

NRCG BUSINESS COMMITTEE NOTES
DNRC Conference Room
Missoula, MT
March 7-8, 2017

Attendees: Amanda Boatright, Ann Vogt, Sarah Lee, Lily Huskey, Tracey Nimlos, Wanemah Hulett, Becky Shepard, Debby Wesselius, Tony Lubke, Heather Good, Deanna Crawford, Jeff Gardner, Maebeth Seidlitz, Joanne Marceau, Mike Lucas, Katie Svoboda, Bidy Simet, Fauzia Massey, Shelby Glass, Nikki Shockley, Ralph Rau, Tim Ryan.

Fall 2016 Action Items review

Saw Part Standard Replacement List

Lily and Heather suggested this might not be appropriate, and Tracey talked to Todd Wilson about coming up with saw parts that routinely break, but he didn't feel there was a standard list. Add action item for chainsaw training at the incident business workshop 2018. Bidy shared some common occurrences from Jeremy Harker that may be useful in the meantime.

Accident Investigations

Jeff will work on a briefing paper and will discuss at the Safety Officer breakout of the IMT Workshop.

Incident Records Management

Deanna is going to round up some examples to take to the team meeting and present to the Plans group. She will also show them a FOIA request and discuss how that impacts the home unit.

Proposal to combine S-260 and S-261

Nationally they are going to update the online S-260 course to match the handbook. The NWCG IBC is meeting about this issue today. Northern Rockies will continue to maintain a combined S-260/261 classroom course. We are still able to provide an NWCG certificate as long as all of the course objectives are covered, regardless of the presentation method.

S#'s for IMT trailers

S#'s don't need to be issued anymore for maintenance for IMT trailers, unless it is for incident-specific damage. The property belongs to the BLM and Sarah will ensure they have a support code to use for the yearly maintenance charges.

Reasonable Accommodations

The FS Regional HRSP coordinator position is vacant, but there is someone who will perform the function as a collateral duty. Reasonable Accommodations are an HR function and employees should have approval before they go out on a fire. It is an issue with AD employees, because they aren't tied into HR at their home unit. The inquiry for a reasonable accommodation should be made before the employee accepts the assignment. Individuals dispatched who require a reasonable accommodation need to have the approval letter from their home unit before accepting the assignment.

Requests made at the incident need to be a conversation between the AA, IC and the home unit's HR. This issue was taken up through the IBC, but will not be addressed in the FY17 plan.

We added direction to the 2017 NR Chapter 10 supplement and will brief various sections at the IMT meetings.

New Business

IMT Workshop – Finance/Logistics Breakout Agenda

Sarah went over the agenda and received a lot of responses about topics. The agenda includes an icebreaker exercise, tools and basic updates for 2017, a leadership discussion, e-ISuite errors, the Priority Trainee Program, documenting work/rest justifications, a panel on conflict and dealing with difficult situations, tools for stress, future changes, upcoming trainings, equipment updates, contract administration, burn out and resiliency, an introduction to TIPP and issuing S#s appropriately.

Lodging and Meal Authorization Form

The FS AQM group brought this forward. It is an excel spreadsheet that the NW is also using; however, each agency already has their version of this form. The Forest Service will work on the form to develop their own tool.

Eastern Area Lessons Learned

There is a lot to learn and there was some education for the western fire teams. The agencies were very accommodating, but didn't always have much large fire experience. There was a different philosophy on how a Type 3 team manages fires (ex: One Type 3 Team managed multiple fires). There was a lack of qualified resources due to the holidays. There were issues sharing resources between units due to 4th tier dispatches. Corporate travel card limits are based on three year averages; there were issues with not knowing when the limit had been reached during heavy demobilization. Some crews had issues with being split up when their resource specified they were not self-sufficient. Most of the equipment was incident only agreements and not VIPR. There was a lack of direction from the region while staging.

What we can do as a GACC on the mentoring side?

Invite some people from SA and EA to sit in on our meetings, come to the workshop and/or participate in the webinars. Look at some kind of agreement to bring people here to train and give us the opportunity to go there to get some all hazard experience.

Solicitation Update and Timelines

Current: The short school buses, heavy equipment taskforce, hand wash stations, and DNRC toilets are available and ready.

BLM: There is a new fire CO (Daniel Josslin) working with Velvet Cummins. They have the caterer, fuel tenders, gray water, potable water and the tents, which are all being resolicited this year. These were posted on the 28th; they close on April 28th and will be awarded sometime in May.

FS: Debby has the professional fallers, dozers, transports, and heavy equipment (dozers and excavators). They are being worked on right now. There should be more heavy Equipment in VIPR in North Idaho. The solicitations were posted on February 28th and close on April 28th with an award date of May 1st.

Jeff is working on the Montana-only EMS pre-solicitation notice for VIPR. Will post solicitation March 15th and close May 2nd. He is shooting for a June 1st award, but the drop dead date is

July 1. There is still an inspection process preseason on the EMS. You have to be licensed in each state.

NPS: The National Park Service now has the weed wash, and Rhonda Cannel is the CO. It was posted on the 23rd and it closes on April 12th with an award date of May 3rd.

DNRC: The DNRC portable toilets and hand wash agreements will be extended. They won't come out to bid until 2018. Rental vehicles will remain a one year agreement.

I-Teams: Mostly Forest Service but some other agencies are getting involved in it as well. It is growing, last year it contained 800 pieces of various equipment and Jeff has at least that many to still enter for this year. Approximately 70 agreements were processed through the system last year and it is saving sourcing time for AQM. Region 6 has set up a land use agreement module and Jeff is working on setting that up here. Right now it is just Forest Service but we can load BLM and State agreement numbers. Only people with warrant authority have access to I-Teams. Jeff is working toward a read only role, but for now he can print a spreadsheet to let dispatch and ops know what is available.

Rental Vehicle Task Group

The group has meet twice and have prioritized some things for 2017 and are going through the solicitation again making lots of editorial/wording changes. They sent a proposal to the NR Operations Committee to add the Load Range E tires back into the solicitation and to remove the compact SUVs (both approved). The group noted that inspections are very important, especially if paying the higher rate for the better tires. We need to ensure that the option for better tires isn't holding up orders for operational personnel. The Northern Rockies is limited on the numbers of rental cars and vendors available in the region and we are not their highest priority.

Internal Process Changes include issues with who should be authorized to use these vehicles, how they are tracked and that when they are ordered we need to obtain a reservation number. The reservation number needs to get on the resource order and that resource order goes with the person when they pick up the vehicle from the rental company so the numbers match up. The taskgroup will be developing a paper with the information on the procedures. The taskgroup didn't change anything with the solicitation forms, and they have had some informal conversations with the vendors to ensure the process is better for both parties.

HUB zones: BDC is getting GSA vehicles this year and managing them. The GSA HUB concept is still out there and dispatch zones can do it, there is still guidance for this. GSA's RSVP program may not be available anymore; the group needs to look into this.

Lily, Deanna, Heather, Ann, Jeff are on the task group; we'll also ask Ronnie Hayes, ground support unit leader, to participate.

TIPP (Transforming Incident Procurement Project)

This is a joint USDA/USDI project aimed at ensuring compliance with federal financial management and acquisition policies by improving accuracy and timeliness of obligation reporting, increasing electronic contract writing, creating a unique procurement identifier number assigned for each contracted resource order and improving electronic invoicing. Hopefully the processes will prevent duplicate payments and allow vendors to check on their own payments through an electronic system. The team's due date for this is October 2018. More information can be found at <http://www.fs.fed.us/business/incident/TIPP>.

Chapter 50 Engine Rate Review

Becky passed out a white paper outlining the methodology used to update the wildland engine rates in Chapter 50. The rates were last updated in 2010. Her group proposed rates that will be used 2017-2021 and the committee approved. They will update rates for water tenders next year and IDL will update their rates for next year also.

Future Incident Business Training Calendar

We decided last fall the Incident Business Workshop would be every other year and in the off years we would do webinars. The committee worked with Melissa Wegner from NRTC to set the 2017/2018 training calendar as follows:

- Incident Business Workshops – April 30 - May 4, 2018; Tracey lead
- Advanced Cost Workshop – Dec. 5-7, 2017; Bidy lead
- L-973 – week of Feb. 5, 2018; Sarah lead
- L-975 – week of Feb. 5, 2018; Deanna lead
- S-481 – Jan. 16-18, 2018; Tracey lead
- e-Isuite – March 26-29, 2018 in Billings; Fauzia lead
- IMT meetings/workshop – April 10-12, 2018

Spring Webinars

Dates are May 16-18, 2017; schedule as follows:

Timeslot	Topic	Leader
Tuesday am	Equipment Time Refresher	Fauzia
Tuesday am	Lessons Learned	Joanne and Tracey
Tuesday pm	Electronic Resources	Lily
Tuesday pm	ROSS for Finance	Sarah
Wed. am	Procurement at the local level	Jeff
Wed. pm	Local Government	Nemah and Nikki
Wed. pm	Contract Updates and Admin	Debby
Thursday am	Logistics Type 3 & 4	Ashley Sites/Chauntelle Rock
Thursday pm	Expanded Dispatch	Deanna

The Logistics session will include items unique to Type 3 and 4 and support needed from Dispatch. We can utilize Deanna's Type 3 Logistics Mini guide and the book from the 2013 Type 3 Workshop.

Expanded Dispatch will focus on items Finance needs from Dispatch, preseason agreements and Buying Team interactions.

Tracey will handle the webinar logistics and we will do a trial run on Monday, May 15.

Premium Fuel Issue

Over the last year there have been numerous issues with chainsaw fuel geysering. NWCG and the Safety folks have issued advisories that recommend the use of premium fuel in chainsaw and other small engines that do not vent. The Operations Committee asked the Business Committee to work with Safety on the issue of Fleet discouraging the purchase of premium fuel. It was determined that this is a FS specific issue and Tracey will work with Steve Zachry to come up with a solution.

Update: The solution is to use the gov't purchase card rather than the WCF fleet card to purchase premium fuel for chainsaws and other small equipment.

Statewide Coop Agreements & AOP's – Status

- North Dakota draft AOP and agreement is out for review
- On Feb 27, 2017, the final Montana agreement and AOP went out
- The Idaho agreement is final, and the AOP is currently being reviewed.

Website Review / 508 Compliance

Kelly McKee is detailed into the NRCG Business Manager position and she is working on moving the NRCG website to the NICC server, and the maintenance of the site will come back to the NRCG Business Manager. If this happens we can update our page more frequently. If you have comments regarding content of our page, send them to Lily.

Lily is working on bringing the documents on our page into 508 compliance, which is a law requiring federal website to be accessible to those with disabilities. We have a few forms, such as the Quick Cost Estimator that will have to be completely redone or remain non-compliant and be removed from the public website; however, most documents are able to be edited for 508 compliance. Lily will continue to work on this project.

National Incident Business Meeting

This topic was tabled due to time constraints, but notes were already disseminated. There was a good cross section of people at the meeting and in the future they would like to have it at least every other year.

Priority Training List – Finance

Melissa Wegner presented information on the Geographic Area Priority Trainee Program. Of the 14 trainees that mobilize with our teams, 8 will be from the priority trainee list. Nominations are due to Melissa by March 24, 2017.

One major benefit of being on the list is having Melissa advocate for assignments with other GACCs. Due to the major shortage of Finance positions, we will do our best to encourage finance trainees to apply for the Priority Trainee Program. Applicants should submit their nomination to their zone training rep. Those selected should be diligent about updating their status in ROSS, because Melissa pulls an availability list each day.

Concerns about trainees without trainers

- In GACC we probably wouldn't roster a trainee without a trainer.
- Out of GACC, we will need to ask the question prior to dispatch.

How does a rotation work if there are multiple priorities available?

- Melissa would refer to the agency Incident Business leads for assistance in prioritization

Type 3 C&G Qualifications

NWCG will be issuing a memo to clarify that individuals may mobilize to Type 3 incidents within their zone (which will be defined as their GACC) without having a formal Type 3 qualification, (i.e., may hold a unit leader qualification). However, to mobilize outside of your GACC as a Type 3 section chief, you must have completed the appropriate Type 3 task book. If Type 1 and

2 section chiefs want to mobilize outside the GACC, they must also carry the Type 3 qualification.

Supplemental Review

Removed Chapter 80 Supplement

Chapter 10

- Deleted the ICPI.
- Validated with Tim the NR Lead ICPI EFF position.

Chapter 20

- Discussed issues with the ambulance service and removed patient transport included in the daily rate.
- Educate safety about ambulance transports and the liability it puts on the injured individual.
- Jeff will wordsmith the ambulance section and send it to Lily.
- Next year the short school buses are coming up as a solicitation, if we don't use it this year than we aren't going to solicit for it as we have never used them.

Chapter 50

- Discussion regarding millage and daily rates with state vs. federal vehicles on incidents.
- IDL is just referencing their website and added EMS.
- ND didn't have any changes.
- SD had a few changes.

Fall Meeting Date / Location

October 16 beginning at 12:30 at the DNRC Central Land Office in Helena.