

**National Wildfire Coordinating Group (NWCG)
Preparedness Branch
Incident Business Committee Conference Call
June 12, 2019**

Present:

Ben McGrane, AQM
Sarah Fisher, FS
Christine Peters, NPS
Reah Reedy, FWS
Jamie Wade, AQM
Brenda Even, NASF
Robby Gross, NASF
Jeff Arnberger, BLM
Tim Blake, NWCG

SIIBM 2019 Review - ALL

Ben recommended delay of review to the fall in-person meeting unless something comes up which needs immediate review.

Decision: SIIBM 2019 Review to be postponed to fall meeting

Action Item: Add SIIBM 2019 Review to fall meeting agenda to include the following discussion points:

- Do we want to set up a standard schedule for review? (Same as AD Pay Plan)
- Should requests for feedback still be sent to the field?

AD Re-leveling - Sarah

Questions to the group:

- With the Incident Position Descriptions being developed in a much bigger and broader content, do we need to consider an effort to re-level?
- Do the IPDs have enough information for our leveling process or will we need additional information beyond what is in the IPDs?
- What is our strategy on long-term re-leveling project?

Christine: Leveling procedures may need to change to meet new IPDs

Action Item: Add AD Re-leveling to fall meeting agenda to include the following discussion points:

- Review the ad leveling process
- Strategy for long term full re-leveling process if necessary

A general discussion on the position descriptions themselves was held. Jill is working on the remaining seven finance-related IPDs and will report to the NWCG IBC for review.

Finance Chief 1 and 2 PDs – how should we communicate the complexity and difference?

Two options – add information into the introduction paragraph; or reference further information in other documents.

- Sarah proposed adding bullet statements explaining the differences in complexities in the introduction sections.
- Question to Jeff: Is there any consideration to discontinue typing for all positions?
 - Jeff explained it is in fact currently in discussion, and FEMA is also talking about not typing teams. We should all continue to encourage conversations.

Decision: Finance Section Chief will remain as Type 1 and 2, and bullet statements outlining differences will be added to the introduction paragraphs on each.

Action item: Add FSC Typing Communication Strategy to fall meeting agenda to discuss how to communicate our recommendations and options on typing Finance section chiefs.

COPA (Contracting Officer Purchasing Agent) – Jamie

The group reviewed the memo recommending the contracting and purchasing positions CONO, PA10, PA25, and PA50 be consolidated into one new position code of COPA (a warranted position).

The memo is moving forward but there is no time frame on approval – it is not an NWCG position, so it is routed through FS training rep to the interagency training group reps. (CMB – configuration management board.)

NERV – Ben

The program is up and running nationally; working on coordination issues with truck availability when orders come in after normal business hours.

Support staff is mostly complete.

MOU should be finalized in the next couple of weeks.

Data Elements Review – Christine

Group will report out on next call.

NWCG IBC Performance Package – Ben/Robby

Review of first two packages has gone back to writers; finishing touches being done now. Might be completed by end of month, equipment portion should be finished shortly after CTR.

The Module drafts that were sent to Mark are dependent on the budget as to whether they can be completed; waiting on permission.

Question for the group:

- When a module is officially completed, how is it implemented?
- Do we need discussion on tying in to yellow book and position descriptions?

Sarah explained the process should already be in the production plan – there will be a link in the yellow book to the IPD, which contains the link to the video.

Action Item: Robby will Check with Mark’s office to see if they are going to add the links.

Coordination Center Representative – All

Sarah proposed changing from Coordination Center rep to Dispatch rep to provide a broader approach.

Question: To find someone to fill the roll, do we need to go through committee or can we seek someone out ourselves?

Action item: Ben will contact Tim.

Action Items Review from April Meeting

- Service animals – Memo posted as of May 9th
- Buying team guide - complete and 508 compliant
- S-260: Changes sent to Leanne Squires – done.
- S-260 performance : completed
- IPDs and leveling: pushed to fall meeting

NWCG IBC Website review – All

A few things have been updated here and there, the group was asked to look through the site for changes and let Ben know.

- <https://www.nwcg.gov/committees/incident-business-committee>
 - Meeting notes need to be posted.
 - Update rental car information – Ben will do.
 - Change verbiage in “Updated Pay Plan” link to position descriptions

Fall Meeting Logistics – Christine

Christine will explore options at Grand Teton or Santa Monica as location for fall meeting.

Round Robin:

- **Ben** –
 - Notes from April and May - please get comments to Meg
 - Next mod of the NERV agreement will provide the ability to take rental cars into Canada. (Can take into and out of; but can’t originate or end in Canada.
 - FS still working on reorg of contracting offices
- **Sarah** –
 - Canada has special regulations for sawyers’ boots so they are providing sawyers to the crews. USFS will not bill Canada for the expenses of boots since they are not required.
 - True overtime discussion – still a topic of discussion in FS. Continuing to work with HR and providing a definition to the department; then will put together some scenarios. Still in progress, nothing has changed.
- **Christine** - none
- **Reah** - none
- **Jamie** - none

- **Brenda** - none
- **Robby** – none
- **Jeff** – We have moved to PL2 as of today

Next Conference Call Meeting is July 10, 2019