

**National Wildfire Coordinating Group (NWCG)
Preparedness Branch
Incident Business Committee Conference Call
February 13, 2019**

Present:

Ben McGrane, AQM
Sarah Fisher, FS
Christine Peters, NPS
Dave Burley, BLM
Robin White, BIA
Reah Reedy, FWS
Jamie Wade, AQM
Brenda Even, NASF
Robby Gross, NASF
Tim Blake, Branch Coordinator
Jeff Arnberger, Operations
Meg Geary, Executive Secretary

Also in Attendance:

Mark Cantrell, NWCG
Jesse Bender, NWCG

• **Welcome New Member**

Ben introduced Brenda Even, SDWF, as a new member representing NASF. Brenda replaces Wendy Walter.

Agenda Items

• **NWCG IBC Performance Package**

Mark Cantrell, NWCG, shared with IBC the NWCG Performance Package strategy and its continued development. A handout on the process was sent via email to all IBC members. The Package is arranged in three phases, with the intent to group like topics together but not necessarily completed sequentially.

Phase 1 - IBC Modules

Phase 1 focuses on key components from the *Standards for Interagency Incident Business Management (SIIBM)* and exercises from the NWCG S260/S261 courses. The objective is to establish comprehensive modules, similar to job aids, linking various positions to topics in the SIIBM, making it easier to locate training information for a specific position or task.

The contract has been awarded on Phase 1 modules. The first two topics selected are as follows:

1. **CTRs**
2. **Analyzing Breakdown Costs**

The modules will contain video, job aids and an interactive training tool.

Robby Gross is the IBC Liaison/POC for Phase 1. A couple of SMEs have been identified to work with Robby on the first two topics. Additional SMEs are encouraged join.

A conference call for the modules task groups is scheduled for February 25, to discuss the process.

In an attempt to prioritize information and sequencing in the modules, a survey will be sent to IBC members requesting information on the following:

- 1) What content is missing from S260/S261 that should be added in the modules?
- 2) What is working and successful in the courses?
- 3) What are the top five most common errors on incident?

Active Task: A survey will be sent to the IBC to assist with prioritizing the information in the modules under contract. IBC members will inquire within their agencies, to gather a list of SMEs that would like to participate. A conference meeting for the modules task groups will be held February 25.

Phase 2 - Yellow Book (Customizing Table of Contents)

The SIIBM (Yellow Book) would be reorganized electronically, adding direct links from the position descriptions to area within the SIIBM, how to components and to the SIIBM in general. Jesse Bender, NWCG, has been a key participant in this project.

Phase 3 - Entry Level Finance Position Specific

Phase 3 focuses on updating the required training for all entry level finance positions. The intent is NWCG S260/S261 will be discontinued. A new format will be examined sampling a few different venues. A web base application with a grading and testing component that must be completed successfully prior to proceeding to the instructor lead training (ILT). The use of online training demonstrating how to videos with additional content added. Application based, ILT training using actual scenarios that can be taught online or in person.

Mark concluded that he could attend the NWCG IBC face-to-face meeting in April in Boise to present an update on the performance package.

• NRCG IBC October Meeting Update

The Region 1, NRCG IBC expressed concerns on specific topics during their October 2018 meeting that were presented to the NWCG IBC for further discussion. One concern was the Heavy Equipment Technical Specialist (HETS) position in the AD pay plan and its classification. Because of the timing of this issue, the topic will be added to the April agenda. Christine will locate the PD for the position and forward it to the AD Pay Plan task group.

Another topic of concern was hazard pay. Firefighting and fire line should be better defined in the SIIBM with more clarity to determine who should actually receive hazard pay. This will be added to the April meeting agenda for further discussion on the topic.

The medical kit contents was another topic of concern. Medical Kits is on today's meeting agenda. Sarah will give a briefing on the subject. The topic will be added to the April meeting agenda.

Active Task: The topics concerns from NRCG IBC will be added to the April Meeting agenda.

- **UAS Representative – Consumable and Replacement Items**

UAS representatives are seeking guidance on the replacement process and proper protocol for UAS replacement items. A request to have a UAS representative be present at the April meeting to assist with the discussion.

Active Task: This topic will be added to the April meeting agenda.

- **National Interagency Buying Team Guide Review**

A handout for the National Interagency Buying Team Guide was sent to the IBC prior to today's meeting.

Jamie met with National Buying Team Leaders from each Geographical area in October and shared with IBC the culmination of the meeting.

The discussion was held on the National Buying Team Guide's ownership and whether or not it should be a NWCG guide. Currently, the NWCG logo appears on the guide. A request for review by IBC and field representatives from their agencies of the National Interagency Buying Team Guide will be sent out by Jamie via email later today. The field review is requested back to Jamie by the next IBC meeting. The decision on ownership will be considered after the guide has been reviewed and finalized.

Active Task: Analysis on the National Interagency Buying Team Guide is due back to Jamie by March 13 with the finalization of the Guide by April 1.

- **Procurement Position Codes and Utilization Analysis**

A handout on the Procurement Position Codes and Utilization Analysis was sent to the IBC prior to today's meeting. Jamie was asked to review and present a report on the current procurement positions and codes. Jamie asked IBC to comment on several issues.

There are seven procurement positions currently active but not all of the positions have PDs. There have been recent procurement changes that require a review of the practicality of some of the positions; e.g., Purchasing Agent (PA10). The purchasing threshold for supplies has been raised to allow micro purchasers to purchase to \$10,000. It may be more efficient to consolidate the purchasing agent (25) and (50) with the warranted official in one PD allowing for better management of the PDs. In addition, recommendation to consolidate the Geographical and National Buying Team Leader positions into one AD Pay position and class, and update the Buying Team Leader task book to add contracting aspects.

IBC will enquire within their agencies and share the feedback at the April meeting.

Active Task: The Procurement Position Codes and Utilization topic will be added to the April meeting agenda.

- **NWCG – Finance Org Chart Review**

Jesse Bender, NWCG, submitted the draft Finance Organization Chart for review and validation. IBC reviewed the chart and unanimously approved the chart.

- **Cache Medical Kits**

Sarah informed the group Equipment Technology Committee, ETC, released an equipment bulletin reflecting changes made to the Cache Medical Kits. The bulletin can be found on the EMS site on NWCG.

The 500 person medical kit has been discontinued with several sub-kits being offered instead. There is not a limit to the number of 100 person medical kits that can be purchased for an incident. The same procedures for purchasing medical items will not change.

- **Action Items Log**

Meg reviewed the Active Task spreadsheet with the IBC to update the current status column.

Round Robin:

- Ben – Working on Firenet to share IBC documents.
- Sarah – Conference with DOI Leads regarding Coop Agreements and Local Agreements. FS detail outreach for Vice Parker is in circulation. Currently, Jill L., from Boise Dispatch will be in the detail beginning March 4 for 120 days
- Christine – nothing to report
- Dave – DOI Pay Plan sent to OWF. NERV call with the NOC to discuss payment process. Organization changes within the BLM. Joe Majewski new Budget Officer. Face to face meeting scheduled March 5-6 with BLM State Leads.
- Robin – nothing to report
- Rhea – Two job announcements out this week.
- Jamie – nothing to report
- Benda – nothing to report
- Robby – nothing to report
- Tim – NWCG - IT position changes. Annual meeting canceled.
- Jeff – nothing to report

Next Conference Call Meeting is March 13, 2019