

NRCG BUSINESS COMMITTEE NOTES
Central Land Office conference room
Helena, MT
November 2-3, 2016

Attendees: Amanda Boatright, Ann Vogt, Sarah Lee, Lily Huskey, Sue Clark, Becky Shepherd, Joyce Anderson, Tracey Nimlos, Wanemah Hulett, , Debby Wesselius, Tony Lubke, Heather Good, Deanna Crawford, Jeff Gardner, Maebeth Seidlitz, Brooke Hastings, Joanne Marceau, Mike Wingard, Doug Turman, Katie Svoboda, Fauzia Massey, Shelby Glass, Nikki Shockley.

Welcome and introductions

- Update Committee List

Spring 2016 Action Items review

- Input into the NRCG Briefing Committee letter to out of GACC IMT's. Can add a paragraph to it, something about how to coordinate with local business practices, read the payment matrix. Send Tracey the comments and she will pull it together and get it to Greg Morris. (Tracey) **Done, Tracey wasn't sure if she ever saw the final letter out of NRCG. Will follow up to find out if the letter got done.**
- Send topics to Sarah for the 2016 Dispatcher Workshop (Sarah) **Done**
- Develop a Claims Guide (Sarah) **Still work in Progress. Working with Great Basin to jointly develop the Claims Guide.**
- 2016 Finance Evaluations send to Sarah to email out (Sarah) **Sarah has only seen one of these so far. Some units are still in the process of completing them.**
- Sack Lunches/Type 3 Caterers (Jeff) **Updated sack lunch specs but didn't get posted to the NRCG website.**
- Updates to Incident Business Website (Tracey) **Website problems with 508 compliance. We need to start working on making the forms 508 compliant.**
- R4 FMAG Demob Letter (Wendy) **Didn't happen, maybe build something like this for MT DNRC. There is a national interagency Business Meeting and FEMA has been invited. Trying to get all FEMA regions to agree to the same documentation standard. Would like to have FEMA not require all the documentation and accept our agency financial reports.**

- On pre-season agreements send W-9 contact information to Nemah and Wendy (Debby, John, and Jeff) **Debby worked with incidents that needed TIN numbers and provided those.**
- Formalize proposal to separate logistical and tactical COR's (Jeff) **Not done. Jeff and Debby have talked about it. Mary was going to solicit this to the Logistics Committee. The COs need to work within their agencies.**
- Finalize Supplements and send to Lily (Everyone) **Done**
- Send Lily and Bidy the North and South Dakota websites for Chapter 10 (Sarah) **Done**
- Submit an e-Isuite change request for a check box to be added to equipment time for the 65% of the rate (Sarah) **Submitted, e-Isuite change board hasn't met yet due to a new contract. Will meet this winter or spring. This should be specific to transports.**

New Business

Training:

- N9062 elsuite – who is the lead coordinator for this course?
 - Bidy might be the coordinator. Would like more instructors. Fauzia would like to help. April 24th through the 28th in Missoula. NW zone is doing a one day refresher. Need to find an elsuite person for the plans module. Need Bidy to find someone.
- 2016-2017 training sessions needing incident business instructors
 - Local Fire Management Leadership (May 1-5) – Tracey
 - ITSS Class workshop/GISS (May 9th -11th) – Lily will go. Need someone to teach how to upload accruals correctly. Have someone work with Patrick. Tara Dana got Patrick's old job.
 - Supply Unit Leader (December 5-9th) Sarah can do it. Jeff and Debby will be doing contract administration training during the logistics courses.
 - Ground Support (March 13th -17th) Deanna
 - Facilities (Feb 27th -23rd) Lily
 - HCMG refresher, we won't do those anymore
 - IMS refresher – Tracey
 - DIVS (Feb 8th) – Tracey
 - Dispatcher Workshop – Sarah
 - Team Meeting Finance Breakout – Sarah will coordinate this with Lily
 - IMT Breakout during team meeting. The panel was really successful. Need to do the updates, but get more interactive. Bring people in to talk to us vs lectures. Would be good to poll the finance chiefs to see what they want to hear. Talk with Judy because there

might be something different regarding the breakout groups. We will have the webinars as well for information updates.

- S-260 issue
 - Bidy will hold a 260/261 session the week May 22nd for the NW Zone in Kalispell. Bidy updated everything and put combined materials on a thumb drive.
 - Last week was National BLM business meeting. S-260 is an NWCG course and has to go through the training committee. The amount of money was expensive to update the online S-260 class. Some regions have updated S-260 and S-261 materials. S-260 is not a required class for any position. Possibly, NWCG will not support this in the future. As an Incident Business Committee we need to make known nationally that we have a need for S-260. Suggest having a module in ops courses as it is relevant to them at the zone level.
- Working group for spring webinars (Tracey will coordinate) – Week of May 15th.
 - Ross for Finance – Sarah
 - Comp/Claims – Lily
 - Contract Updates and Admin – Debby will be the lead
 - Lessons Learned, use Quick Reference guide for Field Issues IBC, picking up recurring issues, will provide some interagency advice – Tracey
 - Equipment Time with Joanne and Fauzia
 - Electronic Resources – Lily
 - Logistics for Type 3 and Type 4 – Shantelle from the Custer Gallatin might help. Also, Anthony Krause from the cache. Have Ann Vogt and David Lee talk about the logistics dispatcher role.
 - Procurement at the Local Level – Jeff
 - Expanded Dispatch – Deanna
 - Local Government – Nemah and Nikki
- Other Training Information
 - ICPI class week of Feb 1 at NRTC.
 - Heavy Equipment Boss Class taught at the SW Training Center. Will be a good one with a lot of people getting involved.
- Workshop success? Did zones see the benefits for their students?
 - There was a lot of good feedback and the format worked well. Most of the people that attended weren't on a team. Continue being aware that the audience is mostly T3 or people supporting the local units.
 - T3 emphasis for next round?
 - The next workshop will have a lot of the same people. Sarah would like to structure this differently with real life scenarios. Examples like cost share agreements, equipment invoices. Would take a lot of work but would be worth it as a hands on session. People enjoy hands on learning.

- It is good to have a session to let people audit packages for people who don't want to go on a team and just want to work on their home units.
 - We need to keep the procurement portion of the workshop, maybe give them real life local scenarios that they may be faced with
 - Need to start brainstorming ideas for the next workshop
 - Last workshop, everyone was able to get into all the trainings that they needed.
 - At Spring 2017 Meeting we can set up a committee for the workshop
- Advanced Cost will be a separate training session; have Bidy talk with the training center regarding getting on the schedule for 2018.
 - Talk with Melissa regarding where we are in the rotation of hosting S-460 or S-360. Potential for S-360 for 2018 (Sarah is lead instructor).

Type 3 C&G Qualifications – NWCG T3 Memo

- HANDOUT: <http://www.nwcg.gov/sites/default/files/memos/eb-m-16-016.pdf>
- NWCG Memo that came out last summer regarding Type 3 Command & General Staff positions. Most people we are using already meet the qualifications for a Type 3 FSC with the possible exception of having taken ICS-400. The class is being held in March at the FS Regional Training Academy and is interagency. We need to take a look at Unit Leaders who may need ICS-400 and suggest they sign up for this training. The change goes into effect in 2018. Since there are a lot of people that will need to take this, talk to Melissa about offering it at NRTC. The BLM Fire Business Management Group will be submitting a proposed change to the NWCG Training Committee that in order for ICT3 to become FSC3 they must have taken S-260 and complete the task book with a qualified trainer.

Finance personnel – NRTC priority trainees, IMT trainees, pool concept for Unit Leaders

- Priority Trainees:
 - Finance has very few people on the GACC Priority Trainee list. Melissa is good about getting people on assignments and those on the list have preference outside of GACC. You can get name requested if you are on a priority trainee list. Look at our lists of trainees and recruit for the Priority Trainee list.
 - Doug will talk to the ICs about taking FSC trainees whenever there is a dispatch
- Is NRCG going to talk about going down on the number of teams? They ask this question every year. No one has a good feel for this.
- We don't have enough people to fully support all teams in the finance unit.
- Use people from other teams to come out as trainers to help get some of our people trained up.

Finance evaluations review

- Some issues from Deanna
 - E-Isuite equipment release dates and time aren't saving. There is something with the data not being transferred over
 - E-Isuite was also missing date and time hired for equipment
 - Continue working with finance chiefs on understanding of injury claims and the need for qualified trainers for COMP trainees
 - Fuel tenders and contractors weren't paying with their credit cards and these charges weren't being reported for deductions. Logistics should look at other options before just ordering up the fuel tenders. Finance and logistics have a responsibility to monitor the log what is being charged. Fuel and oil tickets still need to be used, not just the log.
- Other fires
 - Rental vehicles are not always being tracked or charged correctly
 - We need to use the DNRC contract differently maybe look at off road tires? Maybe this isn't our issue, it is an ops issue.
 - The last two years the teams have been working on a small team pre-pre-order. There continue to be issues with teams not submitting their pre-orders when mobilizing. That still isn't done. This was talked about at the logistics meeting and it is still being worked on.
 - Weed wash orders need to go in at the same time as the shower and the caterer orders.
 - Anthony from the cache said that some team pre-orders have cache items that are no longer in stock.
- Buying Team Issues
 - In Copper King there was initially a short buying team assigned. Copies of land use agreements were not sent to camp. Commercial pay were not put on proper forms. This was a local buying support issue.
 - We need to show buying team folks how to use the spreadsheet
 - Nationally they are working on an access database to replace the spreadsheet
 - Other regions have issues with the spreadsheet as well
 - The buying team training only comes from the perspective of a Type 1 fire. We need to have a new buying team training for some of the local support.
 - Dispatch has been pushing for a member of the buying team to be a dispatcher to input the fills into ROSS. This has been successful when used.
- Incident Replacement of non-standard but routine items ex: Chain Saw Parts
 - Proposal to work with a chainsaw expert to find out what is a standard replacement of parts on an incident. Poncin's team has a sheet of parts. We could create a list that they automatically get S#'s when released from the fire. This will eliminate this going through the IBA. The supply unit leader would have this oversight. Chapter 30 supplement was brought up during this and now it only says cache items not consumable property.

This will be updated for 2017. Teams in some units don't need approval with items up to \$300. On IDL fires, teams are approved for claims \$2,000 or under without IBA approval.

- Issuing S# for team trailer repairs
 - Some teams use excess trailers from FEMA. They aren't in anyone's WCF budget and there is no money to maintain these trailers. They are ordered on a resource order. This year some were issued an S# not to exceed \$500 for the wear and tear of these trailers. It is in the best interest of the government of maintaining these trailers vs yurts, etc.
 - Maybe talk to the board about this to use a cost share funds for the trailers. This way the approved amounts would be fair and would be tracked at the GACC level.
 - Some of these trailers aren't in the best shape. Some teams get them inspected every year, but not all do.

Revision of the NR OF-289 attachment

- Suggested changes to the supplemental form. We cannot change the form but we might be able to add a little instructions. Make the HOW all caps bold and underlined.
- On the supplement, why do we have the finance section chief block? If it went to the FSC and we didn't think it should be approved it would stop there. Otherwise it goes to the IBA. Per the handbook, it shouldn't go to the FSC.
 - Incident replacement is not a claim.
 - Most IBA's go through the logs chief to check if there are any incident replacements.
 - Remove the FSC block.
 - Remove the email line for the IBA.

Single Resource Casual Hire Form update/recommendations

- Tracey submitted all of the suggestions from the R1 FS IBS's. Adding email address, changing job title to incident position, change incident location to incident name. Take out the "subsisted" by the government and change the wording. On the DOI side this form is only used because incident personnel have been trained to require it; otherwise, no purpose at the home unit or casual payment center.
 - Discuss this form in the procurement workshop as they don't always understand.

Contractual EMS

- Once we have tapped out our resources we will use contracted EMS

- Would like to set up a preseason agreements for Montana only, reference “Northern Rockies Ambulance/EMT VIPR Agreement Briefing Paper”.
- Will award by name vs. by company. The person getting awarded needs to have a Montana license, be in the Montana database, and have their fire line qualifications.
- Jeff Gardner will take this proposal to the board.
- The NWCG guidance requires when a medical unit is set up through the state, they contact the state through a form. Every time a new medical person or ambulance shows up, we need to fill out the form and update the state.
- Once we accept them as being fully compliant, they can be resupplied if it is in the best interest of the government. This will be a claim on the end because they can’t take the government property.
- The government has to apply with the state regarding the resource. Someone will have to oversee this program. The working group will discuss and come up with a solution.
- There will be more direction coming out and how to use it.
- Local government will still continue to be ordered first.
- Someone from this committee needs to be on the working group, Tracey and Lily will be on the working group.
- This won’t follow the normal solicitation schedule to be completed by June 1 due to being new and starting the process late. Protocols will be in place to incidents if the agreement isn’t done by the start of fire season
- Want to come up with a protocol on how we order/assign AD EMTs and paramedics to help the issue of them wanting to switch positions on fires.

Update on the FS IMS/EMS Program

- We have been working under the medical direction of an Indian Heath Doctor and he retired. At the same time our program director retired.
- Alicia Tanarath is detailed as the program manager in Region 1.
- We have a new doctor to oversee the program, Dr. Andre M. Pennardt.
- See attached briefing paper that Tracey provided.
- BLM is looking into this contract to also set it up for their agency fire EMTs.
- EMS program has blended into the ICS structure.

Vehicle Repairs

- Had an issue on a Type 3 incident where resources were local and we driving back a forth to the fire every day and the vehicle hit a deer. The issue was whether the state should pay for the damages due to it being a state fire. The land office originally said no, but this is addressed in our statewide Montana agreement.
- In the agreement it states that the receiving agency will pay for damages in excess of normal wear and tear.
- There is some confusion on this direction and we need some language to take to the board that is clearer.

- Section 18 of the agreement references a tort claim, not vehicle damages. Take out the reference to Section 18. This is on page 17 of 21.
- The NRCG board partied to the agreement is meeting in two weeks and at the end of the meeting they are going to try to finalize the Montana agreement. If you have any last minute items get them in.
- Tracey will look into the Idaho agreement.

Authorization of cell phone, laptop, rental vehicle, UTVs, iPads, etc.

- In R5, the preauthorization of team order cell phone, laptop, and iPads were removed and is handled on a case by case basis and not a blanket agreement.
- We need work with dispatch on this and fix the yellow book language.
- Sarah and Tony will work with the Dispatch Steering Committee, and will bring it up at both the dispatch workshop and the team meetings.
- We really only need to be concerned about having POV and rental vehicles authorized on the resource order.

Remove the Employee Claims Checklist from the website. The list of personally items allowed on incident assignments and the references are from the FS handbook and are not interagency. Approving personally owned items on the team overhead resource order does not impact an employee's right to file a claim or their agency's determination. The same is true for government property loss and damage that is determined by the incident agency.

Reasonable Accommodations

- Sarah brought this up at her BLM National Meeting regarding the increasing requests for reasonable accommodations for employees, especially casual hire employees, when already on the incident. The BLM has added suggested language to the 2017 DOI AD Pay Plan, that if an AD requests a reasonable accommodation they need to go through their hiring agency's process prior to taking an incident assignment. There has already been initial support from the other DOI bureaus and Forest Service on this addition. This will also be in their conditions of hire. It is up to the agency to decide what is reasonable and not the employee.
- The National IBC is meeting this week to discuss the AD pay plans and possibly discuss the suggested reasonable accommodation language.
- On an incident last summer when there was a reasonable accommodation request they checked with the HRSP. The HRSP approved the accommodation, but we're not sure if they're actually trained for that and the process is specific to the employee's agency. Tracey will check with the HRSP program coordinator.
- One part of the reasonable accommodation process is looking at the employee's position description and if they are still able to perform the core duties of the position. ADs have PDs specific to their incident positions, so in some cases it may be determined that they cannot perform the core duties of some of their qualified positions and cannot be hired in those jobs.

Affordable Care Act

- For DOI casuals, starting January 1st they will be eligible for federal employee health benefits under the requirements of the Affordable Care Act. Employees qualify if they work 130 hours in a 30 day period, for 90 consecutive days to qualify. This tracking will be managed at the Casual Payment Center, but incidents might get questions from DOI ADs. DOI is working on a one page informational handout explaining the pros and cons of requesting health insurance (cons could include bills for collection after the fire season).

Incident Sign Ordering

- Last summer someone pointed out that we have the incident sign ordering page linked off the Business Website. It is very outdated.
- The logistics committee is working on a new webpage to possibly move the direction and Dave Jones volunteered to look at the sign program.
- Most of the Type 1 and Type 2 Teams, the Ground Support Leaders have acquired signs somehow.
- There is no other readily accessible sign ordering kit from the cache.
- Jeff mentioned that we have a couple sign vendors in I-Teams.

Wording of EFF OT to be the same in Chapter 10 as it is in Chapter 50?

- Will fix this with the updates

Ordering a DNRC Rep / state finance liaison when there is LGFF on a fire.

- It would be nice to have one to take over the administration of local government resources, or mutual aid during a large incident.
- Wanemah could type up a recommendation to hand out at the team meetings.

Pickups and Drivers

- Issue last summer had a dispatcher that thought the buying team wasn't getting pickups fast enough so they called the state and got them signed up through them. They were only to carry supplies.
- We need to make this clear in the supplements as to what they can and can't do.
- Logistics should ask "who hired you". If they are hired by the federal government then it is hired as fully operated equipment. Fully operated is required to have commercial liability insurance. With this they can haul people and supplies. If hired by the state as unoperated; they can only haul supplies. If ordered unoperated they are not insured to haul people. If they were to get in an accident while assigned to an incident their insurance may not pay the claim as they are not insured to be under hire. The drivers are hired as EFFs, which makes them an employee of the state. There was also discussion on what duties we can ask

the drivers to perform while they are under hire to us. If it is an EFF then they are employees of the state and can be given other duties besides just being a driver.

- Jeff is going to the team meeting to discuss some of these issues.

Records Management

- We need to stress when we are in-briefing teams that they need to comply with our records management policy.
- PowerPoint slide in our Records Management presentation should include what it looks like to be litigated and what a FOIA looks like.
- Should come up with some scenarios and example of things that need to be put in that box.

Update the NRCG Business Website Tool Box

- Group discussion

Assign lead for each chapter for supplement review

- Chapter 0 – Deanna
- Chapter 10 – Bidy
- Chapter 20 – Lily
- Chapter 30 – Sarah
- Chapter 40 – Tracey
- Chapter 50 – Wanemah, Becky

Rental Vehicle Task Group

- Use of DNRC agreement for positions that do not need an off-road vehicle
- Do we need a separate agreement for regular vehicles that will not be taken off road for use by ADs and people without a gov't credit card?
- Ops group would like rental vehicles to have better tires, need more clarification. This needs to be written into the solicitation. Doug would take this to the ICs and see what they think.
- Maybe put an automatic deduction if the tires aren't appropriate.
- Wreck of a rental vehicle has to have an accident investigation report.

Update on Solicitations

- Tim updates the solicitation plan approved by the board
- The BLM has a lot of them this year; canceling all awards and re-soliciting everything
- If there are any issues with the logistics things they will be visiting all of those specifications at the end of the month.
- A suggestion that if fuel vendors would take WEX cards incidents would pay an additional line item on the contract

- WO is redoing the buses and we are pushing for the heli trailers to be revisited.
- NPS has offered to host the weed wash this year, this will be their first time with a fire solicitation.
- The DNRC put in language to make porta pots a three year agreement

ITEAMS

- It is a massive database that we got from FS Region 6 that lists various vendors for different types of equipment.
- Was successful this year with 900-1000 pieces of equipment entered into the DB.
- It is FS program now, but we can get access to other agencies to use.
- Things aren't priced so you would still need a procurement person to negotiate agreement based on rates from Chapter 20.
- Anyone with access will have the ability to print an agreement, so access is limited to procurement personnel until a read-only role is developed
- ITEAMS is opening up land use agreement modules this year.
- Will do more ITEAMS training this year focused more on guidance rather than technical abilities

Committee Reports – review who is Business liaison to NRCG committees and vice/versa

- Ops
 - Lily attended for Tracey and took great notes ☺
 - The biggest conversation was the Type 3 issue
 - Lily discussed finance trainees and there was a discussion on team trainees and how the organizations were going to work
 - Talked about the rotation and maybe remove the Eastern Area team from the NR rotation and use them as a backup
 - The rotation is going back to what it used to be two years ago
 - What percentage of teams are AD's was a large discussion.
- Training
 - Lily is our rep and they are meeting today and tomorrow.
 - Lily learned a lot about the NR Priority training list from Melissa
 - Will probably host S-360 or S-460 in 2018.
 - Deanna will be the new rep to the Training Committee
- Dispatch
 - Center managers are meeting this week.
 - Kelly McKee will replace Tony as the representative to the incident business committee starting 2017.
- Logs
 - Didn't have a specific agenda but most things have been brought up in here already.
 - Lily will be the business rep
- Ralph Rau (FS) will be our new Business Committee liaison from the NRCG Board

Zone Reports

- SW Zone – No report
- North Idaho
 - Lots of IMT Rotation and Succession Management
 - Buying team and expanded issues
 - Operationally, they thought ADs weren't being supported to maintain
 - Another meeting coming up about IMT Succession Planning
- Central
 - No major issues
 - The central zone took the roster and management of JT's team (Great Falls dispatch)
 - Will be hosting S-260 and S-261 in June
- South Central Zone
 - No major issues or concerns
 - Forest starting to be reluctant to send the equipment they own off Forest due to maintenance costs.
 - ERCs were way off the charts but didn't get any starts. Are looking into how they asses risk.
 - Discussed ITEAMS
- Eastern Zone
 - Meets next week
 - No issues to the business committee

Set Spring meeting date / location

- Tracey will be the next Chair and Sarah will be the Vice Chair.
- March 7-8, 2017, in Missoula.