

National Wildfire Coordinating Group (NWCG)  
Preparedness Branch  
Incident Business Committee  
Virtual Conference

**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  
Tim Blake, NWCG  
Jeff Arnberger, Operations  
Amy Lancaster, Dispatch  
Meg Geary, Executive Secretary

**Other Guests:**

Sarah Lee, BLM

**Day 1 December 8, 2020**

**0900-1200**

**Welcome:**

The meeting opened with an ice breaker followed by a discussion on the agenda topics. David Burley officially accepted the position as Chair for IBC and Sarah Lee, BLM, was added as a representative for the BLM while Dave is in the Chair position.

An invitation was extended by Kristy Swartz, Chair for the NWCG Interagency Fire Planning Committee, to attend a virtual call on December 9, at 0900, to discuss Irwin's definition or terminology for unprotected lands and to identify business rules to consider. The Wednesday start time for IBC was moved to 1000 to accommodate those members interested in attending.

**NWCG IBC Memo Review:**

A discussion, on seven NWCG memos under IBC guidance that are up for renew or archive status, was held. The memos and the decisions to archive or renewed/reviewed are listed below:

- **NWCG #020-2012 - *Single Point Interstate Billing*** – The language is in the Master Agreement and IBOGs/AOPs. **Archive.**
- **NWCG#014-2011 - *Wildland Fire Data and Fiscal Management for Complexes, Mergers, and Splits*** – The information is still valuable to many. The business language will be updated. Amy will reach out to the NICAD group for comments on the language and respond back to IBC. **Under Review.**
- **NWCG #013-2011 - *Procedures for Off-site/Remote Incident Assignments*** - The language is in the SIIBM and will be reviewed with the handbook. **Archive.**

- **NWCG #014-2009** - *Field Level Offices to Support the Statusing of AD Resources for Interagency National Response* – This is a relic and can be archived. **Archive.**
- **NWCG #006-2013** - *NWCG State Billing with USFS Memorandum* – This procedure has been established and therefore, not relevant. **Archive.**
- **NWCG #004-2009** - *Agreements with Local Fire Departments* – The language is in the Cooperative Agreement Template. The language modification will be address with the Master Cooperative Agreement and all attachments. **Archive**
- **NWCG #009-2009** - *Revisions to the Annual Operating Plans for Master Cooperative Fire and Stafford Act Agreements due to Implementation of Revised Guidance for the Implementation of Federal Wildland Fire Management Policy*- The standards have been implemented. **Archive.**

**Action Item:** Ben will submit a statement to Deb Fleming, on the NWCG memos. Amy will reach out to the NICAD committee for comment on **NWCG#014-2011** and report back to IBC at the next meeting.

### **IBC Performance Package – Update & NWCG FY22 Funding:**

The IBC Performance Package was discussed and more specifically the FY22 funding module schedule for the next project development, and the final product location.

Robby shared a draft of the FY22 funding request form, including the work order, for the Comp Injury and Illness module with estimated costs. The request deadline is **January 22, 2021** and should be submitted to Tim Blake, with NWCG, to be considered for funding. A discussion was held on the next modules for FY22 thru FY24. It was agreed by all the next modules to begin working on for FY22 should be Comp for Injury and Illness and Claims. Robby will draft the work orders for the Comp for Injury and Illness module and the Claims module and forward on to the Committee for review and comment. The modules' work orders will be added to the January 13, IBC conference call for final review before submitting the FY22 funding request.

**Action Item:** Robby agreed to draft the proposed work orders for the FY22 Funding request for the Comp for Injury Illness module and the Claims module and forward them to the Committee for review. The modules' work orders will be discussed at the January 13 meeting.

A discussion was held on the location of the completed modules. So far, four modules have been completed but only three modules have been uploaded. Performance Support Module (PSM) 001 – 003, are located on the NWCG website under Publications/Training Courses and on YouTube. It was suggested the modules be located under a primary location, to simplify the updating and modifying process of the modules. A link to each module will be in the web-based handbook and possibly other locations on the NWCG web site. Final locations will be determined at the January 13, conference call.

**Action Item:** Robby will submit recommendations for the locations for the completed modules to Dave. Dave, as Chair, will submit it to Tim.

### **Day 1 December 8, 2020**

**1300-1500**

#### **Electronic Invoicing – Naming Convention and File Keeping:**

A discussion was held on the electronic invoicing, record keeping and file keeping for documentation packages and naming conventions. A national standard, specifically with naming conventions for electronic files, would assist with consistency as teams transition. It was unanimously agreed national standards for naming conventions and filing structures would be

valuable. IBC will assemble a task group with interagency SMEs, to establish a proposed national standard for electronic naming conventions and filing structure that will be reviewed by IBC.

**Action Item:** IBC will reach out to persons in their agency for SME support and present their SMEs candidates at the January 13 meeting. Sarah Fisher will draft a tasking document and send it out to Committee members before January meeting.

### **Forest Service Acquisition Org Update:**

Ben gave an update on the FS contracting reorganization. The transition is official as of October 2020. There are new branches, focus areas and changes to processes agency wide in relation to incident management. The National organization for incident support in Boise has not changed apart from adding two new branches: Aviation and Logistics. The VIPR program, or Equipment and Services Branch, ESB, has been morphed into two Zones, western and eastern zone. Preseason soliciting and awarding agreements will be process through the zones.

Jamie gave a report on the At Incident Management Support group, AIM. Nothing will change dramatically for the 2020-2021 fire season but rather a gradual implantation of the AIM group. The focus is on tier three type incidents and assisting buying teams and local units with warranted support. Two task groups have been assembled to research the local units and buying teams purchasing trends to address supplies purchased consistently each year. The intended outcome would be to move away from EERAs and develop preseason BPAs from a database list of local sources that can be utilized across all geographical areas. The business processes are still being considered. The role of a micro purchaser is still a valuable tool for incident support and FS and DOI agencies should recognize the need for continued support in this area.

### **AD Pay Plan:**

A discussion was held on the AD Pay Plan and the possibility of making it a combined pay plan for FS and DOI. It was suggested the idea be presented to the respective agencies' fire directors to seek support. Christine will draft a statement in the cover memo from the DOI fire directors to OWF, advocating a combined pay plan, with dual signatures, beginning in 2022.

### **AD Pay Plan Revision:**

Revisions to the AD Pay Plan were discussed with moderate changes implanted. An increase in wages will not be known until later in December. The AD Pay Plan Matrix was reviewed and modified with two new positions added. It was confirmed the INTL position was no longer valid and should be removed from the pay plan. It was also noted, Commissary Manager was still showing as an active position on the PMS 310.1 web-based format.

**Action Item:** Heather will inquire with the IQCS contact to confirm the acronyms for the new positions and report back to Christine. Sarah will follow up with Jesse Bender, NWCG, regarding the removal of the Commissary Manager position from NWCG website.

### **NERV Update:**

Heather gave a report on the NERV program, the number of rentals for 2020 and the outstanding invoices to date. All permanent positions have been filled and Heather is the program authority for FAM. The program is currently under review by three task groups. The task groups will exam the original intent of the program, evaluate how to increase accountability of the renter, analyze the payment process, and determine the best approach for seasonal long rentals.

## **Day 2 December 9, 2020**

### **1000-1200**

IBC attended a virtual call at 0900 for NWCG Interagency Fire Planning Committee, to discuss the definitions of unprotected lands and to identify possible business rules to implement.

### **Spring and Fall Meeting Logistics:**

The spring and fall IBC meetings were set for, 2021 and October 25-31, 2021. At this time, the venue will be Teams until further information is known about the future travel restrictions for COVID19. Dave will send out new invites for the face to face and standard meeting dates.

### **SIIBM Review Dates:**

It was agreed the review of the SIIBM handbook would take more than one meeting to complete. A schedule was devised to accommodate the handbook review process.

- January 13, from 1300 – 1600
- January 27, from 1300 – 1500
- February 10, from 1300 – 1500
- February 24, from 1300 – 1500.

### **SIIBM Review:**

Heather gave a report on the previous suggested changes to the 2018 SIIBM handbook. The review continued with new comments provided from each agencies SMEs. IBC concluded the day with the review of Chapter 10 and will resume the rest of the handbook at the next IBC meeting January 13, 2021.

**Next Meeting is January 13, 2021**

**TEAMS**