

## **Incident Business Committee Fall Meeting November 15 – November 16**

### **November 15, 2007**

**Scott Wintemute (Buying Team)** – There will be an Incident Procurement course in the Boise the week of Dec. 3, and the second week of February there will be an Incident Procurement course in Phoenix. There will be a Rocky Basin Buying Team Workshop the week of March 17<sup>th</sup> in Reno. The buying team task book may not be accepted due to the fact that it does not have the NWCG logo on it. The training specialists may not accept it. The committee made a motion that they adopt this task book and Scott will move it forward and work with the training. Scott passed out the buying team nomination form and there were some recommendations - add on the form (self study) so people working on this task book know that they do not have to wait for a class. Also add on the form that this is “revised on this date.” Scott discussed the evaluations. There were only three evaluations that came back and they were all favorable. The agency reps are going to follow up on the missing evaluations. Norma Shupla is the new leader for the type 2 buying team. She is replacing Gail Sims (who retired). When looking at the buying teams, the Park Service and the BLM need to start recruiting employees onto the teams. Do we need to revisit how we do our teams? Should we have one supervisor and then let people be on a rotation? Look at it as a position shared and not just a one person position. This way we may be able to come up with another add-hock team. There is an issue with the lack of buying team members, because there is a lot of interest out there but most can not commit themselves. Scott is going to change the nomination form stating that as you sign up, you pick when you can be committed. We need to go back and resurrect the questioner form. Scott is going to send out the nomination form with cover letter, and then they will discuss another add-hock team

**Joel Butzin/Dell McCann/Carol Salo (Geographic Discussion)** –

Discussed the solicitation and implementation of the equipment that must be solicited in 2008. Carol Salo feels that other agencies need to get more involved. The solicitations will be ready for contractor review by December 10<sup>th</sup> and so far the templates are on schedule. When looking at the “National Solicitation Plan” there was some items that were felt unneeded. (See Carol Salo’s handout 4 of 24) Outreach to contractors by December 10 and need a list of vendors from agencies. . Then in the middle of January, they will have solicitation ready. Need about 90 days, for advertising and award. Agencies need to educate contractor on the new process, there were some vendors that had misunderstandings and because of that they will not get called out. How are we going to do the Best Value ratings on the equipment? With all the inspections, they are having a hard time deciding how they are going to do the best value. Best Value can be determined by cost and quality. They will get back to the group as to how they are going to decide doing a best value. Once that gets decided, they will send out a list to the dispatch centers of the best values. The issue is going to be how you order off the best value list in the dispatch. Read the inspections (section B, M and C) and have any concerns ready. There

was a large concern about the trailers that we have on the incidents. There is a lot of unnecessary spending. Is that something that can be controllable? We should not be awarding a contractor that is price gouging. Discussed placing all the units (laundry, trailer, etc.) in the Rocky Mountain Region. Each unit needs to be responsible for getting information out. The items have been split up. The Rocky Mountain Region is going to take on: Mobile Laundry, Mechanic Truck, and Reefer. The Great Basin is going to take on: Tent/Canopy, Clerical Support Trailer, and Faller Module. The GIS Unit is going to be done nationally. Dale is going to be the main contact. There is going to be a meeting around 11-27-07, to discuss items for the February. Contact = Irene Gonzales. Education of agency personnel is an issue. There was a recommendation that we create a website similar to the Northern Rockies. Then there needs to be a web meeting discussing chapter 20.

**Lynda Berckefeldt (Best Value Determination)** – She stated that she went into a four week detail in the Northern Rockies, and there, they hate best value. This issue with best value needs to be standardized. There are inconsistencies and people are misunderstanding them. Is there anything we can do as a committee nationally? We can get onto conference calls and voice our concerns. We need to educate. We need best value and contracting consistencies. Even though our region is looking good with consistencies, we still need to educate anyone involved. Committee Suggestions – take this to the D&D Show (a standard presentation that goes to all the meetings). Also place it in Chapter 20. Another thing to help is the VIPR reps to carry this forward.

**Tina Ledger (Hiring pickup with Driver)** – What type of insurance do they need? Does your normal auto insurance cover when you sign up your vehicle? Most insurance will not because there is no “commercial” insurance on the vehicle. They have had a lot of issues with this already. This issue needs to be addressed in Chapter 20. Should it have an OGC determination? How far do we need to take this? There was one recommendation that we just get an OGC ruling. This also needs to go to DOI ruling. First we are going to double check to make sure this is not done nationally. If there is nothing, then Tina Ledger is going to do white paper, and then hand it to Carol. Dale is going to help Tina with this. Carol will pass up to BLM.

**Suzi Muir-Bradshaw (Went through the 2007 Action Log)** – We went through the list of action logs, because of that we started our D&D List for the year. The 14 day work rest guidelines were an issue with contractors. The 14:1 ratio applies to personnel, not the equipment.

#### **D&D Show**

- + Volunteers – Janelle, Carol, and Tina
- + Lowboy Release
- + Chapter 20
- + Best Value (Consistency)
- + Educate – How solicitation works? Vendors/Agency
- + Rental Vehicle Inspections/Closing/Transition Steps
- + IMT’s showing preference to vendors on pre-ordering/AA/Dispatchers/ICAC

- ✚ Discuss tracking costs for commercial invoices
- ✚ Alert = Crash Rescue Trucks are not necessary, ops will educate
- ✚ Posting appropriate hours working on an incident (Not always default to a 16 hour shift, and falsification of the time sheets and travel vouchers. People on fires also need to understand, that they need to clock out when they take a break or shower. Record the time that you worked. CFR – Chief Financial Review.)
- ✚ Emphasize the completion of updates on payment errors
- ✚ Emphasize the requirements for fuel vendors in both the RM/GB areas
- ✚ Update EERA's

**Tina Ledger (Incident Business Issues 2007)** – Went through a hand out of incident issues. Tina sees no need to document most of the key points, they are already documented. We will keep track of the “action tabs” decided on, or place them in the D&D tabs. There has been an issue with the increase in rental cars. They are expensive, so they suggested that the IMT's need to identify who needs a rental car. Also look at GSAs new program dealing with sort term leases instead of renting.

In the “fall agenda items” handout on page 9, there was a discussion about COW. Putting up mobile towers on large incidents for Verizon/Edge Wireless (Idaho) service. Some are free and other times they are not, but that will provide coverage.

Some of the buying teams make themselves available local or to the GACC. They need to be made available nationally. Another issue is that some of the buying teams will not do non-fire incidents. For these issues we are going to follow the National MOB Guide.

There needs to be some issues taken to the ops and IC committees; CTR's getting signed without checking their hours, and aviation resources getting hotel rooms even after they have been directed not to. We put in our “bin tab” to check on later: readdress cooperators in I-SUITE (forms and invoices.) Going through the R&R, there were some personnel that went home for two days and that is expensive and it gives them four days off (including paid travel time.) Why are they not having their R&R at the incident? There were more topics that Tina needed to follow up on, that we did not discuss.

**Carol Salo (Chapter 20/Water Rights/Task Group/Vendor Meeting)** – Carol went through the states statutes. She stated that we do not need agreements or permission to get water. If we used some of their equipment to obtain water then we can reimburse them for use of the equipment. In Nevada, the Cattleman's Association controls the use of water. How does that tie in with the state statutes? There needs to be some education on this. Carol encourages all of the committee members to go back to their respected agencies and ask how this is going to get done. She wants everyone to do their homework before we finalize this. Is this something to pursue now or in the future? The committee agreed to start it now. It was also recommended that we put some type of agreement in Chap. 20. Do we want to make a task group now or wait for feedback? Should Carol or the task group take the info? Carol Bass has voiced her interest in being the task group leader.

**Suzi Muir-Bradshaw (Committee Chair for 2008)** – See handout.

## **November 16, 2007**

**Suzi Muir-Bradshaw/Tina Ledger (Fuel Tender Issues)** – The main issue was fuel vendors not accepting government credit cards. There was a hand out representing issues that were brought forward to Tina. One recommendation is that we need to educate and communicate, in order to clear up confusion on paying for fuel, and require vendors to accept government credit cards. Some other issues brought forward were: credit cards getting maxed out in days due to the amount of fuel purchased, or credit cards getting rejected. Committee will recommend national implementation.

**All (2008 Training)** – There was an issue brought forward about the multiple websites for training. Not all the websites are getting all the training posted. There was also some discussion about putting on an I-SUITE refresher. There is no training for “cost unit leader.” There is training for unit leader, but the group feels that we need to have a class or training focusing on cost training. In the first or second week of June, Wyoming puts a class on for I-SUITE. They download the latest version onto the computers and then they do hands on in I-SUITE. Then in Omaha there will be a workshop in February. See Action Tabs document for training courses and tentative dates.

**All (Review and Assignments for Supplements)** – Task groups assigned for each chapter. Please refer to Action Tabs page. There were notes made on the handout.

**Chapter 10:** See Action Tabs

**Chapter 20:** See Action Tabs

**Chapter 40:** See Action Tabs

**Chapter 50:** See Action Tabs

**Chapter 80: National Update**

**All (Discussion of Spring Meeting)** – See the Action Tab page for meeting dates.

**Suzi Muir-Bradshaw (Supplement)** – There was an issues brought forward about cell phone reimbursement. Some states are complaining because they are not getting reimbursed for cell phone usage (including government phones). They would like this committee to come up with something to bring forward.

**All (Information from IMT, Dispatch and Coordination groups)** - They went through Dispatch, IMT and Coordination group. There were no issues that they wanted to bring forward. The only concerns were Best Value, getting something standardized. Rockies are looking for a Type I IC, if interested please let Ray know. They may not have a Type I team next year.

**All (Open Discussion/Wrap up)** – The group just went through and recapped past topics to make sure that we covered everything.

**All (Parking Lot or Bin Items)** –

- Rental Vehicles on BPA's - GSA, Chapter 20
- Inspections done at team transitions
- More widely distributed D&D Show
- POC Statement
- S-460 training in 2008
- Recognition for retired BUYL (Tina and Carol)
- Steve will share a document that was put out about training assignments on a task book.