

**NORTHERN ROCKIES COORDINATING GROUP
FIRE BUSINESS MANAGEMENT COMMITTEE
October 23-25, 2012
Billings, MT**

In Attendance:

Lily Huskey, USFS Central MT Zone Rep
Pam Okon – MT-DNRC Incident Business Coordinator
Joli Pavelis BLM, Billings, BLM Incident Business Coordinator
Tracey Nimlos, USFS R1, Incident Business Coordinator
Deanna Crawford, USFS North Idaho Zone Rep
Biddy Simet, Glacier National Park, NPS Rep
Terri Tangen, USFS NWMT Zone Rep
Doug Turman – MT-DNRC, Operations Committee Rep
Ted Mead – MT-DNRC – BOD rep.
Wendy Stephenson- USFS Field CO Rep
Ann Vogt – BLM, Equipment Committee liaison
Shirley Ehmann, USFS Southwest Zone Rep
Kevin Weaver, Regional AFMO BIA
Joyce Anderson – Eastern MT Zone rep
Mary King – BIA Contract Specialist
Kathy Eder – BIA– here with Mary
Joanne Marceau – DNRC Financial Specialist
Larry Elder – Billing Dispatch Center
Tim Ryan – Red Lodge Fire Department – Fire Wardens rep
Robert LaPlant – BIA Regional FMO

3/2012 Action Items review:

- Transport cheat sheet – a new one was revised – will review tomorrow
- Credit Card list – ongoing
- Rental vehicle documents – will be revised this year.
- Changes to DOI Vendor Payment document, SW Zone training of S261, Business Mini Guide, Jeopardy, ICPI cheat sheet, webinar – all ongoing issues with annual revisions
- PII and computer security: update as Tyler updates regs.
- Decision document and website updates – ongoing
- Finance Evaluation-to be updated as Finance/Logistics Evaluation.

Review of Charter:

SME: Logistics rep: Mary Fields will fill that role but will attend Missoula meetings only.

NAC Liaison: Kevin Weaver will serve as our representative for now.

Vice Chair: would be the BUYT coordinator for the Northern Rockies. Can someone who is non-USFS actually perform this function? Form a sub-committee to define the BUYT coordination issue, recommend potential changes and present potential solutions.

Utilize information from the BUYT AAR and go from there. Ted will relay this issue to the NRCC BOD.

Subcommittee: Ann Vogt, Lily Huskey, Pam Okon and Deanna Crawford, Mary King, Tracey Nimlos (maybe Kevin or Amanda from the BIA).

Decision: leave the BUYT coordinator position on our committee connected to the vice-chair.

Our Website:

Lily Huskey and Joyce Anderson will make it more user-friendly and add a “tool box.”

Buying Teams:

Need a protocol for use of the national BUYT evaluation (in the national BUYT guide).

Supervision: BUYTs should work for the host agency administrator/IBA, but it seems like they report to a Center Manager or Expanded Dispatch supervisor.

Short Buying Teams: We may need to train more micro-purchasers but still need COs for LUAs and other agreements. Some BUYL and BUYMs are not red-carded as COs and PAs so they can't be ordered as single-resources. The individuals may need to add that qual in IQS or IQCS so they can be ordered as single-resources. States do not have these restrictions, but cannot execute agreements on behalf of the federal agencies unless they have a co-signature from a federal contracting officer. Sub-committee will address this issue.

Ordering a Buying Team:

The host-agency should be involved in the decision to order a BUYT. Often, the dispatch center is making the request. The decision to order them should not be automatic with launching a team – it should be based on the capacity of the local unit or expanded dispatch to support the current situation. This could be an informational item for the dispatcher's workshop. Add to monthly Dispatch Center Manager conference calls.

Review of 2012 Season issues/concerns:

- Forest Service AD travel reimbursement: not consistently applied.
- AD orientation for sponsorship. IBSS should provide information about how to work as an AD and what is expected.
- Type 3 Teams: We can use folks qualified at the “Unit Leader” level in “Chief” positions for Type 3 teams.
- East-side fires: For BIA – had some internal issues: need contracts in place pre-season.
- Issues from DNRC:
 - Transport rates on first and last day. Transports were paid full day even though the equipment rate was half-day.
 - Release inspections didn't have the “No Damage, No Claims” box checked.
 - Number of operators is not always clear on the shift tickets. Resolution: educate folks on how to handle the shift tickets.
 - DNRC needs federal tax ID numbers. DNRC and USFS may work something out with the solicitation exhibits. DNRC has a W-9 that can be included with the solicitation exhibits. Pam is working with Debby on this.
 - If invoices are changed, documentation supporting the change should be included for communication with the vendor.

Updates:

- Status of Interagency / Interstate Billing – Re: Master Coop agreement and Stafford Act Response Agreement. Ted had a NASF Briefing Paper. Business as usual under existing Master Coop agreements. NWCG Incident Business Committee is developing procedures for billing DOI agencies, but nothing has been approved yet. USFS will still be the billing authority.
- Equipment Envelope Changes: Need GSA to change them. Joli will follow-up through the NWCG Business Committee chair.
- Bottled water vs. cubies. This issue probably lost its momentum. Desired outcome – be more vigilant about recycling.
- National Caterer numbers: The caterer contract is valid for two more years so we cannot make any changes to the head-count until then. We will propose that the period of time that a Type 3 caterer can serve a higher head-count will change in the new contract rather than trying to change the head-count required for a national caterer.
- Reward Accounts: It is prohibited for government purchasers to receive personal retail vendor award points on retail purchases when using a GOVCC on official business.

Team Finance:

Finance Chiefs: We could possibly be down three next year. Won't be able to staff our teams and maintain quality work. For next year, we may be able to field 5 teams. Calls came in to Pam and Tracey with each team dispatch to help fill. They can't sustain that work load too.

Nationally, NWCG is talking about team succession. There is a plan to work with 40 teams, all one type, all mobilized out of Boise. DNRC has concerns about that structure. They'll try to get everyone out and rotated at least once every year to remain current. Downside: local teams, who may be available, may not get called and an out of GA team may be dispatched instead.

Recommendations:

1. Have team folks reapply each year so they can be reassessed.
2. The BOD needs to first select the ICs then seriously consider who is selecting team members.
3. Allow more alternates on teams.

Action:

Evaluate the IMT Finance Sections and our qualified/trainee folks.
Look at the resource list and their time line for qualifications.

Contracting: Tim Murphy

AAR on ICPI position:

Disagreement between NWGA and NRGAs regarding what an ICPI should do, as well as the "body of knowledge" required of the position. Tim recommended that a Lessons Learned be completed this fall/winter and define exactly what this position does. 40 folks attended training. Out of those, we got 2 excellent ICPIs.

Here's what they did:

1. ICPIs were experts in contract specs to help Finance/Logs/contracts

2. Conducted personnel verifications (qualified / verified folks on engines)
3. Checked medical cards and driver's licenses (water-handling presented most problems)
4. Brought in local LEOs when LE issues were beyond the scope of incident security personnel. These kinds of LE issues are different than what NWCG expected an ICPI would do.
5. Addressed contractor performance issues
6. Recommended suspension of two agreements – one was cancelled

Recommendation:

ICPI shouldn't work for Finance. Maybe work like an IBA and be assigned to the host agency. They need to rotate and assist multiple fires, not be assigned to a particular team.

They need to assist at fires that don't have a PUL assigned – but remain a GACC resource

- How are they ordered? CORs Murphy and Erickson usually sent them and they charged to a Cost-Share Best Value administration code.
- Supervision? Should stay at the GACC level either with the COR or CO, but the position is in the 310-1 under finance.
- Future? Continue to use them as we did this year and target training to certain individuals who we believe would be successful. Put together a "pre-work" questionnaire to screen folks for success.

Equipment Inspector feedback loop:

When some equipment inspection issues arise, the feedback loop of communication back to finance or the agency is not very good. Especially when a piece of equipment is either unoperated or fails inspection.

Recommendation:

Present this issue at the inspector AAR on February 25 in Missoula NRTC Bob Marshall Room

Rental car inspections: who can do it?

Cars are not release-inspected at the end of fires when they're reassigned to another fire. Inspection forms (copies) need to remain with the vehicles.

VIPR Agreements –

On the price page, there's no date. Solution proposed nationally: add a water mark with the year. Waiting for an answer.

2013 Solicitations:

Tim provided two handouts: draft timeline for 2013 and solicitation plan for 2013 and 2014.

Contract Equipment Task Team (national team): Kevin Erickson for NR – met last week in Missoula. Committee recommendations – changes to VIPR:

1. When we consistently work a resource over 16 hours – how do we pay them? Contractor still needs to provide proof of excessive hours.
2. Ranking will be based on a percentage of the set-asides rather than a "cascading" set-aside. Right now the USFS honors service-disabled veteran-owned, and hub-zone.

They're at the top of the DPL. Next year, those vendors will get a 5% advantage (for a max of 10% advantage) which makes it more competitive for other vendors.

3. Work/Rest: length of assignment clause will be re-written because work-rest is not clearly defined in the agreement. Agreement is silent about extensions. Language from IIBM will be added.
4. Equipment location within GACC: USFS has been told that they can't do this anymore. Anyone can submit on USFS agreements regardless of where the equipment is as long as their host dispatch center is in the GACC.
5. RON: Debby and Melinda Draper have been tasked to address this language.
6. Inoperable language – travel home language: agreement currently indicates we pay to get equipment home. That language may be changing to address how payment (or non-payment) for return travel when equip is non-operational. This language will apply to the "General Clauses" as well as to Best Value. Will need clarification on how to apply payment for transports with decommissioned equipment.
7. Transports: Tim handed out Debby's draft on revised language for transports on heavy equipment contract. Comments to Biddy to compile for the committee for one submission to Debby. Discussion of transport language and half-day reduction.
8. Exhibits on TIN requirements: Debby wants to see potential DNRC language indicating the need for those numbers.
9. Tim will work on language and ability for demobing inappropriate resources.
10. Replace resource clause: the clause is designed to replace an older piece of equipment on the agreement – not replace equipment on an incident if the original equipment becomes inoperable.
11. Pre-proposal meetings – Tim's handout included the schedule of meetings upcoming in February. Additional training may be presented to Ops folks in other sessions.

BLM Contracting Update: Velvett

Potable water, fuel tender and type 3 catering solicitations are getting updated. Fuel tender credit card wording is getting updated. New contracts will be 3-years. T3 caterer will be a base year with option years. Solicitations will go out for review in January.

BIA Contracting Updates: Mary King

Weed washer solicitations. FBMS go-live is planned for November 5 so they can't do contracts until then. Nationally, word is that T2 weed washers are not necessary, but the BIA is planning to solicit for both. Solicitation should be open 30 days.

DNRC Contracts:

Potties:

Discussion resulted in the suggestion that we have three potty rates: regular daily service, remote daily service, daily rental without service. No change to mileage. Mileage for delivery: total mileage for the calendar day minus 100.

Handwash Stations:

Must provide their own water since large potable water trucks cannot effectively service small hand-wash stations.

Lunches: All vendors should follow the specifications.

Rental Cars:

- Add a car-carrier rate when vehicles need to be moved without drivers. By adding it to the solicitation, we're asking the vendor to haul the vehicles and get them to an inspection point. Vehicles transported via car carrier get inspected at the incident.
- Mileage: eliminate payment for mileage so invoices can be closed in camp.
- Fueling option: should this be added to the contract for topping the tanks upon return.
- Tires: current language says "recommended 10-ply" – didn't require it because in the past, couldn't get them.
- License plates: vehicles need to have license plates or temporary tags on them.
- Pickups: contract says "extended cab" but there's no option for "regular cab." No rates for small SUVs. Be less specific on the solicitation – for example: PU ½ ton, ¾ ton, 4x2 and 4x4 but ignore the cab size.

DNRC was able to "lease" vehicles from dealerships in Missoula when vendors ran out of vehicles. Federal gov't can't do preseason leases, but they can do incident-only EERAs with vendors that haven't made the DNRC solicitation but have the vehicles we need.

Helicopter Fuel Trucks:

When a helicopter fuel truck goes down for mechanical reasons, essentially the helicopter is down. Do we need to solicit for Jet A Fuel Trucks? DNRC may solicit for this.

Use of Local Resources:

Vendors outside of VIPR were used when they were closer or a better option. DNRC and IDL have the option to use outside vendors. They try to justify when they go outside the system. Some vendors end up on two agreements – a VIPR and a DNRC local agreement. If they don't have a VIPR agreement, the DNRC local agreement should follow the language as much as possible.

Packages to support DNRC Kitchen: This may be solicited – package deal for potable water/gray water and hand-wash station.

DNRC Kitchens: should be a team-meeting agenda item. Operating plans for each kitchen should be posted to the website and they should be presented to Logistics at the team meetings.

Local government: Travel time to swap folks on a piece of equipment: We should pay the EFFs for travel time at the end of their assignment (14 days) and we need to re-crew the equipment. We don't pay the travel time when they swap folks every couple of days for their own purposes.

Cheat Sheet: Pam will work on a cheat sheet for paying local government

Other Incident Business Concerns:

1. EMS Kits –This year the cache ran out of kits. When the cache runs out of kits, ask EMTs to bring their kits and we'll replace items from the kit but we don't pay a daily rental on the kit. Local government should bring whatever jump kit they normally carry – they'll need to have an inventory. *Add it to the Chapter 50 ambulance language.*

2. Tactical Tenders: Teams have been ordering them but we don't have them in this region. Back to the Ops committee – do we want them or not? There's no rate for them. We need Ops committee to review this need.
3. Command Vehicle: Local gov't agencies, like DES and others, may have command vehicles. Ops committee has determined that we don't use them so there's no rate. Back to Ops committee to determine if we do, in fact, need and use them. If so, what rate can/should we use and what is the standard for a command vehicle?
4. Ambulances: Mary Jo's recommendation – anyone who's licensed meets the standard – whether they're private or local gov ambulance. Items should be resupplied. Per Chapter 50, items used for a patient who's transported gets billed to the patient. Idaho supplement needs to address ambulances and their use.
5. List of states with whom we have reciprocal worker's comp – States of MT and ID will have these lists. Tim Murphy will research and provide.

Training:

Need to focus our refresher trainings on the repeated issues that we've seen throughout the year. We would still prefer S260 and S261 be taught in the classroom for finance folks. Need to make sure that the classroom sessions are available in all zones.

Finance Evaluations:

If the evaluations are being completed, they need to be sent to the teams and FSC. They need to go to the coordination center to be gathered and reviewed prior to the team meetings. Sub-committee will review the evaluation and add a Logistics component.

Checklists:

All checklists will be reviewed, updated and posted to our website under a new link called "Tool Box."

2013 Supplements:

Chapter 10: Terri Tangen

Chapter 20: Lily Huskey

Chapter 30: Tracey Nimlos

Chapter 40: Deanna Crawford: We can add our old Zero Code info here.

Chapter 50: Pam, Wendy and Sarah

Chapter 70 & 80: Joyce

With updates: remove all chapter and sub-chapter references and replace with pages and line numbers per the new white-page layout. Use the page number at the beginning of the topic.

Decision Document:

Use on interagency fires to document actions. This document may be confused with other agency decision documents but it's unique in its purpose and not to be confused with other agency-specific documents. Change the name to include "Interagency" and consider it a "template."

Training:

Business committee would like to have some say in the selections. Need to get with the training committee and let them know our priorities.

Suggestion: after the training committee meets and before the selection letters go out, someone from the business committee should review the selections.

S-481 – Incident Business Advisor - Jan 29-31: Tracey is the course coordinator; Pam will be the lead instructor. Will contact Bertalee to see if she can help. Recommend not more than 20 people.

S-360 – Feb 25 – March 1: Rosie LeMire is the course coordinator. Lily is the lead instructor. Would like to have Debby W. to cover the Procurement Leader section and a state person too. Joyce has offered to do Cost but Kevin Sweeney may be available too (and he's in Missoula). Nomination deadline is Nov 1.

I-Suite - May 13-17: Lily is the lead for Finance, Tyler is the lead for CTSP, Deanna is the lead for Plans. Kathy Pipkin for Plans/Dispatch.

Incident Procurement Workshop April 29 (noon) through Friday, May 2 (noon): Focus this year is local unit support. Tracey is the course coordinator. Course material needs to be revamped – may need to be more basic. Wendy may be able to assist with a second session on the eastside. East side session should be managed at the zone level with dates following the Missoula session so they can utilize the revised materials. Pam will look for a state person on that side. Try to incorporate this year's procurement problems into the class. Joli will be course coordinator for the east-side session. Potential dates: May 20-24. Tracey will send out requests for materials updates. Will coordinate that with Wendy.

S260 online: if we still continue to offer the sessions in the classroom, folks will come, but others will use the online version.

Operations Courses:

Local Fire Management Leadership: Tracey and Pam

Fire Program Management: Tracey and Pam

Incident Medical Specialist: Tracey

I-Suite – covered

Helicopter Manager Refresher: Butte – Bidy, Coeur d'Alene: Wendy Walter

Status-Check-in Recorder: May 14-16 Missoula – Deanna and Lily

DIVS: Feb 11-15: Tracey

Planning Group: SITL/RESL/PSC – Shirley Ehmann

Helibase Manager: Lily

Ops Section Chief: Tracey

Copies of the Mini-Guide were distributed – additions: update references for new IIBMH
Issues to add: Injuries / Transports and how to do shift tickets / road closures after dark – no wide vehicles / large vehicles traveling on holidays / assignment extension-work rest / rental

vehicles / incident replacement / rostering individuals on contracted equipment – engines (list folks on the shift ticket) / (Under the contract section – add a list of bulleted items and presenters can choose which one applies to their audience).

Appropriations Law course: This is something we could host and pay the instructor contractors through tuition. The USFS has an Appropriations Use handbook that contains direction more specific to Fire. Action: check with agencies to see what training is already available.

Type 3 Incident Workshop: Deanna, Joyce and Lily have done workshops to this effect. Pull these together so that we have a consistent message and template the format. Develop a one-page list of activities / topics, similar to Fire 101 that everyone can follow. Check what FEMA is pushing for skills on T3 positions. Paul Fieldhouse has a lot of information on this – may be training heavy. Look at both the build-up and tear-down parts of T3 incidents. We need to focus on potential course materials.

Webinar: May 9, Tracey will coordinate topics and instructors.

Topics for 2013 Team Meetings:

Missoula – Need to visit the General Session, Logistics, Finance and IC breakouts. Tracey, Pam, Deanna, Shirley and Joyce will all be there (assuming T1 and T2 are together). Tracey and Pam will solicit comments and topics. Rental cars will be big this year.

Transfer of Chair:

Tracey Nimlos takes over as committee Chair.
Wendy Walters will become the vice-chair.

Spring meeting date:

Tuesday and Wednesday, March 19 & 20, 2013.
Start at 0800 on 3/19 and plan on two full days.
Location: Missoula