

NORTHERN ROCKIES COORDINATING GROUP
FIRE BUSINESS MANAGEMENT COMMITTEE

March 10-11, 2010

BLM Office Ft. Missoula, Missoula, MT

In Attendance:

Pam Okon, MTDNRC, Incident Business Coordinator
Lily Huskey, USFS Central MT Zone Rep
Sheri Schlader, USFS, SW MT Zone Rep
Ann Vogt, BLM, Equipment Rep
Joli Pavelis BLM, Billings, Eastern MT Zone Rep
Ken Homik, IDL, North ID Zone Rep
Tracey Nimlos, USFS R1, Incident Business Coordinator
Joyce Anderson, USFS, ND, South Zone Rep
Dell McCann, USFS-R1 Buying Team Rep
Wendy Stephenson, USFS, Contracting Specialist
Ted Mead, DNRC, NRCG Board Rep
Maebeth Seidlitz, MT Fire Wardens Committee
Scott Waldron, MT Fire Chiefs
Kevin Erickson, USFS, Regional Contracting
Mary Fields, USFS, Logistics Rep

Wednesday, March 10, 2010

Introductions

Update Committee List

Review of Action Items

- Most items are on the agenda. Will address throughout the meeting.

NRCG Business Committee Operating Guide - Ken

- Reviewed Op guide for changes.
 - Clarified meeting requirements for Chair role.
 - Clarified records keeping requirements. Chair will continue to maintain official copy of signed documents. All other correspondence can be transferred to electronic form from this point forward.
 - Consider using web-based system to maintain documents and for transfer of documents. For example, Lotus “team room” or sharepoint.
 - In the meantime, we can use .ftp site.
 - Updates will be revised and sent out to committee.
- Update on NRCG Executive Secretary (vice Tracey Nimlos position). Has been advertised and a panel is reviewing the applications.

Status of Training Sessions

S-260/S-261 Combo course updates – Pam for Biddy

- Biddy has updated the combined course. It's GREAT! Thanks to Biddy for her very hard work!
- Combo course can be separated to instruct just S-260 or S-261 but info within is updated to match current business practices.
- None scheduled in East zone. Terri's course will be combo, likely. Lily's courses in B-D, L&C will be combo courses. The Northwestern course will not be combo but will be the new content.

I-Suite update & IFL - Joyce

- IFL updated (taken comments from Deanna, Sheri and focused more on day 2 scenario day). Tutorials are all updated.
 - Joyce is hosting one in Belgrade
 - Idaho has two sessions.
- I-Suite has posted the new patch 9.0.1
 - Fixes some cost issues
 - Biggest change is the enforcement of user privileges.

Advanced Cost Train-the-Trainer - Joyce

- Biddy and Joyce attended. 8 students attended total.
- Hosting the Advanced Cost course in R1 **not until Spring 2011**.
 - Taskgroup: Biddy, Sheri, Joyce

Fire Procurement – Wendy

- When researching how to create a course for NR, Wendy found there was a national push to do the same thing. So rather than reinventing the wheel, take the National course and tailor it to our region.
- The National Buying team coordinator, working with the interagency partners, is tackling a national direction for Fire Procurement Training through NWCG. Biddy is at the first session this week in Denver. Albuquerque is having a session as well.
 - The course is based off the supplements.
 - It will count towards their maintenance training.
- Goal is to host a session with the hinge being on getting a cadre.
 - Biddy, Shane, Ron, Wendy, Sue Clark or rep will be asked to be cadre. Tracey can help. Need is for a state representative.
 - Shoot for last week of May
- There will be a pilot "Virtual Buying Team" for this field season. The underlying goal of this initiative is to recruit people.
 - This virtual role will not be a leader or a trainee. The team will still be in place. For example 4 people on site, 2 virtual.
 - Core issue for us (interagency-wide): Why is it that we are not getting people? Many reasons. Retirement is only a small part of it. Wendy canvassed a group of "new" PFT hires to see what their role in fire was.

She found most of the group (with exception of 1) did not even know they could have a role in fire.

- R1 needs to revive the recruiting tool.

Finance Component to NRTC courses

- Evaluation form is updated as well as the Mini Guide. No one has utilized the eval form yet, but will. Mini guide is okay to hand out now that a reference back to source documents is in there.

Interagency Incident Procurement Procedures Briefing Paper

- A briefing paper was developed (by who?) in 2006 for availability of procurement assistance. Question from NRCC, can we update this document?
 - Our question is what is this document for and how do they plan on using it?
 - Our thought is our local service and supply plans will be much more useful.
 - Ken will take back to NRCC and recommend this document go away.

PII Management

- Deanna and Lily have worked with SMEs on the subject and have discovered the vast complexity of the issue. Our recommendation to the committee is to develop a “general guideline” and awareness statement.
- Our action item for 2010 is to create a new standard check in sheet for all incidents. The check in sheet will minimize pieces of PII data we collect in hard copy form.
- Deanna and Lily are presenting PII at IMT meetings this spring.
- Guideline document will be done before IMT meetings for committee review.

Local Finance kit/finance skillset

- Updates are done and can be used.
 - Some zones are utilizing these documents.
- Any additional comments can be directed to Bidy.

Finance webinar

- Committee discussed possible topics.
- Webinar will be April 22nd 1300-1600.
- This will replace the Finance/Logs workshop/breakout previously held with the IMT meetings and the Finance update Jane did at the FS Regional Training Academy.
- Tracey, Pam, Lily, Ken are taskgroup. Will also ask for a Logs rep.

IMT meetings – Finance topics/breakout sessions

- All of us need to present the same material.
- Topics:
 - Awareness of PII
 - Rental Car management for IMTs

- IMS requirements on documentation for Injury/Claims
- Travel on OF-288 for FS ADs. Clarify how to post and what to post.
- IBS's role when IMT is called.
- Ordering in regards to cost management.
- NRCG direction on releasing resources.
- Replacement of items.
- New details on transports
- As well as most topics identified for the webinar

Standards and Guidelines for AD/EFF hires

- Some centers are still anchoring back to the old guidelines for AD/EFF hiring.
- Committee decision is to officially rescind the document.
 - All information is now in Chpt 10.

Supplements

- Edited and completed all supplements
- Lily compiled and will send to Joli

Update on Contracting – Kevin

- Have been presenting at Contractor's workshops. They have been going well. Some standards have been adjusted and contractors have had many questions. DOT has been a part of the workshops and has been very helpful.
 - They will compile the FAQs from the sessions to FedBiz Ops and to the contracting NRCG website.
 - Kevin will ask DOT reps to update the contractors on the new requirements for visibility equipment as PPE (vests, cones, etc...)
- Water handling solicitations are out now. Some contractors have been having problems working in VIPR.
 - You still need the Formatta software to read the documents on VIPR.
 - PTAC is helping immensely.
- Velvett (BLM) has Potable water out now. Closing March 22nd
- Fuel Tender is out now as well. Closing April 18th
- DNRC – Jeff Williams' solicitations are closed now. Not sure of the response but likely similar to last year. They are posted on DNRC's website. Those are mostly considered a "resource list".
- Bus solicitation was protested so may or may not have those finished for this year.
- They have been in the process of completed the inspections. They are about 1/3 done.
 - April 28th is the deadline to have inspections/personnel verifications to Debby.
- Expect to have some growth in number of contractors interested this year for various reasons (economic times, etc...)
- Equipment committee will have inspection workshop
 - Missoula May 18-20

- Asked Dispatchers to send a dispatch rep to the workshops to ensure they are on the same page for dispatching these resources when the time comes
- Performance Evaluations
 - Dispatch can fill out the evals for contractors as well. If performance issues arise with dispatch, please document and forward up the line.
- Transports
 - In the new solicitation, states: Contractor is responsible to get their equipment to incident upon dispatch. CHANGE IS: added option to keep transport as a “UNIT” with the equipment ordered.
 - Mob in/ Mob out: Contract is still written as Contractor takes care of mob in/ mob out for their resource ordered.
 - “Unit” use on incident: the incident can now keep the resource ordered “married” up with its transport and be paid a transport rate (in addition to the daily rate for the piece of equipment). The transport will not need a new E# or separate OF-286. The equipment owner pays the transport. This is if the equipment keeps its own transport only and the intent is to be able to have mobility for the equipment ordered.
 - Transports for incident use: If the incident deems necessary to keep a transport for ALL INCIDENT use, then that transport must have its own E#, I-BPA, contract, etc... and is paid on its own OF-286.
- The zones were canvassed to find out what resources were needed for the season. Call letter for vendors for different zones are posted.

Other outstanding business

- Hosting Training Sessions
 - Ensure when you host an Incident Business Course/session, that it is coordinated and open for all interagency partners within your zone.

Next meeting date:

Bozeman, MT November 3-4, 2010