

## NRCG BUSINESS COMMITTEE NOTES

Oct. 16-17, 2017

Attendees: Amanda Boatright, Sarah Lee, Lily Huskey, Becky Shepherd, Tracey Nimlos, Wanemah Hulett, Becky Shepard, Debby Wesselius, Kelly McKee, Heather Good, Deanna Crawford, Jeff Gardner, Joanne Marceau, Katie Svoboda, Niki Shockley, Mike Lucas, Marty Mitzkus, Fauzia Massey, Tim Ryan.

### Spring 2017 Action Items Review

- A volunteer was identified to do an IBA chainsaw information training at the Incident Business Workshop.
- Accident Investigations at Incidents presentation and briefing paper needs to be presented again as the investigations and documentation didn't occur this year. Tracey will take this issue to the new IC committee.
- 508 Compliance on the Business Committee webpage was completed.
- Lead instructors and cadre were identified or confirmed for 2018 training sessions.
- The issue regarding premium fuel and fleet card use was taken care of with a briefing paper that came out this spring.
- Chapter 50 IDL EMS direction to IMT's was completed.
- Wendy sent a draft out of the FMAG demob letter for review – only for IDL fires. Several of our members are on a national IBC task group regarding FEMA documentation requirements and their hope is most of the requirements will decrease. There will be more information to come regarding this issue.
- Records Management at the IMT workshop was presented and received well. The committee would like to present a smaller presentation of this next year as well.
- Reasonable Accommodation language was added to Chapter 10.
- Assist with mentoring Eastern and Southern Area fire business personnel. Will continue to reach out and share trainings. There is interest about the Incident Business Workshop.
- Rental vehicle direction was updated.

### Committee Reports

- **Ops:** Lily will be the new rep for the Ops committee. Tracey talked at their fall meeting about using private land without a land use agreement, requesting land use agreements for line construction on private land, the comments on the shift tickets. She also talked about UTV's and gave them the policy that the Great Basin uses, and the Ops committee agreed it should go to the Board. They were informed about the status of the IMT finance sections and the need for S-420 candidates.

On the finance and logistics evaluation they wanted us to add a question about if cache property is getting returned properly. There was a discussion regarding lend lease, and the Ops people really value that tool. The DNRC had issues with resources on severity assignments that went to initial attack fires without resource orders. The Lend Lease direction was written for lending resources from one team to another, not local unit resources on severity. Ops suggests that EERA's for things like UTVs have a service requirement in them--we will struggle to procure UTVs if that was the case. An alternative is that we could do maintenance on them when they are on the fires. Two new solicitations on chippers, masticators and mobile office trailers.

The team meetings are now April 2nd – 6th at the Hilton in Missoula. (Biddy will be Finance breakout session leader for the meetings.) Sarah will send her the contact information from last year's attendees.

There was an engaged conversation regarding medical. Ops doesn't think there is a need to have

nearly as many paramedics, i.e., one on every division. They will take to the NRCG asking for some standards.

IC Committee wants specific examples of things that were done incorrectly by IMTs. They need to know what happened and who to hold accountable. Examples like IMT members making purchases, failing to close out land use agreements, and people extending past 30 days. They suggested the committee develop a webinar for Ops to show them what was done incorrectly on things like shift tickets. They will encourage their people to attend.

- **Training:** Deanna doesn't get any emails, but the training committee meeting should be in the next month or so.
- **Dispatch:** Kelly said that they are having a call today and the Center Managers meeting is in a month in Missoula. The dispatch committee is working on a dispatch academy. They are also working on a dispatch team that would be like a surge force to go to a new large fire and get expanded set up. It would run until ordered Expanded Dispatchers could arrive.
- **Logistics/Equipment:** These committees have been combined. Warren Appelhans is the chair and will be planning a meeting sometime in November. This committee will also include a cache rep.
- **ICs:** Are now their own standing committee under NRCG. Doug Turman will still be our rep for the Business Committee but we need a rep for the IC committee. Tracey will be the new rep.

## Contracting

- **Input from Ops committee:** A couple of years ago Debby was at the team meetings and presented specific clauses and examples that the group found helpful. Debby passed out a draft memo to bring to the NRCG Board regarding supervision of contractors and contract requirements. We had issues this fire season with the gov't not meeting their responsibilities in regards to contractors, and most of these responsibilities lie on Operations.
- **FY18 Solicitations:**
  - BLM will be resoliciting for all their agreements this year. The tent solicitation will include office trailers.
  - DNRC has not decided if they will renew the Type 2 crew contract; however, Debby requested it be competed if DNRC decides to go forward with agreements so that it can be co-signed by a federal CO and used on all NRCG incidents. The National Type 2IA crew contracts have three more years to go.
  - Northern Rockies is the only GACC that competes toilets anymore. If we go commercial it is on the vendor to invoice us, and on us to check it for accuracy. There would still be shift tickets done to track them and the buying team white envelopes would be used. If we went commercial we would like to see some parameters and have new direction in Chapter 20. Start a portable toilet task group with Amanda, Nemah, Jeff and Mike.
  - Heavy Equipment Task Force will be resolicited and we are still looking at some options.
  - Short school buses will not be solicited anymore. They were only used once this year.
  - The Park Service still has the weed wash and it will be good for another couple of years.
  - Jeff will do another 1-year solicitation for Medical Services in both MT and ID. If it works out he will probably do a three year agreement next time.
- **RON language in VIPR agreements:** A contractor tried to get RON going from one assignment to another assignment. Becky said no, and talked to the CO from the other region. The CO said they were trying get it changed to accommodate RON in this situation. When you are working "on shift" is

when the RON kicks in. When they are moving from one incident to another they are on travel and not officially at the incident yet. Can we update the language to describe this better? Debby will submit this to the VIPR Change Board.

- **Rental vehicles:** Jeff is fielding all the claims from Enterprise and there are a lot for vehicles rented under the GARS agreement, taken off road and then damaged. These claims will have to go through the claims process. It was decided that we need to remove the options for obtaining a rental, and there will be only one way to use the off-road vehicle rental agreement. . There is a need to focus the DNRC agreement to its true need (off-road) and let buying teams or other procurement methods get vehicles for other resources without travel cards. Rental Task Group will be Deanna, Lily, Bidy, Holly Carr, Ann Vogt and Jeff.
- **LUA Cap:** Develop a task group to look into recommended language for land use agreements. Examples are the rehab option on the form, and a cap on or renegotiation of rates for longer-term use. Deanna, Jeff and Heather will be the task group. We have to provide an avenue to make land owners whole. Some LUA language and examples should be added to the supplements especially regarding tribal lands, state lands, and use of water.
- **iTeams:** It has taken on its own life. Jeff was getting 40 phone calls a day once we were in fire season. There are thousands of pieces of equipment in iTeams. The Forest Service Regional Office will provide some admin support to help with the data entry. We need to take a look at throughout the winter and do some changes. For example, have one email address that vendors can use to submit their forms.
- **PROCs:** Nationally we need to continue to educate buying teams about the duties of a Procurement Unit Leader. There were several misunderstandings with buying teams thinking PROCs should be responsible for all contracting work, such as LUAs and EERAs. The main responsibilities of a PROC are to supervise the unit, administer contracts, document unusual circumstances, settle contract claims, and to ensure invoices are correct and complete for payment.

### **Complexing challenges**

- There have been some challenges in the finance section when fires are complexed and then when units un-complex them. Especially when there are multiple agencies, cost shares or other billable aspects (FMAG, trespass, etc.). There is guidance, but because every situation is unique, it is dependent of the situation whether or not to complex. Logistically or operationally it may make sense to complex, but financially sometimes the fires need to be kept separate. There needs to be a clear understanding if it is an actual “official” complex or if a team is managing multiple incidents and using the word “complex” wrong. In these circumstances the team needs to discuss concerns with Agency Administrators and the IBA. From most agencies their standpoint it is a pick and stick decision.

### **Hazard Pay**

- Continued confusion about the definition of hazard pay. Two members submitted recommended changes for the 2018 Yellow book to help better define terms like “fireline” and “firefighting operations”.

### **Transition protocols (recommendation to NRCG BOD)**

- From a finance and logistic standpoint transitions didn’t go well this year. There is a need to develop some transition protocols. Transfer of Command at 1800 is not appropriate, nor is changing the time during the transition day. It goes against a Watch out Situation and is confusing to resources on the line and in camp. This traditional model doesn’t work for long duration fires. Deanna and Lily will come up with an issue paper to give to NRCG to look at.

## Extensions

- It was found that people had been out past 30 days, which is a violation of national policy. It is a conversation to have at the IC committee.

## IMT Issues needing BOD attention

- Poor documentation left by IMTs
- IMT Transition Protocols
- Inconsistent interpretation of structure protection
- Direction, guidance and training for Liaison Officers
- Issues with the MT Air Guard being self-sufficient
- IMT Evaluation changes

## UTV Guidance

- The committee reviewed guidance issued by the Great Basin. It consists of a guidance document, an authorization form, an order form and an inspection form. The NRCG could use guidance regarding the use of UTVs. There have been a lot of significant damages on UTVs, which indicates they might not be used properly. Additionally, how do IMTs verify that the operators have proper PPE and are licensed to use them? Direction could be added to Chapter 20. Jeff will write up a couple of examples of situations to take to the Board. Everyone is in support of recommending a Northern Rockies UTV Policy. Deanna, Sarah, Amanda, and Tim will be on the task group.

## Training

- **S-420 candidates:** The Northern Rockies is offering this training May 14-18, 2018. Potential 420 Finance candidates were discussed. Nominations are due November 1<sup>st</sup>. This course is mandatory for all section chiefs.
- **Ops training for Finance:** Ask Ops to present at trainings for finance/incident business resources. The committee would like an Ops person to come to L-973, L-975 and the Incident Business Workshop. The preferred option would be for the lead instructors to make a one on one contact with someone to present at the trainings.
- **Training calendar (leads & instructors) :**
  - **Advanced Cost:** December 5 – 7, 2017. Bidy is the lead with Fauzia supporting. They are looking for cost unit leaders to help coach. Fauzia and Bidy are asking for examples of unique situations with background information.
  - **S-481 INBA:** January 16-18, 2018. Tracey is the lead, and Sarah and Amanda will be instructors
  - **L973, Finance Section Chief:** Feb 6-9, 2018. Sarah is the lead, Bidy will be an instructor and Sarah will ask other FSCs.
  - **L975, Finance Unit Leader:** Feb 6-9, 2018. Deanna is the lead, with Becky, Jeff and/or Debby as instructors.
  - **E-ISuite,** March 26-30, 2018 in Billings, Fauzia is the lead, with Ann Vogt, Bidy, Becky, Katie and Deanna helping.
- **Incident Business Management Workshop:** April 30 – May 4, 2018. Tracey will coordinate, and will send out the announcement flyer. Planning was discussed:
  - Monday: 2 concurrent General Sessions (Tracey lead)
  - Tuesday: Personnel Time (Lily lead), Contract Admin (Debby lead), Buying Team Workshop (Mike lead).
  - Wednesday: Personnel Time (Lily lead), Contract Admin (Debby lead), Add session of Basic Cost if needed (Bidy lead)
  - Thursday: Procurement (Jeff lead) and Basic Cost (Bidy lead)
  - Friday: Procurement (Jeff lead) and Comp/Claims (Sarah lead with Deanna)

- **Team Meetings and Finance Breakout:** Bidy will lead the Finance breakout session. Deanna had some examples of lessons learned that should be discussed.

### Zone Reports

- **Southwest** - Haven't had the fall zone meeting yet. Deanna is teaching S-261 in March jointly with Lily.
- **Eastern**- The zone hasn't met yet. Sarah and Amanda are doing a combined S-260 and S-261, in Billings (no dates yet).
- **South Central**- There was a quick meeting last week. Discussed a few issues with expanded dispatch and rental cars. The training committee met afterwards, but unknown if they are doing any trainings.
- **Northwest Zone**- The zone hasn't met yet, but there was a lot of communication. Probably won't be doing any training this year.
- **Central Zone**- There is a training meeting today, but the zone hasn't met yet.
- **North Idaho**- The zone hasn't met yet, and no training scheduled yet (except S-260/S-261).

### Agency Reports

- **Local Government**- Last week was the Montana State Fire Chief's meeting, and no one had any business issues. There may be some changes in Chapter 50 for MT. There will be a Wildland Fire Committee Meeting soon; if there are any issues to bring to them let Tim know. One issue this year was with a fire department ambulance that wanted to be paid 24 hours a day. DNRC may put on a session on fire incident business at the MT Fire Wardens meeting. There were also some issues with cooperators not being able to get fuel on fires.
- **DNRC**- Had a good year, and mostly helped the federal agencies. They are just waiting for cost shares to be finalized to get the final costs.
- **Park Service**- Yellowstone didn't have any fires, so their people were able to help Glacier. Glacier had help from several parks all over the country. No additional significant issues for the group.
- **BLM**- Developing an incident timekeeping guide for the State Offices. The new interpretation of night differential and misunderstanding hazard pay policies continue to be a significant issue. SOPs were developed for both dispatch and finance for having a team run an initial attack incident across a large zone with multiple dispatch centers and agencies involved. The BLM national Fire Business Management Group (FBMG)'s fall meeting was moved from early October to January due to the long duration of the fire season.
- **BIA**- Regionally it was a rough year. There has been significant changes in personnel, and it highlighted the shortages of what BIA has available in the field. The BIA continues to try to get their tribal and agency personnel into more trainings. Amanda ran a remote finance from Billings for most of the season successfully. She will be developing SOPs on how to do this in the future.
- **Forest Service**- The region had four payment teams come out from ASC this year. It was very successful with over \$50 million dollars in payments. There will be big changes this year in how fire employees' base time will be charged on fires. They will be using B-codes for base time, but this should not affect Finance Sections. The GACC level cost share agreements for the MAC group are done and ready to be signed.
- **IDL**- Idaho had a quiet year. The whole agency went through a fire program review, but they don't know yet what will come out of that.
- **DOI**- Updated the All-Hazards Supplement to the IIBMH (currently routing for signatures) and a reference document for Special Temporary Authorities during Emergency Situations (collection of exception in national and DOI policy for when a unit is affected by an emergency, such as a hurricane).

### Assign Leads for supplement revision

- Chapter 00 – Tracey
- Chapter 10 – Bidy
- Chapter 20 – Lily

Chapter 30 – Sarah  
Chapter 40 – Deana  
Chapter 50 – Becky, Wanemah, and Niki  
Chapter 70 – Tracey  
(Chapter 80 – Removed Chapter Supplement in 2017)

#### **Forms/tools updates to work on over the winter**

- EERA Envelope: Fauzia had some suggested changes, but the national deadline has passed for this year. It appears that most of her suggestions were already submitted.
- Buying Team Waybill: Tracey handed out it out and would like feedback.

#### **AAR/ What went well and what are some issues**

- INBA name requests were successful and the rotation of them worked. The finance list and the conference calls were very good. The calls and list were considered helpful for finance chiefs - especially with out of GACC resources. It was nice for all the local units to know who the finance chiefs, IBAs and buying team leaders were for each incident. Not really sure about having the buying teams report out on the call, but it is helpful for them to listen.
- IMT and BUYT Gmail email account needs to be taken to the national IBC for determination on appropriate use. There are issues with it contradicting agency policies, but there is a need for these Gmail accounts for interagency and casual hire use on an incident.
- Challenges on medical supplies this year. On the Forest Service side, the medical program is being reviewed and looked at this winter. An issue is no oversight of medical unit leaders ordering supplies in mass quantities. We need to take up the issue to the Board to look at.
- Out of area buying teams aren't always following the NRCGSOPs and there is a need to follow the National Direction. The guide hasn't been updated since 2009, and it should be updated. There is a lot of inconsistent use of the spreadsheet. There are some things we can add to Chapter 40 that we would like to see in the Northern Rockies. Tracey will request an update to the National Buying Team Guide at her national meeting.
- This year there were issues with trying to contract construction projects as a service and charging them to fire funds. Nationally there is a need to come up with a policy on how to approach this issue. We should not plan for these situations, and the agencies should not approve these types of expenditures (unfunded requests/improvements) just to access the fireline.
- There is a need to communicate with teams regarding support items that we rent for them commercially, i.e. plotters and rental computers. Discussions need to remind them that we rented them equipment for the fire and not the team's assignment so they should not take it to the next assignment when they leave a fire. There may be more to come this winter regarding plotters, as it is an accountability issue that needs to be addressed.
- Reminder to complete the Finance/Logistics evaluations for teams assigned, and send to Sarah. The committee discussed that=, it can be hard to do when there were multiple teams on the fires. Some recommendations were to gain input of the incoming team, and combining the Finance/Logistics evaluation with a full second/post evaluation that would address many follow-up issues.
- There were issues with the amount and types of copying needs for teams. The BIA set up an agreement with a GPO vendor to print IAPs in past years and it worked well. Another possibility are VIPR agreements for clerical trailers.
- Some critical finance trainees were able to get their task books signed off.

#### **Set Spring meeting date & location**

- March 13-14, 2018 in Missoula at the DNRC beginning at 1000.

#### **New Chair induction**

- Induction of Sarah Lee effective after this meeting. Nikki Shockley (IDL) will be vice-Chair. Tracey will still attend the Fall NRCG Board meeting to finish her chair duties for the year.