

NRCG Business Committee Meeting
March 18 – 19, 2015
Meeting Notes

Attendees: Amanda Boatright, Ann Vogt, Sarah Lee, Patrick Murphy, Tyler Hackney, Lily Huskey, Tracey Nimlos, Wanemah Hulett, Becky Shepard, Debby Wesselius, Tony Lubke, Joanne Marceau, Doug Turman, Mike Lucas, Regina Hoffman, Mary Fields (2nd day), Donna Mohler (conference line), Kathy Pipkin (2nd day)

E-Isuite: Update from Tyler and Patrick

Many people have gone to the train the trainer sessions and are teaching sessions around the GACC this year. Production release isn't until April 27th. They recommend that not everyone goes to full e-Isuite all the time until the production version is released. Until Enterprise version is released, they won't know

Account Manager and Data steward role: Acct manager takes the NAP accounts and adds them to the e-Isuite enterprise (has an impact on local usage, someone needs that locally). Data steward creates incidents and adds users. All the IBSs will manage the account managers and get the accounts set up. Patrick and Tyler will also help from the regional level. At this point, there is no access to Enterprise, so when that happens in April, everyone will have to set up the NAP accounts and all the accesses. The "managers" will have 2 NAP accounts – one privileged and one that is their personal account. If users are only using the site version, the users don't have to have a NAP account, but we suggest that everyone get a NAP account assuming that at some point the users will likely be in the Enterprise version. Users in camp will not necessarily need a NAP account to be users. Requests for new NAP accounts will likely only take a day or so with possible delays in May when everyone is trying to get their accounts set up. We want to avoid having T2, T1 IMTs work in old Isuite or vice versa since there is no transition possible (if an incident is set up in old Isuite, it can't be converted to e-Isuite and vice versa); all the information would have to be re-entered.

Tyler/Patrick are presenting this info at the IMT meetings as well. All the CTSPs will be attending a webinar and pre-work to cover the specific information relative to their role. Therefore all the NR, IDL CTSPs will be up to date for our needs in R1.

So far the refresher classes seem to be full so it seems like we're reaching the appropriate audience. Everyone needs to really encourage all their people to go to the local trainings this year since next year, the classes will not be as often. Recommend that we resend the announcement through the ICs again. The announcement went through the Finance mailing lists and CTSP lists, but not sure about Plans.

TO DO: Lily will resend the announcement to Judy at NRCC to get to the ICs and encourage sending to their FULL sections.

TO DO: Draft a letter from NRCG BOD to the Region giving recommendation for full implementation and encouraging the IMT members attend a refresher session.

Rental car task group: The taskgroup has been very active this winter trying to address multiple areas for improvement. The taskgroup has worked on several options to address the letter of concerns from the Dispatch community, to further address tracking and payment concerns, and the usage of the NR Off-Road Vehicle Rental Agreement. Several changes were implemented in the DNRC solicitation in regards to tracking, payment, usage, etc...

For non offroad usage, the taskgroup worked on detailing options available; including how to manage a mob center, HUB zones, vehicle tracking, etc...

HUB Zones: A HUB zone is a dispatch area that will rent a certain number of vehicles from GSA at the beginning of the season and manage those specific vehicles as their “fire fleet”. The vehicles will be ordered and paid under one firecode and at the end of the usage, budget allocations will be made to reflect specific use (move from the original firecode to each firecode the vehicle was used on). These vehicles are managed just like agency vehicles (off road, AD drivers, agency drivers, claims processing, damage, etc...) Pilots will be done this year in Missoula, Billings, Coeur d’alene. Each pilot area will manage the fleet and at the end of the season, the taskgroup will evaluate how the program worked, where improvements can be made, if SOPs are needed, usage, etc...

Transportation / Mob Centers: The taskgroup created a user guide addressing how the different areas can use mob centers. The dispatchers will be given an FAQ document at the dispatcher workshop; centers can utilize if they want to open a mob center and how.

DNRC Solicitation: the official announcement was out last Thursday. A whole new section is added on rental vehicle methods and ordering (page 10 – 2.4). There is also 2 new forms: Rental Tracking and Rental ordering. These forms will be presented to the Dispatchers since the tracking form and ordering form begin in dispatch. The standard name for the agreement is now “Northern Rockies Off-Road Vehicle Rental Agreement”. Everyone should review the new section and the new forms in the agreement. The main purpose of the agreement is still off-road use paid via an OF-286, however other options for payment do exist now in the agreement.

Finance Section evaluation update: An update has been done. Initially we wanted to add Logistics to the eval, but Logs wants to address the areas of concern at the IMT workshops prior to having an eval process. Mary and Roylene have agreed to address some training with their Logs committee and we can address adding Logs to the evaluation next year.

The format and questions in the Finance eval have been updated and more user friendly for the evaluator. Sections specifying percentages have been removed.

This evaluation needs to be encouraged to be completed so proper documentation is available and consistent evaluations are being done across the region. They lose their effectiveness if only specific evaluators are completing them for their incidents. The ICs need to be included in the process and any evaluations need to be sent to them as well as routed to NRCC.

Ann recommends that a different routing process be implemented. Judy did not receive any evals for 2014. Perhaps the agency leads should be the collection point.

DECISION: Completed finance evals will be routed to the NRCG Business Committee chair as well as NRCC. At each NRCG Biz meeting, evals can be reviewed and information taken forward as needed.

Single Resource Casual Hire Form: The national form has been changed to add Hiring Agency and the ECI #, so a NR form does not have to be done now. Bidy had a version for the NR, but the National form has now come out. Hiring units just need to fill out correctly (mostly ensure hiring unit is showing an agency and not a dispatch center)

Action Item: Send out an email reminder to all dispatchers (which will hit most hiring units)

Lend/Lease Info Update: 2 documents were done by taskgroup to supplement the NWCG document/direction; one is a guidance document, one tracking. Tracey took to the FS IBC meeting; not anticipating any NWCG action. The taskgroup found that the NWCG direction is too vague to implement effectively. When Bidy/Debby were on incidents where lend/lease was used, they found the level of workload was extensive, resulting in a lot of management and oversight to ensure proper payments (thus the additional NRCG direction)

Documents can be updated as needed (keep a living document)

Action Item: post documents to the NRCG toolbox

Websites: The NRCG Business site is going to be updated to a new server so the look may change soon. The toolbox and FAQ documents will be reviewed as well at that time. The web publishing has been sporadic so Tracey is trying to do all updates at once.

DNRC Business is getting updated as well – goes live Monday. If you have comments about what needs to be on there or about the changes, contact Nemah.

Finance In-brief: Lily has completed a USFS template. Showed the example and will forward out to committee for them to tailor to their needs and utilize for their area if they choose.

Finance Webinars, May 19-21 (topics & assignments): Lily is taking this on for Tracey this year. We need to address what webinars we really need to host this year (ex: the AA session wasn't attended very well). Last year's sessions: Personnel, BUYT, Equipment, AA, Unoperated Vehicle, General session.

This year's session ideas: OWCP, General Session, Personnel, Equipment, Cost??, Contract Updates and Clause review. Will also add a Logs session

Taskgroup: Lily, Sarah, Debby, Joanne

Contracting – Clauses update (Debby):

Debby has investigated Point of Hire, travel time, etc... and how the scope of agreement language trumps resource orders, shift tickets. Debby is presenting at the Dispatcher workshop to clarify how the contract is worded for ordering of that contracted resource. Basically education needs to be done to the field on how to administer half day and full day rates. There is talk nationally about how to administer first and last day rates including potentially going to an hourly rate (we hope this isn't the decision). Recommending a calculation of POH/45 mph = half day or full day rate.

Heavy Equipment Taskforce: new solicitation this year for a multi-equipment taskforce including foreman, feller buncher, skidder, dozer, skidgine/pumpercat with transport. The

whole taskforce has to stay together as one resource. May come with 2-4 transports (which stay). If only 2 transports and the operator has to drop equipment, get the additional 2 pieces of equipment, the payment is one guarantee per transport and the additional 2 trips are paid as mileage. The HETF is for use ONLY in NR but can cross state lines in our GACC. Debby anticipates when these resources are ordered, she or Kevin will likely contact the appropriate finance section to assist in payment and how to invoice. There are many items within D.2 that must be specifically followed (ex: can't break up taskforce, breakdowns, one resource order number, etc...)

Expect to have awarded on same timeframe as other contracts (May-April 1). Expect about 10 contracts; maybe many more. Anticipate usage mostly in Idaho and Western MT.

Supplements Review:

The committee reviewed and completed all the 2015 IIBMH NR supplements. For changes in each chapter, review the digest in each chapter.

Chpt 50: Concern over a potential issue with private contractors signing up with LGFF to go out as a LGFF resource instead of a contractor and thus in priority over the DPL process. Might be an internal DNRC / VFD management issue and could be addressed in the LGFF umbrella document (they will address this at their fire business meeting on Friday). Some land offices are requiring titles when the VFDs are signed up.

NR Dispatcher charges letter and state billing of dispatcher time: Kathy Pipkin reviewed and made edits to the NR Dispatcher letter. The intent of the original letter is to cover the non-state dispatchers to work OT on state fires (when no federal dispatchers or resources are otherwise used). This is not intended to supplement base 8 savings. If a normal firecode is created (in addition to a SABRHS #), then federal dispatchers should charge to that code and not the state support code. Questions from the state side include how to document a dispatcher who is not a normal dispatcher (ex: no resource order is issued for local militia). Normally the state does not reimburse for resources that do not have resource orders. Recommend that we readdress the AOPs and see where clarifications can be made in regards to billing documentation requirements (potentially accept CTRs for resources that are not normal dispatchers or other support personnel but are eligible to be billed). Add language saying "appropriate documentation to include resource orders, OF-288, CTRs, etc..." instead of "resource order required".

Also need to clarify direction we're giving in usage of the appropriate codes; mostly how FS employees are managing base 8 savings. FS appropriations Handbook states preparedness funded employees will not charge base 8s to a WFSU code if working their normal position.

Decision: edit the AOP to say Fed dispatchers and state dispatchers can be billed back and forth. Normal dispatchers will charge their base 8 as directed (preparedness funding) then all OT will go to the specific firecode and that OT can be billed.

Dispatcher workshop: Kathy will present the updated letter

IMT Meetings – Finance & Logistics breakout topics: Mary and Bidy will coordinate the presentations at the IMT workshops (finance and logistics respectively). The committee organized an agenda and topics (external document). The breakouts will be Tuesday 1300-1700 Fire 101 refresher and updates, Wednesday 0800-1000 Logs/Finance combo, Wednesday 1000-1200 Finance continued.

Presenters from the NRCG Biz cmt that will be at IMT meetings: Debby, Sarah, Tracey, Ann, Joyce, Deanna, Nemah, Mary Fields for combo taskings. Maybe BertaLee and/or Leann can cover Fire 101 topics from the TIME workshop

Logistics committee update: Still organizing members (most LSCs are ADs or feds that aren't available to commit). Biggest project is a dispatch checklist (kind of like pre-order template) that will be posted on the NRCC page. Training in Boise for FACL or FDUL; none from R1. All the Logs positions are included in the priority training lists. The 310-1 is changing and will be an impact on qualifications of logs folks. NRCG BOD was going to submit names of potential Logs people that could be on this committee; BOD suggested going with agency reps rather than zone reps. They have 4 active members; they are okay with getting non-LSC qualified reps (unit positions or T3). Recommend the new BLM fire CO become a member. Recommend a BLM and a DNRC CAT member. If you have folks, get their name to Mary.

Update from Ops meeting – IMT Finance section rosters: The Ops committee prioritized the 420 & 520 candidates, but no finance candidates. The IMTs finance sections were selected. Poncin is looking mostly full, Turman missing a COST (Sarah is FSC1(t)), Hutton is full, Staats (took Kusicko's team) has LeAnn with Gowan as alternate, Pearson has Jeanne Richardson and Holsizer as their TIME (but she is part of the FSC2(t) pool), Fry has Bidy and a TIME, COST with Wong as alt, JT has Ann and all their folks back, Leach has Sabo and no unit leaders. Debby and Deanna both just went through S-420 but looking to finish their 2nd unit leader this summer to move on to FSC. In the near future (2016) there will be people like Deanna (close to being FSC-t), Debby (close to being FSC-t), Lily (unavailable with maternity leave in 2015) who can job share FSC positions.

NR 2015 Priority Trainee Mobilization Program Plan: NR has issued a Trainee plan with nearly all support personnel listed. Units have to submit trainees through this program's plan for a regional list. Open trainee orders could be filled through this prioritization (once at the GACC level). Committee wants to have input to the prioritization of finance positions. Tracey will work with Melissa. For further info on the Trainee Plan, reference NRTC.

Buying Team update: Mike is working on BUYT organization and has one BUYL trainee. Recommend getting a list of non-AQM micro-purchasers to apply to the buying teams. Perhaps after the FS AQM reorg, Mike and Tracey could talk to Dell about getting a trainee list for the AQM individuals. Workshop is April 6-8 and is for Buying Team members.

PMS 310-1 update: The new one is open for comments right now. NRCG wants to do a GACC response gathered by Melissa. They have a form to submit comments. Tracey proposes that

we submit a Committee response for finance changes. Major Finance Qual change is that to be a FSC used to be required to be TIME + either COST/PROC, now can be FSC with only one UL. Biz cmt has concerns over this proposal setting up the finance sections for failure, especially since we have had extensive history with trying to train up the existing "qualified" section chiefs.

Action Item: submit responses/concerns to Tracey for Business committee response and she will send up. You may also submit your own.

National Incident Business Workshop: GB made a proposal to NWCG to have a national business workshop with a target audience of IBS, Budget, BUYL, Procurement, etc... to be held early March 2015 in Reno, 3 day workshop. Presenters are GACC IBCs, SMEs, interagency, etc... Goal is to have national networking and information sharing.

If they decide to not do it nationally, do we want to have one in NR? Tracey thinks the biggest advantage is to have the face to face networking between all finance and IBSs, procurement, etc...

GACC level cost share: In 2013, an IMT was staged by NRCG and it was charged to a FS firecode; therefore the BOD proposed a GACC level cost share. The cost share is based on a percentage based on what agency contributions are at the regional level. This covers 3 categories: a NRCC expanded, NR Fire support, NR Expanded fire Operations Support. Tracey pulled RO's to see usage for 2014, and there is so little usage that Tracey proposes that we don't bill this year.

The decision documents are in place to utilize each year. Agency leads will have to pull their budget reports each year to look at during the fall meeting.

Action Item: Agencies need to each pull TRs for these codes: H5KH / H5KJ to determine if billing is cost effective.

Committee reports:

Training: Last meeting was mostly going over needs analysis and upcoming meeting is Zone leads only. Lily fwds out finance relevant emails, and we covered the Trainee Prioritization Plan.

Equipment: No major updates. NO inspector workshops this year.

Zone updates:

Eastern: SD has some fire activity last week, no report. Had an East Zone MAC meeting – no Business issues

SouthWestern: have a Logs T3 workshop next week, also need some instructor help for upcoming S-260/261 (Debby volunteered Amy Schenk)

Central: meeting in 2 weeks, Lily elevated an issue with out of GACC nominations of 200 level courses and how zones should handle acceptance. Lily will be out on maternity leave this summer and will have a detailer in place (detailer can come from NR USFS)

Fall meeting date: Billings Dispatch Office October 14-15th Coordinators: Amanda, Sarah, Ann