

NRCG Business Committee 2020 Spring Meeting

3/24-3/25/2020

Virtual

In attendance: Bidy Simet, Wanemah Hulett, Tracey Nimlos, Sarah Lee, Amber Honsaker, Dawn Hernandez, Deanna Crawford, Susan Dowler, Tim Ryan, Becky Shepard, Katie Svoboda, Ann Vogt, Christine Peters, Debby Wesselius, Joanne Marceau, Lindsey Greene, Kelly McKee, Fauzia Massey, Randy Linthicum, Doug Turman, Erin Lally

Committee Reports

- **Operations - Amanda**
 - o Met in early March in Helena
 - o Had lengthy discussion re: Heavy Equipment Task Force supervision that stemmed from a NWCG letter that came out to clarify that one HEQB cannot supervise more than one piece of equipment at a time.
 - o Operations Committee sending recommendation to NRCG Board that a Task Force Leader will be ordered for each HETF. TFLD would be in direct communication with their foreman, foreman still oversees individual operators.
- **IC - Doug**
 - o No report
 - o Rick Connell is new lead to IC group
- **Training – Deanna**
 - o No report
- **Buying Team – Tracey**
 - o Northern Rockies National Buying Team application process finished
 - o Mike will continue to be the lead, with Rita Loper as alternate. Chad Santone from RO is a BUYL trainee, potentially one more interested
 - o Received same number of applications this year, full complement of purchasers and Contracting Officers with interagency representation
- **NRCG Board of Directors - Tracey**
 - o Discussed and made recommendations re: meeting cancellations and possibility of replacing training with webinars
- **Dispatch – Kelly**
 - o Workshop cancelled, a virtual IROC training sessions will be offered starting April 1st. Will be offered every Wednesday for month of April. Dispatchers will have priority to attend
 - o Most centers are down to 1 or 2 people to continue social distancing, until we really get into field season.

Zone Reports

- **North Idaho**
 - o Heather started new job as Deputy Branch Chief for Incident Business for the Forest Service.
 - o Panhandle working on a detailer to fill in behind her. Not 100% sure where they are in that process. Perm fill in que, will probably be a while before advertised
- **Southwest,**
 - o No report
- **Central,**
 - o Bidy is the new representative for zone. HLF is standing up a Type 3 team for COOP. B-D has twice daily calls will fire group, no IMT in place. Primary concern onboarding seasonal employees. Working on IBOG, HDC agreement and Central zone operating plan

- **South Central,**
 - o No meeting, emailing updates. Assisting counties with pandemic response
- **Eastern, North Dakota**
 - o No report
- **Fire Wardens, Fire Chiefs**
 - o Supporting local gov efforts
- **NW BIA,**
 - o No report, a few small fires, same concerns over pandemic
- **GP BIA and**
 - o Dawn Hernandez replaced Regina Hoffman– not much to report, a few fires, quiet
- **NWCG IBC**
 - o Christine Peters new liaison replacing Brenda Even.
 - o Single Resource Casual Hire form is being revised. The subsistence section was the driver behind that, is confusing and maybe not really necessary anymore. May be out in May or June.
 - o SBIIIM – annual update this year. Electronic revision should be out late May/early June. Release will look the same as first roll out
 - o S-260 Training – have contract with company, also completed the how to fill out a CTR video. Search for on [YouTube](#) if you haven't seen it yet. Contract through late April, may need extension. Late may/early June for additional training videos
 - o Considering no longer typing FSCs as Type 1 or Type 2. Reached out to SMEs for feedback. FSC are no different than the INBA positions. Same complexities, same duties
 - o Pay plan should be signed and released hopefully before the 2019 pay plan expired.
 - Rx/fuels work will be included in the FS pay plan and will mirror the DOI pay plan in that regard, if gets signed

Agency Reports

- **BIA**
 - o Most people are in telework mode. National Incident Business training upcoming for a few regions – April one has been cancelled, one at the end of May still TBD. Rocky Mountain Region has been getting fires
- **IDL**
 - o Many IDL employees also teleworking. Helitack crew has been assisting with some escaped private burns. Had requested training assistance for a combined S-260/261 on hold for now, would like to try for fall or next spring
- **MT DNRC**
 - o Becky – DNRC employees also teleworking, thin down # of folks in offices, not aware of any fire activity in her zone
 - o Joanne – DNRC has put together a task force what fire response will look like in the current pandemic situation, following social distancing while responding to IA. State of MT also put up an IMT to respond and put out public information.
- **USFS,**
 - o NWCG guidance on fire response and Covid-19 has been released, guidance also coming out for waiving RT-130 and WCTs for Federal responders. States will discuss and make that call whether to follow federal direction or not. Suggestion is for online learning modules in place of RT-130.
 - o FS is responding to initial attack fires. Working through particulars, how many ppl in vehicles, distancing, etc.

- ESF4 activated to virtually staff National Response Coordination Center and some of the Regional Response Coordination Centers. One short IMT at Emergency Operations Center in WA, a Type 2 team ordered for response planning in Spokane, and a few misc. overhead. Expecting more requests.
- National Forest Service Incident Business meeting being held virtually next week.
- Forest Service employees have been encouraged to work from home as much as possible.
- AFD still open and operating with 1 or more person in each building.
 - NRK and SMKJs – still working
- Cost Share reconciliation process spreadsheet – review and discussion.
 - ASC would like used as a national standard because does display the information clearly
 - Tracey will work with Joanne and federal agency leads on how to utilize. MT Annual Operating Plan already signed, not sure if would preclude from using but the ID Annual Operating Plan is still being worked on, may be included in that before it is signed and released.

- **NPS**

- Should have approved that will have waivers for RT-130, WCT and medical exams for this year, today. Working on NPS guides for response, Overtime, AD hiring for pandemic response. Many teleworking.

- **BLM**

- National Spring Meeting will be held virtually next week.
 - Topics to be covered include continuing issues with charge card, issues with travel vouchers with lodging over per diem, Australia billing, finalizing orange book, joint task group between Fire Investigators and Incident Business, standardizing spreadsheets for billing.
- BLM cancelled national preparedness reviews for CA, WY and AK
- Two new IC trainees from the BLM; Corey Buhl ICT2(t), and Aaron Thompson ICT1(t)
- FYI- Sarah is now the training officer for MT State BLM Office. Working on COVID-19 direction.
- When reporting function is available in IROC Sarah will rewrite direction. Overall IROC is very simple compared to ROSS
- Working on cooperative agreements and 2017 FMAG bills
- Hired North Central District Incident Business Specialist – Wendy McCartney, FSC2 alternate on Sampson’s team, has operational/fuels quals. Position has been vacant for quite a while.

Current Action Items Review

- **Dispatch OT Guidance**

- There is direction in statewide AOP for MT for base time and over time, all AOPs have guidance in them address how regular dispatchers should charge OT. These are not the same for ID and MT. Not a lot of consistency in which centers have financial plans in place and which do not for MT and ID
- Task was not addressed prior to AOP being signed, put on back burner until next year to address in new AOP
- BLM – all centers have financial plans, however the language re: base and OT- current plans only address base time and not OT. Their centers are charging to specific fire per BLM national policy. Only charging base time to an incident when out on assignment. Agree with Tracey that they need standard guidance across the board.
- Joanne- DNRC would like to see written guidance. Currently handle each fire on a case by case with local Incident Business contact, has worked well, but would like to see task group ongoing and specific guidance documented.
 - Guidance is spelled out in the MT AOP, the issue is more that it is not being followed consistently, which is why these have been handled on a case by case basis
- Group will continue working on this

- **Average Equipment Rates vs. Chapter 20 Rates**
 - o Chris Loraas updated as much as he could and sent Nemah changes to update Chapter 20.
- **Cost Share Implementation**
 - o Struggling with how to come up with implementation guide because parameters of cost share agreements vary so much. What would work with one may not work for another. Feels like a moving target.
 - The Forest Service is looking at how we negotiate Cost Shares in the future
 - o Table for now? And when we do have a Cost Share commit to provide specific direction at the local Incident Business Specialist level to FSC and IBAs if not involved in negotiation
 - o Joanne - The decision documents have gotten better and better over the years. Ok to table as long as there is sufficient documentation in Decision Document to support working through the billing process
 - o Who comes up with percentage? Varies – group has seen both AA and IMTs come up with. Not a table in decision doc to validate that progression
 - o On an effort-based Cost Share for example, percentages could change daily. How would the host agency know what those are without tracking from the IMT. In the PNW- very common for IMT to come up with percentages and then report to Agency Administrators to sign off. Have also seen IBA's delegated authority to sign off on those percentages
 - o Decision – all will make a concerted effort to provide IMTs direction on how to implement parameters outlined decision doc. Will reevaluate in the fall.
- **Donations Guide**
 - o Goal was to have ready this meeting. Nemah sent out a guide earlier this week, haven't looked at it yet, will send to group for comment.
 - o Sarah – sent out and uploaded updated BLM guide to Google Drive.
- **S-260/261 Standardization**
 - o Haven't met as group yet. Fauzia and Bidy have looked at different versions. Goal to validate combo class that we have and make available to group to use as needed. Pulled in information from other agencies, compared how updates have worked from SIIBM updates.
 - o Need to ensure meets objectives and the test reflects the curriculum
 - o Combination course that Northern Rockies group has is 95% ready to implement.
- **Gratuity Language**
 - o Thought this had been updated but have not seen new language in Chapter 20. Should be added in appropriate place.
 - o Service fee vs. Gratuity for language. FS Acquisition Management direction adamant that word gratuity not used. BLM did not have an issue with that at all, more just the actual percentage
 - o Is Chapter 20 the place to add this?
 - o Yes, under unique items. Talks about what government will pay, so goes under contracting. Clarification is not for individuals on per diem but purchasing meals for an entire incident.
- **Chainsaw Consumables –**
 - o Kevin Robertson, Shop Supervisor at NRK spent time updating the parts list that some of the IMT's were using. Sarah routed to a chainsaw SME, Ops Chief, Hot Shot Superintendent to get an Operations perspective. Feedback so far has been positive
- Deanna will draft a letter to accompany the parts list and order form for review before approval process.
- **State Equipment Rate Review**
 - o Group has not met yet.
 - o MT DNRC came out with briefing paper that states MT DNRC and Local Government equipment rates are valid through 2021 and will not review or revise prior to that. Paper has been sent out to task group members.

- Specific to DNRC- still collecting rates from other agencies, want to look specifically at DNRC owned trucks, SUVs and sedans rate review in preparation for 2022. Will take time- across the board. BLM and FS only charge mileage, DNRC charges a daily rate in addition to a lower mileage rate
 - Propose to keep group together to look at how compare, explore different scenarios and what ifs for similar mobilization of different agency rigs.
- T- good with continuing task group. Wondering if could add more to federal side – Sarah or another DOI Bureau to get wider range of agency viewpoints.
- Federal mileage rates based on actual operating cost. Weighted by size of vehicle, drive train, utility packages, etc.
- Are we billing each other for the same things? AOP says we will bill each other for actual costs- daily rates are not the actual cost.
- Discussed differences of billing procedures and how changes appear when bills sent.
- Joanne - will set up a meeting if task group willing to meet in April. Sarah joining group
- **LUA Guide,**
 - Completed and posted to website. New form, guide itself is fine
- **Rental Cars**
 - Rental vehicle task group not active anymore.
 - As far as NERV goes status quo. Updated SOPs and sent to Juanita to post on NERV website, posted on NRCG page.
 - Still trying to add vendors
 - The Forest Service is currently filling a permanent NERV Contracting Officer position. Juanita was previously detailed into position. Might be in between people.

Fire Contracting Update – VIPR solicitations

- Teleworking presented some challenges, but able to work through most of the issues that have arisen. Standard Heavy Equipment, Transports, Fallers and Mechanics out for solicitation. Closes 3/31.
- Evaluation panel will be virtual. Do not foresee issue meeting 6/1 deadline for awards.
- Solicitation for Paramedics, EMTs and Ambulances for MT and ID, closes 4/10.
- All 3-year awards
- NPS Contracting – Yurts and Weed Washes have been assigned to Rhonda Cannell. Looks on-track for fire season
- DNRC- Working on off-road vehicle and Type 2 crew agreement for their MT state-only agreements
- Facing challenges in the telework environment, specifically regarding eAuth access
 - If you hear from any Contractors having issues with these please have them call Debby. She can help if there's an issue before the solicitation closes. After they close there is not much she can do.
- Only covered open solicitations – everything else should be ready to go. Existing awards haven been transferred to IROC, not an issue. Just the new 2020 awards need added still.
- Please direct contractors with training concerns to Tim Murphy. Letter forthcoming for direction on what will happen with training this season
- Interested vendors? Direct them to the NRCG contracting for fire website

Vendor Source List

- Emailed letter out this morning – background – iTeams went away, was huge workload, and was ultimately pulled by CIO because did not meet security requirements
- Has gone to BOD, Dispatch Center Managers, will replace the letter that Jeff Gardner used to send out, describes type of equipment and services already on preseason agreements and will not be keeping source list.

- Items that will be considered for the Vendor Source List are outlined in letter. Generally, for items that are difficult to find and commonly used – fuel trucks, potable water trucks, logging equipment, vehicle with driver, etc.
- Kelly McKee created an online form for interested parties to complete. Information will automatically populate a spreadsheet, then saved to NRCC server for all dispatch centers to access.
 - o Dispatches would be able to shop neighboring centers' lists
 - o Form is relatively straightforward, should be easy to fill out
 - o Working out details with NRCC. Target to have out by 4/1/20
- Vendor Source List is not agency specific. Just a source list available to all dispatch centers that can be used regardless of host agency of incident.

Cost Equipment Breakdown/General Message

- Christine – NWCG Incident Business Committee did not approve of the breakdown calculation general message form that has been circulating around. They have redone an Equipment Breakdown one pager and is still in draft form.
- Christine will send latest draft to Amber for circulation
- Biddy- when form is finalized will be requirement to go along with OF-286 or just a tool? Per Christine intent is to be used as a tool; not a requirement to be submitted with the OF-286.

IROC/Dispatch- Call in @ 1400- Status, issues, reports functionality/ Dispatch update

- Julie Polutnik from NRCC – Roll out was successful in the GACC a little over a week ago.
- NR Dispatch Center Managers and Assistants are having to build in dispatchers. Reach out to centers and they can get you added in. Log in via the new FAMIT site, not NAP. Once you have logged in and account is confirmed, your dispatch center can add you back in.
- Reporting function is still in the works, got behind on this during production. Will be up and running soon.
- Very intuitive, clicking on tiles, look at specific types of resources, more user-friendly than ROSS.
- Virtual trainings will be presented every Wednesday in April starting @ 0830
 - o Kat Sorenson coordinating – Target audience is agency dispatchers, AD dispatchers, IMT members, whoever needs it to get onboard to use.
 - o Plan on full day if you can.
- All web based, can log in from anywhere. Good for 4th tier center connectivity since no software updates will be required. Helps with COOP plans, neighboring centers will be able to plug in and assist if needed.
- Not all IQCS has been uploaded, there were some errors in initial loading. Hiccup during uploading data from IQS – a lot of their data didn't move over as seamlessly. Be patient and work with what we have. Working on daily. Also, were some hiccups with equipment. As we get closer to fire season should be ironed out. Waiting for more updates from working group on status
- Self-status not operational yet. Call your local dispatch to status for the time being
 - o No tutorial for self-statusing yet, is in the works and will be released when self-status is up and running.

COVID-19 vs. Fire Season

- Tracey - Not much figured out yet- counting on the work and guidance from NWCG and Area Command Teams. Have a short IMT working for the Regional Forester to look at putting SOPs in place, in the very beginning stages.
- BLM is in the same boat, waiting to see what direction comes out. BLM has cancelled trainings and meetings through May and into June in some cases.

- IMTs – many individuals filling command and general staff fall into the high-risk category. IMT requests will look different- some may work virtual, not working anywhere medical PPE is needed, ordering short teams, no overnight staying
- Expecting to see more requests for IMT support
- Senior leader team BLM having daily calls
- Status changing hourly, minutely in some cases
- Most fed agencies directed to not send out policy directly from field, not all employees getting messaging due to differences in interpretation
- BIA- all reservations across MT have an emergency declaration and have IMTs in place
 - o Curfews within Reservation boundaries

Succession Planning in Finance

- Tracey – This committee used to take a more active role in helping teams plan for finance succession.
 - o Identified future needs, discussed each person as a committee and narrow down lists of trainees, talk to trainees about interest in joining an IMT
- Intent is to create a list of trainees that could someday fill vacancies on teams.
- Could help facilitate getting those trainees assignments, outside of the trainee process teams already have.
- Is this something group is interested in working on again?
- Succession planning not intended to replace or complete with National Priority Trainee program. Current program requires trainees to be available nationally. This limits who is eligible to participate in the Priority Trainee program.
 - o Difficult time getting a name request out of GACC if trainee not on that priority list
 - o Applications for priority list due May 1
- Group decides to pursue. Task group created. Tracey will email the list she has to volunteers for the committee.

Incident Business Mini Guide

- Decided at spring meeting last year to not use as a committee. Tracey has updated for FS. Had received comments that many still use it and has been circulated around to committee members for updating. Discussion on whether to edit and update for interagency use or should continue as an FS-specific tool
 - o Most find helpful, still refers to source documents
- Circulate for edits and send final to Tracey to post on site

NR Mob Guide update- Do we want to assign a group to review?

- Tracey used to get asked for input for this was specifically for the Buying Team Section. There may be more to look at than just the BUYT portion. Comments for 2020 Guide due mid-April. Still have time if group wants to review and make suggestions/comments in any of the other chapters.
 - o Per SOPs committee should be reviewing Mob Guide annually
- Will start review next Tuesday on a conference call

IBC SOPs- Future updates

- Amanda took SOPs to NRCG board. Do future updates need to be approved by the board?
- General sense is no
- Topic should be a standing item at fall meetings to review and update as needed

Incident Business Workshop

- Tracey sent email to session leaders to see if sessions could be conducted virtually. Heard back from most. Consensus seems to be that interactive component of workshops would be difficult to get across in a virtual setting
 - o Would end up being too similar to opposite year webinars
 - o Connectivity might be an issue for our audience too.
- Next year is also finance year at training center. Committee decided years ago that would not put on the workshop the same year as finance training
- Is NRTC going to stay with same rotation or will their current schedule be pushed back a year and the next finance focus would be 2021-2022?
 - o Logs focus this year – those are the classes that have not been held yet. May want to push back, Tracey will talk to Melissa
 - o Vote to push out to 2022 if finance focus is still next year – all in agreement
- The fall meeting will be Debby's last before retirement. Please leave legacy notes and be mindful that things change. Leave something that someone could pick up and roll with – don't let work so far be lost

IMT Workshop

- Cancelled for 2020. Will resume next year.
- Potential for virtual portions of the IMT meeting, nothing official yet

IBC Chair, Vice Chair Mentor and Transition checklist/ Monthly Lead Call

- Discussion regarding chair responsibilities, SOPs and establishing agency lead calls
 - o Will be conducted the day before quarterly full committee calls @ 1300

Review Supplement Chapters

- **Chapter 0**
 - o Dates, website updates
 - o Agency lead updates
- **Chapter 10**
 - o Native American Crew (NAC) – NAC group standing back up and new plan should be signed and posted this year. 2015 is still the most current approved plan.
 - o Update outdated terminology
- **Chapter 20**
 - o Review of edits and verification of updated links
 - o Change NPS CO from Pam to Rhonda Cannel
 - o Interest on Rapid EMS? Hard to say since last year was so slow, in past years have had a lot of interest. Debby- primarily its AZ FDs. Not competing preseason.
 - o Discussion re: fuel tender typing. Northern Rockies has different typing than the Great Basin supplements. Is there a reason for this?
 - Debby- checked the VIPR template for typing. Best guess is that they were typed the way because they are so hard to come by.
 - o Review of daily guarantee for transports- seem off. Missing digits on the first two. Mileage rates are different, but shorter bus would have capability to go to the line, while the larger transports would not
 - o Service trucks- why are the rates the same for different items? Took away the typing but maintained different services with different needs. If rates are the same, why are they broken out as two different items?

- Debby- awards are very similar too, licensing of each type of mechanic is different though and should remain separate. Items required for each are different as well.
 - Why no typing? Moved away from Type 1, Type 2, etc. nationally. Replacing with language that explains differences.
 - Gratuity language add- to unique items, was tabled from prior day. Adding caveat that “unless against agency specific direction”, differentiate between “gratuity” and “service fee” and that 15% is the maximum allowable.
- **Chapter 30**
 - Updated accountable property language
- **Chapter 40**
 - Update guide names and dates
- **Chapter 50**
 - Updating language, grammar, reviewing changes to links, changing ROSS to IROC, added definition for IROC
 - Clarified mileage rates for fire response vehicles from ND

Website Updates

- Committee list updated every meeting – several updates to be made.
- Discussion of what is currently on committee website, what needs to be updated/added/edited
- DNRC EFF plan – is it posted separate on the DNRC website? Becky – will create a standalone document and email to Tracey for posting
- NR sign ordering? Links are very old, has not been updated. This could get moved to equipment/logistics page – remove
- 2018 most recent SIIBM, will be updated this year. Link will still be good.
- Personnel-
 - T will double check BUYT performance eval, might be a new one in the new BUYT guide
 - OWCP guide – 2020 update coming soon
 - SCH form will be updated soon and posted
 - Time Unit Review Checklist – needs updating for IROC
- Training
 - Miniguide will need to be uploaded
- MISC
 - Business matrix- there are updates to be made. Agency will review and update as needed
 - eResources – needs updated. Deanna will complete
 - Finance Transition checklist – may need to be updated when have more info on how interfaces with IROC are going to work
 - Type 3 – biddy recently updated
 - IROC for finance – Sarah will update
- Contracting
 - General clauses were updated, Tracey will make sure link is correct
 - New LUA template - will need to be updated
 - Add link to FS fire procurement website
- Rental Vehicle request and tracking form? – Remove
- Cost
 - Quick cost estimator_ Fauzia has been updated since Joyce retired. Not on call today. Rates weren’t updated last year, will probably do need updated this year.

Fall Meeting & Next Conference Call - Establish dates/times for both

- Fall Meeting - 10/6-10/7 @ IDL office in Coeur d'Alene. Amber will double check on availability of their conference room.

Next call – Tuesday 4/7 @ 1400, with agency lead call the day prior