



# FACT DISPATCH WORKSHOP

April 2018

# FIRE AND AVIATION CONTRACT TEAM

- Mariah Morris-Titus – FACT Supervisory CO - Detail
- Katie Mergel – Supervisory Contract Operations Specialist
- Jeanne Williams – Contracting Officer
- Kevin Toombs – Contracting Officer
- Nathan Sabo – Contracting Officer
- Ron George – Contract Operations Specialist
- Neil Austin – Resource Specialist
- Jan Drum – Purchasing Agent
- Juanita Dickson – Procurement Technician

# EQUIPMENT NUMBERS & UTILIZATION FIRE SEASON 2017

- Region 6 has 1,163 Vendors with 3,479 pieces of equipment including fallers and Ambulance EMTs
- Resource Orders Filled: 4,303 for a total of 55,271 days
- Water Handling had 2,393 orders for 27,416 days

# DISPATCH

- D.6.1 -- DISPATCH PRIORITY.
- (a) Each host dispatch center will give dispatch priority to the resource offering the greatest advantage (See D.6.2) before all other private resources not under Agreement with the following exceptions:
  1. For initial attack, dispatchers will follow the "closest forces" concept and utilize locally available resources according to agency and incident needs. The priority dispatch ranking may not be used during initial attack and Contractor resources may or may not be used.
  2. Tribal preference policy established within reservation jurisdiction.

# DISPATCH

3. Government normally will dispatch resources in accordance with this protocol; however, the number of fire orders in process and actual fire conditions at the time of dispatch may require a deviation from normal procedures in order to respond effectively to such conditions.

Any such deviation will be within the discretion of Government, and will not be deemed a violation of any term or condition of this Agreement.

- (b) Upon receipt of a resource order by a host dispatch center, Government Dispatchers will not hold the Contractor resources in reserve as a contingency force in a non pay status when that resource is available.

# DISPATCH

- D.6.3.1 -- Following Agreement award, each host dispatch center will have an established dispatch priority list showing the resources located within the selection made at D.6.2. The Government intends to dispatch contractor resources based on this priority ranking for other than initial attack.
- D.6.3.2 -- If all contractor resources on the dispatch priority list are depleted within the selection made at D.6.2, orders will be placed utilizing established dispatch procedures.

# DISPATCH

- D.6.5 -- DISPATCHING PROCEDURES
- D.6.5.1 -- When receiving a dispatch call, the Contractor shall confirm their availability and ability to meet specified timeframes. If the Contractor cannot be reached or is not able to meet the time and date needed, the dispatcher may proceed with contacting the next resource on the dispatch priority list. Contractor shall check in at the assignment at the time agreed upon when dispatched.

# DISPATCH

- D.6.5.2 -- The Government will estimate the travel time to and from the incident. Travel time via ground transportation shall be calculated by dividing distance (from point of hire to incident, or incident to incident or incident to point of hire) by average travel speed of 45 mph, plus applicable rest time.
- D.6.5.3 -- At time of dispatch, a resource order number will be assigned. The Contractor shall furnish the assigned resource order number upon arrival and check in at the incident.

# DISPATCH

Vehicle w/Driver does not allow  
for towing.

If you need this type of service,  
work with local CO or Buying  
Team to order what you need on  
an EERA.





# INSPECTIONS

- Inspections - unless otherwise requested on the Resource Order, only inspect equipment from your host dispatch that will be working on incidents within your host area.
- There will be some changes of wording within the agreements.

# OPERATIONS

- Utilization of Vendor owned resources outside of the scope of their agreements.
- 2017 Contractors functioned as:
  - Medical Unit Leaders
  - Felling Boss'
  - Heavy Equipment Boss'
  - FALLERS
- When we do this we are asking them to perform outside of the scope of the agreement in which they were hired. This adds a huge liability to the Government as well as the contractor.

# OPERATIONS

## D.6.7 Work/Rest, Length of Assignment and Crew Change out.

- Fallers & Mechanics, EMT Paramedics – 30 day limit
  - Fallers are ordered under an O# and should follow Overhead/Employee guidelines. For example, an individual faller order (O#) should not be left open to swap alternates or relief fallers. A RO must be created for a replacement.
  - Mechanics require checks on certification, because only 1 mechanic is listed and vetted on each agreement extensions are no permitted.
- Equipment
  - Contractors can replace qualified operators to keep the equipment operational and on shift as long as they coordinate with Finance, Plans, etc., therefore, can be assigned to an incident beyond 30 days.

# OPERATIONS

- D.8 -- INFORMATION TO BE PROVIDED BY CONTRACTOR AT CHECK-IN
- The Contractor shall have one complete copy of their most current agreement in their possession at all times.

OR

- The Contractor shall arrive at the incident with one copy of the complete Agreement and retain one copy in their possession at all times.

# OPERATIONS

- D.18 -- NONCOMPLIANCE AFTER ACCEPTANCE AT THE INCIDENT
- If the resource is released due to noncompliance, documentation shall be immediately forwarded, by the Incident Management Team to the Contracting Officer; and the resource will be removed from the dispatch priority list until such time that the resource is brought into compliance and re-inspected at the governments convenience (See D.21.8.3(c)). Repeated notices of noncompliance may be grounds for cancellation of the Agreement.
- **Please Notify the CO if you are releasing agreement resources for non compliance.**

# OPERATIONS - D.19 -- WORKMANSHIP

- (a) All work under this Agreement shall be performed in a safe manner to a professional standard. The goal of performance under this Agreement is the suppression of wildland fire and other emergency incident responses.
- **The Incident Commander may release from an incident assignment any Contractor employee deemed incompetent, careless, or otherwise objectionable including violation of Harassment Free Workplace Policy (Exhibit C).**
- It will be left to the discretion of the Incident Commander to demobilize an entire resource or to allow replacement of the noncompliant personnel. Documentation of the rationale for release will be provided to the CO subsequent to the action.
- **Documentation is critical for the CO to take action.**

# OPERATIONS

- If an employee or crew is terminated, quits, or otherwise is released from the incident for any reason, **the Contractor is responsible for returning the employee(s) to the point of hire** with a departure time from the Incident Command Post (ICP) no later than 12 hours.
- The IMT has authority to transport said employee or arrange for employee's transportation and to deduct all such transportation costs from Contractor's payment.

# OPERATIONS D.19.1 -- INCIDENT BEHAVIOR

- It is extremely important that inappropriate behavior be recognized and dealt with promptly. Inappropriate behavior is all forms of harassment including sexual and racial harassment.
- HARASSMENT IN ANY FORM WILL NOT BE TOLERATED.
- Non-prescription and Federally unlawful drugs and alcohol are not permitted at the incident. Possession or use of these substances will result in the Contractor being released from the incident.
- **Documentation is critical for the CO to take action.**

# OPERATIONS

- We spent a lot of time out and about during the 2017 Fire Season sharing information with:
  - IMTs
  - Dispatch
  - INBAs
  - Buying Teams
  - Area Command

# DEMOBILIZATION & RELEASE

- D.6.8 -- DEMOBILIZATION
  - The Incident Commander will determine the priority of demobilization.
- D.6.9 -- RELEASE
  - Once released to the host dispatch center, the Contractor shall not accept new resource orders directly, nor seek out reassignments. Any new orders will originate from the host dispatch center.

# AMBULANCE EMT

- 2 Year of a 3 year cycle
- Awarded outside of VIPR in 2017
- 12 Vendors
- 4 Host Dispatch Centers with DPLs
  - Burns, OR
  - Eugene, OR
  - Vancouver, OR
  - Puget Sound, OR
- Fireline EMT, Fireline Advanced Medical Technician and Fireline Paramedic come with a Contractor provided Off Road Vehicle
- Ambulance EMT's under their own company medical direction – need to have a copy when they arrive at an incident.
- 1 page Q&A Doc on the FACT Web page
- Kevin Toombs is CO contact

# INCIDENT SATELLITE SERVICES

- ❑ New Satellite Internet Services, 3 year Agreement
- ❑ VIPR Generic Template
- ❑ Awarded outside of VIPR
- ❑ 2 Host Dispatch Locations
  - ❑ Burns, OR
  - ❑ Colville, WA
- ❑ RO filled with E#
- ❑ Type 1/2 and Type 3 systems
- ❑ Tracked in elsuite and payment sent to paying agency

# INCIDENT SECURITY SERVICES

- New VIPR generic template 2018
- Awarded outside of VIPR
- Two Host Dispatch Locations
  - Redmond, Or
  - Wenatchee, WA
  - Each will have a DPL
- RO filled with O#
- Security Guard with Transportation = SECG
- Security Manager with Transportation = SECM
- Tracked in e-Isuite
  - Payments to payment agency
  - No credit card payments
- Security presence not law enforcement

# VIPR RESOURCE UPDATES

- Miscellaneous Heavy Equipment
  - D.2.1 (c) – Contractor is required to provide all “Personal Protective Equipment (PPE).
  - D.2.1.2(a) – Fire extinguisher shall be mounted in all vehicles.
- Potable / Gray Water Truck & Handwashing Station (Trailer Mounted)
  - D.2.1.2.1 (f) (3) - Contractor shall be responsible for all costs associated with the required microbiological test, which includes obtaining, delivering, and providing results to the Government.

# VIPR RESOURCE UPDATES

- Handwashing Station
  - Type 1 – 12 or more sinks
  - Type 2 – 8 to 11 sinks
- Pricing: **Daily rate** – No weekly or monthly.
- D.2.1.2.3 - If requested by the Government, the contractor must be capable of relocating the unit at the incident within 4 hours or sooner at the discretion of the incident command team.
- D.2.1.2.3(5) - The faucet shall have manual user controls that allow for temperature control and the washing of both hands while the water is running. Water saving devices that require manual activation to achieve and maintain water flow, such as **push button or automatic faucets, are not allowed.**
- Performance Evaluation
- Documentation/no documentation

# VIPR HELPFUL HINTS

- Replacements – All replacement resources must be ordered on a separate order.
- Special Requests – Vendors often have the ability to change their equipment to meet a new need.
  - Resource must ONLY work as the type of equipment ordered on the RO.
  - Should not be asking vendors to switch heads/attachments back and forth.
  - Example: Mulcher Masticator and Excavator, simply switching the heads allows them to perform different types of work.

# FS NUMBERING

- New FS Numbering System for Contracts
- Example: 1204H118T7000
  - 12 = FS
  - 04H1 = FACT
  - 18 = Year
  - T = VIPR IBPAs
  - 7000 series = VIPR generated
- K = Incident only EERA, LUA, Incident Purchase Card
- 9000 series = Aviation
- 5000 = Non Aviation & Incident Only
- 6000 = Incident purchase card over micro purchase

# COMPUTER SOURCES

- SmartSource
- Hartford Technology Rental
- Both commercial sources
- Contract and Pricing on FACT website
  - Finance/CO/Buying Team link
  - Additional Rental/Commercial Sources
- Call either directly
- Pay by credit card

# R6 BUYING TEAMS

- Application process is open
  - ICAP (Incident Command Application Program)
  - <https://fireportal.usda.gov/>
- Questions contact Regional Buying Team Coordinator
  - Kevin Toombs
- One national team
- One regional team
- Members to fill Ad Hoc Team(s) as needed

# INCIDENT RENTAL CAR BPA

2017:

- 1004 Vehicles rented
- \$3 Million Paid to Rental Invoices
- Total of over 21,000 days rented
- Average Rental was out for 25 days
- Issues:
  - Payment Envelope not returned
  - Damage not documented
  - Reassignments not getting new resource orders
  - Contractors – renting vehicles from the Enterprise BPA.
    - Related to having special needs statement indicating that all resources should go to the FACT – Enterprise Web to obtain their vehicle.

# INCIDENT RENTAL CAR BPA

## 2 Options Available for Rental

- Option 1 – Self Pay
  - No E# Required to reserve or rent vehicle (must have off road rental vehicle authorized on your O# resource order)
  - Pay with your own credit card and claim it on your travel voucher
  - No need to use or send payment cover sheet
- Option 2 – FACT Pay
  - Must go through Dispatch and have E# for vehicle
  - Must use and send Payment Cover Sheet to FACT once vehicle is returned
  - If Re-assigned to new incident you must ensure the vehicle is also re-assigned and gets new E#
- <https://sites.google.com/site/r6incidentvehiclebpa/>

# INCIDENT RENTAL CAR BPA

- Short Term Rentals – GSA
  - Treat as fleet.
  - Will be signed (Pink STR sign in back window).
  - Don't track cost.

# SOURCES OF INFORMATION

- FACT WEB Page:
- NEW URL's – Check your bookmarks!
- [https://www.fs.usda.gov/detail/r6/workingtogether/contracting/?cid=fsbdev2\\_027111](https://www.fs.usda.gov/detail/r6/workingtogether/contracting/?cid=fsbdev2_027111)
- Interagency Incident Business Website:
- <https://www.fs.usda.gov/detailfull/r6/workingtogether/contracting/?cid=fseprd498824&width=full>

QUESTIONS?

