms are 508 compliant.
- Lily and Tim will update the NR Local Incident Finance/Admin Support Kit.
  - Tim will update eI-Suite to e-ISuite

## **Business Committee Charter**

Tasked with going through the charter to identify the duties of the Zone Reps. Language was added regarding the expectations of the Zone Representatives pertaining to disseminating information from the NRCG IBC to the zone. Updated Chair/Vice Chair rotation to reflect BIA/IDL swap due to new personnel. Sarah will send to whole group.



## Business Committee Website

Pam Jolly now has access to manage the website. Reviewed website to determine what changes need to be made:

- Toolbox needs to be easier to find – make it a button
- Move the “Miscellaneous” items from the front page to the Miscellaneous items in the Toolbox
- Remove the Northern Region (FS) AD Exception Position Descriptions
- Northern Rockies Sign Ordering Page – move under links
- 2017 Incident Business Webinars – move under Training in the Toolbox
- Remove “Did You Know – Property Questions” from Chapter 30 Supplements
- North Dakota Injury Form link does not work
- Add MT EFF Rate Tables to the section with the links to the Federal Pay Plans
- Remove Evaluation form from the Toolbox
- Remove “New!”
- Rename NR Finance In-Brief Checklist to NR Incident Business In-Brief Checklist
- Remove NR Incident Recycling Guide
- Remove Vendor Package Review Checklist from Toolbox
- Move Business Matrix for NR Agencies to Personnel section of the Toolbox
- Remove NRCG Gov’t Fuel Log at Camp from Toolbox
- Remove NRCG Fuel Issue at Camp from Toolbox
- Remove the Northern Rockies Equipment Envelope from the Toolbox
- Add a link to the OF-305 Emergency Equipment Rental – Use Envelope
- Add a link to the NIFC Contracting Page
- Remove National Crew Contract Payment Procedures Quick Reference from Toolbox
- Remove Fuel Contractor FAQ’s from Toolbox
- Remove Fuel Purchaser FAQ’s from Toolbox
- Add a link to the NWCG IBC webpage to the front page
- Update the naming convention of any file for e-ISuite documents to include a capital I and capital S
- Change naming conventions for anything “Northern Rockies” to “NR”

## Round Robin

**BIA** – (Amanda) Working on the LUA issue, no other issues at the moment.

**IDL** – (Amber) finalized fire service agreements

**MT** – (Nemah) Working on the EERAs for handwash stations and portable toilets; it’s not up for solicitation this year so the paperwork should be easier. Hosting T2 crew for another year, paperwork hasn’t been started yet, cancelling White Horse contract and anticipate 3 other awards.

**FS** – (Tracey) Update from UFSF January National Meeting –

- Tracey working on task group re-writing the buying team guide, submitted comments about known issues. Believe they are trying to have the updated guide ready by fire season.

- There is a group working on a National Off-Road Rental Vehicle agreement, they've been working with GSA and they would like to use the solicitation from the Federal Supply Schedules and have it similar to the GARS program. They're working out payment processes so that the States are able to use/pay for vehicles, even if they can't get a payment mechanism worked out for the States, State employees will still be able to drive them. The task group is hoping that there is a possibility that it will be available to use this year, Jeff heard that they are going to pilot it in Region 3. Ben McGrane is the new chair of the NWCG IBC.
- All new FS solicitation is going to do away with weekly and monthly rates, the template now will only have a daily rate. That shouldn't affect any of the VIPR agreements for NR because of the BLM and DNRC partnership.
- NMAC is going to put out guidance similar to the NRCG guidance regarding contractors supervising contractors on incident.
- The FS IBC voted to remove the commissary position.
- During the 2018 season they will be testing utilizing IPP for billing with the national shower contracts.
- There is discussion that the Federal agencies will begin billing back and forth, at least initially that should not affect us as the billing will be done at the national level.
- Great Basin is updating their IAPs to include the standard language on the incident replacement process.
- IIBMH is going totally electronic, GBC will no longer stock any hard copies. Will be released in March 2018 and will be posted to NWCG IBC webpage. The goal behind this is that the IIBMH will be updated as needed to make it a more dynamic document. Will send out a summary of changes with each release. All NWCG publications now need to have a standard naming convention, the IIBMH will not be called the NWCG Standards for Interagency Incident Business Management.
- S-260 materials will be move to the NWCG OTC webpage, we are still supposed to use those materials. Long term goal is to modularize the 260 training, don't know what the specific modules will be.
- There will be 11 national buying teams this year, up 1 this year due to RMCG BUYT becoming a national team. USFS AD Pay Plan will be released by April 1<sup>st</sup>, only major change was addition of language regarding days off away from the home unit.

**NPS – (Biddy)** Incident Business Refresher at Yellowstone last week, good cadre there should be able to manage their own T3 and below. Glacier is doing well. Northwest Zone met last week, there was not much discussion of business practices, but NWZ will be hosting an Agency Administrator's Workshop sometime in May in Kalispell, pushed to make sure that cost shares are included in that workshop.

**BLM – (Sarah)**

- DOI AD Pay Plan came out in early February, e-ISuite is not updated so everything has to be updated manually.
- Several of the NR submissions were accepted for the 2018 IIBMH updates, there were only about 12 responses submitted and the 3 major responses were from NR.
- CPC is starting to get SSNs on OF-288's rather than ECI numbers, so a DOI issue to work on.
- BLM National IBC meeting was in January, found that multiple BLM states were utilizing NR tools.
  - Lots of discussion regarding training and qualification specifications, also voted to remove commissary position.

- Met with Jamie and Sarah from FS to discuss cooperative agreements and some state billings issues.
- Discussed FMAG task group, waiting for FEMA to get consensus on agreement of standards between FEMA regions. (Tracey) Heard that FEMA has some draft guidance prepared regarding documentation standards. Task group working to standardize documentation on what is needed and process of requesting it.
- Standard meal and lodging forms, working on a standardized BLM form, will be optional. National Preparedness Review for Montana/Dakotas BLM is on for next year.
- Large fire cost review on the Lodgepole Complex, cost reviews have become less about cost and more about management decisions.
- There is a task group working on night differential policy for BLM, (Amanda) BIA is also working on a policy, (Tracey) UFSF is not.
- Sarah is no longer the chair for the national BLM IBC. BLM is under a travel cap for fire, which includes reimbursable funds, based on travel numbers from 2012.

**Fire Wardens** – (Maebeth) Needed clarification of severity rates for local government, Becky was on the conference call and was able to clarify.

**Fire Chiefs** – (Tim) Updated engine rates in Chapter 50, good for 3 years now. Hosting the All Hazard Incident Management meeting in Red Lodge in May that DES has been working on, Tim is managing the agenda. Sarah will be coming to do a finance presentation, it will be focusing on finance and logistics this year.

**Central Zone** – (Lily) Central Zone had an AOP type meeting that turned into a Central Zone. There is some business topics, unsure what they are, may be AOP related. Training will be 261 with Deanna, no other planned zone training.

**SW Zone** – (Deanna) Hosting 261 training. Hasn't been tasked with anything specifically, haven't had spring meeting yet.

**Idaho Zone** – no report

**East Zone** – (Becky) Meeting is April 9<sup>th</sup>, put out an email to all contacts to get any concerns or issues. No planned refreshers or trainings, depending on how CAT team meeting goes may do a refresher.

**SC Zone** – no report

**BUYT** – (Mike) Have commitments for the entire summer, 23 people for the team. BUYT workshop will be on May 1<sup>st</sup>. Team is currently on the board at #3.

**Equipment** – (Ann) BLM will not be using tents or office trailers as a solicitation. Heavy equipment training on March 27<sup>th</sup> at Northern Region University, working on getting MOUs set up for inspections on BLM equipment.

**Dispatch** – (Sarah) updates already included on other topics.

**Operations/IC** – no report

**NRCG BOD** – no report

**Contracting** – (Jeff) Had about 200 claims go through Jeff, approximately \$500,000 (185 rental claims). Currently down to about 15 claims left, Jeff worked out a way to submit a batch claims spreadsheet with ASC, which saved a lot of time.

Had some ratification issues, specifically land use, that have finally been resolved. Some of the message for this summer is going to be to avoid ratifications. Specific issue of suppression use turning into land use without a land use agreement, took 4 months to resolve requiring daily involvement, will discuss specific examples at the IBMW and IMT Meetings. The biggest issue is that although there is a “ballpark” idea of who is to blame, but ultimately it becomes the Line Officer who is responsible because there is not specific info on who really was responsible for the ratification, back to an accountability issue, nobody wants to place the blame on anyone. IC’s couldn’t be held responsible for the teams because they were State employees. Jeff is going to work with Carol and Bill to try to develop a better way to handle ratifications for fire because it doesn’t follow the identified specific ratification procedures. Suppression use vs repetitive use (logistical use) – trying to work on the clarification on when are we actually using the land.

Working to increase understanding that when we step on private land we need to realize that there likely needs to be a land use, if in doubt put an order in for it and let acquisitions determine whether a LUA is necessary or not. Jeff would like to develop a roving CO task group to deal with some of the LUA issues or provide TA when it is necessary. (team name suggestion = Contracting Response Assistance Program) Appropriate to send landowners to the tort claims process, this is still the correct process, Jeff has worked with Elise at ASC to have any LUA tort claims pushed directly to him.

Suggestion to add a “Decision Tree” to the LUA Guide to be used to assist with making the decision, with the caveat that it is a tool to assist with making a decision, but is not intended to be the only way to make a LUA decision. Deanna will develop and add to the LUA Guide.

Jeff’s #1 priority while he is in this job is to fix the land use issue. :-D - no end date on this particular action item.

**MT Fire Finance** – (Joanne) 28 cost shares for this year and multiple decision documents. Joanne will be posting a summary on the MT DNRC website because there are some cost shares that are not complete yet. There were 8 FMAGs this year, Joanne will be posting that list on the website as well, only 5 of those FMAGs include costs that are billable.

(Fauzia) – Been doing training.

(Randy) – working on the LUA stuff for BIA as much as possible.

## **NR Supplement Review and Updates**

Tracey will format all finalized supplements to ensure consistency. Supplements will be posted to the website by April 1, 2018.

## Next Meetings & Call

- NRCG IBC Quarterly Call: Tuesday, May 22<sup>nd</sup> at 10:00 MDT
- NRCG IBC Fall Meeting: October 23-24, 2018 in Billings, MT

## Updated Action Items

✓	Action Item Description	Assignment	Due Date
	Send out all draft NR Business tools and charter to committee for final review and edits.	Sarah Lee	March 2018
	Provide Tracey all IBMW hard materials that need to be copied by April 13 <sup>th</sup> .	All	April 2018
	NRCG Priority Trainee applications due by April 23 <sup>rd</sup> .	All	April 2018
	Website updated format, updated tools and supplements.	Tracey Nimlos	April 2018
	Determine if other agencies can use IPAC for tribal land use billings	Amanda Boatright	May 2018
	Develop a NRCG Land Use SOP for toolbox.	Deanna Crawford	May 2018
	Develop and draft NRCG incident donation guidelines.	Amanda Boatright and Wanemah Hulett	Summer 2018
	Rental Car Taskgroup to continue to deal with known issues and education about how/when to order (vs. GARS).	Deanna C., Holly Carr, Biddy S. & Lily H.	Fall 2018
	Taskgroup to look at portable toilets going to a commercial item instead of a solicitation (research other GACCs).	Wanemah H., Amanda B., Jeff G. & Mike L.	Fall 2018
	Add language to Chapter 50 regarding tribal specifics.	Amanda Boatright	Fall 2018