

# Incident Business Committee Meeting

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## Grand Teton National Park

October 29-30, 2019

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### **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 X  
Tim Blake, Branch Coordinator  
Amy Lancaster, Dispatch  
Meg Geary, Executive Secretary

### **Others in Attendance:**

Anthony Schultz, FMO, Wyoming Division of Forestry (web presentation)

## **Day One (Tuesday, October 29) – 0800**

### **WELCOME**

Ben introduced Amy Lancaster, the new Dispatch Representative on the Committee and she shared her dispatch and wildland fire experience. Each member present gave a brief introduction of himself or herself.

### **2020 AD PAY PLAN POSITION REVIEW**

The Committee reviewed and discussed changes in the AD positions listed below:

- ATGS - Air Tactical Group Supervisor
- ACDP - Aircraft Dispatcher
- ASCO - Airspace Coordinator (previously THSP)
- AOBD - Air Operations Branch Director
- ASGS - Air Support Group Supervisor

These positions will be reviewed and leveled together to develop a more consistent rate.

**Active Item:** These positions will be reviewed and leveled together to develop a more consistent rate.

Sarah brought forward a request to consider positions that are contracted for incidents, i.e. Photographer and Videographer. These positions have been removed from IQCS and therefore, cannot be mobilized in ROSS. It has been requested the positions be created in the AD Pay Plans instead of using THSP and Exception coding. This concern was sent to External Affairs for further comment.

**Active Item:** No action has been taken at this time.

The Aircraft Inspector position also is being considered for the AD Pay Plans. Some Regions, with a need for this position, hired inspectors using inappropriate AD pay positions and rates as a means to hire them. Regions were reminded of the process to change the AD Pay Plan and to include Aviation support.

**Active Item:** IBC will consider adding this position to the 2020 AD Pay Plans and leveling process when the position description is submitted.

#### **AD PAY PLAN REVIEW:**

A list of comments for the AD Pay Plans were discussed. Christine will record the changes to the DOI Pay Plan and share them with Sarah. Christine also noted a possible pay increase of 2.6% government wide was being considered but not yet confirmed.

#### **DOI - AD PAY PLAN COMMENTS**

There continues to be abuse of the Casual Hire process for seasonals in the NPS. NPS requested add language to the Pay Plan to help with this issue. IBC said it needed to be handled at the hiring level.

**Decision:** The current verbiage is sufficient.

A request to add languages to Section B, number two in the DOI Pay Plan; A new resource order is not required.

**Decision:** The language will be added.

A request to clarify the Section E, number 21 state taxes may be withheld from more than one state.

**Decision** The language was sufficient. No added language.

A request to clarify Section F, number one. Clarify occasional or infrequent duties at a higher level do not justify a change in the pay rate. This is a management level decision and does not require clarifying language.

**Decision:** The language was denied.

#### **FS - AD PAY PLAN Comments**

Sarah presented the FS comments to the AD Pay Plan. It was asked for a review of the mnemonics.

**Decision** IBC will work with IQCS POC to review mnemonics.

A review of Section B number 4, 'When approved by the Director, Acquisition Management (AQM), retirees may temporarily have warrants reinstated and may be hired as casuals in these positions' was discussed. This is no longer the process.

**Decision:** Remove number 4 in Section B from FS AD Pay Plan.

The positions INJR and CLMS were discussed. The memo EB-M-16-015 was released in July 2016 communicating the transition plan for the positions. Both qualifications are still listed in the COMP PTB and the PMS 310-1.

**Active Task:** Sarah will coordinate with Jeff Arnberger to clarify the memo and report back to IBC.

A comment on Section E, number 13, conditions for hire, was discussed. The question was do federal travel regulations apply. This is a management decision for the local unit.

**Decision:** No change to the language.

A request to add guidance when hiring a casual for a Type 3 incident that has a Type 2 qualification.

**Decision** The positions are typed and rated; therefore, the casual should be paid for the position they were hired. No language added.

### **EXCEPTION CODING REVIEW**

Exception coding and the need to review and possibly consolidate levels was discussed. DOI said very few AD-A and AD-B positions have been used in the last five years. Sara said Forest Service had 16 AD-As and 10 AD-Bs over the last five years. Christine will review and summarize the exception coding options and share with the Committee at the next IBC call.

**Active Task:** Christine will draft the AD Pay Plan Exception coding criteria and forward to Sarah for review. Christine will report to the Committee at the next meeting. .

### **CASUAL/ADs SHORTAGE**

Sarah shared concerns from ASC that some agency's local units were not hiring casuals and this is causing a shortage in positions nationally. If there is a need for positions nationally and it was suggested that this might be a national office response issue.

**Active Task:** Sarah suggested this may be revisited at a future IBC meeting.

### **AD POSITION RELEVELING –**

A discussion was held on the leveling processes and two responsibilities were identified to consider when beginning the procedure:

1. How are we changing the leveling process to match IPDs.
2. Are we going to relevel every IPD.

A Task Group was identified to work on the IPD development and leveling process; Christine, Dave, Reah, Robin and Deputy Parker (position soon to be filled.) The calendar of events for the AD Pay Plans were confirmed. The updated Pay Plans will be submitted to Forest Service HR by February 1 to update the pay tables accordingly.

**Active Task:** The Task Group for the IDPs and leveling will meet Thursday, **November 14, at 1000 – 1300**, to start the leveling process for the five aviation positions.

**Active Task:** A meeting with the Task Group, Anne Benoit and Deputy Parker is scheduled for **January 23, 2020, at 9-12**. This meeting will be to modify the guidelines to match the IPD templates.

**Active Task:** A future meeting will be planned to relevel all AD positions in accordance with IDP format.

### **SINGLE RESOURCE CASUAL HIRE INFORMATION FORM (SRCHIF)**

A discussion was held on the language 'government subsisted' versus 'self-subsisted' as option to choose on the form. The question is, are the options obsolete and can they be removed. The form is not required by DOI CPC but it is for FS ASC.

**Active Task:** IBC will solicit field personnel for opinions and revisit this topic at a later meeting.

### **BACK COUNTRY/CAMP RATE CP**

A discussion was held on camp rates, when is full per diem is permissible and by what criteria.

### **FSC TYPING**

A discussion was held on typing for Finance Section Chiefs, FSC. The position is similar to the NIBA, which does not have more than one typing, when it comes to complexities and duties.

**Active Task:** Sarah, Tim and Dave will meet with OTC to explore the pros and cons of consolidating the FSC position and looking at the process it would require. They will give a report back to the Committee at a future meeting.

### **FS CONTRACTING ORGANIZATION CHANGES**

Ben reviewed the acquisition reorganizing (consolidation) within the Forest Service. COs would be dedicated to a category group rather than a specific location, forest or regional office. The main categories would be Construction, Service and Supply, Incident and Stewardship. Concerning Incident contracting, there would be four branches broken out into four groups. There are two significant changes. One will be VIPR/IBPA contracts will no longer align to a regional offices. The concept would be to zone the contracting offices to consolidate some of the solicitations into two zones: 1) West: including, Pacific Northwest, California, the Southwest, and Alaska Geographic Areas, and 2) Intermountain/Eastern: including Northern Rockies, Rocky Mountain, Great Basin, Northeast, and Southern Geographic Areas . The new organizations are slated to stand up the spring of 2020 but this is a work in progress and implementation will develop over time.

The other change is the At Incident Management Support group or AIMS. Militia, ad hoc, and local buying teams would support it. The goal is to develop a more permanent organizational model with more preseason tools in place. The concept would be similar to an interagency dispatch center. It would be FS centric but would seek interagency support. This is the newest piece to the reorganization and is not in place yet. The period for the consolidation is spring of 2020 but more likely fall 2020. DOI would be willing to review the initiative and support it in some form.

## EISUITE UPDATE

Sarah gave an update on eISuite. The contractor is finishing the business analysis portion and has concluded the only change needed is to the architecture, which involves placing source data in one location. The contractor performed a cost calculation but Sarah is not sure what investment monies are available for this project. There would not be functionality changes.

## FIRECODE

A discussion on Firecode and duplicate coding was held. The local dispatch centers and geographic area coordination centers are developing an 'In Support of' document to address conflicts in support coding and payment issues among other concerns. The following are some issues noted.

1. Cal Fire model – FS assist is automatically checked creating a job code that must be validated manually.
2. Job codes create PMs that cause reimbursable and must be verified manually.
3. Duplicate Codes – creating support codes when a fire code exists.

**Active Task:** Sarah will forward to the Committee a draft that will eventually be submitted to NCSC.

## HAZARD PAY

A representative to the BAER group inquired to the criteria necessary for hazard pay. A discussion was held. The last change to the SIIBMH included hazard pay definitions. The added language established direction to hazard pay by identifying the activity being performed, on the pay document. The BAER group has its own policy regarding hazard pay that defines the criteria clearly.

**Active Task:** Sarah will send to IBC the BAER document that give their employees direction on why they do not get hazard.

## OVERTIME UNCAPPED DIRECT VS INDIRECT

A discussion was held on uncapped overtime for firefighters and when it is not appropriate. Both DOI and Forest Service HRs are content with the current definition and the current use of this pay code.

## Day Two (Wednesday, October 30) – 0800

### Anthony Schultz, FMO, Wyoming Division of Forestry

Anthony Schultz, FMO, WY Division of Forestry, presented the WY Cooperative Agreement Structure. The AOP meeting is held annually in December, at which time the master agreement template is reviewed. In March, the focus is on real issues and differences across the state. Approximately 30 entities in Wyoming have sign on to this agreement. One key point to note is creating healthy relationships between the counties and State is imperative. This agreement allows fire departments to bill the State, who then bill ASC. It reduces payment time. The agreement also allows counties to bill ASC directly. The State audits packets for the counties send their payment packets directly to ASC. This has been a cooperative process for the State and counties. Standardizing rates and Wyoming's process were also discussed.

## COOP AGREEMENT ISSUES UPDATES AND REVIEW

Sarah gave a FS perspective review on the local agreements with States. OAG continues to restate the language that local entities are not allowed to mobilize nationally under the current

agreements. However, if an agreement is still in place, it will be honored until it expires at which time it will not be renewed.

The FS internal audit of the CFAA drew serious attention from the FS. A cease and desist order was issued by the FS. The CFAA agreement expires 12/31/2019, so a decision was made to process payments until then. CFAA will be required to create a new agreement by 1/1/2020. A committee met in Washington DC to discuss the specific language in the agreements. Language, such as no allowance to back fill, volunteer fire departments will be paid at the AD rates and FEMA's direction on portal to portal, will be used. A meeting with FS and CA leadership is expected before the end of the year. Methodology about the rates will be discussed.

A discussion on mutual aid, cost shares and how Federal agencies collect funds was held. It was noted that mutual aid agreements should be the same for all agencies. IBC formed a task group to gather information on the collection process by Federal agencies. Christine will be the liaison to the group.

**Active Task:** IBC will poll their field personnel for a Lead and SMEs for the task group and present names at the next meeting. The Task Group's goal is to identify options for best business practices for the following

- a. Agreement on how cost shares are applied to all Federal agencies
- b. Agreement on how cost shares will be processed

The 2009 NWCG IBC Guidance for Supplementals, Memo EB-M-09-004, should be reviewed for language modification while this process of mutual aid is being discussed.

**Active Task:** Sarah will send the 2009 Memo to IBC

Sarah noted cost share settlements are required to show a cost of equal or above value on a form of transaction before it can be sent to FEMA for an FMAG.

### **IBC PERFORMANCE PACKAGE**

Sarah gave an overview of the IBC Performance Package. The SIIBMH has been an electronic publication since April 2018. The concept was to develop an interactive handbook with the intent to illuminate the guides. Eventually, position descriptions were transitioning to electronic form, linking them to a specific area in the handbook. This followed by the concept to use the handbook to teach S260 with the intent to eliminate the course. Eventually a contract was in place to develop instructional tools to assist and aid specific positions in the learning process. The first two modules were the CTR and Equipment Breakout modules.

Tim explained the NWCG Standard Management Cycle, which can be found on the NWCG website at the following link [NWCG Standard Management Cycle](#). IBC submitted two-module analysis to NWCG. When the products were concluded, the CTR module was a success but the Equipment Breakdown module was met with disappointment by NWCG leadership. It was determined the review process was inadequate.

Jeff Hughes is the POC for the edits to the Equipment Breakdown module and the next three modules under contract.

**Active Task:** IBC submit suggested edits to the Equipment Breakdown module to Jeff Hughes in the next week or two.

SMES for the next three modules have been identified.

- **Equipment Shift Ticket** - Brenda DeBurg, Randy Olson, and Christine Peters
- **OF286** - Mariah Morris, Bidy Simet, and Ivory Carr
- **OF288** – Billy Hawkins, Christine Peters, and Reah Reedy

**Active Task:** Sarah will draft a summary page for the next three modules and submit it to the contractor by January.

**Active Task:** Robby will forward the video and comments to IBC. Robby will contact the SMEs for the Equipment Breakdown module, Mariah and Helen, and ask them to review the module with the IBC concerns. Their comments will be sent to NWCG.

### NWCG FORMS

Commercial Rental/Service Envelope was in draft form since 2014. IBC agreed ‘test’ should be removed and the form finalized with a PM#.

**Active Task:** Ben will email Jesse Bender, NWCG, the official request to reprint.

### REVIEW CHANGES TO SIIBMH

The IBC discussed the updating cycle of the handbook. In previous years, the SIIBMH review process included soliciting comments from the field in the fall. IBC would review them for consideration. Changes approved were submitted to the NWCG for updating prior to publication in March. This process will continue for the electronic SIIBMH. A formal solicitation for comment will be sent to the field community and IBC will review and submit approved changes to NWCG prior to publication that spring.

Changes to the SIIBMH are listed.: (Summary of Changes 2019 – posted to the IBC website but will not be included in the public minutes)

1. The Breakdown Template in the Tool Kit
2. CTSP change to ITSS in the exempt nonexempt table
3. Ch. 50 and Ch. 80 - Cost Shares – on hold until next year
4. Donations – what cannot be accepted; language to add.
5. Casual Hire Form – add language "Federal Government" hire - to justify government rate for lodging.
6. Ch. 20, pg. 20-4 ln 35-36 – remove language ‘Personnel not assigned to a buying team...’
7. Ch. 20 pg. 20.12 ln 10-13 Point of Hire/Time of Hire - BPAs - inspection and acceptance not "for most contracted resources....’ Clarifying ‘actually’ would start (see SF for actual recommended language change)
8. Ch. 20 pg. 20-12 ln 14-16 Ordering Procedures – Contractor must provide full copy to Finance language change (see SF for actual recommended language change)
9. Ch. 20-12 ln 29-34 Pre-Use Inspection - language change (see SF for actual recommended language change)
10. Ch. 20-12 ln 21-26 Inspection - compliance and noncompliance - OF 296 language change (see SF for actual recommended language change)
11. Method of hire chart will be reviewed for Ch. 20 (Jamie W will update)

12. Update standard rates for Ch. 80 Serena (?) Will complete SF will handle

**Active Task:** Jamie will initiate research on language addition to donations and report to IBC at the next meeting.

**Active Task:** Sarah and Dave will document the changes and send to IBC for final review. Once approved by IBC, changes will be forwarded to Jesse Bender, NWCG for update and publish March 2020. Included will be a message noting the comment period will be solicited every fall for the SIIBMH.

**Active Task:** Method of hire chart will be review for Ch. 20 (Jamie will update) Sarah and Serena will update the standard rates for Ch. 80 and forward on to IBC for review.

### NERV AAR

Ben gave a report on the 2019 NERV performance. He shared handouts on the survey results and stats. The payment mechanism, MOU or Interagency Agreement, identifies FS as the paying agency for the States and captures the cost through the billing process. A discussion was held on the MOU language and process for Federal partners. The current document has not been signed and will still need to be finalized. Ben said he would work with FS G&A staff to determine next steps for the document and send to IBC for review.

**Active Task:** Ben will coordinate with FS Grants and Agreement staff on preference for MOU document using the FS MOU template or Interagency Agreement and email to IBC with a report at the next meeting.

Ben shared with the Committee the 285 feedback and comments received from the field. Most were favorable. Christine commented some fees listed on the invoices were not clearly defined. Reah also agreed the invoicing should include a description of fees. It was commented the naming convention for the files was difficult to follow. Dispatch would like the ordering process better defined. Ben said all the GACCS have their own SOP posted to the NERV website as to how they dispatch NERV. Dave also asked for information on the claims that were generated this year. It was suggested FS take over payment of all invoices and bill back to the agencies. This could pose a problem with the process. Using purchase cards as a payment option is being researched.

Ben shared the staffing situation is still moving forward. He will meet with the GACCs and Enterprise to discuss the NERV pros and cons. He said the survey confirmed more vendors were needed. In the future, NERV is looking to move to web based forms and documents instead of the packets currently being submitted.

### 2020 IBC SPRING MEETING

The spring and fall meeting dates and locations were discussed. It was agreed by all members present, to host the NWCG IBC Spring meeting in Boise, May 18, 2020. The NWCG Executive Board meets that week as well. The NWCG IBC Fall meeting date of October 13-16, 2020, was agreed, with a possibility of a northeast location.



## Round Robin

**Ben** - ASQ reorganization is focus currently

**Sarah** – Vice Parker interviews this Friday.

**Christine** – none

**Dave** – none

**Robin** – Admin changes

**Reah** – none

**Jamie** – Feedback from the field on the OF294 EERA form - need more boxes. IBC approved modification of the form. A draft will be shared with NWCG Jesse and IBC. 2019 Buying Teams had 6000 op periods. Moving some positions into 310.1 Combine one procurement position. Looking at Buying Team extensions and the process for this.

**Benda** – Yurts agreements will be adding requirements for fire extinguishers and CO2 monitors because of carbon monoxide poisoning incident this year.

**Robby** – none

**Amy** – CDAT conference in Reno last week. Discussed web-based programs in 2020 and the many changes coming with the IROC/IRWIN integration.

Next Conference Call Meeting is November 13, 2019