

NRCG Business Committee Meeting

DNRC Central Land Office, Helena, MT

November 25, 2013

Attendees:

Joli Pavelis, IBC USDOJ
Joyce Anderson, SC MT Zone
Lily Huskey, Central MT Zone
Terri Tangen, NW MT Zone
Joanne Marceau, MT-DNRC (Fire payments & State Bills)
Tracey Nimlos, IBC USDA-FS R1
Deanna Crawford, North ID Zone
Pam Okon, IBC MT-DNRC
Shirley Ehmann, SW MT Zone
Ted Mead, DNRC Fire Bureau Chief – NRCG Board Liaison
Ann Vogt, Equipment Technical Specialist
Debby Wesselius, Contracting Technical Specialist
Mary Fields, Logistics Liaison
Mary King, BIA (Billings)
Kathy Eder, BIA (Billings)
Amada Boatright, USDI – BIA IBC
Tim Murphy, NRCG Contractor Liaison
Karla Luttrell, Dispatch Liaison (for Tony Lubke)
Wendy Walter, IDL IBC
Becky Shepard, Eastern MT Zone Rep

Review of Action Items from Spring Meeting

- *Items for IMT meeting Finance Breakout – Done*
- *Sticker for equipment package envelope – Not Done (lily) will aim for 2014*
- *Rental car cheat sheets – Done~ but may not be used in 2014...New Rental sub-committee will determine*
- *Review Contract Extension form process – Done*
- *Mail FTP site to everyone – Done*
- *S-260 update – Done*
- *Finance Evaluation – Revise TITLE – Will Revise for 2014, CURTIS will post to IBiz Web.*
 - *Will need new webmaster after Dec 15th*
- *MT & ID input for payment info sheet - Done*
- *TY3 Workshops – Done & ongoing- Template & materials available on the NR-ftp site*
- *BUYT Application – Done*
- *Mini Guide – Done (is in the IBiz Toolbox)*

- *Drop USFS Requirement for Warrant for PROC – Not yet done. Tracey took to National Forest Service IB meeting and not much support – R1 appears only area severely short on PROC’s...*
 - *Lily & Debbie W. – alt would be to have a SUPER EQTR to fill that middle management position & duties. ~ are THEY available???* Current need met largely by FSC’s.
- *Contracting for Fire Website – have DNRC link moved up – Done*
- *Wendy worked on C50 changes*
- *Web TOOLBOX – Done*
- *Final Supplements – Done*
- *Ongoing:*
 - *Ty 3 Workshops*
 - *2014 Finance Evaluation*
 - *Equipment Package Stickers*

2014 Solicitations (Tim, Debbie, Pam, & Marshavia Clark)

- 3 handouts – 2 Primary are on NRCG Website
 - Power Point
 - Hot Topics
 - No more cascading set asides
 - Help police bad apples
 - NR NWSA (Natl. Wildfire Suppression Assoc.) pilot for IA Engines
 - RON (significant issue – especially on TY3 incidents)
 - **Tactical Tenders** – ordered 5 times in 2013 (UT, AZ, NM)
 - Tim still feels we should not give false encouragement to vendors to build this very expensive equipment that will rarely be used for N. Rockies incidents.
 - ***A N. Rockies rate is already established for use of Local Gov’t equipment*** – FD’s could meet our need, except for the restriction that we can’t MULTI-TYPE. i.e., Support WT/vs Tactical WT – System will double count and this presents a distortion of the true number of resources.
 - N. Rockies OPS committee has said for 3 years that N. Rockies does not have a need for tactical tenders.
 - N. Rockies incidents ordered Tactical tenders for 4 incidents in 2013. ***Dispatch office can work with the local DNRC Lands office to change the type in ROSS and pay via the established C-20 rates.*** TY3 Engine is an alternative...
 - Some discussion in the Equipment committee, if we still need a water truck definition – the ones we use now are to water roads in camp. IDL wants to keep at least thru 2014. Basically used for Dust Abatement ONLY. Support Water Tenders can also meet this need, i.e. they have spray bars – do we still need a separate designation for ‘Water Truck’??
 - Rental Vehicles - ***See Below
 - Limiting Awards – some GACCs want to limit awards

- Contract vs. Fire Dept. Costs & Dispatch Priority (Cost Analysis requested by NWSA)
 - Alcohol & Drug Issues – **significant** issues in 2013
 - Out of GACC Administration
- % of effort for various equipment's (Rental Vehicles are at top of list – even over tactical eqmt)
- Solicitation Plan 2011-2015
- 2014 Solicitations list and schedule (handed out)
- \$100mm spent in 2013 for contracted resources
- Pre-Proposal meetings again planned across the GACC.
- Gray Areas: Would BLM host Tent solicitation in 2014? Would IDL take on one of the DNRC solicitations (since Pam is losing a person).
- **DNRC will NOT be hosting a Sack Lunch solicitation.**
 - make sure specs get on the NRCG website
 - also add FAQ's to the website
 - Folks will then have this information when they **procure locally via CC's. No negotiated prices – just purchasing a meal at a commercial price.**
- BPAs are a tool for whole season (not Incident Only) – Paid with a CC – identifies requirements and who is authorized to place order – Basically a resource list, not a purchase instrument or sole source procurement. Use this for setting up lunches with vendors, pre-season. (for FS the preferred method of payment for BPAs is via CC)
- National Changes: All the trailers; GIS, Communications, and Helo will be National 5 year solicitations beginning in 2014.
- NRCG dropped the Clerical Support Trailers (none actually located in NR's & no request for use)
- Recruiting? – Who is light on Heavy Eqmt & how to recruit new vendors? Excavators, Dozers, Transports. Get word out on pre-proposal meetings in 2014.
- Changes to Toilets & HNDW:
 - There are a few places where we could beef up the language, re the government's rights and the basis of award. Location of vendor, meeting date & time needed, contract administration – **don't like to see multiple vendors on a single incident** – government retains the right of how they choose to administer the RO's being issued, number of units available, location of incidents. Clarify some of the language
 - Some duplicate language could be simplified... and only make a statement once – if needed later in solicitation, reference the original occurrence.
 - Comment (Lily) Expanded often feels they need to 'spread the wealth' to multiple vendors on a single incident – how to best clarify this...?
 - Tracking is a huge issue – for all un-operated equipment, principally rental vehicles.
 - Adding mileage back in for less than 10 units for porta potties (vendors requested)... Thoughts??
 - We can't run the risk of not having units available...
 - Maybe vendors need to look at unit pricing levels...
 - Smaller vendors in same group with larger vendors – DNRC also imposed a ceiling...

- Tents will be ratchet down to TY3's & TY4's
 - Will Insulated roofs and additional coolers be added as bid items? Mary could probably round up some Logistics folks to write the specs. (Logistics Committee still working on Charter and should be up & running in the spring of 2014.)
 - Will Heat be added? Such as the Dragon™ heaters used in 2013.
 - Not sure if BLM will host; if they do, it will be Marshavia Clark... for Logistics Committee to coordinate with.
- Un-Operated RENTAL VEHICLES
 - Debbie W – From a federal C.O.'s prospective – ensure performance is in compliance of the award, and safeguard the interests of the federal gvmt, and also ensure the contractor is treated fairly & in compliance of the terms of the award. Ensure that it IS administered as stated in the award. ~~ We take possession of property, we use it, we are responsible to pay for it, and for any damage we do to it. We've shifted the risk to the vendor: not inspecting accurately, not doing correct use invoices, reassigning without new E# done correctly, return with damage and no clear contact for damage or payments – all of the risk sits on the vendor based on the original E#. Vendors don't know where it has been or who to contact. Question is, should a federal C.O. still sign this agreement for future use? **Purest use of this solicitation is for vehicles that go off road to meet operational needs.** Being used as a travel program for fires vehicles to deliver people to incidents, for Dispatch/Expanded drivers; often not for off road operational needs. Using a credit card, ties payment to individual cardholder. This agreement has NO accountability for use and payments. We need to take the risk off the vendor for payment purposes; and we need to administer it as we say we are going to administer it. Currently NOT being done.
 - Suggestion:
 - Task groups to work on the issues (Agreed):
 - The 2014 Agreement & NEW SOP's to reduce the total number of rentals, (also possibly reducing use of POV's, and AOV's). TRACEY: Agency vehicles should be used with drivers to move people to and from fires as 1st choice for transporting people to incidents.
 - **Sub Committee for Rental Vehicles: Debbie, Lily, Deanna, Mary (Logistics), Ann Vogt (Dispatch), Pam Okon, Irv Leach (IC), Kerry (Missoula Dispatch). ((Lead: Pam Okon))**
 - **Changes to the solicitation are due before January 2014.**
 - Limit what we are actually soliciting for – get rid of sedans, and only have off road vehicles to be used by ground resources.
 - Get IC's involved ~ Irv Leach
 - Finished product will change the way the solicitation is written and administered, reducing the risk to the vendors.
 - SOP's to NRCG Board who will then write a letter to IC's and Dispatch directing them on how the solicitation SHALL be used.
 - AD's will not be able to use unless rentals are needed for field positions needing off road vehicles.
 - Dispatch is currently using the agreement to move people around, when the person being moved does not have an agency travel card.

- *We need to either ratchet down the process so payment centers can process and so vendors are not harmed; or we need to put a process in place to pay via cc's only.*
- ALL rentals must be authorized on a R.O. – if paid via an employee's travel card the rental is authorized under the employee's O#. The vehicle is not issued an E# as no invoice (OF-286) is being produced for payment. Vehicles rented on travel cards are paid thru the employee's agency travel program and these vehicles are the responsibility of the individual employee renting the vehicle.
- If rented under the agreement – it is not an individual's personal vehicle; it is being rented by the Incident. For people who have not followed the administration properly – it is a performance issue. If vehicles are ordered by an incident, for people to drive to an incident – the vendor needs to have an absolute point of contact.
- Shirley: The Vendor often does not know who to contact – also the vendors billing office is a corporate location, not the vehicles pickup location.
- Direction also needs to be in the SPECIAL INSTRUCTIONS of the Agreement itself; not just identified in the solicitation.

Contracting Issues

- Not enough stand-alone transports. There may be even less in 2014 due to carrier insurance issues. Will probably eliminate about a third of those currently listed. Vendors misunderstood that the purpose of a stand-alone transport is to transport **ANY** equipment needing to be moved; not just their own.
 - Need to recruit additional vendors of stand-alone transports
 - Insurance can usually be gotten quickly, often within a day or two
 - Can also use Incident Only Agreement for Transport Company's in the Phone Book
- Double Shifting transports
 - Issue is that there is no avenue to pay double shift for the transport – the only double shift rates currently in place are to double shift the equipment brought in by the transport. Right now the transport has to file a claim for additional operator fees. **Can we add an additional operator rate in C-20? Will look at that for 2014. (Essentially double shift compensation).**
- EQPI, ICPI, Leads, etc. ~ rates are a big issue; N. Rockies having exception positions, different from the National Pay Plan, and historically being paid at a higher rate.
 - We established exception positions: NRCG Lead Inspector, & NRCG Lead Incident Project Inspector, Technical Specialist (PD's for those 3). Leads get \$10/more per hour – causing friction with folks not designated as leads. 'Leads are being asked to function at a higher level ~ field trainers – developing next generation, investigators, troubleshooters. These positions were developed prior to National positions being established. Can we just use National positions? Answer: N. Rockies have additional requirements for LEAD positions so feel they are entitled to additional pay to compensate them for additional tasks. No

- training required to be certified as an EQPI – can take an engine boss and use them to inspect an engine. Also, training alone is not generally an entitlement to higher pay...
- Orders are not clear in identifying the intent and thereby the rate assigned.
 - DNRC is losing their pre-season hiring authority. If you are a pre-season temp or an EFF during the season; you will now have to choose – not both. In the past, DNRC had agreed to hire these positions for interagency use so all the inspectors would be paid the same rate – DNRC is the only agency with non-fire hiring authority for seasonal fire support positions; but now cannot use them as pre-season inspectors, and also as suppression EFF's.
 - **Q) Are N. Rockies positions working at a higher level and entitled to the higher pay than the National positions?** They have been working for higher pay for several years and may not do the same work for less pay. N. Rockies is currently using several people who retired from highly skilled professions, and who have investigative skills that have value, and are being used. Are they actually being paid for working at a higher level for the job as identified, or are they being compensated for a special skill set that we value (i.e. ex sheriff or ex legislator) ~~ Standard Business Practices is that anyone who reaches a certain level of qualifications is then utilized to train the next generation, and that training does not merit/earn a higher pay level.
 - **Will review PD's and revisit prior to supplement issuance in the spring.**
- Fuel Vendors
- Had more issues with certain types of cards rejecting. Sometimes when the vendor came back to get additional information, such as a pin# or mileage required to process the card, and the resource had already left the incident.
 - Often the PIN is not provided to the fuel vendor so the card will not run. IDL cannot give out their PIN.
 - IDL resources are supposed to present a paper to Finance Sections that defines how payments are processed and how fuel issues are managed. And this also provides the Agency POC.
 - BIA – Chief Mountain; DNRC; All issues were with Agency Cards.
 - ***CACHE is no longer making FUEL/OIL ISSUE TICKETS; current supplies are all that are left available for use.***
 - Finance should be able to provide a POC for each agency.
 - Half of FS cards require odometer readings.
 - On the Gold Pan & Gold Creek fire 75% of cards rejected (due to vendor equipment issues)
 - Webinar Topic.
 - *What about a 1 page FAQ for the FUEL VENDORS? (Shirley will work on this)*
 - We are down to a total of 9 fuel trucks in the entire Geographic Area – 5 have dropped out in recent years, not worth doing business on fires...
 - ***At morning briefing, if you have a fuel truck on site – announce: if you need to enter a PIN or Odometer to get fuel 'at the pump' then be sure you give that same information to the fuel vendor on the fire!***
 - Add PUPS and TRAILERS as options when the fuel solicitation is next issued – maybe with operator & also as un-operated.

Sharing Cost Share & Staging Mob Centers & Interagency teams

- Templates and an avenue of sharing costs, when charged on the FS side to generic codes where it is impossible to break out costs after the fact.
- Identify C/S items in the template. FS needs a unique code established at the beginning of the year. ONLY to be used for specific items. At the GACC level.
 - i.e. staging a team that will be C/S'ed
 - Kathy Pipkin &/or Bob Gilman from NRCC would identify the C/S situations.
 - Agency Split will be identified for the entire season – not on a case, by case basis.
 - Specific to the GACC
 - Missoula Dispatch already has a C/S in place.
 - TASK ITEM for AGENCY LEADS – **NRCG BOD Cost Share Business Committee Tasking**
 - Wendy, Jolie, Pam, Tracey, & Amanda – BOD wants report on January 21st. Tracey will take the Lead.

Local Gvmt not carrying copies of agreements in engines/tenders.

- Lolo creek – even having a designated person tracking them down, took over a week to get all the contract info into the finance tent.
 - Per Pam Okon – should have worked thru the local DNRC Land Office; they have copies of all Local Department agreements, if this was an issue for Local Government.
 - FSC's can also request assistance from the Land Office – they need to communicate the need.
 - County Fire Advisor is already identified in the supplement (at least for MT) as 'Agency Assistance for Local Fire Forces.'
- IMT meeting topic.

Buying Team Coordinator/Buying Teams & IDL Procurement Team

- Tracey will continue as BUYT Coordinator as most of the issues with BUYT Leads and scheduling involve FS employees. ~ Mainly during the application period or when a team leader is not available. (will not be rotated among the other agency IBC's)
- Leaders do most of the coordination for the team themselves.
- Using experienced fire procurement people to 'mentor' procurement folks from other agencies with limited experience – during actual incidents, helps expand our capacity.
- Yellowstone Park continues to reach out to FS AQM for incident support. This is not a FS responsibility and YNP is sending several people to the Incident Procurement Workshop in 2014.
- Buying Team SOP's is a proposed deliverable. Still pending...
- Short BUYT??? Still looks like staffing would prohibit this in 2014.
- Dispatch (Helena) ~ micro purchasers are generally attached to AQM; and AQM wants Units to go find micro purchasers not attached to AQM to support incidents – but most of the micro purchasers not attached to AQM are front liners or field personnel. Support purchasing is still one of our biggest struggles when the incident is not large enough for a full BUYT.
- IDL developing BUYT – even for TY3 or TY4 fires. Focus is Idaho State incidents (for now...).
- MT & ID are interested in training folks to participate in interagency BUYT's, but have serious concerns on how to minimize the dollar limit of state employee purchases (even tho the fed agencies will reimburse) it is a state budget issue.

- ❑ Debbie W. (went thru M-410) suggests ‘Team-Teaching’ as being less stressful than one person alone in front of a group. She is totally willing to Team-Teach for any of the folks who have valuable TY3/4 support experience/skills. FOCUS on finding new faces to instruct the 2015 **Local Procurement Class** for the Northern Rockies.

Template for LUA’s between gov’t agencies

- ❑ (Pam) Issue that has come up for the past couple summers. ***IIBMHB APPENDIX: says incident use of Land and facilities owned by state & local governments don’t need LUA’s’*** – not true in MT or ID because most of the lands are TRUST lands, and an agreement is needed in place prior to IMT use of those lands.
 - We need to put direction into NR Supplements (C-50) for to clarify this issue. When no money involved – does not need warranted C.O. if agency to agency under the cooperative agreement – can be signed by FS GA person or AA.
 - Still a LUA – just not with PVT individual.
 - Letters from the States may be helpful. Pam (MT) & Wendy (IDL) will work on this ~ applies if there is no cost, or even where there are costs due to the states.

IMT Issues

- ❑ Review of issues on several NR incidents in 2013.
- ❑ Having finance folks not have access to resource portion of Isuite restricts the ability to accurately do some of the finance jobs.
 - Plans: Resource Reports & Mob Date to verify it matches either 1st day posted, equipment Hired Date (Time), &/or Assign Date (Cost)
 - Demob: IF USED ~ the Estimated Date of Arrival (stops generating daily COST) and Actual Release Date (Required field for Demob ~ but can also be entered from any module in the General edit screen.)
 - Cost: Assign Date (Starts generating daily COST – system will use either this or Check-in Date; so... if there is a MOB date or HIRE date prior to the check in date – you need to be sure the Assign Date is populated to match (MOB for people/crews [Plans] & HIRE for contracted equipment [Time] ~~ Note: HIRE & MOB, if both are used – MUST MATCH!)
 - The whole access to other module issue would largely go away... IF each module had grid options to add the fields you need to use for truthing data.
- ❑ Individual Evaluations were not done on the incidents and did not come back with the actual timesheets.
- ❑ NR Webinars will be segmented a’ la carte the way Great Basin did in 2013.
- ❑ Evals with IC and FSC’s at transitions.
- ❑ Fire 101 issues!!!
- ❑ R4 ‘Back to Basics’
- ❑ NR – will do Separate BACK-to-BASICS webinars
 - Focus on knowledge mistakes
 - Module based Webinar focused on specific topics
 - Use Great Basin agenda & platform as a model for NR’s 2014 webinar
 - Zone Reps need to make enhanced effort to push out the webinar information.
 - ID modules to cover and lead for each segment

- Wendy, Tracey, Pam, Joyce, Deanna, & Joann, Mike Lucas (BUYT Rep)
- **FSC AAR's** (Done in 2013) ~ Good to have at the Coordinator Level, with Agency Leads. Wendy/Tracey (IDL & FED) – next year Pam/Joli. Should be done in December.
- Tracey has the list of items for the IMT meetings.
- **FSC Trainees** – pool getting smaller: Bidy (just needs 420), Pam O. (Becky got signed off in 2013 is primary FSC for the CAT – David Hamilton is IC [County Assist TY3 team] ~ could Becky be available for IMT2s?): Debbie W. is TIME(T) working toward FSC; Amy Waring working on TIME(T) & COST(T) working towards FSC; NR has 3 AD FSCs – looking for agency folks to replace the ADs
- **Time Unit Leaders:** Amy, Debby W, Tammy Peterson (needs UL class)? Jenny Rollins-IDL ... others??
- S-360 next in 2015
- **Update source list of local finance folks** – Send to Pam (she & Tracey can then place/broker those folks into opportunities).
- **ALL HAZARD FSC's:** Pam O. concerned about this with FEMA standing up teams. FEMA wants to piggy back on wildfires. Trainees sent out as shadow positions – in All Hazard world there is no structure below the CHIEF level?! (No Unit Leaders so how are these folks gaining the UL knowledge?)
 - Ann V. had one at Gold Creek: Task Books were different – signed tasks for the same person for: PTRC (Wildland) & FSC (FEMA)!? Both the bottom and top of the finance food chain?!?! Person did have experience working at a payment center, but very little hands on experience on incidents.
 - Lily also had one on the B-D. Treat like any other position – if they don't have the skill, don't sign off. ***In coming years ALL TASK BOOKS WILL BE ALL HAZARD!***
 - Folks from city & county gvmt taking I-400 courses (Incident Command System – not just fire, so they may not fit into the Wildfire mold...)
 - For FSCs on most All Risk Incidents – they are not posting time; they are working on coordination and possible cost shares.
 - Let FSCs at the NR IMT Meetings know that these trainees are coming...
 - NOT necessarily qualified with the needed skill set for doing the job in the fire world.
 - Many of the trainees are coming out with both FEMA and NRCG Task Books... Requirements and Expectations for the two are COMPLETELY different!
 - FEMA FSC(T)'s in NR 2013 were doing tasks and signing documents, that even fully qualified Wildland FSC's would not do, and would have no authority to do!!
 - ?? Have these FEMA FSC(t)s even taken S-260/261??
 - **Elevate to NRCG Board – questions, concerns, issues observed in the 2013 field.**
 - Paul Fieldhouse will talk about this at the IMT meetings.

Training TY3 Workshops (Re-do the Template Book for 2014) Joyce, Lily, Deanna

- 4 sessions were done in 2013 (2 Eastern MT & 2 ID) and IC 3 participation is critical.
 - We have a pretty good template to start with to send out to the zones
 - Will need to evolve and be KEPT at the TY3 level
 - Instructors need to focus on TY3 level!
 - Part of the success is to have everyone stay – even for the nuts-n-bolts sections so you at least hear the conversations.

- Joyce will do one for the East Side in 2014; Deanna will do one in N. ID; Tracey would like to see one on the West Side also.
- Planning, Logistics, Finance, Dispatch all should be involved.
- Need Interagency & Cooperator participation to get fullest value.
- Presentations at other functions training... max = 1:00 hour I-Business Presentation..., and what an IBS/IBA is, and does, and can do to help you; also why they may walk in and ask you questions.
 - Support Dispatcher (Expanded)
 - Local Fire Mgmt
 - Fire Program Mgmt
 - IMS - Refresher
 - Helicopter Mgr - Refresher
 - Logistics/Facilities/Ground Support/Supply Unit Leader
 - IC
 - Helicopter Mgr in Missoula – Class
 - IBIZ instructor – sends message to course coordinator and works on appropriate time slot for the audience...

Incident COST 2014

- NR COST – not the NWCG Advanced Cost materials – will be exercise driven and include TY3 cost expectations
- Focus on functionality, data relationships, agency expectations and how to produce what is needed for cost management and reporting

Decision Document Template/Cost Share Template – educating the masses

- Would be great as part of an AA training/webinar module
- Send Topics to Tracey

Interstate Billing

- MT and ID may work toward an agreement so they can bill directly and not have the FS work as a clearinghouse. Test drive the process – Colorado is also interested in direct billings.

FMAG Process

- MT – Shift tickets needs to identify travel to and from the incident – even if paid at a daily rate; FEMA needs to see TRAVEL on the shift ticket – definitely an IMT topic. State will put together a paper regarding this. 21 days of severity/pre-positioning are also eligible if they wind up on a FMAG incident without 1st going to a non FMAG fire. STATE Severity – not Federal Severity.
- Anyone who has a MT FMAG fire –call Joanne and let her help get your finance organization lined out. As a FSC – what you need to do differently on an FMAG incident.

EMS

- ❑ ID established a process in 2013 – but still had Congressional inquiries & FOIA's – for the 2014 fire season IDL is writing a solicitation for EMS in the state of Idaho – preference is to use county & local government from within ID ~ 1st Choice!

Tracking Tool for Aviation, for use during 'by effort' cost shares.

- ❑ Focus of this topic: when we have C/S by effort – tracking resources by Division – it is difficult to track for air resources, because often air resources get diverted, and Air Ops may not even know. If IBiz Com can give Aviation folks a tool to track where their resources are by Division it would help with the C/S apportionments.
 - Isuite Cost Divisions are for the entire day
 - If you need to break out by each air run/task – it will need to be tracked manually; i.e. simplest way using current tools is to track each run/task on the Air Utilization Sheets.
 - Need to track # of loads, hours for helos, and identify where each load/task was accomplished.
 - i.e. DNRC portion of H2O drops; FS portion of people/cargo moved.
 - HOW TO use existing forms to capture the required information. Air Mission sheets or via spreadsheets
 - 2 parts: Aviation portion and Compilation/aggregate tool – spreadsheet
 - Spreadsheet duplicates what is possible to capture in isuite – need to be sure there is value in any additional efforts
 - Lily, Deanna, Terry, Joyce + Helo guy

Agencies National Updates

- ❑ E-Isuite, on target to implement spring/summer 2014. Access for enterprise use on a voluntary basis. Train the Trainer sessions: Sacramento, Denver, Atlanta. Call letters on the way.
- ❑ Isuite will be decommissioned in 2015.
- ❑ ECI (Employee Common Identifier) for federal AD's will be implemented in January. Will replace having to use SS#. FS has reports with names, ECI#, and home Dispatch Centers; DOI will also be issuing ECI #'s.
- ❑ Will serve the same purposes as federal DUNS #'s for vendors. PII protection.
- ❑ NR TY1 & TY2 recommendation to continue to use standard Isuite for 2014. Locally TY3 incidents can use the new e-Isuite if they choose to do so. IBiz committee supports this recommendation.
- ❑ NIMO finance position will be opening up next year
- ❑ ASC has Ok to support fire with red cards – to only support finance
- ❑ BLM has an Orange Book – like the BIA Blue IBiz book & NWCG Yellow Book

Zone and Committee Updates:

- ❑ Central Zone Update (Lily): hosted an "all hands meeting" in Central Zone in 2012, will have another meeting scheduled in 2014.
- ❑ SCZ (Joyce) – no news
- ❑ EZone (Becky) meeting scheduled Dec 5th
- ❑ IDL (Wendy) – no news

- DNRC (Pam) – Matt is leaving 1st of year – can't back fill for a while due to budgets.
- SW Zone (Shirley) – no report
- NW Zone (Terry) – no report
- Idaho Zone (Deanna) – zone meeting Dec 5th
- USFS (Tracey) – Sherry Retiring – IBS for Lolo/Bitterroot NF // Bidy noticed that TY3 documents on the web were outdated – so she updated and will send for review.
- Pam- when updated committee list is published – make sure your outlook lists are also updated.
- AQM (Debbie/Tim) – no news
- DNRC (Joanne) – no news
- BIA (Amanda) - New Blue Book is out for the BIA, she will send link out. Biggest issue, BIA specific version of IIBMHB; contains info related to tribes following yellow book standards for getting reimbursement.
- Logistics (Mary) – Logistics committee should be up & running--will need IBiz liaison assigned.

Supplement Changes

- Chapters:
 - o Zero Code Deanna
 - o C-10 Terri
 - o C-20 Joli & Lily
 - o C-30 Tracey
 - o C-40 Deanna
 - o C-50 Wendy/Pam/Becky - ND & SD (Joyce to call ND & SD)
 - o C-70 Joyce
 - o C-80 Joyce

Vice Chair does Final – Joli will do compilation. Date Due: Ready for final walk thru at spring meeting - /s/ & posting by April 1st.

NRCG Chair 2014 Rick Seidlitz; coordinate to get signatures; he represents MT fire wardens.

Asking for permission to put chairs /s/ on HB supplements. (Trust the IBiz-Com). Board conf calls are 3rd Tue @ 10:00

Action Item Review

- Is Attached

Set Spring 2014 Meeting: March 10th & 11th in Missoula – noon 10th/all day 11th ~ at DNRC meeting room

Transfer of Chair/Vice Chair: TOC effective at end of fall meeting.

New Chair: Wendy (IDL)

Vice Chair: Joli