

**NORTHERN ROCKIES COORDINATING GROUP
FIRE BUSINESS MANAGEMENT COMMITTEE
November 3-4, 2010
USFS, Bozeman, 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 South Zone Rep
Wendy Stephenson, USFS, Contracting Specialist
Georgia McAdams, Yellowstone NP
Tony Lubke, Bitterroot Dispatch
Krista Babeck, North Dakota Forest Service
Sarah Tunge, North Dakota Forest Service
Deanna Crawford, North Idaho Zone Rep

Wednesday, November 03, 2010

Reviewed charter:

Added North Dakota Forest Service under Incident Business Coordinators

Reviewed Action Items from March, 2010 meeting.

- Procurement for Incidents Briefing paper – respond to Kathy Elzig. Tracey thought Kathy was going to put the contacts in the Mob Guide.
- AD/EFF casual guidelines: done
- PII General Guidelines: done and posted to our website. Further action: update at team meetings. Lily and Deanna will stay on top of updating this.
- Finance Webinar: went well except for some technical issues probably from lack of software downloaded.
- IMT Finance/Business presentations: went well last season and will occur again this year.
- Finance Section Evaluations: The revised version with the routing information will be posted to the website.
- Agency-to-Agency rates: As a contracted project, this is cancelled. However, the state of MT needs all agencies to give them an idea of what an agency-owned Type 6 engine would cost to respond to a state fire.

New NRCG Executive Secretary: Kitty Ortman.

All website posting information should be routed to Kitty Ortman.

Training Courses:

- **S260/S261:** discussion of materials and on-line course.
- Curriculum is set up to be offered as a combined course but the audience can make it difficult to utilize. Each zone will have to decide how to present the classes based on their audience.
 - *Decision:* instruct directly out of the IIBMH and eliminate the student workbook. Have quizzes, final exams and other scenario material on hand for the classwork.
- Consider offering the “Fire 101” session as a refresher for each zone.
- **Webinar topics:** there was some discussion last spring that some items were not addressed or questions that were not answered. Route topics to Tracey for this year. Webinar notes will be compiled and posted to our website.
- **IFL:** Joyce will continue to update and post to ftp for all zones to use.
- **Full I-Suite:** Sheri and Tyler Hackney have been working with Paul Fieldhouse about getting NRTC to sponsor a full session this coming training season. IFL misses the Plans parts. Consider tagging an “Advanced Cost” section to this class at the end, so folks can choose to stay.
- **Advanced Cost:** Joyce and Bidy with work to roll out a session this year. Consider tagging this along with IMT meetings.

NRTC Class presentation commitments:

The following committee members will contact course coordinators for presentation time in courses:

- Incident Medical Specialist: Tracey
- Helo Manager Refresher: Bidy-Butte, Ken-Coeur d’Alene
- Human Resource Specialist: Deanna
- DIVS: January 24-28: Deanna
- Logistics courses: March 14-18: Lily
- Helibase Manager: Feb 15-18: Sheri
- Helicopter Manager S372 Missoula, May 9-12: Bidy
- Operations Section Chief: Dec 6-10: Tracey

2011 Training Issues:

- IBA course in Region 1: Do we need to sponsor one? The Boise class is still open for nominations. If we skip this coming spring, we should strive to get on the NRTC calendar for spring of 2012. We need to make sure we’re on our zone needs analysis.
- IMT Finance Breakout Session: Tracey and Pam will collect issues to be discussed.
- S260/S261 “required” vs. “recommended”
 - *Decision:* no recommendation from this group to move this forward to a “required” status.
- S-460: Operations Committee would like to present information at our courses. Sheri is OK with it. Bidy will report back to the Ops Committee.

Incident Procurement Training:

Course Capacity: Bob Marshall Room – 50 people.

1300 Monday through noon on Thursday. April 18-21

Wendy Stephenson, lead instructor, Pam Okon: Course Coordinator

- Wendy will set a conference call with the training cadre to review options/topics and put together an agenda of what we need to cover.
 - Cadre: Tracey Nimlos, Pam Okon, Biddy Simet, Wendy Stephenson, Del McCann, Deanna Crawford, Mary Jo Loman, Ken or other IDL, BLM person via Joli.
- Surveys from last year were overwhelmingly positive: However, it was very Forest Service heavy. Could use more state involvement.
- We need to address the need for fire procurement. Each year have a specific theme: like Procurement Unit Leaders, Logistics/facilities/Land Use Agreements.
 - THEME for this year: Type 3,4,5 local support without a formal Buying Team.
- Previous focus for this course was for folks who wanted to be on a Buying Team or be a PROC. We need procurement help from folks who are not on a Buying Team but can assist smaller fires.
- Consider re-advertising the class with a new definition of the course objectives.

Buying Team Application:

Sent to committee for review from Debby Wesselius:

Recommendation on the application:

1. remove the bold section for USFS CO and PA so it's interagency in nature and broadens the pool so we have alternates with higher authority. We need to start pulling in new folks for a succession plan.
2. Are we trying to create or re-establish "short" Buying Teams. The application looks like it applies to both full and short teams, but right now no short teams are established in the Northern Rockies. New short teams would be the training-ground for a regional-level full team that meets the national Buying Team standard.
3. Expanding from the application, we would like to make a recommendation to the BOD on the creation/selection of Buying Teams.

Other thoughts on Buying Teams and Finance Sections:

- We need a succession plan for USFS contracting and availability on Buying Teams due to significant retirements in the near future.
- Task to the group:
 - Identify potential folks who are interested in finance positions. Look within our units, offices and zones. Once identified, work with the operations committee to get these folks identified as trainees on the teams. We can work to mentor these folks (but: who are we going to pair these folks with). *Make a list and forward it to Pam Okon by Mid-December.*
 - IMT Finance Positions: Business Committee will develop an ad hoc list of qualified Finance people who are not attached to IMTs, but could fill in for 2-3 days in the absence of regular IMT members and could also act as mentors/trainers to new folks. Ken, Pam, Joli and Tracey will work to become

involved in the IMT selection process to see who's on board and who can work to be quality trainees.

Contracting Update: Solicitation Plan – SAC update

- Northern Rockies Bus Contract was extended to 12/31/10. (National solicitation for crew carriers). Coaches and shuttle busses will be commercial items.
- Reefer units were on the National Solicitation – only 1 response in Northern Rockies. Debby is looking to WO for permission to deviate from that plan. Without that we would need to do Incident-only EERA.
- Fuel Vendor Credit Card: went well this year. Only four vendors were mobilized.
- Type 3 caterer for next year: Velvet is asking Mary Clark if she can do the solicitation.
- Road Graders: Velvet will also work with Mary Clark for solicitation of road graders.
- Transports will be solicited by the USFS.
- Type 2 IA crews: Northern Rockies will host 4 crews. Two on the Lolo, two on Idaho Panhandle. Solicitation has been completed.
- USFS Regional AQM will decide if folks in the field will work with VIPR. No timeframe for decision.
- Kevin is planning a Big Iron and Inspector workshop: last two weeks of April at Lubrecht Forest (crawling stock) and a second one in the Billings Area. Available on SAC committee tab of the NRCG Website.
- Mary Fields gave update on the specs on the Type 3 caterer.
- SAC Committee notes are on the NRCG Task Group Page.
- If anyone had trouble with transports, contact Debby.
- Fuel Tenders: FS has a national template, but BLM will continue to do the solicitation in the Northern Rockies
- SAC had some discussion about Comm Trailers and Helicopter Operations trailers. Will get with Bob Quirino about necessary specs for a Helo Ops trailer.

IMT Meeting Topics:

Payment Package Processing:

The proper processing is mentioned in the IIBMH, but errors are still occurring in the field. This should be mentioned in the Business Committee / Finance breakout sessions at the IMT meeting.

USFS AD Travel Process:

Putting it on the OF-288 is a relatively simple process, but it's been applied inconsistently this year. (Joyce has a form for the AD to use to provide the information – will share with the committee).

Other Issues and Discussions:

Cost-Share Template and Decision Document:

It was prototyped on one incident this year, but we don't know if the document was ever signed. Pam will follow up on it. Currently on the NRCG Bulletin Board page as a "prototype". Needs to be approved by the NRCG BOD.

GSA Short-Term Rental Program: Can we use it?

There's a link for it on USFS AQM site. Place an order through that. But we need a deep pool of vehicles from a large hub airport with lots of vehicles. Probably won't address our needs here. Spokane may be the one place in the GACC that could handle it. A lot of research needs to be done on this program to see if it fits our needs in the Northern Rockies.

PII:

Deanna and Lily will continue to work on this issue as information evolves. Will present at the IMT again and will make sure website information is posted.

Incident Recycling: Deanna

Last winter at the FMO USFS meeting, she got introduced to the western collective group for Sustainable Ops: Greening Fire. Reduce reliance on bottled products and what other items of waste can be eliminated, and how can the purchasing become greener in the first place. Doug Thurman's team has agreed to be a test for this: on one incident, do business as usual with bottled beverages. Second fire - use no bottled water. Get a potable water truck and use cubetainers. Ultimate goal is be able to provide safe, clean water without bottles.

Waste stream analysis: looking at Type 1-2-3 fires with dedicated "dumpster divers" to see what's in the dumpsters. Got out on five fires this year and will provide data later. Will also be reviewing the procurement records to see where waste can be reduced. Next step in the process: Team may get together in Dec or Jan after the Sustainability Summit and/or when the dumpster diver data is available.

Each host agency/unit needs to provide an Incident Recycling Coordinator as a liaison with an IMT and local recycling regulations. Maybe someone from the local cache ordered as a "cache demob specialist."

Joyce requested that Deanna send around her Idaho plan again.

Tracey will inquire about demob/recycling specialists at the Missoula cache who are available to facilitate the disposal/distribution of recycled items from the fires.

Website Review:

Finance Section Evaluation: Needs to be updated to include the Routing Information. Lily will update and send to Kitty to add to the website.

Remove memo for Revised Overhead Rates in I-Suite version 9.01.00

Transition Checklist, the Quick Cost Estimator, and the Payment Review Checklist: Joyce will update.

Tracey will see if there are updates to the Incident Sign Orders (thru USFS Engineering).

NRCG-BOD Business Committee Presentation: Issues that Tracey will bring forward:

- Business Committee members or agency-leads would like to be part of the team selections. We'll use this winter to try to get participants and create a mentoring relationship.
- Ad-hoc Northern Rockies Finance Sections: available to mobilize for a short period until a full team can be assembled. Different from an alternate list that implies long-term

commitment. May allow interested folks to get involved who can only work for a few days.

Supplement Review: Committee members will review the supplements in preparation for next spring's publication. Pam Okon, as vice-chair, will collect the final versions.

Timeline for supplements:

March 1: drafts with our initial changes emailed to each other for review.

March 10-11: Respond back to each other.

April 1: (or maybe at the IMT meeting).

Chapter Assignments:

Chapter 10: Bidy with Ken, Krista and Pam for state information

Chapter 20: Lily

Chapter 30: Tracey

Chapter 40: Debby

Chapter 50: Pam, Ken and Krista

Chapters 70 and 80: Joyce

Joli has the last Word version of the Supplements. Will send them around for our updates.

New Committee Chair:

Joli Pavelis

New Committee Vice-Chair:

Pam Okon

Next Meeting:

March 15-16 in Missoula

Tracey will handle logistics.

(IMT meeting will be the week of March 21)