

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

**March 21-22, 2012**

**MT-DNRC Office, Missoula, MT**

**In Attendance:**

Lily Huskey, USFS Central MT Zone Rep  
Joli Pavelis BLM, Billings, BLM Inc Business Rep  
Maebeth Seidlitz, Meagher Co. Sheriff: MT Fire Wardens Rep  
Tracey Nimlos, USFS R1, Incident Business Coordinator  
Tony Lubke, Bitterroot Dispatch  
Deanna Crawford, USFS IBS North Idaho Zone Rep  
Biddy Simet, Glacier National Park, NPS Rep  
Terri Tangen, NWMT Rep, FNF/KNF IBS  
Doug Turman – MT-DNRC, Operations Committee Rep  
Matt Hedrick – MT-DNRC Incident Business Coordinator (acting for Okon)  
Wendy Walter, IDL Incident Business Coordinator  
Martin Schmidt, USFS(For Wendy Stephenson) Contracting Rep  
Debby Wesselius, C.O. USFS – Buying Team Coordinator  
Amanda Boatright – BIA (representing Jay Windy Boy)  
Ann Vogt – BLM, Equipment liaison  
Shirely Ehmman, Bitterroot NF, South Zone Rep

**Wednesday, March 21, 2012**

Review of action items from November, 2011 meeting:

1. Agency leads recruit for Buying Team positions:  
Buying Team Update: application was revised to reflect rotation from USFS acquisition zone and open to leads from other agencies. Also to give folks more individual flexibility. Response was not much different than expected. Tracey will be the single point of contact for this year. Look to have a team available April 1.
2. Create a cheat sheet for application of new transport language. Debby had drafted language and sent to Joyce and Tony for clarification. Committee needs to look at the language so that a note could be posted to our website. Return comments to Debby.
3. Update to Equipment Envelope: Per Sarah Fisher, the envelope is a GSA form so it may take a long time to change.
4. Request for amounts that agencies charge for fire assistance: This was finished by Matt Hendrick. A white paper was produced by DNRC: compared local government assignments with the cost of best-value resource for the same assignment. Outcome: DNRC will not be changing the dispatching procedures – they'll use the best, closest, most efficient resources as needed.

5. Update cost decision document that ICs use: Tracey presented an updated version that was shown at the Team meetings. Information that ICs provided on this form in the past was really good for cost review. The ICs suggested that another similar form be made available for agency administrators.
6. Update the list of credit cards that vendors need to accept: Joli had worked on this. This final list needs to go to Velvett for the fuel tender solicitation. A list is on the NRCG contracting website, so we're trying to update that and make sure the list jives with the solicitation.
7. Review of rental vehicles from the EERA and documents associated with the process: The solicitation will indicate that the vendor will provide to Dispatch the "unit no" or the "inventory no" for the vehicle (different from the tag no). Those numbers are on or invoices. If that no is on our payment documents, it will help the vendor tie things together. Two new documents were created that clarifies roles and responsibilities of all parties involved. Orders from the solicitation will now be placed only with the 24-hour contact identified, not with the local ticket agents.
8. Update payment package checklist: In the process of updating the payment review checklist.
9. Incident Procurement Workshop: We are below the max no. of students for the class. Some applications were withdrawn when the BUYT focus was explained to them again. Nomination is still open.
10. S-260 online: Lily has had some good feedback – some folks have taken up to 10-12 hours to complete the session. Others have used it for an update and they liked it as a refresher. The SW zone is offering S261 but not S260 per the zone board. They'll use the S260 online format. Lily has some combo classes and single classes scheduled. Helena is combo the week of May 7, Great Falls the week of May 21, S260, Butte S260 and maybe S261 the week of June 11. Deanna has Grangeville, the week of May 21 combo class, Bidy and Terri have S260 on the Flathead May 29-30, Joyce has several Fire 101 sessions but no S260.

Fire Messages in Ops classes: Some have been completed, maybe shorter, while others were cancelled due to scheduling. Feedback: Lily got good feedback from course coordinator, but no feedback from students. She also had some spin-offs in local training sessions and workshops. Agreement was to continue trying to get into the sessions. Materials will need to be updated when the new white pages come out.

Jeopardy templates for S260 and aviation refresher exist. Will be routed around.

## **Training: Messages we have for the Training Committee's calendar for 2013**

Add to the calendar:

- S-360
- Full I-Suite course (regardless of eISuite implementation dates)
- ICPI course (draft course material is out – a beta-test class will be on this year (May)).  
Suggestion: some of our FSCs should attend this training. May 8-10.

eISuite Train-the-trainer: we should have at least 3 people attend from the beginning.

### **Finance Webinar for this year:**

May 1, 2012. Two hours – start at 1300 Mountain Time. Record and have CDs made and sent.

Coordinator: Tracey, others who can help: Lily, Bidy and Pam

Lily will solicit for topics. Last year Lily collected the meeting questions and organized them for answering by the presenter. This year, Joli will do that.

### **IMT Finance Section Update:**

Spoke with teams and ICs at Ops Committee meeting and Team meeting. Finance Section trainees will be prioritized and go with the first team out. All the FSC positions are filled for the teams. Bertalee will work on training Shirley and/or Ann. Debby W. could serve as a trainer for PULs if needed.

### **Laptops, cell phones and Trac Phones:**

Incidents cannot buy minutes for personal Trac Phones because they're still personal cell phones and we don't buy or reimburse for personal cell phone use. ADs should get phones issued to them from their sponsoring agency.

Personal laptops cannot be reimbursed – if used they'll be used at their own risk. Personal computers can't go on networks, but agency machines should be able to be used universally. The USFS is doing a solicitation for laptops that may or may not be Platypus computers. Debby is working with Tyler on the need for this solicitation. Deanna will follow up on this and see what the problem is/was and report back.

### **Debt Collection under Reciprocal Fire Agreements:**

Does the USFS memo regarding this affect our GACC? Our agreement says that we won't charge admin costs, other say they won't pay interest. The memo is really not an issue in the Northern Rockies because the agencies pay each other promptly. It shouldn't change the way we do business in the NR. But now the USFS and probably the DOI can turn their delinquent debts over to the US Treasury. This has the potential to interrupt other federal payments to states that are behind the payment process.

**USFS Reconciliation Process:** This is optional. Rather than billing back and forth between states and the feds per fires, instead we'll balance the whole years' expenses and whomever owes more will pay the balance to the other. Montana can't do this – they have to bill for every fire. Not sure if Idaho and North Dakota can do this.

**Rate discussion on Incident Only Agreements/Protocol for this season:**

Nov 2011, USFS said that all pre-season agreements had to be in VIPR. Anything external of VIPR needed to be cancelled. In the NR, we identified 5 categories: feller-bunchers, skidders, graders, coach busses, short school busses (crew-buggies). They've been identified to compete and each dispatch center indicated if they want them. Debby has some of them out now. Letters to the effect about cancelling local agreements and going with the VIPR agreements went out. Resources will be managed by DPL through resource orders. Land Use Agreements for municipalities (fair grounds, water sources, gray water dumping, etc) can still be done pre-season. Local, privately-owned land can still be signed up as needed. In the Northern Rockies, our blue page rates are based on an average of the lower 50% of the accepted competitive rates. The 90% of the lowest competitive rate is quite a bit lower and we're not likely to get that. We should identify our blue page rates as "commercial" rates. The "standard" rate would then become the 90% rate. We should put a 2012 90% rate sheet on the NRCG website because there are interagency contracts that wouldn't be on the VIPR link.

Standard Rate: 90% of the lowest competed rate – most current

Commercial Rate: best rates available – reflected in our Chp. 20 rates.

Vehicles with Drivers: decided not to compete. Kept the authority to hire locally so fires could get the right person and vehicle for the assignment. No DPL.

**Zone reports:**

**Central Zone:** committee met about a month ago: the organization of the zone may change. That "division" concept will be abolished. The three zone charters will be combined. The reps to the NRCG committees and MACs were reviewed and reorganized as necessary based on activity. Only a few were found to be working outside the entire zone. The Central Zone does not host a team. Central would be included with Eastern MT teams. A lot of Central Zone members are on teams. Timeframe for reorg: Preferably by this fire season – new chair needs to be identified.

**South Central Zone;** meeting March 5: Counties discussed tactical freqs/radio bands/color channels. Changing freqs at different times. Total switch should be by fall 2013. Tracking location of retardant drops will need to be mapped, especially on USFS land. Jumpers are feeling shrinking budgets. They were used as single resources and T3 folks last year. Hiring fewer seasonals: 9% budget cut in Yellowstone, plug and play consoles for dispatch in YELL. Burn permits are not all automated throughout the zone. South Central Zone now has a T3 team and a website for contact list of folks who'd like to participate. Using gmail to notify section chiefs. Ashley Sites is maintaining main gmail list. Working on a new comm plan.

**Northwest Zone:** hasn't met yet.

**South Zone:** No report

**Idaho Zone Rep:** No report

**Reviewed supplements:**

Zero Code, Chapter 10 and Chapter 30

**Thursday, March 22, 2012**

Reviewed supplements.

Discussion comments while reviewing Chapter 20:

- BIA is going to solicit for crew buggies
- DNRC would like to solicit for potable water trucks that can be attached to their kitchens. Debby's opinion that the role and function of those trucks would differ from the existing BLM awarded contract for potable water, so they could solicit for new resources. The same potable water truck owners could not put the same piece of equipment on two different contracts, but they could have additional trucks on the new solicitation.
- Solicitation states that mileage on equipment will be paid from the location that vendor says the equipment is located, regardless of where it is actually located upon dispatch.

Resource Lists: can we somehow share resource lists – maybe through Dispatch? Feds and states need to share resource lists somehow. Can RLs be put in Service & Supply Plans. Some are very thin because there are no local contracts.

**Fall meeting:**

Location: Billings

Dates: October 23-24, 2013

Details to follow.