

NRCG Business Committee Fall Meeting

10/22-10/23, 2018

Billings, MT

In attendance: Sarah Lee, Amanda Boatright, Ann Vogt, Biddy Simet, Fauzia Massey, Deanna Crawford, Jeff Gardner, Tracey Nimlos, Wanemah Hulett, Joanne Marceau, Mike Lucas, Becky Shepard, Diane Cartney, Rhea Blankenship, Randy Linthicum, Velvett Cummins, Tim Ryan, Galen Yates, and Meg Geary (via telephone).

Current Action Item Review

- **Determine if other agencies can use IPAC for tribal land use bills**
 - o Will discuss when we discuss Land Use Agreements on agenda but in general, yes.
- **Develop a NRCG Land Use SOP for toolbox**
 - o LUAs covered later
- **Develop and draft NRCG incident donation guidelines**
 - o Will need to revisit, Wanemah's office has worked on through this topic for the DNRC, USFS has not seen national direction.
- **Rental Car Task Group to continue to deal with known issues and education about how/when to order (vs. GARS).**
 - o Have not met since the contract has rolled over. NERV (National Emergency Rental Vehicles) implementation will require continued education. Juanita Dickson, contract coordinator for NERV will be attending the spring Business Committee meeting and the IMT meeting to present.
- **Task Group to look at portable toilets going to a commercial item instead of a solicitation**
 - o Wanemah and Jeff spoke and if no one has objection they would like to abandon this idea. May have been in reaction to how busy last season was. Jeff thinks our current system is the best option, the burden shouldn't get shifted to buying teams. Teams in the NW were sending payments on spreadsheets and once ASC got onboard with idea of accepting spreadsheets payments went smoothly. If there is not already a standardized spreadsheet and then we move to create one for the Northern Rockies to utilize.
- **Add language to Chapter 50 regarding tribal specifics**
 - o Ongoing, may be able to finalize this year. Land Use Agreement specifics will be up in the air. The internal BIA task group is looking to overhaul template with cooperative agreements with the individual tribes to make agreements make more sense. Meeting in AZ in a few weeks. BIA has new fire director starting in November, so more changes may be coming.

Committee Reports

- **Operations**
 - o Doug or Lily not in attendance to report on. Lily sent notes out. Biggest discussion was operation use of ATVs and UTVs.
 - o New Operations Liaison – Amanda
- **Incident Commanders**
 - o What constitutes an incident-within-and-incident for 209 reporting? There were instances of teams counting medicals that fell within the green rating on the 9-line as IWIs. Taking this to NMAC for clarification.

- Copy Trailers- we seem to be the only geographical area that does not use these regularly. Is there a reason? There are some on I-teams.
- Discussed issued with HETFs – swapping operators, not bringing correct equipment, trainee foreman
- Regional UTV/ATV guidance- Turman’s team added a line to document who would be operating vehicle, for accountability.
- Team succession planning.
- Suggested topic to take to this committee- Hazard pay in regard to the fire line. How are they defining fire line and who is entitled to receiving H pay.
 - Tracey will take this to her national committee and Wendy will take to the NWCG IBC in addition.
- **Training**
 - Has not met yet
- **Logistics**
 - Ann says the committee has not met for a while. Nothing to report that she is aware of. Tim Murphy was going to get committee together, but they are losing members and hard to get them together. No report of any workshops, will get info out if she hears anything or gets any information.
- **Dispatch**
 - Steering committee discussing spring workshop. Jamey Graham and David Lee are the new co-leads. Dispatch workshop will likely be at the same time as team meetings again.
 - Issue this summer on the NW Zone re: subordinate resources on engines. Some engines getting E numbers and the engine crew members getting O numbers. Should have been rostered as subordinates under engine. Wasn’t sure if that was something that happened in different GACCs. Wendy - Is crew rostering standard? Seems all over the place. Answer – It is supposed to be. Contract crews should be only exception or local fire crews with members that are not in ROSS.
 - A question was brought up at Ten Mile re: if the HEFT comes all together on one E number. Their plans section added the pieces of equipment and people on order rather than one line item. Is there a discussion on how to manage from plan sections on incidents or was this an isolated occurrence?
- **Buying Team**
 - Committee is currently in Boise working on updating the National Buying Team Guide. They had a busy year, went well. Mike Lucas’ team was the first out this season. They had more participation from NPS from micro purchasers, all did really well. Like the interagency participation, would like to see more from state and DOI agencies. IDL has people that cannot commit to teams but would be available to help- the individuals who did go out this year learned a lot, it went really well.
- **NRCG BOD**
 - Meeting is next week
 - Topics of discussion include: Priority trainees and how well that worked this season, IMT evaluations, IMT composition and recruitment, REM units, resource benefit fires, Oversight of Predictive Services, the Aerial Fire Depot operating plan, committee and zone reports.
 - Rapid Extraction Modules - REMS
 - Operations weighed in on this topic at their meeting too. Some of our out-of-GACC teams wanted to utilize these resources this season. Jeff is on a working group to generate white paper guidance on this. Tracey - the board interested if this is something we would utilize.

Zone Reports

- **North Idaho**
 - Heather detailing into WO NIFC assistant branch chief. Started 10/15. Working on getting a detailer, will make a decision this week for fill in behind Heather. Wendy- still getting fires. Bob Lippincott, the FMO from the Nez Perce-Clearwater retired, replaced by Kevin Pfister from Uinta-Wasatch-Cache. Not that busy of a year, except for Rattlesnake Creek. Idaho Panhandle was busier than Nez Perce-Clearwater. IDL has had a few type three incident and were still getting new starts.
- **Southwest Montana**
 - Zone has not met, pretty quiet year. Nothing larger than a type 3 fire on both the Lolo and Bitterroot.
- **Central Montana**
 - Lily is the new FS Region One Workforce Development Specialist, which includes being the primary contact for R1 fire hire, serving as the Regional Office employee training officer, working with FS partners (Job Corps, USDA, etc.) to help expand the workforce. Effective date 10/28. The Beaverhead-Deerlodge had a few team fires, all were fairly short duration, seemed to go well, no known issues. New Central Zone Representative – TBD.
- **South Central Montana**
 - Quiet except for Bacon Rind. DNRC had a Type 3 at the end of the season. No real incident business concerns other than a shortage of finance resources.
- **Eastern Montana**
 - Pretty quiet, sought feedback from the field but no response.
- **MT Fire Wardens**
 - Fire Chiefs convention was last week. There is talk of updating severity rates.
- **Northwest Montana**
 - Kootenai was very busy. Flathead and Glacier had 5 fires that were being managed together, Biddy was the IBA for all of the fires, helping Terry out for the Flathead fires managed in the group. No team fires for the DNRC. NWS had a short and intense fire season.
- **Great Plains BIA**
 - Quiet year, most of their crews went out of state. Looking at options to get their AD employees more training.
- **NWCG Incident Business Committee –**
 - Cost recovery is a hot topic with current administration.
 - Starting new task group with emphasis on creating new agreements with all of the states. Discussing with national group of state foresters. Something in place FY 2020.
 - When state cooperators go out all summer the payment packages total on average between 4 and 10 million dollars. The state agencies are not staffed to process that kind of volume and they are spending a great deal of money to process them. Looking at options to potentially get a federal contracting officer to countersign agreements.
 - Looking at options to standardize rates for all resources, even overhead positions, for cooperative agreements. This way both parties know what they are paying or receiving.
 - State Billing task group from last year was combined with the FEMA Billing Taskgroup. Cost Recovery task group in discussion phase, they have identified several states to participate. Group will be large with multiple sub groups.
 - FEMA rewrote their Fire Management Assistant Grant (FMAG) guide. It is currently out for review. Looking to go all electronic in the future.

- Intent is to standardize documentation requirements across regions. Inconsistencies in requirements in different regions has been a point of frustration for some states.
 - Standard Cost Share Template Task Group
 - What the group came up with is a combination of several GACCs templates and isn't that different from what we use now.
 - Have out-of-GACC IBAs who want to use their own templates, having a standard one would be good.
 - Standards for Interagency Incident Business (Yellow Book)
 - Available online only starting beginning this year. Goal is to update in real-time as necessary.
 - Intend to add interactive links for hot topics in the SIIBM, related to what your role is on an incident. The field guides that were created for PROC and TIME will eventually have links to the corresponding topics in SIIBM. Hoping to have ready when new version of S-260 rolls out.
 - Potential to have similar interactive functionality with other documents in the future (i.e. Red Book, IHOG).
 - Question re: S-261. Moving toward rolling 260 and 261 into one course. Timeline dependent on IT staffing. Potentially a year, year and a half until this comes out.
- National Emergency Rental Vehicles (NERV)
 - Most people who used it were happy and found it successful. Before can roll out nationally, need more support from DOI agencies- meeting to talk about that. Then need full blessing from leadership to go national.
 - Intent more for providing pool of vehicles from ground support/operational uses off-road than non-operational resources.
 - Enterprise is currently the only rental car company on NERV. Three-quarter and one ton trucks come standard with off-road tires, looking at requiring same from ½ trucks.
 - Did have issues with call center at enterprise not being open on the weekend.
 - Foreign resources did have trouble with fuel cards from federal agencies, need to resolve issue of getting fuel for these vehicles.
 - Non off-road vehicles that should have been RSVP GSA were gotten through NERV.
 - DOI/USDA discussions to work through.
 - NERV coordinator pays for the vehicles, other than capturing cost, does not impact finance.
- Federal Agencies Billing One Another
 - Findings from cost analyses found that the FS and DOI agencies paid a fairly even amount. Do not see a need for change at this time.
- State to State Billing
 - 17 western states meeting in January to work out agreements for states to directly bill one another. There is a draft template currently circulating, hoping to firm up at meeting.

Agency Reports

- IDL
 - Amber Honesaker was unable to attend.
- DNRC
 - Quiet season. Had their Business Committee meeting last week. Rolled out new full page shift tickets this season. Smaller version will still be available for use. Wanted to clarify also that a

very small group of their employees are eligible for Hazard Pay for work specific to the OU3 area near Libby. Also, DNRC Fire and Aviation has officially changed title to DNRC Fire Protection.

- **USFS**

- Rocky Mountain Region looking to put on M481 (Incident Business Advisor) in April, looking for potential interest in the Northern Rockies.

- **NPS**

- Yellowstone had a quiet season. Georgia McAdam has taken another position, so Yellowstone NP is currently without an Incident Business person. Glacier had another busy season. Supported by other parks in some critical positions, some BUYM task books were signed off.

- **BLM**

- Quiet season. Lots of Acting personnel and movement. Supervisory positions in the DOI can no longer be multi-graded and this has caused issues backfilling open positions. Ken Schmid took new job in Boise, Corey Buhl will detail in behind for now.

- **BIA**

- Only fed agency without a national incident business lead, currently is a collateral duty of an AO at NIFC. Have support now to create national IB lead for BIA. PD in draft form, moving forward. National position would also work with tribal agreements and how to standardize processes (i.e. land use agreements, reported up on last year). Coming out with BIA Incident Business handbook.
- National task group revising tribal cooperative agreements. Looking to standardize invoicing process, rate sheets (for tribal crews. By tribe, not nationally) and establish overall better process with tribal cooperators and payment processes.

Fire Contracting Reports

- **Jeff**

- Quiet year, slow for contract equipment. Not a lot of issues with VIPR vendors.
- Remember that VIPR agreements really cannot be modified during fire season. Can be modified once a year to add/change resources. This was a question re: EMTs this summer. They have a large pool but many are licensed in other states, so potential to run out. Works exactly like the faller agreement, and dispatched the same way.
- There is a misconception regarding language in Chapter 20 that equipment can go on an IA fire without agreement. Direction from SIIBM is that you can bypass the DPL VIPR and do EERAs for equipment used for IA, not that equipment can respond to IA without an agreement. Rates must be agreed upon between vendor and contracting officer BEFORE work begins.
- USDA ratification process is no longer handled at the regional level, all ratifications now go to the WO. Requirements regarding unauthorized commitments and ratification process will be more stringent as a result.
- Anyone committing federal funds who is not a warranted contracting officer is considered working outside of the scope of their employment and could be held personally liable.
- Northern Rockies Fire Cache shipping agreement will be changed next year so that invoices will be sent to appropriate agency for payment.
- FS soliciting water handling equipment this year and are redoing medical contracts for ID and MT, this time will be solicited for three years instead of one. Portable toilets will also be resolicited this spring.

- **Velvett**

- Will be taking over fire contracting again, but will continue regular contracting and interagency agreements work. All three year will renew in two years. Soliciting for office trailers this year. Don't think BLM will be filling a fire CO, so Velvet will be the primary POC.
- Tents will be solicited by NPS this year

Task Group Updates

- **Land Use Agreement Guide**
 - Draft LUA SOPs out to group for review
 - BIA waiting for leadership to get in place for guidance. BIA protection is primarily Indian trust land owned being managed by the tribe, actual ownership of land can be extremely complicated, making payment and administration of Land Use Agreements tricky, identifying who should negotiate, sign and be paid.
 - Example: Team wanted to set up helibase on allotted land with 17 owners. Per the BIA real estate office- LUA wouldn't even be recognized. LUAs are a clear distinction on how BIA does business differently.
 - An LUA on land that is 100% tribal owned easiest way to set up LUA for BIA.
 - Answers seem to vary by BIA region, waiting for national direction
 - Deanna will remove BIA specific language for the time being and circulate to different groups for review.
 - Good information for Buying Teams and Logs Sections- should be added to toolbox when finalized.
- **Donations**
 - Wanemah and Amanda will revisit this topic. At this time focus is on incoming only at this point. Suggestion to look at guidance on outgoing donations as well (i.e. extra food items).
- **Rental Cars**
 - Nothing to report

2019 Finance/Incident Business Training

- **E-ISuite**
 - Coeur d'Alene March 11-15 (Biddy & Deanna for Finance Portion)
 - Missoula March 25-29 (Fauzia & Ann for Finance Portion)
- **S-420** - Deanna
- **DIVS** – Tim Ryan & Jeff
- **S-440** - Tracey will inquire on needs for this one
- **M581** – Wanemah and Sarah

Incident Business Management Webinars

- **Mon May 13 - Thu May 16, 2019**
- Amanda will be the lead
- Topic Ideas
 - IBA refresher
 - Interagency Cooperation/Business Cooperation
 - Dispatch for incident business
 - EQTR refresher
 - Micro-purchaser refresher
 - Medical refresher for Logs and Finance

IMT Workshop

- Ann and Deanna will co-lead the Finance breakout session.

Forms and Tools

- **PII**
 - o Updated last year
- **E-Resources**
 - o Links need validating every year
- **Type 3 Finance Kit**
 - o Could use an update
- **Heavy Equipment Guide**
 - o Equipment committee created, has not been updated to include HETFs
- **Cost share decision document**
 - o Needs updating (Tracey)
- **Contractor extension form**
 - o Thought that was going to be taken off site. It has been modified from the government resource extension form (i.e. took out fields for dispatcher signatures)
 - o Misconception that is mandatory for contracted resource to extend

Chapter Supplement Review

0 – Tracey
10 – Biddy
20 – Ann
30 – Sarah
40 – Deanna
50 - Becky
70 - Tracey

Heavy Equipment Task Force Topics

- **NWCG Update for HETS Position**
 - o Federal agencies reclassified HETS(Heavy Equipment Technical Specialist) from a K to L
 - o DNRC did not change their classification of the position in their EFF classification.
- **Standard HETF Posting Template**
 - o Rumor that ASC will not pay an invoice that has rates not identical to agreement. The only time ASC will not pay if there is no explanation why rates that differ from what is in agreement
 - o Sarah liked general message templates from the PNW for break downs, double shift and single operator. Nice for consistency and prevented errors when auditing. Suggest posting something similar in our tools and creating similar tool for HETFs.
 - o Biddy prefers using the adjustment page to deduct for breakdowns- more space to explain why/what., and then additional transports can be added.
 - o Jeff recommended looking at agreements and verifying tools comply with parameters of agreement.
 - o Add reference to actual language in agreements on general messages and ensure general messages also reference shift from IAPs
- **Daily Invoices for HETFs**

- Template Debby designed worked well, has plenty of space to provide all necessary information to post time, not all crammed together on a shift ticket.
- **USFS on Suppression Repair, Rehabilitation and Timber Sale**
 - Suppression repair – occurs when we disrupted the ground because of fire suppression activities, ideally performed before a fire is declared out. Can be performed after with Regional Forester approval. In policy no time limit but in our region should be completed by end of following FY. Common in our GACC because often fires are put out by snow and suppression repair cannot be completed.
 - Once an incident is closed in ROSS the DNRC cannot charge to their SAHBRS code. Had to get creative after 2017 to keep incidents open for suppression repair. The DNRC's financial system cannot work with two separate fire numbers, so creating incident with same financial code for repair work not an option.
 - BAER (Burned Area Emergency Recovery) – Money comes from suppression funding, but is for burned area only, has both time and dollar amount limitations based on approved BAER Plan.
 - Instance of LUA used to stack log decks that will be used long after fire is declared out. Question of authority and how long the agreement can stay open. Answer- Can still utilize LUA until government no longer needs it, but is something for IBAs to look out for in future seasons and advise host units to stack logs on public land.

Buying Team, EERA and LUA Topics

- **National Buying Team Casual Employees**
 - Casual employees cannot have a government credit card. Can be utilized to maintain BUYT spreadsheet if volume of work appropriate
 - BUYL Mentor is on the AD matrix with intent of position acting more in a mentor capacity for new leaders
- **Land Use Agreements with Zero Cost**
 - An LUA with a \$0 rate does not meet requirements of a legally binding contract because the dollar amount is not a fair and reasonable amount and does not show consideration of such
 - These end up being a liability for the government and end in a claim frequently
 - Cost of agreement should reasonably cover the cost of actually using the land
 - Contracting officers who are working with these land owners need to convey the possible end-state costs possible like weed spraying, fill dirt, etc. This should be brought up during negotiation
 - Have gotten conflicting answers regarding what constitutes consideration, if having only costs related to restoration qualifies as legally binding
 - On a somewhat related note there were some issues of LUAs not being paid because there were assumptions that all associated peripheral costs had to be in-hand before those could be closed out. Not the case, base payment for agreements should be sent in. This was an issue in 2017
- **Buying Team Spreadsheets and Long-Term Cost Reporting**
 - Un-operated equipment on BUYT spreadsheets, hard on Cost Unit Leaders who want to be super accurate. BUYT were asked previously to add cost estimates on the rental tab of their spreadsheet, some BUYT had nothing in that tab for cost. Could it be standard that the COs put their contact info on their agreements?
 - Just pull up contract? Come up with estimates? There are workarounds, but would be nice if they added that information

- Good topic to add to webinar - How to navigate the BUYT spreadsheets
- **IMT Pre-Order Organization for BUYT – 24/48/72 Hour Needs**
 - Topic recently came up at Rocky Mountain's Incident Business meeting - discussed creating a template for 24, 48 and 72 hour needs to help dispatch and BUYT to prioritize so team gets what they need when they need it.
 - Host units need to review but would be a useful tool to find holes and/or duplications in their ordering
 - This is a topic that the Logs and Dispatch committees should address.

Rental Car and Driver Topics

- **Rental Cars for Casual Employees**
 - Common for AD/EFF employees who do not need an off-road rental vehicle to have to put rental vehicle on a personal credit card
 - Biddy suggests language in chapter 10 re: AD/EFF employees putting rental cars on their own credit cards be reviewed
 - Passenger cars are not on our pre-season agreements, we have GARS and RSVP Short Term Rentals for this kind of vehicle
 - Reimbursement via ETS2 is generally very fast as long as home-unit person submitting travel does so timely
 - AQM would not be an appropriate avenue to get ADs/EFFs rentals as that would end up fairly low on their priority lists when fire season gets busy
- **NERV Rental – (<https://sites.google.com/a/firenet.gov/nerv/home>)**
 - Test in the NW and SW last summer, potentially national next season, some of our NR teams went to the NW and got to test drive program
 - Enterprise currently only vendor
 - Ordering process is fairly smooth. Can be ordered as E# on its own or with an O#. Sending and receiving dispatches work together to ensure done properly
 - Paid by the contract coordinator – no paperwork comes through finance, nothing additional for ground support to track. Each vehicle would be sent with a tracking envelope and it is the responsibility of the driver to fill out forms and mail envelope when they return the vehicle.
 - In the NW each dispatch had a pool of vehicles and had own Ground Support to manage pool. Orders place to dispatch for vehicles would be filled from pool. This may not been the best way to track vehicles or the optimal way to implement the program.
 - Vendor ran out of vehicles with load range "E" tires. There was some push back from Enterprise to fulfill that part of the agreement. Government ended up purchasing large quantities of appropriate tires. Will be something to consider moving forward
 - Potential exists for double payment, if someone unfamiliar with agreement and gives their credit card at pickup
 - Also potential for double payment for Enterprise vehicles between NERV and the DNRC agreement. Jeff and Wanemah would need to strategize how to prevent.
 - Intent of NERV is more focused on off-road rentals, but sedan/economy vehicles are included on contract but should primarily for those without means to get their own rental or for pool vehicles for non-off-road use
 - Minimal impact to both Finance and Ground Support, as vehicles are managed more like a POV on the incident. Tricky for COST to track, the Dispatch Fill Report available on the NERV website was helpful

- Beyond potential for overpayment could save on post-season time spent cleaning up and tracking down rental car payments.
- Will create task group to start creating draft SOPs for NERV rentals in the Northern Rockies. Task group will include a representative from dispatch and a Ground Support SME.
- **Do Drivers Need RT-130?**
 - Agency requirements may vary however the NRCG recommends anyone staying in camp/going to the fire line to have RT-130.
 - Does become problematic for contracting when incidents are running out of drivers- hard to find anyone to put on a class in the middle of the summer.
 - Suggest Tim Murphy as a good POC for RT-130 and pack tests mid-season. There is also a list of MOU providers on the NRCG website
 - From a safety perspective it is better for a driver to have taken RT-130 and be covered for all possible scenarios than not

COMP and Medical Unit Topics

- **COMP Medical Transports**
 - Concern over a COMP accompanying or transporting contractor to medical facility.
 - Important to not set the expectation that a COMP would assist contractor with their paperwork. Contractors have their own insurance and company policies to follow
 - Question of liability in the event of a vehicle accident and whether it is appropriate for a COMP, without medical training to be transporting a patient. Should there be an EMT? Or at least two people?
 - Depending on size of incident it may be not in the best interest of the finance section to send a COMP with a contractor. Don't want to be interpreted as anti-contractor, but also want to ensure COMP is available in even agency personnel injured. We need to define what is appropriate for a COMP to do in these scenarios
 - It also may not be appropriate for the COMP to be transporting patients alone to a medical facility.
 - COMPs driving patients to medical facilities late at night is also a concern.
 - All in all we need to be advocating for the COMP, that they are not putting themselves in danger or acting beyond the scope of their responsibilities
 - Potential IMT meeting topic for Finance and Logistics breakout session.
 - Biddy suggests Jim Gross, MEDL from Connell's team to partner with on this topic
- **Indian Health Services Clarification**
 - There is a misconception that all native resources are required to go to an IHS facility for all treatment and the incident is responsible for transportation to an IHS facility
 - For OWCP they are authorized to seek treatment at closest medical facility
 - For anything covered by a CA-2 the individual can choose to seek treatment at a non-IHS facility, with the understanding that they will be liable for cost or to forego treatment until they return home and are able to get to an IHS facility or facility of their choosing
 - If an IHS facility is within a reasonable distance of an incident and transport by incident is possible then the patient may be transported to the facility. Transport of a BIA or tribal resource to an IHS facility for a CA-2 is not required
 - BIA issued white paper guidance in August, for reference
- **Current Medical Supply Guidelines**

- Question if the sample medical supply order on the IMS website still current, since the suspension of the program
 - There were discussions at last spring IMT meetings about not being able to purchase OTC items
- Some IBAs allow purchase of items issued in medical kits from cache. On the other hand there is a fine line between medical items and personal items that some of these purchases blurr.
 - Biddy suggests as an IBA have a list of what will be approved
- MEDL's have direction to not dispense over the counter items. Workaround - leave OTC items at a station outside of medical tent, in some situations these items were available in supply units.
- Tracey and Sarah will take this issue to their respective national committees for their agencies and Wendy will bring topic to the NWCG IBC

Miscellaneous Topics

- **Issues with IMT Calculation of Standard 14-Day Assignments**
 - IC of an out of GACC team did not count the teams' first full day after travel, which was their transition day, as their first day, extending the entire team by one day without any documentation.
 - Became an issue when planning on backfilling team
 - First full operational shift should always count as the first day
- **Commonly Asked IBA Questions Guide – New Task Group?**
 - Would like to put together a guide on how to answer some of the FAQs IBAs get on fires
 - Individual IBOGS in the GACC may cover most of these FAQs. Sarah will add folder to FireNet to add these to use for cross-reference
 - These are items to add to the IBA portion of the webinar in the spring
- **NRCG Finance/Logistics Evaluation**
 - Sarah has only received three. The 90 day window intended to ensure all payments made, equipment returned etc. The ICs who get them appreciate the input. Could be better at submitting these.

Bin and Other Topics

- **Job Corps Students in Entry-Level Positions**
 - In WA this summer a module of Job Corps worked with Turman's team, some worked as RADOs, Ground Support, SEC2, etc. and had one as a PTRC(t). Started out small things like filing and auditing but eventually trained along-side both sides of the section.
 - Deanna will be working with TPJCC to identify students who would like to start finance training, S-260/261 training potential
 - Success in training these students may encourage job corps centers to look at other options to train their students for hard-to-fill entry-level support positions
- **Season AAR/Review**
 - Finance sections very good at paying bills for FS, review of how to pay invoices for other agencies necessary
 - Need to revisit topic of documentation and what the end state should look like
 - Team logos not appropriate for box covers, especially when multiple teams have been on an incident. Should only include the Who, What, Where info that would help host agency locate documents in the event of a FOIA request

- Encourage electronic filing, it doesn't seem like enough teams make use of the hard drives to leave behind for host agency
- Region one's FOIA coordinator has strong interest in fire boxes and would like to see an update of national standards for fire records
- FireNet Utilization
 - Worked well, especially with interagency resources. Does have option to forward messages to a work email account.
 - ADs and state employees do have to go through some online training and be sponsored by a federal agency employee.
 - Some email accounts got pretty long, due to the standard naming convention.
 - Does have a function to share documents amount a group of people, would be helpful when editing documents as a group
- ASC Payment Process Direction
 - Were instances of Incident Finance issuing policy that strayed from published pre-season direction

Upcoming Meetings

- **NRCG IBC Quarterly Conference Call** – Dec 12th 1400-1530
- **NRCG IBC Spring Meeting** – April 2nd-3rd, Southwestern Land Office, DNRC
- **IMT Workshop** – April 16th-April 18th Hilton Garden Inn, Missoula
- **Incident Business Management Webinars** – May 13th-16th

Action Items

Action Item	Who is Assigned	Due
Determine if other agencies can use IPAC for tribal LUA bills	Amanda	April 2019
Send NRCG LUA SOPs out for comments and editing	Deanna	April 2019
Create Incident Donation Guide	Amanda, Wanemah	Spring 2019
Draft SOPs for NERV Program	Biddy, Deanna, Holly, Jeff, Don, Amanda, Wanemah	Spring 2019
Add tribal specifics to Chapter 50 Supplement	Amanda	Spring 2019
Cost share template update	Tracey	Spring 2019
Verify E-Resources Links	Deanna	Spring 2019
Create breakdown calculation general messages for equipment, including HETF's	Biddy, Deanna, Fauzia, Debby	Spring 2019
Consult with a MEDL re: COMP transports to present at IMT meetings	Biddy	Spring 2019