

NRCG Business Committee Meeting
March 8th and 7th, 2016
Meeting Notes

Attendees: Sarah Lee, Lily Huskey, Sue Clark, Joyce Anderson, Becky Shepard, Wendy Walter, Tracey Nimlos, Wanemah Hulett, Debby Wesselius, Tony Lubke, Donna Mohler, Deanna Crawford, Biddy Simet, Brooke Hastings, Carrie Errecart, Joanne Marceau, Jeff Gardner, Heather Good, Nikki Shockley, Doug Turman, John Nailen and Mary Fields.

- Welcome and Introductions
- Update Committee List (need to change Ted, add Jeff Gardner)
- Review Action Items from Spring meeting

AOP Edit: Had calls and updated changes to the umbrella, Sarah said most have been accepted, won't be ready until later this year, will be doing a mod for 2016, but has not gone to solicitors yet.

National Incident Business Workshop: Cancelled for 2016.

Rental Car Problems: Met to prioritize and clarify the tools we are using, but not creating any new direction. Working with Nemah and Jeff, Deanna, Lily, to clarify the NR guides. There is a lot of confused people. The BOD letter still stands, nothing has changed. Lessons learned, address at trainings, sent out a document. Tracking of the vehicles is still an issue. Lily showed a large list from enterprise of what hasn't been paid yet. Lily will talk about this at the IMT team meeting (ex. ordering, name conventions). How does finance even know what vehicles are out there to do packages on? Every GACC has this problem. Lily has taken it over from Deanna. Jeff is taking the lead for contracting and all claims for the FS. Task group is still going, getting FAQ's out at various meetings. Had successes with the HUB zones (Billings), going to the steering committee and see if anyone wants to volunteer in the other zones. We encourage them to use it. The National Rental group is still working on a national solution. Fires with two different protections, we need to work out the paperwork together so there isn't duplicate payments. Need to sit in a room together and look at the packages.

Develop a comp/claims guide: Sarah has started this but it won't be ready for this spring. Hope to have it done for the fall meeting.

Update property loss report: Done. Attached to the new Chapter 30 supplement.

Finance Evaluations: Done and BOD approved the addition of the logistics tasks for use this year, and it is on agenda for the joint session at the IMT meeting. Nothing is posted on the website yet. Tracey will send everything at once.

Tracey asked Judy Heintz to send her everything she had and there wasn't very many (7). When Tracey read through them, there weren't any common themes. There will be a discussion with the IC's. None of the IC's have seen the evaluations according to Doug. NRCC is collecting them, to Judy and the appropriate agency Incident Business Coordinator. NRCC is not sending them out. Have someone in the business committee get them and they will get them sent out. Sarah will do it. There are a lot of fires that evaluations were not done. Start fresh for 2016. Important for Finance Section Chief to see their evaluations. Not getting to the IC's or the Finance Section Chiefs. No one is getting these evaluations. Get them to Sarah, who will distribute to the business leads, IC's, Finance Section Chief, and Logistics Section Chief. Filling out the evaluations need to be part of the close out process. It might be a few weeks later to fill these out. Do one at the incident, and will follow up later.

- **Decision:** Sarah will now be the contact for the evaluations and will route the forms. Deanna will update the form and it will be posted on the NRCG Business Website.

Incident only EERA: (Jeff) Done through the recommended Chapter 20 updates, Northern Rockies only. Reassignment EERA is written and can be reassigned. The reassignments have to be within the GACC. Discuss again with Chapter 20. Teams sharing them without using a lend/lease. Problems were when things were getting complexed. Discussion of fire complexes.

Lend lease guidelines updates: Done

Committee Members for Logistical Equipment: Done

Sack Lunches: (Jeff) This is a work in progress, specs haven't changed. Type 3 needed some new clarification so the kitchen specs have been updated. Currently, creating an amendment to the solicitation. Will still load the separate lunch specs, the newest ones the zones will know. Creating a BPA template for lunches that will help the zones. Will talk about this at the workshop. Strategies on how to fill resource orders. Will be a recommendation to FS to use BPA's. Lily gets questions about a lot of places that cannot meet these specs. Is there a way we can have a quick FAQ of guideline? Jerky is in the lunch as a snack item. No change on supplemental food. Everyone is confused on sack lunches. Will post on recommendation about guidelines. Purchasers think they need to stay into the per diem rate. Education for on the spot, Jeff will be the lead. Has to stay within our jurisdiction boundaries.

- **Decision:** Educate individuals buying or ordering lunches at the Incident Business Workshop.

Payment Matrix: Done

BLM and BIA contract: On website under fire contracting, when members get national contracts they should send them out to the rest of the business committee. IDL will be changing contracts by dispatch zone. Will put this information on the Incident business website.

Create a subsection from Chapter 50 for Tribe BIA: Check with Amanda

elsuite change request: Submitted request, have a new contractor so may not get everything done. Northern Rockies has three people on the change board.

Chapter 10: Done

NR Business Committee Recorder: Done

Expanded Dispatch: Provide a list of issues to Sarah. Buying team needs to understand what the buying team needs and expanded needs to understand the buying team. Sarah can take dispatch issues that come up and tell the steering committees.

Chapter 50 Addition, Talk to Tim Murphy about cooperators BOD regarding pricing elements: Debbie, where did the pricing come from and if they are more expensive than contractors? Until the questions are answered he cannot go back to the BOD. Local government vs. Contractors, looking into it more. Talk in Chapter 50 more. The states vs feds we charge actuals, the fire department will charge more rates. A task group is being formed by DNRC to work on cooperator rates.

R4 FMAG demob letter: Wendy has asked for it and hasn't gotten it yet, but will share with the group to review and decide if we want to use it, too.

Reasonable Accommodation discussion with HR: Bidy had the conversation and this should be an HR discussion, not incident business decision. Needed to have gone through the process with their home unit HR prior to accepting an assignment. Reasonable accommodation is based on our standard jobs in their PD's. In AD world they need to follow the same policy within their hiring agency.

Team Pre-Orders: Mary has developed the checklist and thinks they have it in 308 format so they can post it on the NRCC website. More of a checklist vs. an order. Mostly covering highlights of what all teams will use. Tracey asked if there a checklist for out of area teams that come in. Will be discussed at the Dispatch workshop in April.

Agencies that provide pre-season agreements: Need to provide names and addresses to Nemah and Wendy for W-9's- Still send these to them for the contractors. Debbie will send additional information (DUNNS and TIN #'s). Discussion on this.

Create mandatory boiler plate language for transports: that will go in Box 16 of the incident only EERA- Discuss with Chapter 20.

Buying teams: Review in Chapter 20

IMT Agenda ratification process: Done and on the agenda. Tracey has to find someone to do it by the end of March.

Dispatch Agenda: Done

Formalize proposal to separate logistical and tactical COR's: Needs to be presented to the BOD, need to find program people to work on the specs, a logistics person would be good for the DNRC contracts. Ann is the new COR for the BLM logistics contracts.

ICPI documentation from each incident doc box, final report: Talk about it later

Review Heavy Equipment Task Force Language: Good for another year, will work with the Ops Committee some more.

Incident Business Workshop Group May 9th -13th: Over 100 people signed up. Accepted everyone that applied. Will still take late noms. Cadre had a couple of calls and each sections are working together. Everything is going well.

Helo Manager Refresher: The business information may be getting dropped.

New Business

IBA Refresher Workshop: Add something to the workshop in future years and let the zones provide any needed refreshers at that level.

FY 2017 Trainings:

- ICPI class at zone level
- elsuite

Input into the NRC Briefing Committee letter to out of GACC IMT's: Can add a paragraph to it, something about how to coordinate with local business practices, read the payment matrix. Send Tracey the comments and she will pull it together and get it to Greg Morris.

IMT Meeting topics: Operations Topics - Debby will cover administrative contracting stuff, patient transport, demob schedule, time 101, work rest and mitigation of, if anything that Ops should hear. Safety may need a refresher regarding accident documentation.

FSC Trainee Pool: Hasn't really been talked about it for a couple of years. Have three trainees in the Region. Debbie needs an assignment out of GACC. Deanna can go in off season.

Unit Leader Trainees: Hard to keep a list on these, people should submit themselves on the priority trainee list.

Dispatch workshop topics and who will attend: Sarah will be there all week, Debby will be there, and Lily can be there Wednesday.

- *Potential Topics*

- Rental vehicles, buying team, expanded dispatch
- Email Sarah topics by March 31st so she can bring them up.

Finalize R & R in place guidelines:

- Tracey gave out all the comments she received. Audience for this is the teams. Because there was so much R&R in place going on.
- Keep the red part, remove all the bullets and put in Chapter 10 supplement. Keep it simple.

Lend/Lease Language: Biddy was on a national call on a cost class and it came up there. Biddy emailed a copy of the NR document with edits, it is in draft form. Accepted by the committee.

How long should an injured resource charge to the incident on which the injury occurred?:

If it is an AD employee they have until they would have been released from work. Medical cost would be charged to the fire. Federal system would not bill a state for these charges. Northern Rockies injury guide talks about it a little bit.

6 Party Agreement: Submitted our comments and it is being worked on to finalize.

PII Update: Updated the language to address elsuite, took out Tyler and put in Patrick, table this until tomorrow.

Local Incident Support and ITeams (Jeff): High tech resource list that R6 has used for a few years. R1 FS is now using their system. Hopefully this will save time for incident resources. Each FS AQM zone is getting their equipment resource list together. Regional list that you can look at resources around after you run out locally. Has all information including contact, Duns #, and an easier way to look up resources. Hopefully this will be working by fire season. Buying teams and COR's will have access. For the feds they will be payment ready. Has a map, and if you put in dozers it will show the closest resources to you. We don't know where it will live yet. Training on Chapter 20 so better rates can be negotiated. Letter was sent out to contractors in January. Have one point of contact with Jeff.

- Local incident support, will try to have zones, 3 person Buying Teams, organizing AQM local response, more formal

OF-288: Sarah sent out a couple of fillable versions.

OF-289: New inspection form is different. Everyone looked it over on the projector and made comments.

Combined CTR and Shift ticket (for cooperators): Tracey took to National Meeting, no one wanted to take it forward as a national form. This form can solve a lot of problems. Nemah and Wendy should take this to the Western States Business Committee.

Billing discrepancies between fire codes: Resource orders changing due to being reassigned multiple times and then the OF-288 shows numerous fires, how does this get billed?

- Always follow the OF-288 to bill
- Send a copy for the OF-288 to the agency getting billed with the applicable resource orders

Type 2 Crew Agreement: No response back yet on the request to review. There is going to be a lot of changes to it before it is extended. Why do we have it? Came from the MAC group. DNRC will extend it till October 31st as a DNRC-only agreement. We need to look at it more. This was not a solicitation. Signed up two contractors and this is a GACC-only resource. The business committee doesn't support it. BOD wants it. DNRC will bring it up at the Fall FAC meeting to see if there is any support for continuing this agreement. If not, DNRC probably won't continue the agreement after the October deadline. Pull this from Chapter 20. Use it like a cooperator. Nemah will send it out with updated edits.

ICPI (Wendy): Were used several times on IDL fires last year and would like to see the cost upfront. This is an issue for the BOD. Wendy wants to see where these cost are coming from. Has concerns about the cost shares. They charge to one code and they cost share it out. Resource order needs to charge to the incident for IMT ordered ICPIs, but roving ICPI groups will charge to cost shares. Wendy will need to have her Bureau Chief take it to the BOD.

Committee Reports:

- *Mary Logistics Committee*
 - Evaluation forms, and checklist, spring meeting March 28th, Jeff is there as a contracting liaison.
- *Doug Ops Committee*
 - Reorganized by eliminating the IC's. They have their own group.
 - They are now a sub group to the OPS
 - Proposal from the board that they asked the Ops committee to add the Eastern Area Type 2 Team to the NR rotation, the recommendation is that they need to keep this tabled, maybe once we reach a certain level maybe get them into rotation. Possibly get them as an agreement to go directly between GACCs.
 - One team rotation, people on-call less.

Updates/Editing of forms:

- PII Incident Security Guidelines
- NRCG Check in Form
- Inspection Form: (No post use inspection forms) New IIBMH does not require post use inspections anymore. We need to document any damage and just put it in the box. Get the message out that if there is damage it needs to be documented and is not always the end of the world. Use this for the team

meeting during the joint session and is a use of the logistics part of the evaluations.

Wednesday March 8th

Northern Rockies Business Survey: Still being completed (closes May 1st), most people are coming in from budget, finance, and administration positions. A lot of EQTRs and Buying Team members. Most participate in local Type 3's. Training results varied. People really want to learn more about COST and injury topics. Sarah went over the key points of the results and will email out the completed survey once closed.

Editing of Supplements:

- Chapter 0
- Chapter 10
- Chapter 30
- Chapter 40
- Chapter 70
- Chapter 80
- Chapter 20
- Chapter 50

Next meeting:

- November 2nd and 3rd 2016 in Helena at the Central Land Office

Zone Reports:

- *Central Zone:*
 - No zone meeting this year
 - Lily and Deanna will be alternating S260/261 every year
 - No scheduled training in the zone this year
- *Eastern Zone:*
 - Joyce will attend their fire meeting
 - Miles City is doing 261 and half day review of 260
 - Outreach for Joyce's position is out soon so there is an overlap before she retires
- *East DNRC Zone:*
 - Been pretty quiet, met last week
 - IC's really liked the Heavy Equipment Task Force and want a checklist
- *Southwest Zone:*
 - Having staff meeting and Deanna will be attending
- *North Idaho Zone:*
 - Maybe a Type 2 reorganization

- *NW Zone:*
 - o Type 3 workshop March 24th
 - o Bidy instructed e-ISuite last week
 - o Doing Status Check in Recorder at zone and e-ISuite at the class

ASC Guide: Discussed errors in the 2016 ASC direction.

- Page 10, sample of OF-288 there is an error as it uses the P-code and not the fire code.
- Page 4 item 3.4, can send scanned payment packages for ADs, remind people you still have to mark the originals in the package as being sent.
- Page 7-8 cooperative agreements, they have wrong information. They will take scanned documents.
- New language at the bottom of page 9, the finance official is responsible for an audit.
- Page 15 requirement to put the 6 digit in the box, has been elevated. Need to update their direction with the new form.
- All issues have been elevated

National Group call Becky and Bidy were on: They were looking at the envelope and she showed them a copy of her update envelope. Everyone seemed to like the form.