

National Wildfire Coordinating Group (NWCG)
Preparedness Branch
Incident Business Committee
Conference Call
May 19 – 20, 2020

Present:

Ben McGrane, AQM
Sarah Fisher, FS
Christine Peters, NPS
Dave Burley, BLM
Robin White, BIA
Reah Reedy, FWS
Jamie Wade, AQM
Heather Good, FS
Brenda Even, NASF
Robby Gross, NASF
Jeff Arnberger, Operations
Amy Lancaster, Dispatch
Meg Geary, Executive Secretary

Guests:

Jamie Parker, FS AD
Kaili McCray
Jeff Hughes
Paul Kakert

Day 1 May 19, 2020

SIIBM-Updates:

Heather gave a review on the SIIBMH updates. Some of the topics reviewed and modified were travel, position acronym update, limited control flights memo, clauses, purchase card language, method of hire chart, updated links to cost rates, break-down template, and donation language. A supplemental page to the OF289 for signatures was suggested and adopted as a supplemental. It will be published on the IBC home page under resource page. Heather will finalize the changes to the handbook and Dave will modify the Matrix to include the Limited Controlled Flights info. Heather and Dave will share the documents with IBC for final approval. The summary of changes will be posted to the NWCG IBC home page.

Action Item: All discussed updates and changes will be reviewed and approved by **June 5**, prior to sending to Jesses Bender, NWCG for publishing.

Casual Hire Form:

A review of the Single Casual Hire Form was discussed with some modifications were made to the form. The revised document will be updated by May 29 and submitted with the SIIBM for publishing.

Forest Service Contracting Reorganization Update:

Ben gave an update on the reorganization within the contracting (AQM) organization. The new name will be Procurement, Property and Leasing, PPLS. Staffing for the new organization is currently being led. Ben gave a report on the structure of the organization. The process continues in developing the new incident organizations and in determining how the different branches will work together. The official implantation date is not yet definite but is expected by the first quarter of the next fiscal year. A discussion was held on what this means for interagency and states moving forward.

Action Item: Ben and Jamie will draft a briefing paper to highlight the issues for Federal Agencies and States and send to IBC in a few weeks.

AD Incident Position Description and releveling efforts:

A discussion was held on the releveling process for AD IPDs. Some PDs may need to be rewritten by NWCG. Christine will draft a rating criteria sheet for IBC to use for the 2021 positions.

Action Item: Christine will draft a rating criterion sheet for the IPDs and send out a draft to IBC before the October meeting.

2021 AD Pay Plan

The FS and DOI AD Pay Plan were discussed. The pay plans are essentially in sync; however, the FS Pay Plan has an expiration date. A discussion was held on how to make it a dual signature document. Dave and Sarah will check with their respective agencies to see how this may be possible.

Coop Agreements

Sarah gave a report on the status of the state coop agreements. The FS is still working to renegotiate the agreements and the standard reimbursement rates are still being considered. FS has issued a local agreement template for local entities that contains standardized language. There is a formal deviation request process for agreements that do not fit into the standardized language of the template. Further discussion was held on the state and federal agency agreements and how to utilize the local entities through one state and federal agreement that would serve all parties.

FEMA FS MOU:

Sarah gave a report on the status of the FEMA FS MOU and the DOI ESF4 MOU. Both MOUs are scheduled to expire next March 2021. The coordination process is in place to review and edit of both MOUs. Once amended, the MOUs will be sent on to FEMA and DOI agencies for signatures.

NERV Update:

Ben gave a report on NERV. A coordinator has been selected. The two support coordinators position still have detailers, but the goal is to fill them permanently. The process is slow. The positions will be filled with adhoc staff until resolved.

NERV is in the process of adding second vendor. The goal is to have a primary and secondary vendor to relieve the delay in vehicle rental that happens during the peak fire season. A new portal will be used for Enterprise and truck rentals will be on a separate website. Smaller vehicle fill will be faster with this option. There is an increase in long-term rentals with 250 rented to date. This is partly because of the COVID 19 requirements for social distancing. Ben reported the MOU process between FS and DOI is still being discussed and would welcome assistance from IBC

members. Sarah said contact FS GNA to set up a meeting to assist in moving the process forward. Ben will send out to IBC the latest draft of the MOU.

Dave asked about the 365 conversation of FireNet and where the spreadsheet will be located. Ben said the new conversation has been a challenge and is still a work in progress. Ben will give an update when it is ready for operation.

Fall Meeting:

The fall face-to-face meeting date and place was discussed. The dates of October 13 – 15 was confirmed. It was agreed that Boise would be the location at this time with a review as it gets closer.

Buying Team Documentation:

Jamie shared a briefing document for buying teams on electronic record keeping and the various naming conventions. Jamie asked IBC to review the document for each agency's needs.

Action Item: IBC will review the document and respond back to Jamie by June 1.

Chair/Vice Chair rotation:

The two-year rotation for Chair and Vice Chair is up in October. It was noted that it has not always been an IBC member in the Chair position. It was suggested a local member would make it helpful. Dave and Reah both offered themselves for the Chair and Vice Chair, respectively. Ben asked IBC members to consider the positions and a formal appointment would take place at the fall meeting.

Day 2 May 20, 2020

COVID 19:

IBC discussed several topics related to COVID 19 and interagency incident fire business. A discussion was held on COVID 19 testing, the comp claims processes, and Department of Labor's determination on first responder status when determining hazard pay for COVID 19.

Jamie Parker gave an update on the electronic timekeeping form project with the FS FAM IT. Jamie and Sarah met with the FAM IT people last week to discuss the project and to confirm the documents and requirements. The CTR, Shift Ticket, OF288 and OF286 are the forms selected to be automated. Jamie requested an update on Monday to share with the IBC, but the project had some internal challenges that caused a delay in the project. However, assurance was given the challenges have been resolved. Jamie will schedule a meeting with FAM IT again next week and will ask for a timeline for completion.

Kaili McCray, Chair of the NWCG Emergency Medical Committee, met with IBC to discuss the Medical Committee's concept of operation and its approach to COVID 19 on incident. A discussion was held on COVID testing, quarantining, telemedicine, and the possible scenarios that may be experienced. IBC discussed what expenses may be anticipated and who will be responsible for paying those expenses. It was suggested a tiger team be banded with SMEs to address the issues from the field to help people make the critical decisions. Kaili gave a report on Medical Standards current medical service contract, which is due to expire soon and the efforts to carefully vet all options available to include telemedicine. The IBC approved the Medical Committee's concept of operation guidance as it stands.

COMP Claims and Other Finance Issues with COVID 19:

A discussion was held on process for comp claims and other finance issues and how to address it interagency during the pandemic. It was suggested IBC draft a FAQ document to address these issues without being agency specific.

Action Item: Members will send questions to Christine by May 29. Christine will draft a FAQ document for review the following week.

IBC Performance Package Update:

Robby gave a report on the IBC Performance Package. Jeff Hughes, NWCG Training and Paul Kakert, Contractor, gave an overview of the module process and conclusion. Ways to improve the process were discussed, and suggestions made on how to support a more thorough and efficient review. It was suggested subgroups have SMEs with an IBC representative and clear specifications be implemented. Having a point of contact per module is also a necessary factor for the contractor. A template for formal instruction will be developed to assist the SMEs with future modules going forward. Robby reviewed the Performance Package timeline with IBC. Robby and Jeff will meet next week to discuss the timeline for the package, and where the modules will reside on NWCG website. The Breakdown Module still needs to be completed. Robby will work with Jeff to pursue a completion date.

Action Item: The Performance Package timeline and next module development will be on next month's agenda for discussion.

Round Robin:

- **Ben** – Working on the robotic automation launch; DOI procurement is interested too.
- **Sarah** - none
- **Christine** – none
- **Dave** – Work on obtaining a BLM rep for October; Monday detailing as BLM Fire Budget Officer
- **Robin** - none
- **Reah** – none
- **Jamie** – Hosting Interagency Buying Spreadsheet Training on May 26; Developing some electronic tools for sources for service and supply plans and a LUA intake form.
- **Brenda** - none
- **Robby** – none
- **Jeff** – none
- **Amy** – none
- **Meg** - none

Next Conference Call Meeting is June 10, 2020