

# NRCG Business Committee 2021 Spring Meeting

3/16-3/17/2021

In attendance: Amber Honsaker, Tracey Nimlos, Amanda Boatright, Loretta Forsberg, Wanemah Hulett, Becky Shepard, Shannon Deane, Regina Hoffman, Dawn Hernandez, Bidy Simet, Susan Dowler, Chuck Tapia, Katie Baret, Deanna Crawford, Tim Ryan, Jamey Toland, Christine Peters, Jeff Gardner, Joanne Marceau, Fauzia Massey, Randy Linthicum

## Welcome and Introductions- Roll Call, member listing, contact list, Business matrix.

- Review Contact List
  - o Invite Ryan Patrick or his new direct report to fill the Equipment/Logistics Representative.
- Review current Business Matrix, which will be emailed to group. Respond with needed changes and then Amber will finalize and submit for posting on the website.

## Committee Reports

- **Operations**
  - o Budget changes to FS discussed. Hotshot crews don't feel they have enough funding to stay available for late Northern Rockies fire season due to these changes.
    - This prompted discussion and concerns from all agencies.
    - Decision to send briefing paper to board for upcoming spring meeting addressing these concerns by this change.
    - Changes apply to all FS resources, hotshots aren't only ones effected, but feeling effects more.
  - o Discussion on Workforce development. Both the IC Committee and the FS are undergoing workforce development efforts. Two different working groups
  - o Most zones have not met yet, so no updates.
  - o Discussed creating formal Type 3 IMTs. Decided to not pursue as a committee, though encourage zones to pursue if they would like. South Central Zone and Southwest Zone are developing.
  - o Corey Buhl detailing to Operations @ NRCC. Position Description is being classified, hoping to advertise in next few weeks.
- **IC**
  - o No update.
- **Training**
  - o No update.
- **Buying Team**
  - o Applications for NR National Buying Team closed last month.
  - o Received 4 applications for Buying Team Leaders. Mike will still be the primary lead; will finalize roster, etc., but will have additional BUYLs on roster.
  - o Good on contracting officers, but micro purchaser interest was down this year. Uncertain why. Did get a few NPS applicants.
  - o Total of 15 who applied, not enough to roster 2 teams since most members are unable to commit to each rotation.
- **NRCG Board of Directors**
  - o No report

## Zone Reports

- **Northern Idaho**

- IPF has acting Forest Supervisor and Deputy. New Deputy Fire Staff, Shawn Pearson, has been selected and starts soon.
- **Southwest**
  - Zone has not met yet this Spring. Zone in process of forming a formalized type 3 teams. May or may not incorporate the all-hazard Southwest Montana team.
- **Central**
  - Have not met yet.
  - Central Zone Type 3 IMT holding a Command and General Staff meeting next week.
- **South Central**
  - Have not met yet.
- **Eastern**
  - Met last month. Reviewing charter.
  - DNRC Southern Land Office is advertising for an FMO.
- **North Dakota**
  - Hiring and prep for fire season
- **Fire Wardens**
  - No report
- **Fire Chiefs**
  - Umbrella document has been updated.
  - There are ongoing issues with local government resources not submitting packages timely and/or correctly. Group is working on training to address.
- **NW BIA**
  - Offices still closed and employees teleworking. No spring meetings quite yet.
- **GP BIA**
  - Also teleworking, just received a good amount of snow. Hiring and onboarding.

## Agency Reports

- **BIA**
  - Fire director moved to new position, have an acting. Advertisement is out for National Incident Business position in Boise.
  - Encouraging establishment of preseason BPAs in Eastern Montana for porta potties and handwashes where they would be utilized.
  - Working on contracting issues; will need more support for EERAs and LUAs.
  - Working through billing and tribal invoices.
  - Continue to address effects of COVID, 1 or 2 reservations still under shelter in place orders, with potential changes to that coming. Reservations still have COVID IMTs still in place.
- **IDL,**
  - IDL will be presenting a two-day incident business refresher.
- **MT DNRC**
  - Soliciting for CWN helicopters and scoopers, continuing with third year of porta potty and handwash agreement.
  - Have notified vendors that DNRC agreement will no longer be cosigned by a Federal Contracting Officer, will leave current agreements as is.
  - Handwash trailers will need to get on VIPR. Last year of their 3-year agreement. Next bid will not include sink trailers. Fielding a lot of questions regarding these changes.
    - Feds will still access same vendors but will use their own agreements.
  - Continuing with State-only Type 2 crew agreement again this year.

- Vehicle rental agreement, 2<sup>nd</sup> of 3-year cycle. Feds are still using same vendors via EERAs.
- Working on webinar and internal training.

#### **USFS**

- AQM Reorganization to PPS; Procurement and Property Services
  - Four different branches that support fire- Emergency Support Branch, which primarily does preseason agreements, At-Incident Contracting or AIMS, Logistics and Aviation
- Jeff is not doing all NR VIPR agreements – solicitations assigned by type, not region. Will see new Contracting Officer names.
- Soliciting for Type 21A contracts AND Type 2 crews. ODF Type 2 Crew agreement also can no longer be federally cosigned.
- AIMS- At Incident Management Support will focus on as-needed support for fire, i.e., EERAs, LUAs.
  - Exact implementation details not available at this time.
  - Regional Incident Business Coordinators are pushing for preseason BPAs for commonly used items. Do not know for sure yet how these will be dealt with.
  - Incident Business Coordinator group trying to get porta potties/handwashes prioritized over items like GIS, Clerical trailers.
  - AIMS will not have capacity to be on-call for any agency but Forest Service.
    - If other Fed agencies have BPAs AIMS *may* be able to use and make payments; but will not do for other agencies.
  - Not all positions of organization are filled yet. Some may have limited fire experience or be new Contracting Officers.
- Dianne Sigler has been hired into a position that works for Ryan Patrick, she is an ICPI and has worked with Tim and Ryan on details previously.
- NRCC – Advertising/hiring new Assistant Center Manager. Position is BLM.
- All Coop Fire agreements expiring at the end of year in the Northern Rockies – ID is underway updating, reviewing offset exchanges and whether to continue.
  - Not sure if other agency leads have any updates but have not seen anything for review yet for MT and ND.
  - Rita Chandler, current Assistant Director for Cooperative Agreements is retiring on May 20, will be a big hole for FS FAA RO Staff. Plan to fill that immediately.
    - Program of work for this position also includes FEP, prevention and serves as the regional ESF4 lead. No expected changes when backfilled.
- Process changes coming for Cooperative Fire Agreements, billing, and cost share settlements. These changes will affect how we work with our partners.
  - ID has adopted cost share settlement worksheet. This is an effort Wendy spearheaded and the FS has adopted.
  - FS now will be required to do some kind of settlement process. Joanne and agency leads who are interested in staying invited to discuss that for MT after first day of this meeting.
- National IT Contract- potentially solicitation for computers by IT group at NIFC

#### **NPS**

- Still in maximum telework.
- Sending resources for ESF4 assignments

#### **BLM**

- Sarah instructing a course this week.
- Two open BLM positions at NRCC in process of advertising/filling.
- Working through some national-level budget considerations.

## NWCG IBC Updates

- SIIBM revised, will be released electronically late-April.
- DOI AD pay plan out March 3, bulletin accompanying updated plan was incorrect. DOI HR is revising cover memo.
- NERV task groups are in process of wrapping up.
  - o 19,000 NERV vehicles used last year.
  - o The NERV payment center is comprised of 4 employees. They have spent a significant amount of time chasing paperwork from last season.
  - o Will forward recommendations to IBC, significant changes anticipated.
- Electronic File Task Group ongoing, anticipate recommendations by April meeting.
- FEMA ESF4 Mission Assignments and Sub-taskings- 25 states currently requested assistance.
- Single Resource Casual Hire Form revision finalized last week, routed for approval, look for release soon.
- Dave Burley is current chair, Sarah is now representing BLM on this committee.

## Current Action Items Review

- **Dispatch Overtime Coding Guidance**
  - o Discussed that language in statewide agreements is correct, seems solution was to direct dispatch to follow that. Will need to ensure next round of agreements contains same direction.
  - o This can be removed from the Action Items list.
- **Cost Share Implementation**
  - o Have not met, still ongoing.
  - o Intent to develop instructions to go along with methodologies so IMTs have a little more than decision document to work from.
    - Decision Document may or may not include guidance on how to implement decisions.
    - Help FSC/COST with tracking effort-based methodology in the database.
- **Incident Donation Guide**
  - o Review matrix for all agencies that Amanda created.
    - Still need input from FWS, ID, ND, and tribes
    - Incorporated the information Nemah initially gathered. Would like to finalize ahead of fire season.
    - Deadline date for responses is **April 16<sup>th</sup>**.
- **S261- VIRTUAL DELIVERY**
  - o Still progressing for SW zone offering.
  - o Moved training materials to Business Committee FireNet- feel free to grab a copy but please don't edit as these are the working files for cadre.
  - o Delivery will be via UM Zoom account, which has been a success so far. Have utilized for several courses already this training season. Will give group update how it goes on Zoom but be mindful it may work differently on other platforms.
  - o Designing to minimize lecture time, with students spending more time in breakouts in small groups. Mix of breakout room and homework. Scheduled for 4 half days rather than 2 full days. Test will be a fillable PDF.
  - o Combined 260/261 Bidy is presenting later in year will be held in Teams, but overall concept will be similar.
- **State Equipment Review**
  - o Not due until next statewide agreement is up for review, which is soon. Current agreements expire at the end of this year for all three states within the GACC.
  - o Joanne will send a poll to schedule meeting to the group identified to address.

- Topic Tracey initially brought up at the Fall 2019 meeting. Need to review rates to ensure all agencies' equipment is billed equitably.
  - FS has received scrutiny on rates as current agreements stipulate that agencies will bill for actual costs.
  - Tracey suggests maybe meet early summer if possible before fire season starts.
- **Finance Succession Planning**
  - Have not met. This may be more of a topic to stay aware of and not necessarily an Action Item.
  - Gokes IMT has new primary FSC1 that will be lead this year, Shirley will be deputy/alternate.
  - Still have several AD FSCs on IMTs, including Anne Vogt who agreed to stay on as an AD for one more year.
  - Discussed current and potential FSC trainees, availability seems to be a common issue for several to commit to being a primary FSC on an IMT.
  - FS PROC warrant requirements have still not changed. Something that is going to happen, just waiting on updated Forest Service Fire and Aviation Qualifications Guide to be released.
- **Tire Replacement Form**
  - Discussed last quarterly call and Bidy sent out documents.
  - Group agrees would be beneficial to finalize and make available on the website.
  - Bidy will resend drafts and comments **due before next quarterly call**.

### NERV Update

- Recommendations from the NERV task group will be sent out soon.
- Changes will be coming to ensure more accountability for renters.
- Looking at changing NERV website to add controls for who is able to get a NERV rental. Ordering will be more of a dispatch function now.
- There will be National Standard Operating Procedures.
  - Group reviewed GACC-specific SOPs and found that overall, were very similar.
  - Table from the Northern Rockies SOPs will be incorporated in national version.
- NERV will be used to support ADs and agency personnel who are not self-sufficient.
  - NERV has been used by agency personnel with travel cards as an alternative to ordering rental vehicles via agency ordering processes.
  - Regular government employees with a travel card are responsible for their own rental unless require off-road capable vehicle for their incident assignment.
- Off-road capable vehicles will be further clarified as the three-quarter and one-ton trucks with load range E tires. Found that many vehicles that were not approved for off-road for used inappropriately.
- Payment processes
  - DOI will still process their own.
  - May be changes coming to FS for payments.
- New renter responsibility guide will be issued.
  - Will confirm renters have met home unit requirements and are qualified to operate gov vehicle. This concern when came to claims issues, no accountability in the past.
- Home unit supervisor and dispatch center contact information will be captured during ordering process, not having that information negatively impacts gathering payment packages and processing claims.
- At this time only the FS is handling claims.
  - The DOI bureaus would like to handle their own claims, process still to be determined, no immediate change anticipated.
  - DOI agencies are not getting claims trend information for their personnel.

- Vehicles will no longer be allowed to be transferred between individuals. Tracking these vehicles has been very difficult for payment and claims.
- Season-long rentals will no longer be available. Several fleet personnel participated on task group and provided input on these.
  - o The season-long rental program really circumvents agency fleet requirements.
  - o Season-long is defined as keeping vehicle OVER 120 days.
- Finalized documents should be released soon. Anticipate new forms.
- Shane Thao, NERV Coordinator, will do a presentation for webinars.
- State resources without travel card will still be able to use. Intent to limit use by self-sufficient government employees.
- What is a non-self-sufficient?
  - o DOI direction is that self-subsisting casuals provide their own meals, but gov provides everything else.
  - o IBC debating self-subsisted vs. government-subsisted definitions and what ADs should have to pay for themselves.
    - Casual Hire forms are often not filled out correctly by home unit, which limits BUYTs ability to purchase lodging for them.

### 2021 Webinar- Status/Preparation Update from March 8th Planning Session

- Agenda almost finalized.
  - o Monday, May 10 - General Session
    - Meet and Greet with FSCs, Wendy McCartney facilitating
    - New to Fire
    - Local Government Resources Update
  - o Wednesday, May 12
    - IROC for finance
    - IBA refresher
    - EQTR refresher
    - NERV Update session with presentation from Shane Thao
  - o Monday, May 17<sup>th</sup>
    - Personnel Time Session with beginning, intermediate and advanced portions.
    - COMP Updates
    - Electronic Document skills
- Sessions will be on GoToMeeting again. Easy platform for interagency use, capable of recording, and provides a call-in number.

### Fire Contracting Update/Discussion

- AQM reorganization into PPS. Fire procurement is now 4 branches, each branch is zoned.
  - o AIMS, ESB(VIPR) Logistics and Aviation.
- Jeff has been CO for VIPR and a catchall for incident-only needs in the past. His new position is VIPR centric, will no longer be available for other contracting needs or inquiries.
  - o ESB very VIPR focused. There are over 5000 VIPR agreements nationwide.
  - o EERA, LUA, BPA needs must go to AIMS now, not Jeff or Debby as have in the past.
  - o Trying to keep workload divided since VIPR is very busy.
  - o Questions or inquiries from non-VIPR vendors should go to Ryan Patrick.
  - o Second fire CO that would be in R1 is vacant, might be able to hire in coming months.
- VIPR- handwash trailers, potable water, gray water, misc. heavy equipment, and chipper solicitations are out right now.

- Heavy Equipment Task Force out will be R1 and R4 this year.
- Organization of Contract Officers has changed. Workload assigned by equipment type, not region.
  - o Jeff is handling Misc. Heavy Equipment for Regions 1, 2, 4, 8, 9, R1 EMTs and Ambulances and HETFs.
- New direction coming for dispatch centers for ordering EERA/LUA items currently drafted, not ready to distribute yet.
- Type 3 caterers will not have preseason agreements, available to sign up with EERA.
  - o Type 3 caterers are a resource primarily utilized within our own geographical area.
    - Specifications from previous BLM agreement or an agreement template should be posted somewhere a Contracting Officer could readily access. Canned template would expedite getting EERA done.
    - IDL does have their templates posted on their website.
    - The BLM agreements are still posted on NR Contracting for Fire Website for reference. Should save before removed.
  - o Responsibility to follow their states food service requirements is on the contractor, not incident. Established food service businesses should be prepared prior to getting ordered for an incident.
  - o Trapper Creek JCC will have agency type 3 kitchen available. More details to come.
- Handwash trailers will now be on VIPR and ordered via Dispatch Priority List. Incident personnel will need to be mindful on State incidents which agreement trailers were mobilized on.
  - o Agreements will overlap one year.
  - o Had similar discussion when NERV came out and had two agreements as well.

#### NR Plans Group IBA Questions

- How are IMT members to know what IBAs have delegated responsibility for?
  - o IC/Agency Administrator have copy of DOA, that would be avenue to obtain.
  - o IBA works for AA, not IMT. Issues should be addressed via the AA.
  - o IBA gets a copy of the IMT delegation, why not both ways? Addressed inconsistently in IBA training.
  - o Differences between assigned IBA and home-unit incident business representative are not always clear. There is bleed-over when same person acting on behalf of both. Hard for IMT to differentiate IBA vs day job.
  - o Incident Business Specialist wouldn't have delegation for day job roles, which would differ per agency and individual unit.
  - o Answer to this question is not super straight forward.
- Would it be helpful to provide AA/IBA the preorder in advance so questions can be dealt with upfront?
  - o Again, the mixture of IBA responsibility and host unit Incident business representative responsibility may cause confusion on the whys.
  - o IMT is in route to incident typically before IBA, this role may not be the pinch point for preorder approval.
  - o Yes, of course would be helpful for the first IMT on an incident.
    - When an IMT is backfilling behind another team it is even more important that their preorder gets routed to Logistics section already at incident, so the incoming team understand what is in place and duplicate items are not ordered.
  - o Preorder expectations should be realistic and specifications of items on order should be fully vetted by IMT sections.
  - o Prioritize preorder lists better so immediate needs are near the top, not buried deep in the order.
  - o IMTs may be submitting outdated preorders. Encourage logistics engage other sections to ensure list is current.

- IMTs still have to work within confines of procurement authorities of host unit. Dollar amounts, IT requirements, etc. Ultimately the IBA is responsible to adhere to host unit policies.
- What wiggle room exists in the rules for IBAs regarding satellite systems, clerical support trailers, contractors with production support capability to aid in virtual presentations, cell phones, personal phone/computer use, GIS trailers, etc.?
  - Personal phone and computer use not in the IBA or AAs decision space. These are agency-specific policies. Can't mandate that IMT personnel use personal devices for government work.
    - Personal choice to do so and puts their property at some risk in the event of a FOIA request or litigation. This is a risk personnel need to better understand.
  - IBA is not part of adjudicating personal property claims, these go to employees' home unit.
  - We do use clerical trailers however orders may get UTF'd because there are none available or ones that are available have prohibitive mobilization costs.
    - Northern Rockies has one vendor and they likely don't have multiple trailers.
    - Have been instances of IMTs ordering several copiers, and then turn around and order a clerical trailer.
    - Consider using professional printing service. Option has worked well in E MT. Faster to send a driver than try to produce themselves.
    - Potential to see more use of clerical support trailer to scan hard copy documents for digital records.
  - Now that plotters have gone away, this issue will likely continue.
  - Justification should include intended use.
  - Need to be mindful of the business rules for color copies. Support trailers may have the ability but doesn't mean it is justifiable to pay extra for them.
  - Suggest utilizing free services we already have access to. FB live streaming, Teams live events, etc.
  - Smart Source does offer a virtual presentation kit with the basic elements to pull off virtual briefings/meetings.
  - ADA compliance-
    - Federal law that everything we produce and is available to the public, must be 508 compliant which includes anything posted to websites.
  - IBA can assist the IMT to find reasonable options. Needs should be evaluated realistically. No wiggle room when informing policy.
  - The specific items in this bullet would need to be evaluated by host unit agencies IT personnel.
- Lack of Northern Rockies-supported IT trailers and an overall shortage of IT personnel leave us scrambling to figure out how to procure and deploy all the gear we need- what added burden might be placed on Buying Teams for all the myriad of support gear we need- CAT cables, etc.?
  - If National IT solicitation is approved may be able to select components of kits. If approved, use of this agreement would likely be mandatory for Federal incidents.
  - Not always enough Buying Teams to go around. Purchasers may be from host unit and have limited experience support incidents.
  - Even if not written up in a National BPA it would be nice to have universal list of basic needs of IT equipment, which may or may not be a part of preorder. This kind of list may be what Patrick Murphy created for National solicitation.
  - This issue may not be IBA specific and reasoning behind items that have been denied may not have been well explained or clarified.
    - Ask for clarification when items are denied and be sure to clearly explain reasons for requests when orders are submitted.
  - AAs and IBAs need to be frontloaded ahead of this season that they will likely see unusual items in larger quantities.



- Need to preface response that committee is answering these questions for our Geographical Area and cannot speak for IBAs in/from other parts of the country.
- Topic will be added to general session as a panel discussion with IBAs and potentially SMEs. Amanda will schedule and assemble panel for discussion. Tracey will reach out to Patrick Murphy to possibly participate.
- How should ICs be broaching these topics to AAs so IMTs can get what they need in a timely manner? Utilizing written justifications
  - Sarah’s response covers this question well, with the addition of need to adhere to agency policies.
- How should justifications for such equipment/service be structured/worded so there is consistent language generated for IBAs to review that would result in reasonable assurance IMTs would receive requested resources in a timely manner?
  - Within GACC justification is different than out of out-of-GACC. Cannot speak for this in other Geographical Areas.
  - ICs should be aware of justifications.
  - A written justification doesn’t always fully explain the details of the request and a well written justification won’t always result in getting an item or service ordered.
  - Answer the “Who What Why When Where and How” when ordering. Shouldn’t have an expectation that all requests will be approved.
  - Some things cannot be procured period, and others not in the expected timeline.
- Are there different rules/levels of oversight with VIPR resources from an IBA perspective?
  - IBA not involved in ordering as these resources all have a Dispatch Priority List. But may ask questions about underutilized resources after arrival to incident.
    - Recognize that other agencies aren’t bound by VIPR procedures.
  - Don’t be so specific on preorders- no name requesting contracted resources, order equipment specifications only and then dispatch goes through their DPL, Resource lists etc.
  - IBA may get involved in instances where a resource is ordered when that service is available in nearby communities. Mechanics, for example.
- How can we work with IBAs at the time of preorder, so we understand arrival timelines for requested resources? Develop an equipment list for the preorder: Smart Source rentals (computer/plotter/tablet), satellite systems, clerical support trailer, CS trailer with virtual presentation support capability, internet to meet the need of the incident, MiFi, cameras, etc.
  - Preorders not currently loaded preseason in IROC. This is entered by dispatch at time of order.
  - NR has a standard preorder and when IMT supplies their own dispatch waits for approval before entering in IROC.
  - Northern Rockies standard preorder can be found on the GACC website.
  - Our late fire season, remote areas, utilities not always readily available, things take longer in general.
  - This question may be confusing IBA role and procurement support.
  - IMT needs to work with dispatch on timelines. Host unit/IBA working on getting purchasing support as timely as possible.
  - Suggest adding a Dispatch representative to the discussion panel and inviting Logistics personnel to attend.

### Review of Toolbox on Website

- Change format of homepage so link to Toolbox is more obvious.
- Electronic forms Sarah sent out last fall are not 508 compliant and not fixable. CTR links goes to the DNRC site that has those. May not look the same, but best alternative to where posted, so not stored here.
- DOI Payment Direction – remove, payment matrix has replaced.

- Extended Shift Documentation link does not work.
- Suggested moves- DNRC combined Shift Ticket/CTR to Personnel, BUYT eval to Misc. and OWCP down to COMP.
- Add subcategory for evaluations and move evaluation forms under that heading.
- E Resources links should be good. If updates are needed Deanna will submit those to Tracey.
- Sack Lunch specs- NTDP reviewing for caloric requirements. Will not be updated with COVID specific guidelines.
- PMS 902-1- just change to BUYT waybill please.
- Add updated committee list and updated DNRC pay plan.

## 2021 Supplement Updates-

### • Chapter 0 – Tracey

- Review and approve suggested edits, verify contact information and agency websites updated and correct.

### • Chapter 10 – Becky

- Discuss pay rates for AD training.
  - o No written policy that addresses.
  - o Different federal agencies have different policies on the topic, suggest adding “in accordance with host unit policy.”
  - o DNRC EFF Pay Plan pay raise and position code and THSP position description updates.
    - Discussion of Equipment Inspector rates and equipment inspection site staffing.
    - Heavy Equipment inspection task group is reviewing processes. Met beginning of March, discussing alternatives and will present to NRCG BOD at spring meeting.
      - NRCG Equipment Inspector vs. Equipment Inspector responsibilities
  - o MT First Report of Injury
    - Paige retired, only change is a new POC.

### • Chapter 20 - Susan, Chuck

- Review digest of changes and suggested edits
  - o Update table of preseason solicitations- remove toilets, tents (NPS not doing preseason award for these), Type 3 caterer, rental vehicles.
  - o AMBU/EMTS – still state specific due to medical licensing requirements.
  - o HETF agreements are still GACC-only agreements.
  - o Add link to LUA guidance, keep wage determination and operator hour limitations.
  - o Most current general clauses not updated and posted yet. Keep link as is.
  - o Add Type 2 Crews to National Contract Crews
  - o Remove National solicitation for Clerical Trailer.
  - o Geographical Area solicitations- summary of competed agreements- should state agreements stay on list?
    - ID has agreements we don't list
    - Most items on list are available for use in-GACC for all agencies, don't want the list to get misconstrued.
    - Remove state-only agreements from listing of preseason solicited agreements.
  - o Clerical trailers will be EERAs for this summer and resolicited this year. This is the plan as of 3/17. Delete from National table for now and add back when is resolicited.
  - o Multiple COs for preseason agreements now- leave out contact info and add direction to contact COs on specific agreement.
  - o Consider adding Audio/Visual and IT Equipment under unique items.
    - Similar verbiage to cell phone guidance- refer to agency specific guidance for purchase of.
    - Highlight no national standard/approved list and that item(s) would become property of host unit.

- Fire extinguisher type changes as VIPR award charges, these are cut and pasted from those agreements, so may not be uniform across different equipment types.
- Add link to NRCG REMS guidance to REMS section, Also, needs added to where REMS addressed in Chapter 50.
- Fuel tenders accepting credit cards- VIPR solicitation specifies must accept major credit cards.
  - WEX is not widely considered to be a “major credit card company.”
  - NR Solicitation didn’t really align with national template.
  - Could specify on EERAs that must accept WEX for FS incidents.
  - Add link to solicitation for specs for consistency and remove numbered requirements.
- Discussion re: non-commercial vehicle rental language
  - Unoperated privately owned vehicle- MT only, moving that portion to Chapter 50.
    - State policy of POV use, liability is on vehicle owner to and from vs state on the incident.
    - Suggestion, add “privately owned” to rates for vehicles in Chapter 50.
    - Need to make clear in end result that only DNRC can hire POV unoperated.
- Typing is incorrect on Gray Water Truck.
- Tracey will send to Chris Loraas for review and input.
- **Chapter 30 - Sarah and Biddy**
  - Review comments and edits.
- **Chapter 40 – Tracey**
  - Review minor updates and edits.
- **Chapter 50 – Becky, Nemah, Tim**
  - Review changes made to align with updates to Umbrella document.
    - Rates rolled over for one more year, will be updated next year.
    - Updated timeline for submitted local government payment packages to DNRC.
    - Review and discuss language re: compensable meal breaks.
- **Chapter 70 - Amber Group**
  - Reviewed, minor edits.

#### Next Meetings-

- **Agency Lead Call- 4/26/2021 @1400MST**
- **Quarterly Call- 4/27/2021 @1400MST**
- **Webinar- 5/10,5/12 and 5/17**
- **Fall Meeting- (BOD 11/1-5/21) - 10/19-10/20/2021**
  - Virtual or in-person TBD