

## **Incident Business Committee Meeting March 12, 2014**

Present:

Ron Schilz, Chair  
Tim Blake, Branch Coordinator  
Billie Farrell, FWS  
Gini Broyles, BIA  
Sarah Fisher, FS  
Christine Peters, NPS  
Dave Burley, BLM  
Tandy Bolling, Executive Secretary

### **Finalize SOP**

IBC SOP was approved.

### **Update on Forms**

Cindy Wolf joined the call for this conversation.

The Buying Team Waybill and Commercial Rental Envelope are available and in the cache. Ron will send an email to the Buying Team Coordinators, Buying Team Leaders and IBC with specifics on ordering.

Cindy is working on completing the GSA paperwork for the OF-288.

Christine will make a few minor changes to the Single Resource Casual Hire Information and send to IBC for one final review.

### **Forms Revision Update**

Sarah and Ron had a meeting with ASC and it was determined that it is not a priority to amend the OF-286 and this time. This decision will be re-evaluated as business processes change.

Equipment Technology Committee is working on revising the OF-296.

Any changes to the OF-305 will not be pursued until the OF-288 & OF-296 have completed the GSA process.

### **Status updates from January Meeting**

- **FAQ Update** - Ron will complete the memo for the FAQs by April 21<sup>st</sup>.
- **Advanced Cost Training Update** - Dave will work on drafting the intent document for the unit.
- **ICPI Update** – Sarah will make an appointment with Deb for Training to review the materials.
- **S-260 Update** – Billie completed the budget request and sent to Ron and Tim. After a meeting Sarah had with Deb and Wendell the desire will be to have a facilitator's guide to instruct a classroom version instead of a CD ROM. Dana Reid will be teaching S-260 in April and has agreed to use the on-line version to help create a facilitator's guide.

- **S-261 Update** – Dana Reid has added the commissary items into the training materials and sent back to Josh. She will use the material to teach S-261 next month.
- **AD Pay Plan Classification Update** – Positions have been classified and added to the draft FS and DOI AD Pay Plan.
- **S-481 Update** - Nothing new to report.
- **Thank you Notes Update** - Ron sent out the thank you notes to the ECI and ICPI groups.
- **EMT Kit Update** - Incident Emergency Medical Subcommittee is publishing a list that will be NWCG's standard for EMT kits. Kits will not be stocked by the caches.

### **IBA Currency & Maintenance**

Discussion on IBA currency and maintenance will be continued when Jeff Arnberger can attend the meeting.

### **Billing Center Discussion**

Christine will work on a draft business case for the billing center.

### **NWCG Terminology Review**

IBC is not currently assigned any terms; however the committee will take an in-depth look at the terms and discuss any during the next conference call.

### **New Positions in the next PMS 310-1**

OWDC approved addition of 3 saw positions to the PMS 310-1 and will most likely be called FAL1, FAL2, and FAL3. The positions will have some training requirements and an arduous fitness rating.

This created two issues for IBC:

- (1) The new training requirements and fitness requirements will impact contractors. This is a time sensitive matter since the faller solicitation is currently out for the 3 year cycle.
- (2) These positions will need PDs written before they can be classified and added to the AD Pay Plan.

Tim and Sarah will have a discussion with Mark Jones about these issues to be put on OWDC's radar.

Another related issue is OWDC is establishing Type 3 Command and General Staff positions, which are currently awaiting approval to proceed. If approved, the positions will need to be classified for the AD Pay Plan and possible a budget request completed.

### **Incident Records Committee Update**

Updates for the kits will not be completed in time for this year.

Tim helped clarify the decision space of the Incident Records Committee that when it is going to be a significant change or will impact the caches the decision should be elevated to the IBC for review and approval.

## **Review Action Item Log**

- The DOI travel (per diem, mileage, misc. only) to be paid on the OF-288 issue is moving along and hoping to see the GSA waiver request soon.
- Still need to find individuals from the agencies to be on a task group to review the EERAs clauses. The rep for FWS will be Farrell.

## **Round Robin**

### Gini

- BIA memo for AD Pay Plan is ready for the AD Pay Plan.
- Sent out E-ISuite train-the-trainer information to the field.
- National FMO meeting was cancelled.

### Tim

- Executive Board continues to work on Emerging Incident Management.
- Working on NASF taskings from Yarnell.
- Proposal from the Rocky Mountain area to have NWCG update the 10 Standard Fire Orders and 18 Watch out Situations. The Executive Board will review the request
- DHS/FEMA ICS and NWCG Wildland Fire ICS forms are now posted to NWCG website under publications.

### Sarah

- Incident Finance at ACS is undergoing reorganization. Marylea Lockard the Branch Chief of Incident Finance accepted a new job. There will be a 120 day detailer in her position.
- The Assistant position will be advertised soon. The Contract Program Lead is on hold.

### Christine

- DOI AD Pay Plan is with DOI HR.

### Billie

- FWS AD Pay Plan memo is ready to go.
- e-ISuite Implementation plan went out.
- Did not receive many comments on the FWS Large Fire Cost Review Guide.
- Will be hosting a FWS/Casual Pay Center Seminar.

### Ron

- Nothing to report.

### Dave

- Working on updating the Orange Book, hopefully done by April 25<sup>th</sup>. Will have some printed this year along with having it available on the BLM intranet.
- Will be working on putting something in writing for the BLM to clarify what coding can be used for S-420.