

**NORTHERN ROCKIES COORDINATING GROUP  
FIRE BUSINESS MANAGEMENT COMMITTEE**

**March 15-16, 2011**

**C'Mon Inn, Missoula, MT**

**In Attendance:**

Pam Okon, MTDNRC, Incident Business Coordinator  
Lily Huskey, USFS Central MT Zone Rep  
Sheri Schlader, USFS, SW MT Zone Rep  
Joli Pavelis BLM, Billings, Eastern MT Zone Rep  
Ken Homik, IDL, Incident Business Coordinator  
Tracey Nimlos, USFS R1, Incident Business Coordinator  
Joyce Anderson, USFS, ND and Eastern MT Zone Rep  
Wendy Stephenson, USFS, Contracting Specialist  
Tony Lubke, Bitterroot Dispatch  
Krista Babeck, North Dakota Forest Service  
Sarah Tunge, North Dakota Forest Service  
Deanna Crawford, USFS, North Idaho Zone Rep  
Biddy Simet, NPS Rep  
Terri Tangen, USFS, NWMT Rep  
Mary King, BIA  
Joanna Marceau, MT-DNRC  
Ann Vogt, BLM, NRCG Equipment Liason  
Maybeth Seidlitz, Fire Wardens

**Tuesday, March 15, 2011**

*Review Action Items from November, 2011*

See updates in bold on the November Action Items table.

Discussion of future S460. This year S460 had 6 participants, none from the Northern Rockies, and 2 didn't meet the pre-reqs for the course.

Suggestion: Run the IQCS / ROSS reports to see who actually has the pre-req quals to move up to FSC or other finance positions.

**Incident Procurement Training:**

Agenda is nearly complete

Pam is working on student list and out-of-GACC folks. She's trying to fill with Northern Rockies folks. Need to make sure the out-of-GACC folks know that our focus is not Buying Teams, but rather local purchasing.

Finance Webinar:

Has the form to solicit topics, will route to everyone to seek additional topics for this year. Will need to confirm who can present this year.

Training Materials:

Finance components. Post Finance Evaluation form on the website with the mini-guide. Remove the agenda from the mini-guide. Lily will make adjustments and route to everyone and route the evaluation.

IMT Meeting: Finance/Logs breakout:

Finance breakout is mostly a message to ICs concerning large fire cost management. There are a lot of ADs on the teams, so updates may be necessary. ICs asked what they need to produce for documentation. Tracey and Pam will cover that. Trainees in the finance section, local unit personnel, and payment processing are other topics. Consider discussing the difference between roles and functions of the USFS-IBS positions vs. IBAs on an incident.

Another Issue for discussion: Incident payment – teams send payment packages to the wrong payment center.

IBA Class:

Will it be offered in the Northern Rockies next year? Only Pam, Bertalee and Frank are Type 1 IBAs in this region. Sheri is a Type 2 IBA. Limits the instructor cadre without pulling in folks from another region. Will request that it get on the calendar for next year after determining if there's a national rotation in place.

S260 – S261 courses scheduled:

First full week of June in Coeur d'Alene (both)

First full week of May in Missoula (for now S260, trying to add S261)

June 1-3 in Dillon, just S260 (coordinated through dispatch centers)

June 13-15 in Helena, just S260 with I-Suite simulation the next day

Advanced Cost Training:

For folks who are already qualified COST, but there aren't enough in the GACC. Since most of the Northern Rockies teams don't have COST positions filled, the FSC group may also be a good audience. Inquire at the team meetings to see if there's a need. Will try to present this winter on a short will (with a holiday) at NRTC due to computer needs.

Team Selections:

Tracey and Pam went to the Ops Committee meeting when they were selecting members for the Northern Rockies teams. There were not very many applicants for finance positions – mainly because there aren't many qualified finance folks within the region. Holes: Bob Fry's team needs a FSC and may also need an OSC. Gail Storfa is only available for FSC until August. Bertalee has been asked to fill in for that period – her availability is unknown at this point. Other Holes: Comp/Claims – very few.

What alternatives can we offer?

Pool concept: have a core of some people, but fill in from a pool of available folks, especially for positions that are flush, rather than have folks tied to each individual team. The Ops committee did discuss this especially with reference to trainees, so they can get out to an assignment. With this idea, need to make sure that several folks in each position are available at the same time so folks can rotate through.

There are no FSC1 in the pipeline.

GSA Short Term Rental Program:

Rates are tied to the states. Some parameters may be difficult for us: max rental 60 days. Extensions need to be through GSA fleet, not the rental company. Extensions are seldom – instead get a new contract at a new price (potentially).

Turn-around time is around 48 hours from the time GSA receives the request. We get a chance to say yes or no. Final turn around – 7 days. Could be a deal-breaker for us, unless it's our last option. Requester has the option to turn down the final offer.

Off-road is not an issue.

Can get fuel cards with these – with the rigs. These cards can be used ONLY for fuel. Any other minor repairs are treated like any other rental car – through the rental car agency. Same for accidents. State and feds can both order off this – if they already use GSA.

Vehicles will be licensed by the rental agency. Will be clean, under 40,000 miles, full tank of gas.

This is not necessarily an “incident” program, but a temporary need program.

Payments can be made through purchase orders, incident only EERAs, credit cards, and would follow the regular payment process for whichever procurement tool was used. These contracts should be worded so that all licensed government drivers are authorized to drive. Shouldn't be connected to the license of the person picking up the vehicles.

Problem: billing may be tied to the agency existing fleet code.

Decision Document Templates:

These documents are on the NRCG Home page website. The templates pull all of the decisions from the Cost Share document and put them in a decision document. The Cost Share Agreement is now only the financial agreement. There was only one fire to test these documents on last summer. Any zone can prototype it this summer. The old decision document is also posted on the NRCG Business Committee website and the new prototype documents are on the NRCG Home Page. Cost Share Templates probably shouldn't be used without decision documents, but Decision Documents can be used with or without an accompanying cost share agreement. Still not considered an “end product” because it wasn't tested on enough incidents.

Decision documents can include agencies that are not parties to Cost Share agreements, like Sheriff's departments, EMS squads and other local government entities that may have authority over certain areas or certain aspects of the incident.

*NRCG 2011 Fire Cost Management Guidance:*

Draft document was sent to the NRCG BOD for dissemination to their agencies for comments. This is a blend of two previous documents. The ICs asked for direction regarding what and how they should document their decisions regarding cost management on fires. They will also receive this draft document at the IMT meetings.

*ISuite database sharing:*

Sheri asked about the potential for a password-protected ftp site to store all databases from Northern Rockies fires. We could upload I-Suite files along with a password document so that we can share databases. Set this up on an interagency ftp site. We would need to set standards for what gets posted, and have it managed somehow. For now, we're not going to address this potential. When databases need to be shared, we'll address each issue as needed.

*Montana Legislative Update:*

Contractors inquired about privatize aviation and kitchens. The process to collect the cost data comparing private resources vs. agency-owned resources was huge. State is looking at ways to collect data from the beginning to allow for easier cost comparisons.

Aviation: national contractors wanted priority dispatches in the region, even though state-owned aircraft was cheaper. State needed to compile costs for all T1 and T2 aircraft and retardant. In the future, agencies will need to provide these costs with interagency billings. Forest Service and BLM agency leads need to work with Pam (and maybe Ken) to make sure data development is possible.

Kitchens: For Finance/Logistics breakout – discuss use of kitchens for Type 3 incidents. Be aware on smaller incidents of limitations for use of state kitchens (150 people for 72 hours).

*Discussion for Doug Turman:*

Can Finance Sections be put into modular units to serve multiple fires within a given area?

Suggestion to Doug: Pool concept for finance positions rather than commit to team for unit leader position and trainees. That may give the trainees more opportunity to get out with whomever rolls. From Doug: Greg and Doug have pooled their C&GS trainees so they can get out. Whoever goes out first will take 6 slots of trainees. Doug believes the pool concept needs to be addressed at the Unit leader and above position. Finance Committee suggested that we have no finance trainees rostered at all – all positions serve in a pool and go as needed.

The pool concept may be a solution rather than standing down one team. Would allow for finance folks to cover whichever team gets called out. Could leave a deficit for the last team out the door.

## Wednesday, March 16, 2011

### Transportation of non-competed resources:

Debby Wesselius and Kevin Erickson – presented a handout.

Question: How do we administer transport contracts for equipment that wasn't competed?

Dozers, excavators will transport themselves to the incident with mob-in-mob-out pay. Will be daily mob rate **or** mileage, whichever is greater. The government has no agreement with the transport.

In addition, the government is also soliciting for transports and will have a stand-alone DPL for transports. How does this work with non-competed equipment? Their own transports are removed from local agreements since transports are now solicited.

Handout provided a proposal to fix the problem:

Proposal: heavy equipment in the Northern Rockies should predominantly provide their own transport with the same mob-in/mob-out pay. **OR** – dispatch finds a transport via DPL.

If heavy equipment is required to find their own transport, it will require a significant change to Chapter 20 and to all of the agreements that already exist for non-competed heavy equipment. It will be a work load and an equipment work load for ops/finance folks and for operators. The only legal way to pay for this type of transportation is to modify the existing agreements. This will be a work load for the procurement community to modify agreements. Probably not too much of an impact on dispatch – they'll need to recognize that all heavy equipment must now come mobilized, not just the competed equipment.

DPL transports would be used if vendors can't find their own transports, or would be used in fire camp to transport multiple pieces of equipment to reduce the number of transports on site. Will also be used for long-hauls of government equipment to fires (engines to Arizona, etc).

**Decision:** Modify the existing agreements to include transportation mobilization rate and mileage, change Chapter 20 to include rates based on heavy equipment weight. Vendors to find their own transport. In the event the vendors can't find their own transport, the DPL will be utilized to find the appropriate transport for the equipment size and weight. Government's preferred method of hire is *fully transported*. When using the DPL, dispatchers can work down the heavy-equipment vendor list until they can find one that can provide own transport. We reserve the right to withdraw order based on transportation ability. Need to be able to meet the date and time needed. We need to be clear with our heavy-equipment operators that they need to provide an answer quickly, based on date and time needed. Dispatch will need to manage this. Transports on the DPL will need to be inspected if dispatch sends them out.

Chapter 20 language can be acquired from the modification language that Debby will work on. Business Committee wants to get the supplements out by April 1. Would also be nice to have a cheat-sheet for dispatch so they know who/what/when to order, who/what/when needs E

numbers and inspections. May need to have teams order folks who can inspect, or may need to remind dispatchers of which inspectors are available even if they're not in ROSS.

Send modification language to Wendy as committee contracting rep. Debby can have it by March 23. Send Chapter 20 language to Lily. But she can't commit to writing the language. Add the language in bullet form under each piece of equipment that's not competed.

Cheat Sheet for dispatch: flow chart format for decision making.

Buying Team: Debby

Got some new folks in the applicant pool for this year. Procurement experience but not necessarily fire experience. Issues with paperwork completion for Kathy Cromwell-Christian. Debby will help facilitate that as Kathy is a key member of the team, even tho she's retired. She's a trainer and Assistant Buying Team lead. We have no agency personnel who can fill that role.

Debby will entertain additional applications for alternate positions but would not like to make too many changes to the primary team. The alternate list can be added-to at any time.

She'll consider moving around some of the positions currently on the list and identifying the positions they're in – partially to increase training and experience and partially to alleviate the AD issue on the team.

### **More Supplement Reviews.**

#### **Website Updates:**

Eliminate Northern Rockies AD Exception positions.

All supplement updates.

New Mini Guide

New Quick Cost Estimator

Add evaluation form for Incident Business sessions in Ops trainings.

Next meeting:

November 1-2. Starting at 1300.

Location: Helena. Lily will find a meeting room.