

NRCG Business Committee Meeting
October 14-15, 2015
Meeting Notes

Attendees: Amanda Boatright, Ann Vogt, Sarah Lee, Lily Huskey, Sue Clark, Becky Shepherd, Joyce Anderson, Wendy Walter, Tracey Nimlos, Wanemah Hulett, Becky Shepard, Debby Wesselius, Tony Lubke, Mike Lucas, Donna Mohler, Deanna Crawford, Maebeth Seidlitz, Biddy Simet, Brooke Hastings, Chris Loraas

Review Action Items from Spring meeting

Resend eISuite announcement....Done. Most of the classes were full.

Memo for BOD – eISuite full implementation: Done

Rental Car Taskgroup – Done

Finance Evals update routing info and more: Done. Logistics wants more time to implement so they can introduce it to their folks. Will add Logistics for year.

AD hiring – casual hire form information: Done.

NRCG Lend/Lease to tool box: Done

Clean up Toolbox and add Lunch Specs: Lunch Specs are on there. NRCG website is down – trying to get the website moved to the NICC server.

Finance In-Brief checklist: Done

Jeopardy: get updated and sent to committee: Joyce did not change it but did get it to committee. Will update for 2016 White Pages.

AOP edit regarding state-fed billing: ongoing

Trainee Prioritization Plan for finance positions: only had 2 people who applied so didn't need prioritization this year.

310-1 submission of concerns: Done.

Incident Business Workshop: Done.

GACC Cost Share Reports: Done.

New Business

Rental Cars/GSA Hub Locations

Success for this year: availability was good. Enterprise brought cars in from outside the area and Blackfoot was back on agreement.

GSA rentals went well. BDC Logistics has 15 vehicles all summer under GSA lease. Missoula did not have this set up, nor did Grangeville. A log book and a gas credit card comes with the vehicle and is very helpful.

Rentals continue to be a significant problem. Missoula had a large number of rentals (not GSA) sitting at the dispatch center, and the tracking may not have been accurate. The payment end is still an issue – invoices and inspections still are not done properly. The packages were not kept with the vehicles as they moved around. Ground Support pool vehicles were not “owned” by anyone so the packages were not properly tracked. Some crews (or teams) returned with different vehicles – or returned without packages. Vendors were not in the loop about reassignments. Some vendor invoices didn’t account for all of the dates the vehicles were out.

Ground support vehicles that came on car-haulers had little or no initial paperwork. Individual travel vehicles may have been better but we still have a problem with pool vehicles.

Suggestion: create a “Lessons Learned” on how to manage this and provide payment.

Dispatch may be an issue. We’ve clarified things for our dispatch centers but the message is not being relayed to Expanded Dispatch. They don’t know the process for keeping rental vehicles.

Suggestion: separate contracting into tactical and logistical and have CORs for both. Rental cars are in the logistics arena and could benefit from a dedicated COR. Ask CORs to serve on the Business Committee and potentially have another rental car / logistical equipment task group.

Suggestion: every agency or dispatch center take the responsibility to close-out vehicles that they send out – like BDC Logistics does. A single person would create the appropriate invoices based on the fires the rental car went to, and send those invoices to the appropriate payment agencies. Could be paid by a credit card or if by OF286, they would be paid by each host agency. Car-hauler vehicles would need packages created either at the incident or by the single point of contact. Claims would need to be settled by a warranted C.O. from the agency that is supporting the vehicles. If multiple OF286s are created for multiple fires, claims-settlement becomes more complicated.

NICC jet landing locations are part of the problem. Seem to land in Missoula all the time, even if crews aboard are needed in Idaho or elsewhere. All of these crews then need rental vehicles.

Development of a Claims Guide (Sarah)

We don’t have very many COMPs, or they are trainees without trainers. Develop a draft guide and share with the group.

Property, Loss, & Damage form for Chapter 30 supplement

Sarah had a revised form from the Great Basin that we can modify. It helps clarify the process.
Decision: Update the form and include in our Chapter 30 supplement.

Finance Evaluations

The forms were overhauled last year. The only changes for this year will be to include logistics. The NRCG BOD said we'll use the joint evaluation next fire season.

What do we do with out-of-GACC team evaluations? We should do them and review them to look for trends – maybe we're missing information at our in-briefings that can be helpful for the future.

Extending Lend/Lease Guidance for multiple fires/complexes / sharing resources

Existing guidance doesn't really apply to multiple fires or complexes. How do we document the use of resources among different fires or complexes? When we get to billing, some of this is going to be challenging. Do we need to set sideboards on this program?

Incident-Only agreements can be used for reassignments

as long as there is no release of the equipment. Action Item: Language should be placed in box 16 of the EERA to explain that agreement is valid for all reassignments until release. This may be a tasking for Jeff Gardner – to figure out the language and put it in Box 16 so that it complies with procurement regulations. When created, it should be routed around to all Buying Teams as well.

Flow Charts for Complex fires (splitting/combining of incidents)

Tracey sent a flow chart around for review – maybe an addition to the tool box. There is a “Complex/Mergers/Splits” group for eISuite direction – that will include WFDSS/ROSS/FireCode/IRWIN and more. We will wait to see what this group provides.

Cost-Share Fires are very difficult when made part of a complex. We should avoid doing that.

Porta Potties Contract:

Create a “Best Practices” document for toolbox.

December 1-3: Meeting to review of all logistical equipment solicitations, including C.O.s and CORs. Specifications will be on the table to be reviewed and discussed. Should end up with a “final draft” for the 2016 re-solicitation of that equipment. Toilets and vehicle mileage, among other stuff, will be reviewed. Business committee didn't know about this meeting but we should review and make comments before the meeting.

Sack Lunches:

Lunch specs are on our website. The specs can be negotiated and the per-diem rate is not applicable. This could be a topic for the Incident Procurement Workshop. Guidance may be available for purchasers. Don't need a pre-season agreement but a resource list would be nice.

Out of Region IMT Guide:

Update and improve the guide for orienting FSC's from out of region. Will review the evaluations for the out-of-GACC finance section chiefs, then we can see what we need to provide in the future.

Update NRCG Payment Matrix:

All agency leads should review their information on the matrix and send Bidy any updates.

Update R&R guidelines:

The document that was created this year was routed for suggestions and created with references to the IIBMH. *Suggestion:* Add "Factors to consider – for IC decision." We can't make overall decisions, we just need to provide information so the IC can make decisions.

Center Manager Conference Call / meeting liaison:

Sarah volunteered to be the Business Committee rep to the Dispatch Steering Committee. Will join conference calls and meetings; will work with Tony Lubke.

Casual Hire/Pay Issues / OF-286 Invoice Payment Issues:

The common error document from ASC was already sent around.

The casual hire form has places for the hiring unit and home unit for eastern casuals. Some eastern area folks were inventing false units because they were afraid that the casuals would be charged taxes from both states. This needs to be corrected.

Tribal / BIA relationship:

We need to develop some instructions on how to do business on these incidents. If a tribe has a 638 contract, the BIA remains the jurisdictional agency. *Suggestion:* address this in Chapter 50. A 638 contract tasks the tribe with suppression activity, but the BIA retains the authority and responsibility. The tribe may submit bills to the BIA. Tribes may also apply for FMAG money.

Clarify need for additional Resource Request Numbers:

For personnel changing positions on the same incident – develop guideline from Business and Dispatch groups. Add information to the Chapter 10 Supplement describing when new resource request numbers are needed and not needed.

NR Business Committee Recorder position:

The Great Basin Incident Business Committee has a recorder on the committee. The person takes notes and more. It's a developmental opportunity. The agency that provides a person would need to cover the travel and payroll costs. Tracey will work on an outreach and route for review.

BIN ITEMS:

Expanded Dispatch business practices – we need a quick tips guide for unoperated equipment. We had lots of issues with ED this year and their knowledge base. We bring in our finance section AD folks in for workshops/training and we pay them. Can we do something for Expanded Dispatcher ADs or agency folks? Tracey will talk to Kathy Pipkin to review issues

relative to lack of training and suggest a workshop for them. We can suggest issues or items that need addressing through training.

New Fire 102 class to go along with the 2016 White Pages? Need to see new handbook before we can fully update and correct the references.

Region 4 FMAG demob letter: send out to committee to review.

We have issues with providing FEMA with 100% documentation because of the financial systems. Maybe we need to adjust our AOPs and the language we created.

Reasonable Accommodations: The Great Basin has something in Chapter 20 with regard to this, especially with regard to meals, and things like CPAP machines (that need power sources), etc. In a regular office setting, there's a process to follow for reasonable accommodation. What is that process and should we apply that process for a fire. How can we make a decision and how do we define reasonable accommodation?

Team Pre-orders: we need to watch for outdated materials on the orders and expensive requests. Maybe we can have this discussion with the logistics committee to request teams to update their pre orders and be reasonable. We may need to UTF some items and request less costly items. This came up in the past through Logistics so that the pre-orders can be tailored to the incident needs.

IMT meeting: Ops section breakout – can we provide a Fire 101 in their breakout? Seems like they had extra time last year.

Chapter 50: Cooperator agreements: Concerns that something like a chipper is on a cooperator agreement – saw one this year that was at the Chapter 20 (private sector) rate rather than a tax-payer-funded rate. Using Chp 20 rates would be putting us closer to direct competition with contractors. It would put us in the position of using cooperators first, but paying them contractor rates. NRCG has stated that local government cooperators are treated just like any agency. It would not be fair to apply a Chapter 20 rate for a cooperator when those rates are established for private sector contractors who need to make a profit. The federal agencies would need to be very careful about using these items on a cooperator contract when they directly compete with the private sector. *Suggestion:* Put language in Chapter 50 that indicates how to price fire department-owned equipment that is currently not on an agreement and not listed in Chp. 50.

Thursday, October 15, 2015

Land Use Agreements:

Our current LUA guide is good. *Suggestion:* create some “milestones” relative to rates – some kind of threshold, where the agency administrator / IBA would need to be involved. Also watch the section for rehab – we should provide money for rehab but not the actual rehab activity. Suggest that these two items become part of agency/unit IBOGs and/or team in-briefings. This

will also be part of the Incident Procurement Workshop LUA session. Look at the Land Use Agreement form – the section on Rehab and see if we can add “needs agency approval” or something like that.

Deploying National Guard (Idaho specifically):

This year, the Idaho National Guard was calling Idaho Homeland Security about their needs. The Idaho Operating Plan indicates that the host agencies will provide liaison positions between the team and the National Guard. (The Montana National Guard has this position but Idaho NG does not). Agency leads need to read and understand the Idaho National Guard Operating Plan.

International firefighting resources:

Can we get a reference that tells us if they're hired by CIFC/NIFC or the compact and let us know how provide paperwork. Sometimes the Resource Orders will indicate. Northwest Compact AOP indicates what the finance section needs to provide. This could be a workshop item.

W-9 tax forms for State fires (Federal contracts):

IDL needs these for all federal contracts, at least once for each vendor. Is there a way that this can be done pre-season through IDL or MT rather than at the incident. Contracting will try to get this done pre-season for solicited agreements, and would be a requirement for all incident-only agreements. The CO writing the agreement would need to attach a W-9. Federal C.O.s who complete awards will provide states with names and addresses of awardees so that the states can work on their requirements for W-9s.

Contract Administration Issues

Buying Team – Incident-only agreements:

Some Buying Teams are having trouble understanding Chapter 20 regulations especially with regard to transports, mob in/mob out, separate E numbers, etc. We should create boiler-plate language for transports that would go in Box 16 of the Incident-Only EERA, especially with regard to transports. Create a sample for Chapter 20 as an Exhibit, showing how this should look. This can also be an exercise for the Procurement Workshop.

Medical/ALS/BLS in Idaho:

Notes regarding this is in Chapter 50. *Suggestion:* Since Buying Teams use Chapter 20 more than Chp 50, we should make a reference in Chp 20 under Ambulances that we need to see Chp 50 for specifics on EMS and hiring ambulances.

Ratifications:

This issue came up from Buying Teams feeling the pressure to fix things. Maybe we need to discuss this at IMT meetings and/or Ops meetings/break –outs. Someone with authority should discuss this issue and the ramifications of our actions with regard to this.

Fill information from Expanded Dispatch:

EDSD are requesting fill information from BUYT too soon and taking up their time. This needs to be a topic a Dispatcher Workshops.

DPLs – BUYTs were looking for DPLs:

When local caches ran out of items, nobody checked with the regional caches before requesting that BUYT make purchases. This is another item for the Dispatcher Workshop.

Payment terms and conditions on BPAs:

Terms and conditions for payments need to be added for frequency of payment – especially with regard to meals or other things that will exceed micro-purchase authority.

Fuel tender contracts:

They should add to their rate a certain percentage that would cover running credit cards. If they don't run the cards, there should be a certain percentage reduction to their rate. Then the vendors can decide if they should invest in the proper technology to run the cards. The agreement also needs to indicate that vendors are required to take WEX cards.

Formally split tactical and logistics contracts:

Proposal to separate these two types of contracts so that we can have folks who are specialized in these areas. A lot of "boiler-plate" stuff is OK for all agreements, but not all of it. We need to have folks focused on these two different types of agreements. Proposing another position for this committee – someone from logistics, who can serve as the lead for logistical contracts:

- Propose NRCG BOD identify logistics contracting support/CORs
- Propose BLM Fire CO be asked to join Business Committee – John Nailen

Debby will remain on the committee as the tactical contracting specialist and she proposes John as the logistical contracting specialist.

ICPI workload report:

In R1 our expectation is that resources are inspected before going to fires. ICPIs are sent out to review known problems or check on other compliance issues. Other regions utilize their ICPIs differently. Sometimes they rove out to fires, or they may be assigned to a specific fire. In the NR this year they had a Contract Admin Team and sent them out to fires as needed, handling issues as they could. ICPI time is spent with vendors, IMT and Expanded. Other time is spent following up on documentation for issues.

Issues by category: 70% from tactical resources. 30% from logistical. But the time it took to deal with logistical issues was disproportionately high. Thus the need for additional logistical COR support. Nationally, we're short on qualified ICPIs. Two year rotation for ICPI class.

Who decides how/when/where to send ICPIs? The Northern Rockies, typically Tim Murphy, will ask to come out and review the situation. Or the IMT can order one for the assignment specifically. Coordination takes place through conference calls and knowing where the equipment is working. The host agency also needs to know that they've been assigned. If the state is going to pay through a cross-bill, they would like to know in advance that they're coming. Host agencies should get the ICPI report so they know what they've dealt with. At the end of the season, there's a cost-share for the ICPI workload and Tracey works up a bill. Sometimes the states don't know the ICPIs were there and are then unaware that a bill is coming. ICPI documentation from each incident needs to go into the doc box so that the host agency can see what issues were there and what, if anything, they need to address. Potentially, a final,

annual report can be created and disseminated as well. Include this topic on every fall meeting agenda for Business Committee.

Heavy Equipment Task Force – overview and any proposed changes:

Montana Logging Association and feds had an AAR to discuss how this worked for the industry. We had 21 vendors this season. 9 of them went out for just over 200 days. Total cost for those days was over \$2.1 million. Industry's opinion was that the HETF probably provided us double the efficiency vs. having these types of equipment working independently. We may need to make some changes to the agreement – like pick-listing other pieces of equipment for a specific fire. Will still have a foreman, a transport and four pieces of equipment under 1 "E" number. R4 and R6 are interested in this concept. The task force needs to be supervised by a government employee: could be DIVS directly. An HEQB does not need to be assigned and, in fact, may just complicate communication. It's an operational decision relative to span-of-control, who the HETF foreman will report to.

Insurance requirements of contractors:

For signing up vehicles with drivers, the owners need to have commercial insurance to cover the vehicle when used for business. This is addressed in Chapter 20 for fully-operated vehicles-with-drivers. This could be incorporated into incident-only EERA language since writers may not be referring to Chapter 20 language. We may need to give clear direction to AQM folks so that they have this discussion with the new driver contractors. There already is a checklist for BUYT folks to go over the insurance issues with the new vendor.

Resource Lists:

For the USFS, Jeff is going to develop a way to gather information on all the vendors that don't have pre-season awards so we can capture who they are and DUNS, etc. so we can have a starting point for vendors. Form will be sent to other agencies to add anything that they may want added to the list. Concern: dispatch centers may already have these lists. Maybe Jeff can create a form, and the Business Committee can decide how to disseminate the forms and who should receive the form – possibly dispatch centers. Identify where the forms will need to go. Identify the dispatch centers where the vendors should send the forms.

eISuite issues:

in Enterprise, remote location personnel who have TIME access are able to produce payment invoices. Maybe they shouldn't have that authority. Joyce brought this up to the developers to see if another role can be added that would allow TIME entry but not the ability to produce payment documents.

eISuite change board next meeting is the first week of December. Keep submitting changes.

Training

eISuite session in Missoula.

Refresher sessions are the zone responsibility. Deanna is the lead for this class.

IBMW - Incident Business Management Workshop – May 9 – 13, 2016

NRTC schedule went live and nominations are coming in. We'll need a group to make selections. We've had a couple inquiries about the target audience. We'll probably have noms come in that are outside the target group. We might need a supplemental nomination to determine which training track folks want to attend. We need a cadre and a planning committee for the logistical part. There are lots of folks who aren't going through the nom process. We'll need another recruitment to go along with the agenda. Preference: no out-of-GACC folks (except IDL from southern Idaho) unless we have significant space. Some have gone directly to Tracey. Tracey is the course coordinator and will serve as the overall logistical support person.

Agenda: combo of Time, Cost and Procurement workshops with add-ons for INJR and Contract Administration /ICPI.

Coordinator for each session:

1. Time: Deanna Crawford
2. Cost: Joyce
3. Procurement: Jeff Gardner / Mike Lucas
4. Injury: Terri or Sarah
5. Contract Administration/ICPI: Debby

What coordinators need to do: create the agenda, recruit instructors, develop curriculum.

Planning committee call: Tracey will send a Doodle Poll to determine a date.

S360 / L975 Finance/Admin Unit Leader:

We will be teaching the FEMA course. The announcement will include pre-requisites and some unfamiliar terminology. Sarah Lee is the course coordinator.

Other training information:

- Support Dispatcher: Debby will ask for some time for contract administration. And Sarah for general business information
- LFML / M581: Tracey and Amanda
- Resource Unit Leader: Deanna will do the presentation.
- IMS: Tracey
- Helo Manager Refresher: CDA: Wendy
- Helo Manager Refresher: Helena: Lily
- S372: Helicopter Manager Course: Bidy
- Plans Section Chief: Deanna

Items for other committees:

Logistics: we had items scattered throughout these notes. When we get the common problems report (committee notes to Deanna), we need to let the logistics people know. Maybe John Nailen will be the contact person. Mary Fields is our rep to the Logistics Committee. We need to route through her and probably to Roylene so it gets to the Logistics Mailing List.

Dispatch Steering Committee: items scattered through these notes. Sarah and Tony will work on. If they do a dispatcher workshop, we would like to present.

Operations Committee: Tracey and Debby will go along with Chris and Tim Workshop-style IMT meeting. We'll take some time in their break-out if time is available.

Equipment meeting is in December in Missoula. If we have any comments or issues, get them to Ann. Possibly around Dec 10. Ann, Debby and Chris will attend. If there's an agenda, Ann can send it.

Zone Reports:

NW Montana: no report

Central Montana: last year's training was full – will try to get on a 2-year rotation for S260/261. She may alternate with Joyce on who needs to teach what. Joyce will teach the class this year. She'll decide on eISuite based on the class list for the full session in Missoula. Joyce is not doing eISuite but will do a Fire 102.

South Central: Joyce will do a training session in Belgrade. Katie Svoboda is the rep, but she hasn't attended a session. Will discuss with Greg Archie (or whoever the chair is) to see if they need to assign another rep.

Southwest Zone: hasn't had a meeting yet. Deanna anticipates teaching an S260/261 this year through C.J. Deanna will pull together the cadre.

North Idaho: no report

Eastern Montana: no business issues to relay. Will probably do an eISuite refresher, but not scheduled yet.

Supplement Updates for Spring Meeting: Tracey will send out the Word versions.

Chapter 0: Deanna

Chapter 10: Bidy

Chapter 20: Lily

Chapter 30: Joyce and Sarah

Chapter 40: Deanna

Chapter 50: states – Becky will coordinate with North Dakota and South Dakota

Chapter 70: Joyce

Chapter 80: Joyce

Chair/Vice-Chair positions for 2016

Nemah will become the Chair and Tracey will be vice Chair.

Spring meeting date: Missoula:

March 8-9, 2016