

**NORTHERN ROCKIES COORDINATING GROUP
FIRE BUSINESS MANAGEMENT COMMITTEE
March 10-11, 2014
DNRC, Missoula, MT**

In Attendance:

Lily Huskey, USFS Central MT Zone Rep, Training Cmte.
Joli Pavelis BLM, Billings, BLM Inc Business Rep
Tracey Nimlos, USFS R1, Incident Business Coordinator
Deanna Crawford, USFS IBS North Idaho Zone Rep
Bidddy Simet, Glacier National Park, NPS Rep
Terri Tangen, NWMT Rep, FNF/KNF IBS
Ted Mead – MT-DNRC – BOD rep.
Ann Vogt – BLM, Equipment liaison
Shirley Ehmann, Bitterroot NF, South Zone Rep
Mike Lucas, BUYT
Joyce Anderson – Eastern MT rep
Joanne Marceau – DNRC Financial Specialist
Tony Lubke, Dispatch Liaison
Amanda Boatright, Fire Business Lead, BIA
Matt Hedrick, DNRC Incident Business
Tim Murphy, USFS Contractor Liaison
Maebeth Seidlitz, Fire Wardens
Becky Shepard, DNRC
Wendy Walter, IBS IDL, Committee Chair

Monday, March 10, 2014

Review action items from November 25, 2013 meeting.

Sticker for equip package envelope. Lily. Instead of a sticker, she made a new cover for the envelope – can be printed and added to existing envelopes or plain manila envelopes.

Finance Evaluation: Lily sent the Evaluation Tracey. A version is posted.

Type 3 workshop: We need to get lessons learned together for new workshops.

Sack Lunch Specs: Specs from previous years' solicitations can be given to vendors for future use since there is no agreement this year. Matt may head this up.

Webinar Topics: Outline: present topics over a three-day period May 20-22 – including 6 sessions, max 2-hours so folks can sign-in for whatever session they want/need. Tracey will make up a flyer for the sessions. Webinar format – 800 phone number. GoToMeeting site format so that non-feds and ADs can sign-in.

Tent Solicitation: Mary Fields is working on it. Tim: modified specs for Types 3&4 to include electric heaters – part of the base price.

Rental Vehicle subgroup update: Deanna: We requested the BOD send a letter to IMTs and dispatchers indicating that there's a change in the SOP and solicitation removing sedans and focusing utilization for off-road need. Every dispatch zone should figure how to transport folks to fire: car-pooling, delivering folks to fires, etc.

Still need to draft a letter from the BOD to the dispatch centers and from the BOD to IMT laying out the new protocols and uses of the DNRC agreement. Another aspect of the DNRC agreement this year: vehicles cannot be taken out of the Northern Rockies. Deanna will be the new task group leader.

NRCG level Lead EQPI/ICPI positions: These positions were in the DNRC EFF plan. NRCG will maintain the Lead ICPI (THSP). Eliminate the ICPI position from the EFF pay plan. Other ICPIs will get hired as federal casuals. These positions work under finance. The NRCG Lead positions, however, report to Tim and Kevin.

GACC Level Cost Share tasking from NRCG BOD: We came up with three items to be cost-shared at the GACC level. (1) NRCC Expanded - positions like IR coordinator, airspace coordinator, etc., (2) Northern Rockies Fire Support: preposition resources for IA, relocating air tankers, extending duty time for tankers and smoke jumpers – decisions by NRCC., (3) items at the BOD level for decision: staging IMT, Aviation Assistance Teams, Prevention teams, regional MOB centers, etc. The first two can be created pre-season for the Northern Rockies. The first category split would be based on the AFD operating plan split among agencies. Second category (IA support) would be based on a year-end report from NRCC intelligence showing split based on the number of fires and acres per agency for the year. The third category (staging) would be shared on an as-used basis. BOD wanted committee to draft those templates/decision documents. Tracey will remain the lead with Wendy, Amanda, Pam and Joli (agency leads). This only refers to the five federal agencies and MT and ID. Does not include ND.

Fuel FAQ: Shirley created the documents. Finalize by April 1.

Water Trucks: Remove from GACC supplements. If needed, hire commercially.

IPW workshop: Workshop focus is local this year. Got more nominations based on that. Cadre: Tracey is the course coordinator. A couple folks from the national BUYT will also help: Bertalee Mottern for the IMT focus, Debby W. and Deanna will also help.

LUAs between government agencies: No movement. Table for future. States do require LUA for the feds to use state land. Anaconda Unit had a template that Lily will scan and send to Wendy.

FSC AARs: Three verbal interviews and one written response. Tracey has this information:

- AD team members working 16 hours in staging
- AD team members using POV

- Grangeville Dispatch will not coordinate transportation when they dispatch teams. This should be a team activity.
- Lack of back-up for FSC positions
- Really like the FSC conference calls in the season
- Hard time getting resource orders from expanded.
- BUYT was not sending any tracking method for credit card purchases
- Confusion about ICPI – who they work for.
- People not showing available in ROSS even though FSC knew they were.
- Having a DNRC person come out and help with FEMA fires was a big help!
- For FSC breakout – Star Agreement should be covered. In the DNRC umbrella document.
- Suggestion: MT Sheriffs and Peace Officer’s organization should also have training on how this agreement works.
- Rental vehicle forms: too many forms to fill out. But it’s still in the solicitation and it says it’s required for payment.
- Multiple toilet vendors on one fire.
- Website tools are good.
- Look for people outside the business committee to help with projects and task groups
- Maintain FSC trainee-pool into the future.

Update source list for Finance Folks: Trainee pool. The list did not get updated due to lack of responses. Tracey had a spreadsheet showing what positions are filled on our teams with shaded blocks showing the critical blanks. One Type 2 team has no FSC. Continuing the “pool” concept for trainee positions at the Unit Leader and below will provide a better chance of getting out. The Northern Rockies Training Committee will work with a priority training list, but Finance prefers the pool concept because we know who’s closest to qualification. This will be discussed with FSC at the breakouts.

Field training for finance: Unit Leader training – via Bertalee Mottern. She’s been conducting field training for new finance folks, so it’s been suggested that she look at Unit Leader field training. She’s amenable to the idea, this may be an opportunity this year.

DECISION: Committee agreed that we move forward with the trainee pool concept for this year. Get a list of Unit Leader list to Tracey as soon as possible.

Elevate All Hazard Trainee concern to BOD: Ted: All Hazard seminar in April will cover roles and responsibilities for folks coming into fire from All-Hazard world.

Business Component to NRTC:

D310: Kelly will cover for Lily.

RT372: Mini-Guide will be utilized instead of presentation from Bidy.

S372 – missed that one this year

Guide for how to break out aircraft costs for effort based on cost shares: maybe just a one-page reminder. Direction may not be necessary since the need for this is so limited. How do we track specific aircraft utilization like specific loads – where were they dumped and who had authority

for that piece of land. Air folks need to know that a cost-share exists and that they need to break out the daily information for each aircraft indicating where the drops took place. Finance can then break out the data as needed for the cost share agreement. We should create a briefing paper identifying the issue and offering potential solutions.

T3 Guides: Bidy to finish updates (remove reference to accruals) and send to Tracey.

Business Committee email lists: Everyone should update from info sent by Tracey.

Time Workshop Concept: Similar to Cost Workshop (in addition to S360) which would provide more of the nitty-gritty information that TIME deals with. Once developed, we could alternate between TIME and COST each year. Do we need to do this or do we need to beef-up the S360 course? Wendy will ask Loretta to help, Tracey will ask Bertalee for suggestions.

Training courses for 2014 through NRTC: IPW, Time Workshop, EISuite, S360, S460, IBA. The committee members will do a needs assessment from their local units for S360 or S460. ICPI will move to 2015.

Solicitations: DNRC closes this week, others close Friday. Velvett Cummins is back for BLM contracting. Debby's stuff will go through eval panel and should be ready to award by May. 100% inspection on equipment and transport. Kevin will work on inspections with photos. Strengthened language in dozers and excavators that company understands the danger of the business and that operators are familiar with mountainous terrain operation. Fallers – will go to arduous-duty work capacity test. Aviation Fuel Tender will be dropped. Transports need to show cargo insurance from the last 24 months (to haul other equipment). We may see fewer stand-alone transports this year because of this. Water handling, skidders, feller bunchers, graders and other roll-over equipment may be ready for DPL in a month. Mechanics are new this year – open solicitation that closes Friday – Type 1 and Type 2.

Buying Team Status Report: Mike Lucas is the national BUYT leader this year. We have a trainee in both warranted and micropurchase positions. Should be available nationally by April 1. Short teams – issue is finding leaders with a \$25,000 warrant. If agencies need assistance, but don't need a national team, call Tracey.

Wednesday, March 11, 2014

IMT Meetings: April 16-17, Missoula Armory

Let Judy Heintz know that we need to be close to Logistics breakout – we're scheduled for adjoining rooms now.

General Session: 10:00 - 12 on Wednesday.

Functional Breakouts from 12-1700.

Team meetings on Thursday.

IMT Finance Section Breakout Topics:

Errors and issues from Joyce's 2013 fires
2014 Solicitation changes and other info from Tim, Kevin and Debby.
Unoperated Vehicles
Clarification on the USFS AD travel process
Review of webinar issues.

Fuel Tender Credit Card Use:

PIN on credit cards is an issue. WEX cards from USFS are not working for fuel tenders. Murphy sent an email to Wendy Walter to forward to Business Committee to review the issue. This is a USFS issue and should be reviewed internally. Tracey will review with IBS to determine a solution. MT and ID may have the same problem with PINs but they also may have a solution.

Unoperated Vehicle Subcommittee Report Out: Draft letter to the teams and dispatch for the BOD to sign. Option sheets to be included. The letter to dispatch will cover ADs.

Equipment Envelope:

Lily created a new cover in Excel and saved to PDF. It's 8.5 x 11 and can be taped to envelopes – either updating existing envelopes or using plain manila envelopes. Suggestions: forward to the national IBC since they're looking at this issue as well.

Supplement Review:

Lily updated the supplements on screen as committee reviewed each chapter.

Chapter 50 updates: Montana: Matt and Becky are still working on them and will route to Joli when completed.

Idaho: check with Wendy about getting Idaho local government agreements federally co-signed by a Grants and Agreement person. If so, we could pay the local fire departments through the cooperative agreement payment process, rather than the contracting-payment process. Would not bill through the state. This may be more of a Great Basin – Southern Idaho issue. Feds would need separate coop agreements with every local government entity.

Final supplements will be compiled by Lily. Route to Joli on Thursday.

Tracey will determine signature block format for the supplements.

Tracey will maintain the Microsoft Word version of the supplements. When time comes to review, she'll email the appropriate chapters to each person who's assigned updates.

Establish thresholds for interagency billing. Look at \$5,000 or \$10,000. Current MT coop agreement expires 2015. Tracey will talk with Cathy Scoffield to see if the agreement can be

amended to allow for a change in 2014. This is for fires within the state. If MT sent resources to WY for a fire expense less than \$5,000, they would still bill.

Zone Reports:

Lily: Central Zone meets next Wednesday in Helena. No requests to Business Committee yet. No training upcoming.

Shirley: SW Zone: no updates. S261 April 22 – at the college

Terri: NW Zone. No updates. Type 3 workshop coming up April 24.

Deanna: North ID Zone: no report. S260/S261 combo in Grangeville week of May 5. Wendy Walter is looking at doing another full I-Suite class-no details available. North Idaho training website may not be working properly.

Joyce: South Central zone meeting is next Monday. No training this year.

Becky: East Zone – no updates.

Equipment Committee: Ann: wanted more info on fuel credit cards. More to come from USFS, MT and ID regarding PINs to make the cards work.

Contracting: Debby is working on a training segment for Operations folks on contract administration for operational equipment. Aimed at any positions that may supervise operational contracted equipment. Has 2 hours in jumper training and had some time in the DIVS session. So far, well-received and will continue to present and make available as needed. The material can be packaged up so it can be presented by anyone to operational folks – doesn't need Debby to instruct.

Should the Business Committee create a Sharepoint site to share documents? Check out Grangeville Dispatch Center site through NRCC. They have a Sharepoint site. DNRC may be only able to get viewing access to Sharepoint so they can pull down docs but wouldn't be able to post edits.

Fall Meeting:

October 7-8 in Coeur d'Alene at the IDL office.

Start 1300 Pacific Time (confirmation will come later with agenda).

Wendy and/or Deanna will forward lodging / logistical information.