

NRCG Business Committee 2019 Fall Meeting

11/6-11/7/2019

Billings, MT

In attendance: Biddy Simet, Wanemah Hulett, Tracey Nimlos, Sarah Lee, Amber Honsaker, Diane Cartney, Deanna Crawford, Heather Good, Becky Shepard, Katie Svoboda, Ann Vogt, Brenda Even, Debby Wesselius, Joanne Marceau, Fauzia Massey, Randy Linthicum, Loretta Forsberg, Erin Lally

Fire Season AAR – Activity, Issues, Successes

- Little activity on NW zone across all agencies. Glacier NP was very quiet. The Park was able to complete a good deal of project work.
- North Idaho was also slow. Had a type 2 incident early in the season and a handful of type 3 fires
- Southwest MT had a quiet season overall, did have a fair amount of Initial Attack. Bitterroot was quiet, Lolo had one type 2 fire. Sent many resources to AK and SE. Laura Ward is retiring, both forests have new forest supervisors and many new rangers.
- Central Zone - Several fires managed by the same IMT. Due to potential of fires to require cost shares team asked to keep separate databases.
 - o Challenging for Plans, Logs, Finance and Expanded Dispatch
 - o Resources shared/shuffled both via both lend/lease and reassignments. Probably could have found an easier better way to do. At time seemed most logical to accurately track resources.
 - o When appropriate good to remember that there are other tools available if e-ISuite isn't best option- especially smaller incidents.
 - o BDF also had one type 3,
- BLM – Quietest season since '86 in eastern district. North central district was fairly steady. West side most active
 - o North Hills – great example of jurisdiction vs. protection (BLM jurisdiction, DNRC protection) things went great, had clear direction in decision document. From BLM perspective was great example of this relationship. Went smoothly

NERV SOP review and AAR – Who used it, how did it work, issues/successes, do we need to make any changes to the NR SOP

- Lolo used NERV on Beeskove - worked well.
- Worked with Juanita to get NERV for an all-hazard assignment. Was able to use NERV even in Puerto Rico, also worked well in Atlanta.
- One issue that came up- Local operational personnel using a NERV vehicle and don't have purchase card/no fuel tender @ ICP. They are not in travel status so unable purchase gas unless they use their personal cards.
 - o DOI agencies and USFS no longer have misc. fuel cards. This creates issues for both to buy fuel.
 - o What was the resolution? FS local travel reimbursement form (FS-6500-0229) was utilized for FS employees. Have not followed up on how that worked out.
 - o IPF rented half of their fleet through GSA Short Term Rental program
 - Each vehicle comes with a fuel card
 - o Should that issue be addressed? We should add clarification that if using locally to consider how to purchase fuel if not in travel status and the renter doesn't have a purchase card.
- Same issue for reserving a non-off-road rental for local travel (i.e. an IBA). Reservations cannot be made in ETS2 because personnel not in travel status.
- People seemed to be waiting for a catch. Many questions were fielded from people who had a hard time believing that the process was so simple
- BLM recently began making payments for their incidents- last reports out have been that it is going smoothly. Paid similar to aircraft- first agency who ordered the vehicle is the one that pays.

- Inconsistencies experienced getting vehicles in in E MT. Should follow up with Juanita, since she's the direct line of communication with the vendor.
- A DNRC employee used NERV in AK and was contacted by vendor re: a damage claim. Enterprise routed incorrectly- this should have been handled by the NERV center.
- Agreement is tiered under GARS but liability works the same. Incident vehicle assigned to is responsible for payment of damage.
 - o When you do have damage, document, write a statement, take photos.
 - o When damage does occur it is better up front than to try to hide.
- Scanning and emailing is also an option to submit payment package- better tracking.
- Discussion of changes for 2020 Northern Rockies NERV SOPs
 - o Remove DNRC contract as first source- agreement no longer countersigned by a federal contracting officer. Will remain as source of DNRC incidents, adjust matrix accordingly
 - o Clarify where payment cover sheet comes from
 - o Clarify who makes reservations for AD and non-self-sufficient Overhead.

Agency, Zone, and Committee Reports:

- **North Idaho Zone – Heather Good**
 - o The NCF has a new fire staff officer, Kevin Pfister. The deputy job is currently filled with a detailer.
- **Northwest Montana Zone – Biddy Simet**
 - o Zone board met, but Biddy was unable to attend. She was voted to stay on as zone representative.
 - o Changes in zone still same-Glacier FMO still vacant- they have a referral list, working on interviews. No significant issues to report- had well-received type 3 workshop.
 - o May have a need for S260 and S261- have upwards of 20 people interested. May put on combined.
 - o Glacier didn't have indices to qualify for severity funding but did get funding for additional preparedness. Was able to bring additional NPS personnel for east side coverage.
- **Southwest Montana Zone – Deanna Crawford**
 - o Zone met last week, no issues reported back.
 - o Training –S261 and Status/Check In (S248) are scheduled. Offering at least one HEQB course, potentially two. Also putting on ICPI/Heavy equipment inspector workshop as combined weeklong course.
- **Central Montana Zone – Vacant/Tracey Nimlos**
 - o Incident Business Specialist for HLF/BDF- have referral list, hope to have announcement on fill soon. Selection will continue to be zone representative to committee.
- **South Central Montana Zone Katie Svoboda**
 - o Zone had uneventful meeting a few weeks ago. NERV worked well. No finance training needed. Scott Schuster got Custer-Gallatin NF fire staff job, vice-Schuster will be out soon.
- **Eastern Montana Zone - Becky Shepard**
 - o Uneventful season- no business issues brought forward. Had call last week- BLM/BIA shuffling people around.
 - o NERV- shortages- unclear if these were only in Billings or experienced in other geographical areas- maybe AK?
 - o 260/261 – will be offered twice- one in Havre, one in Lame Deer. Becky may do an e-ISuite refresher in the spring- potentially May in Lewistown.
- **North Dakota Zone – Loretta Forsberg**
 - o Fauzia looking at putting on 260 for single resource bosses. No longer required, but still should be part of training.
- **MT Fire Wardens Rep – Tim Ryan**
 - o No report

- **MT Fire Chiefs Rep – Maebeth Seidlitz**
 - o No report
- **Buying Team Rep – Mike Lucas**
 - o Northern Rockies National Buying Team had 3 assignments – North ID, AK and SW. Tami Mitchell, one of the backup primary Buying Team Leaders, is retiring at the end 2020.
- **Fire Contracting Rep - Debby/Jeff/Velvett**
 - o Will be covered agency update... NPS CO timeline- Pam Moody weedwash/tents. Solicitations out early March, awards by June.
- **Training Committee Liaisons - Meg Masse-Geary/Deanna Crawford**
 - o Meg took a non-fire position in Miles City. Will still get to participate in fire. No announcement out for backfill yet.
 - o Be sure to speak up to your training coordinator if there is a need for training
- **Equipment Committee Liaison - Ann Vogt**
 - o Ann reached out to Tim Murphy re: training. Committee not very active. This committee determines rates for chapter 20. Not done via equipment committee, ultimately BOD signs off so...
 - o Reviewed Tim's power point – NR below national average for rates. May be time to review- hasn't been done for a few years.
- **Dispatch Committee Liaisons - Kelly McKee/Sarah Lee**
 - o No call or meeting since right before national workshop.
 - o WildCad – multiple versions of the system available, not everyone uses the same version. Working on a contract for one single version the government owns. Everyone in country with exception of state of CA will use.
 - o INFORM - new fire reporting module for interagency use
 - o WIRES – wildland incident response system
 - o IROC
 - Jan 2020 – integration testing
 - Feb 2020 - end to end testing
 - March 2020 rollout of IROC/Irwin 6.0
 - o Julie Polutnik- new NRCC assistant manager. Kate Holsapple detailed in her vacant position
- **Operations Committee Liaisons**
 - o Meeting agenda very short. Committee has new chair.
- **Incident Commander (IC) Committee Liaisons - Doug Turman / Tracey Nimlos**
 - o Meeting with BOD this week in Missoula. Tracey not on mailing list yet
- **NRCG BOD Liaisons - Ralph Rau/Amanda Boatright**
 - o No report yet, meeting this week. Sent out meeting schedule for next three years. Expectation is that committees meet prior to the BOD.
 - o Acknowledgement from NRCG BOD- Incident Business committee continues to be very active and is appreciated.
- **NWCG IBC Liaison - Brenda Even**
 - o NERV- went over report. Uncertainty for what Ben and Jaimie's jobs will look like and the future of fire AQM after the reorganization.
 - o AD pay plan – a few language changes will be made, some positions will be releveled.
 - o There were several incidents this season where multiple fire codes with different incident numbers and different names – was an issue in AK.
 - o Working on training modules to supplement SIIBM.
 - o SIIBM update should be coming this spring.

- A fillable google form would be nice to submit change requests/ideas. Not every agency has a clear channel to feed that feedback up. Would be helpful to do in the moment.
 - Comment period for both AD Pay Plan and SIIBM recently closed
 - Added a Dispatch Representative - Amy Lancaster from Miles City.
- **Montana DNRC Report - Wanemah Hulett/Joanne Marceau**
 - CY 17 billings sent out with exception of incidents with National Guard assigned.
 - Bill from MT National Guard 6.7 M, but not billed by incident, billed by executive order and unit name. Sorting these out by incident has been a large undertaking. Will have more to send once they are completely sorted out.
 - CY 18 billings are done.
 - CY19- started working on. Will be able to bill ID, OR SD, ND directly, and not go through FS for these states anymore.
 - AOP will be needed to be updated accordingly, hoping to add more states to the list (There are certain states that will not be able to participate- WA, UT included in these)
 - Behind on payables.
 - Having NW zone fires still dealing with from 2015. Maybe one outstanding still?
 - 2017 Fire Management Assistance Grants - Joanne has to stick to timeframes submitting FMAG documentation.
 - Documentation for national direction from FEMA still forthcoming.
 - Purchase card records for non-buying team purchases can be contentious
 - Splitting out costs based on declaration period is often tricky, especially for things like travel, fleet and purchase cards
- **Idaho Dept. of Lands Report - Amber Honsaker**
 - Slow season, One short type 2, a few type 3 incidents.
 - Had success using FirstNet – service from AT&T– easy/cheap phones to buy/set up. Bring towers/COWS.
- **North Dakota State Forest Service Report - Loretta Forsberg**
 - Their phone plans thru Verizon, their Ready Response program gives their responders' phones priority.
 - Sent resources to AK, MT, ID, CO, completed hazard fuels work.
- **BLM Agency Report - Sarah Lee**
 - AAR is coming up in a few weeks. Remaining 2017 and a few 2018 bills are going out for review
 - FMAG, FOIA and trespass documentation requirements/requests have been a tremendous workload.
 - Received all ND, SD and MT bills - out for payment.
 - Engine captains will be going to GS 8, in line with FS. Will not be automatic- will have to reapply. Will lose GS 7 positions.
 - Renewing contract with Tactical Element for medical training.
 - State FMO working on budget- new standards, collections from bills will be divvied out differently.
 - As of Oct. 1st, the State Fire Program now directly under the State Director. Was previously under Resources.
 - Slow season. Did have a few serious accidents/injuries.
- **BIA Agency Report - Diane Cartney**
 - Helping other BIA regions put on finance training. Pretty slow across all BIA regions in the GACC, Sent crews to CA and CO and San Carlos Agency.
 - The Dakotas may be close to flood state in many areas.
 - Question re: Fire codes for FS resources responding to Fort Totten. Should just have one for response rather than having an individual code per fire. Confusing because all the DOI agencies must have a separate fire code for each incident. Don't need to send each code to FMMI every time the USFS responds. One support code would be preferable.

- **NPS Agency Report - Biddy Simet**
 - o Have other outstanding perm positions that will be filled after FMO is filled.
 - o YNP hired fire admin assistant- has been downgraded from the previous position
 - o Intermountain region for NPS focusing on Work Force development for fire program.
- **USFS Agency Report - Tracey Nimlos**
 - o OIG audit in R5 will result in a lot of increased scrutiny on agreements – interagency, cost share, billing, may have changes coming. This includes who can sign and/or negotiate agreements.
 - o AQM reorganization – all AQM now under the Washington Office. Don't know how this will affect fire quite yet. There will be no changes for this coming year but down the road don't know if Jeff/Debby positions will still be fire.
 - Buying team should still be good to go, but things could look different come 2021.
 - Will have AQM zones, R1, R4 and R2 will be zoned together.
 - o Moving to a regional Service and Supply Plan for FS. Each zone may still their own have local amendments.
 - o Issue – from 2018 fire season – suppression repair and how that is handled (dozer line, hand line, NOT BAER work)
 - Misunderstanding that because funded via suppression that emergency procurement methods are appropriate.
 - If work occurs the follow year need to use normal procurement channels- not EERA's/VIPR.
 - o NERV- did experience some confusion on tire replacement. Specifically, who purchases.
 - o Lots of new Agency Administrators, many of whom are new to fire. Will see what kind of response they get for an AA workshop focused on Incident Business related topics, offering through NRU.
 - RO staff also in planning stages of putting on an AA workshop- more geared toward interagency considerations, not business specific.
 - o Cost Share Implementation Document
 - Bridge gap between decision document and how to implement. Especially could be useful for out of GACC IMTs.
 - Something on paper more valuable than verbal direction- less room for misinterpretation.
 - o USFS – fleet continues to shrink.
 - Short Term Rental's will start to count toward fleet after 120 days.
 - May result in more dependence on NERV.
 - o Tara and Patrick are now officially CIO employees and no longer work for fire.

TRAINING

- **2018-2019 Training AAR – Issues/Successes, Lessons Learned**
 - o **Finance Webinars**
 - Amanda did a fantastic job recording, reporting out on who was in attendance and providing feedback from audience.
 - Sarah- lots of positive feedback – would be super valuable to use during downtime on assignments, a lot to take in at once - nice to be able to go back and review after the fact.
 - Judging by the feedback, it seems that nationally there is potentially a hole for this kind of training - doesn't seem to be provided in other geographical areas.
 - Would YouTube be an option to put these out on? What has been done previously is not 508 compliant. Past webinars would not be eligible, from here on out new ones would have closed captioning, so could be option.
 - Budgets for travel are ever slimming- nice to get the training without having to spend the extra money to travel. – balance for webinars and workshops between repeat students and

new students. Not all topics can be offered every year but now that we have recordings can always refer students to previously proposed topics.

- Webinar 2021 - Solicit topics from Incident Business or greater fire community?
 - ESF4/all hazard response is a topic that should be covered potentially

- **E-ISuite – 2019**

- Both sessions full last year. A little challenging to put on away from Northern Rockies Training Center. Patrick was available for one in Missoula- should maybe consider taping him for this section because they work for the CIO now?

- **S420 Command and General Staff 1/27-1/31**

- Went well – lead instructors make finance fully integrated- not on the sidelines like it used to be. Hope status is the same as far as lead instructors.
- Sarah was in part of last beta test in AK in the spring. Previous course was more of a test for Type 2 c and g- now more geared toward beginning of PTB, not end like old model was.
- More how you engage, less than about actual math and finance things. Non-finance people filling finance roles needed more challenge. More about team development and less a test to see if you can be a section chief.

- **S339 Division/Group Supervisor**

- Tracey would like to stay on cadre. Not a lecture class, all performance based. Scenarios continue to improve.

- **M581 FPM Overview**

- Nemah and Joanne – addressed cost shares, FMAGs, claims – used power points, added a few updates and discussion points.
- Originally was going to be scenario-based but was changed at the last minute to more of a lecture format.

- **2019-2020 Training – Sessions/Units, Instructor Needs, Etc.**

- **E-ISuite – December 9-13, 2019**

- Biddy Simet / Fauzia Massey
- One session only this year. Challenging to put on when not at the training center.

- **S339 – DIVS January 21 – 24, 2020**

- Tracey

- **M581 – FPM Overview, April 27-May 1, 2020**

- Tracey

- **S354 FACL – same week as M581**

- Tentatively Deanna. No canned presentation but have one that is modified from several years ago.

- **S420 Command and General Staff January 27-31, 2020**

- Biddy

- **Incident Business Management Workshop – May 4-8, 2019**

- Review AAR

- Marketing – not Fire 101 or S260. Intent is to sharpen/refresh- not brand-new training.
- Requests for more in-depth contract package auditing, extension of contract admin
- COMP needs full day
- Maybe don't offer every session every time?
- Encourage students to do e-ISuite tutorials ahead of time
- Buying Team Section doesn't need 8 hours.
 - Eliminate BUYT section. 20 people tops in entire GACC. Topics addressed at that workshop are from the national BUYT, not local procurement. Instructors and audience

don't align. Procurement session is out of sync as well- information presented is way more geared toward federal Contracting Officers (i.e. EERAs and LUAs) than micro purchasers, and the audience was mostly local purchasers.

- Have a micro purchaser session and one for warranted COs instead of BUYT session?
- New to Fire session was great
- General session- add panel representing different finance positions.
- Would like to see more input from state agencies.
- More time for COST
- Describe sessions better ahead of time.
- Identify 2020 Sessions
 - Continue with Personnel Time and Contract Administration
 - Every session was full for the first two workshops. If we want to add additional sessions, we would have to take something away.
 - General Session
 - Sessions could be pared down to two hours too even, not necessarily held to half day or half day.
 - ESF/all hazards- shouldn't this be offered at workshop or at IMT meetings? – see how it goes @ team meeting and go from there with offering a New to All-Hazard session.
 - Overview of systems/information places in fire and how they flow/relate to finance.
 - What's New in NR- fell a little flat. If there was something really big and new yes, but run of the mill changes won't be that impactful, will remove
 - Stress management – GET RID OF
 - Add 20-minute intro to cost share – very basic
 - Cut out intro from general session – just introduce cadre/ business committee members. Other intros will be during breakout sessions
 - Rebrand New to Fire, instead be offered as New to Fire Camp
 - Incident supervision- for people who don't supervise in their normal jobs, more from the FSC perspective.
 - Introduction of Business Committee members/cadre 15 min half hour with logistics, incident supervision 30 minutes, fire systems overview 20 min, cost share overview 20 minutes – round each up to 30.
 - New to fire/ /all hazards – 45 minutes
 - Panel of different finance positions, highlighting succession – 15? More? If open to Q and A
 - 2 Personnel sessions
 - 2 Contract administration
 - Micro purchasing – Half day
 - Fire for Contracting Officers- Day or day and a half
 - Basic cost – Half day
 - COMP – Half day
 - IBA session? Half day?
- Identify Session Instructors
 - General sessions – Deanna and Sarah
 - Personnel – Amanda/Denise
 - Contract Admin – Debby/Biddy C
 - Basic Cost – Fauzia/Becky
 - COMP – Sarah/Erin

- Contracting Officer – Jeff/TBD -- unauthorized commitments, tort vs. contract claims, LUAs
 - IBA – Heather/Tracey/Nemah
 - Micropurchasing – TBD, prefer someone from each state
- IBMW Workshop Logistics
 - Tracey and Deanna
 - Katie, Nemah, Erin volunteer to help
- **2020-2021 Training – Finance Focus at NRTC.**
 - Advanced Cost – December 2020 - Biddy Simet / Fauzia Massey
 - Already working on for next year- will be using a different database with a cost share done by effort. Have several options to choose from potentially.
 - Tracey – possible for her to come in and explain the different things a cost might be asked to track. Deanna can come speak to that as well.
 - S481 – Incident Business Advisor – Tracey lead, Nemah volunteer to help. Prefer January
 - L973 – Finance Section Chief (NIMS ICS All-Hazards Finance/Administration) – Sarah
 - L975 – Finance Unit Leader – Deanna lead, Biddy
 - L973 and L975 will be held concurrently
 - E-ISuite
 - Billings – February, Fauzia finance lead
 - Missoula – May, Deanna finance lead
 - Scheduling Lead - Tracey
- **2021 Finance Webinars**
 - Amanda lead- further discussion at future meetings
- **Others?**
 - S260/261 – Delivery is somewhat random – does the committee want to look at something to add some consistency? A final test across the board? 260 online is difficult to use and not working for a lot of people.
 - 261 material from NWCG has some inconsistencies
 - Sarah- we can make a 260/261 folder on the shared drive for folks to upload and share their materials.
 - Deanna and Lily worked on course material a few years ago, stopped teaching because felt weird about the standards and someone maybe questioning the class/pulling qualifications?
 - No word on when updated course material will be available.
- **2020 IMT Meeting – Finance Breakout**
 - Changing the format a little this year - Thompson’s team is putting on the IMT meeting, Ann Finance lead
 - Mixed feedback from last year - not great, except for finance section.
 - Would be helpful to add NERV to the general session.
 - Suggest a section re: All hazards assignments- the challenges of being self-sufficient, how FEMA assignments work, etc.
 - Present cost share implementation document – Fauzia/Deanna
 - Really the FSC’s meeting, should reach out to that community
 - Longer general session and shorter breakout sessions might be a good way to mix it up- the Great Basin team meetings include a daily general session, section breakouts and team breakouts for example

Contracting

- **2019 Review**
 - Water handling solicitation year- was super unique with the furlough, out later than normal.
 - Did have uptick in awards.
 - 2019 was a pretty light year, looking at the history of trends-

- 2017 – 7632 days, 14.6 M
- 2018 - About half – 3502 days, 6.8 M
- 2019 – just 368 days.

- **2020 Solicitation Plan**

- Solicitation plan for 2020 was just approved by board and has been posted to NRCG website
- DNRC - State-only resources- type 2 crew, rental rigs
- FS – Dozers, excavators, standalone transports, service mechanics, fallers, ambulances and paramedics will all be resolicited.
- NPS - Yurt and weed wash solicitations, Pam Moody is the contracting officer.
- BLM – no 2020 solicitations- Lots of changes to BLM contracting, Velvett no longer dedicated solely to fire.
- National solicitation plan 2020- workload not really going to affect region. Dispatches should have DPLs for these agreements and will be available on external VIPR website.
 - Pilot for this season different way to order/pay for helicopter support trailer
 - Will be like FS Integrated Acquisition System. Intent for obligation/payment to be committed in a similar fashion.
- Preproposal meetings are scheduled, more info will be posted on the NRCG website
 - Feb. 11 – Coeur d’Alene
 - Feb. 12 – Missoula
 - Feb. 13 - Billings
- Two ICPI classes offered this spring–
 - March 31 – April 1, 2020 - Ronan
 - April 28 -30, 2020 - Great Falls
 - Both sessions are free, nominate through your zone or Loraas/Murphy. Possibly adding inspector qualification component to these courses.

Gratuities of Gov’t Provided Meals

- Several questions from folks purchasing meals for employees on whether they can pay gratuity or “service fee” and when appropriate to do that.
 - Few different things in yellow book, nothing specific in the Federal Acquisition Regulations but in purchase card guidelines – should apply to all federal purchasers.
- Confusion if meal, including “service fee” needs to be at or below the per diem rate.
 - Purchases like this are not the same as per diem rate. That rate is a good guideline, but not something specifically tied to what the rate we use is
 - On the other hand- a sack lunch with no server shouldn’t have a separate service fee- include in price.
 - BLM - little guidance for this in BLM orange book as well.
 - Use the feeding the fire fighter study along with caterer rates to justify rates for exceeding per diem. Does not address gratuity. DNRC – 300 manual covers this issue. Limited to 15%, or more if clearly stated in a restaurants policy, limited to in a restaurant or take out from
 - BIA – no guidance in place
 - FS - no policy in place for gratuity.
 - DNRC – 300 manual covers, limits to 15% or more if clearly stated in establishment policy, limited to restaurant or take out.
 - IDL – allows up to 18%

Local Government Equipment Rates

- Discussion re: where these rates come from and what is stipulated in Annual Operating Plans

- Review table of costs and factors used to determine rates
- Discussion of differences between billing of state and federal equipment
- Topic that is being scrutinized in other GACCs, pending legal case in CA. Outcome will trickle down to rest of country.
- Formed working group to look at further

NRCG IBC Proposed Standard Operating Guidelines

- Group review and discussion of a guide sent out to agency leads before meeting. Intent to cover high points of corporate knowledge and procedures of what happens when and why. Documents procedures that have been as of yet unwritten.
- Discussion to move historical documents to FireNet team drive
- Send out to entire committee for input/response.
- Discuss upcoming Chair/Vice-Chair rotation
 - 2020 - Biddy and Amber Co-Chair, Nemah Vice-Chair
 - 2021 Amber Chair, Nemah Vice-Chair

Consistency Issues with how dispatchers charge time at home unit

- Still inconsistencies - was brought up at dispatch workshop. Probably need to do something to bring to board for recommendation.
- Each center is interagency and gets paid into by each serving agency. Base and OT very different topics.
- Letter NRCC sent out this season was only geared toward FS employees.
- Base 8 funding agency specific.
- Need to talk to individual dispatch centers and get their operating plans to see what they say and compare direction on how to charge hours.

Proposal to create standard NRCG saw parts and bar oil form

- Lots of issues this summer that stemmed from incorrect part numbers being submitted to Ordering Managers.
- Several IMTs using some variation of a saw part order form. There is one in the Buying Team guide as well.
 - Review sample forms
 - Deanna found a saw parts order form with second page that lists the parts - would like to validate saw parts, add a few items as necessary and then propose to adopt in the GACC to streamline saw part ordering.
- Cache now carrying regular and platinum bar oil. Work directly with cache or with Equipment Committee for updates on what they are carrying.
- Propose working with Cache and Equipment Committee to update/consolidate existing forms and come up with a blanket list of consumables that can be ordered without IBA approval.

Cost Share Agreements

- Review Sarah's version that has notes and clarifies what needs to be filled in, added, etc. to ensure cost share agreement is complete and all pertinent info is added.
 - Ensure all incidents are included for complexes
 - Dates – period for cost share must be accurate (i.e. end of team tours, dates that aren't at the end of pay periods or agreements that end midday are more difficult to administer)

Authorization of hotel rooms for night shift resources

- What documentation is required?

- A signed general message authorizing hotel rooms is sufficient documentation for both local government and private contractors.

1st Work Day Issues

- Having issues regarding what is the first day worked on an incident. NRCC is requesting that NR IBC address
 - Became an issue with IMTs going to AK this year- IMTs ordered initially on a preposition order and then assigned after meeting initial date/time needed
 - Two other GACCs have included guidance in their respective Mob Guides.
 - Was previously submitted to NWCG IBC and for 2016 IIBM revisions – declined to address
- Length of assignment has more to do with fatigue management than anything, safety is first priority re: length of assignment
- Would be almost impossible to anticipate for every scenario we will possibly encounter.
- Consensus that this is not a topic for committee to address

First/Last Day Rates – DNRC Agreements

- Will remove parenthetical language from unserviced rates on table to avoid further confusion
- Will add clarification that 8-sink handwashing trailers are fully operated and remove “unserviced” rate.

Assign 2020 NRCG SIIBM Supplements

- Chapter 0 - Tracey
- Chapter 10 - Biddy
- Chapter 20 – Ann, Nemah will help
- Chapter 30 - Sarah
- Chapter 40 - Deanna
- Chapter 50 - Becky
- Chapter 70 - Tracey

Upcoming Meetings

- **Next Call - January 14, 2020 at 1400**
- **Spring Meeting – March 24-25, 2020 in Missoula**