

National Wildfire Coordinating Group (NWCG)
Preparedness Branch
Incident Business Committee
November 16, 2021, TEAMs Call

Present:

Dave Burley, BLM
Christine Peters, NPS
Robin White, BIA
Reah Reedy, FWS
Jamie Wade, AQM
Heather Good, FS
Jennifer Hebbeler, BIA
Brenda Even, NASF
Robby Gross, NASF
Tim Blake, Branch Coordinator
Meg Geary, Executive Secretary

Other Attendees:

Jesse Bender, NWCG
Kari Lynn, FS AQM

Electronic Fillable Forms:

Jesse Bender gave a report on the request to post fire business forms electronically. GSA considered the request a revision to the forms and therefore, GSA will recycle the old forms and reprint new forms to include “NWCG PMS-902, 11/2021” at the bottom of the form. The CTR SF-261 has been posted and there is a link to it in the PMS 902 attribute page. Jesse recommends if there are any additional changes to any of the forms, this would be the opportunity to make them. Jesse said the option to make the forms NWCG, does exist, but Office of Management and Budget, OMB, would need to approve and validate the authority of the forms first. The Emergency Equipment Shift Ticket OF297 is next to be posted but the IBC will review it first for any additional revisions before submitting it to GSA for reprint. NWCG will send out an announcement on the electronic format for both when the OF297 is complete.

Active Task: IBC will review the OF297 for changes before submitting it to GSA.

NWCG Funding Request:

The formal NWCG IBC Budget requests are due January 21, 2022. There is \$40,000 in the budget for FY22 for the IBC Performance package. Jeff Hughes and Mark Cantrell, NWCG Training and Development, will initiate the Indefinite Delivery, Indefinite Quantity (IDIQ) contract once IBC has created a work order. Robby emailed the group the IBC Performance Package Timeline and Guidelines, Comp Module and Claims and Illness Module previously discussed. Robby will complete a draft work order for the modules and present them at the next IBC meeting.

Active Task: Robby will present the draft work order for the COMP and CLAIMS/Illness modules at the next IBC meeting in January.

AD Pay Plan Revision:

The AD Pay Plan revisions, vaccine mandates and IPDs were discussed. Reah will take the lead on the revision and editing of the AD Pay Plan with Heather, Robin and Dave assisting with the leveling process. Dave will send an invite to the task group for dates to work on the AD Pay Plan revisions.

Meeting Dates for January:

It was agreed to meet on January 18 thru January 20, 2022, from 1300 - 1500 to work on active tasks. Dave will send out a calendar invite to the group.

IBC Performance Packages:

A discussion was held on the IBC Performance Package, and project specifications. The work orders would be submitted to NWCG Training and Development and proceed through the contract process. IBC would solicit subject matter experts, SMEs, with a liaison, to review and critique the modules. The project would be reviewed at each step of the process by IBC. IBC would have the final review of the finished product prior to publication. The first work order would be the Equipment Breakdown Module to make the changes requested and then the other two modules would follow. Robby asked IBC to review and comment on the draft documents he emailed.

Active Task: IBC will review the draft documents, Comp Module and Claims and Illness Module, and respond back to Robby. Robby will compile the comments and email the final out to the group for discussion at the next IBC meeting.

Electronic File Naming Conventions:

Dave will send out a memo to the GACC Incident Business Committees asking for feedback on the electronic file naming conventions used in 2021 fire season. The request for response is due by January 14, 2022.

Active Task: Electronic File Naming Convention responses due by January 14, 2022.

Buying Team Extensions:

A discussion was held on the NMAC 2021 memo encouraging limiting extensions beyond the 14-day incident assignments for all personnel on wildland fire incidents. Jamie said the buying teams extended almost consistently this year. Jamie asked IBC to investigate possibly developing an extension form for the buying teams that would require the signatures of the National Buying Team Coordinator to better manage the buying teams and address fatigue and burnout.

Active Task: Buying Team Extensions will be added to the January agenda.

Round Robin:

Dave: January meeting dates January 18 – 20

Christine Peters: nothing to report

Robin White: BIA has a new fire director

Reah Reedy: AD payment center issue topic for next meeting

Jamie Wade: nothing to report

Heather Good: Lend/Lease topic for next meeting

Brenda: nothing to report

Robby: nothing to report

Tim Blake: nothing to report

Jennifer: nothing to report

Meg: nothing to report

Next Meeting is December 8, 2021

TEAMS