

National Wildfire Coordinating Group (NWCG)  
Preparedness Branch  
Incident Business Committee  
January 18<sup>th</sup> and 19<sup>th</sup>, 2022, TEAMs Call

**Present:**

Dave Burley, Chair  
Sarah Lee, BLM  
Robin White, BIA  
Jennifer Hebbeler, BIA  
Reah Reedy, FWS  
Jamie Wade, AQM  
Heather Good, FS  
Veronika Klukas, NPS  
Brenda Even, NASF  
Robby Gross, NASF  
Tim Blake, Branch Coordinator  
Jeff Arnberger, Operations  
Amy Lancaster, Dispatch  
Meg Geary, Executive Secretary

**Other Attendees:**

Travis Touchette, NWCG Training

**Tuesday, January 18, 2022**

**Day 1**

**Introductions:**

Christine Peters, NPS member for the IBC, retired on December 31, 2021. Veronika Klukas will be detailing into Christine's position and representing NPS on the NWCG IBC. Travis Touchette, NWCG Training Specialist, will replace Mark Cantrell as the IBC's point of contact for the Performance Package.

Sarah gave a report on the modification of the online version of S-110 Basic Wildland Fire Orientation course. The self-pace course is now approximately 1-2 hours long, with a variety of topics designed to give a thorough overview of wildland fire management. The course is currently in field review and should be available for training in a few months.

**IBC Performance Package Review:**

Robby gave a report on the IBC Performance Package. A discussion was held on the four modules published, the Breakdown Module to be finalized and the modules, Compensation for Injury / Illness and Claims, next to be contracted. Robby confirmed the funding request has been submitted for Fiscal Year 2023.

Robby informed the group he has taken a new position within his organization and will not be able to dedicate the time needed as lead, to the Performance Package. Robby asked for a volunteer from the IBC to take over as project lead. Jennifer Hebbler, BIA, will assume the responsibilities as IBC Performance Package project lead. The group conducted a critique and review of the draft modules' work orders. Robby will make the suggested changes and resend the final draft to the group.

**Action Item:** Robby will make the changes discussed to the draft modules and email the group for final approval.

### **Chapter 7 of the Red Book:**

A discussion was held on the FS's directive of three days off after a 14-day assignment, what would that mean to interagency, and should Chapter 7, of the Red Book be changed. IBC was asked to comment on what changes would take place. It was determined to be a Risk Management Committee concern and therefore, the FS would need to propose the change to the Risk Management Committee

**Action Item:** Dave will submit the IBC's feedback to those inquiring.

### **Standardized Equipment Rates-Coop Agreements:**

Heather gave a report on the FS Cooperative Agreements and reimbursement of actual cost when actual cost is not available. The FS Cooperative Fire Agreement Board is drafting a briefing paper to address the occasions when there is not a standardized rate for a piece of equipment, or the rate cannot be supported. In this instance, the FS is proposing using the FEMA schedule of equipment rates. There are still some questions outstanding. This proposal, if accepted, would need to be submitted as a change request to the cooperative agreement template.

### **Review OF297 for final before GSA reprint:**

A discussion was held on the OF297 form and its revision. IBC members will solicit their agency's fire businesspeople for input on the form and discuss the comments at the next IBC meeting.

**Action Item:** IBC members will ask their fire businesspeople to submit comments on OF297 and discuss their comments at the next IBC meeting February 9.

### **Electronic File Naming Convention Comments from GACCs:**

Dave shared the responses from the National GACCs. IBC will ask the original task group to combine and review the responses and submit their recommendations to IBC by March 30, 2022.

**Action Item:** Dave will email Deanna Crawford, lead for the Electronic File Naming Convention task group, and ask the group to combine the responses and submit their recommendation to IBC by March 30, 2022.

## **FIRENET and PII information:**

A discussion was held on Firenet and personal identifiable information. It was determined a memo will need to be submitted from NWCG IBC on the proper handling of PII information and the AD payment processes for each agency. Jamie will draft the memo and asked IBC members to send their agency's policies to reference in the document. Dave will work with Jesse Bender to publish the memo.

**Action Item:** NWCG IBC will publish a memo on proper PII handling and AD payment processes.

## **Teams Channels for GACC IBC and IMT:**

Firenet has been asked by several GACC incident business committees for their own Firenet channel. A discussion was held on the access challenges within Firenet and whether each GACC should have their own channel. It was suggested guidelines be established to promote standardized file structure and uniform information storage location across the GACCS.

**Action Item:** Dave will forward the feedback to Jesse Bender to determine how to proceed.

## **Buying Team Extension form:**

Jamie gave a report on national buying teams extension 2021 fire season and the chain of command for approval. The current extension form does not include the national buying team coordinators consent. Jamie suggested a separate extension form for the buying teams that would have the appropriate chain of command.

**Action Item:** Jamie will develop a buying team extension form draft and share with the IBC for comments and approval.

## **Buying Team AAR Report:**

Jamie gave a report on the 2021 fire season for national buying teams. A few of the issues mentioned were standing order duplication, driver shortages, disregard for procurement rules and authorities, and unauthorized commitments. Jamie said the buying team group will be reevaluating file naming standards and trainings on EERAs and the spreadsheet are anticipated this spring.

A list of items Jamie asked IBC to assist with, are below:

- Obtain contact information for incident agency for contract claims.
- Define the duration of the delegation of authority for buying team and contract claims.
- Outline the standard for trailers (this may be a fleet concern).
- Review a method of ordering for the IROC variations. A task group consisting of dispatch, procurement, and incident business will develop an ordering method process for IBC to review and approve.
- Provide comments by March 30, 2022, on the General Clauses.

**Action Item:** Jamie will work with the IROC Method of Ordering task group to develop method of ordering chart for review by IBC.

## Wednesday, January 19, 2022

### Day 2

#### Lend/Lease (Heather):

Using e-Isuite Site and e-Isuite Enterprise. Using Enterprise is changing the way that we do business.

- Veronica shared a helpful document that Donna Tate created. She emailed it to Dave and Heather, who will send it to the entire group.
- **Action:** IBC should collect feedback and discuss at a future meeting. Possibly update the FAQ (version 2014) to make it through this upcoming fire season.

#### AD Pay Plan (Reah):

Updates Highlighted

- New Pay Rates have been updated and inserted into the AD Pay Plan.
- Leveled positions have been updated (CISL, CISM, PIOT, INVL, MEDL)

Recommendation

- Recommendation to insert routing information of AD Payment Packages (DOI to CPC & USFS to ASC).
  - Discussion about the difference between the Authority and Direction of the payment plan. USFS does not feel that this is the appropriate place to put the information.
  - Suggestion to put send the information via an OWF memo or at minimum Agency memos.
  - The mistake is being made at the IMT level.
  - Addressed that DOI casuals are directed to return home with their original OF-288, and the home unit will process that payment package.
  - **ACTION:** Heather will add verbiage to the USFS Incident Payment Procedures guide that everyone except USFS will return home with their OF-288.

Security Personal Discussion:

- IQCS only has SEC2, but the AD Pay Plan has SECG.
  - Reah will review the 310-1 to determine the appropriate mnemonic. If it is SECG, Reah will address that to IQCS.
  - Amy suggested that if the AD pay plan must go to print and the change is not approved by IQCS, just note both pneumonics as SECG (also known as SEC2) in the Pay Plan.
- SEC1 (exempt) Take a list of PDs to an HR person to thoroughly look at these PDs if they should be exempt/non-exempt. Limited HR staff available due to hiring emphasis and staffing shortages.

#### Complexes, Merges & Splits NWCG Memo (Dave):

- NWCG wants to archive it.

- Data Management Committee has the tasking in addition to IBC.
- Heather expressed concerns about archiving the memo without issuing new guidance.
- Amy noted that the Dispatch community is going from desktop WildCAD to WildCAD-e. The memo still applies to desktop WildCAD, but it will evolve as web-based applications come online.
- **ACTION:** Dave will reach out to Tim Blake to determine why the Data Management Committee was unable to come to a resolution. Dave will work with Deb Fleming about the validity of the memo.

### **Claims & Injury TB transition to Comp/Claims TB (Dave):**

- FEMA is still using the Claims TB and Injury TB, so FEMA is pushing back on IBC to write PDs in the new NWCG format.
- **ACTION:** Dave will start the process, and Heather will provide input. Veronika is interested in learning the process.

### **Lessons Learned Water Tender Video (Dave):**

- IBC was asked to review the information that pertains to contracting.
- Dave will share the information.

### **NERV Agreement (Heather & Jamie):**

- Expires June 2022. Contracting Officer is willing to extend the BPA through December 2022.
- Procurement & Property Services (USFS AQM) has offered services to FAM to explore new payment options and agreement requirements.
- Current payment model is not sustainable.

### **Round Robin:**

#### PROC (Sarah)

- Addressed USFS required training that is no longer required in the 310-1. It seems these folks would like to see that requirement in the 310-1 again.

#### USFS Hazard Pay Memo (Heather)

- USFS Memo issued in 2009 was never rescinded. USFS HR and WO-FAM are revisiting memo.
- It has been noted that this is an interagency topic that will be coming back to IBC.
- Kick off call is next Thursday.

#### COVID Testing BPA (Heather)

- USFS Lead developed BPA specifications that may be used on an interagency basis.
- Original RFQ raised several questions from potential vendors. The NWCG Medical Committee is reviewing the solicitation and will provide edits prior to re-solicitation.

#### eSuite Update (Heather)

- Current program has foundational problems.

- Cost engine is undergoing a refactor to address multiple issues and defects.

Direct Hiring Authority for USFS Contracting Officers (Jamie)

- Multiple job opportunities in all branches.
- 1102 and 1105 Job series and multiple grade levels and career ladder opportunities.

Sarah Fisher will be back mid-February (Heather)

Reviewed VIPR solicitations for 2022 (Jamie)

BIA Budget Officer and Budget Analyst will be advertised (Robin)

Reah – Nothing additional to add.

Veronika – Day 2 of her detail, so she hopes to have more to share at the next meeting.

**Next Meeting is February 9, 2022**

**TEAMS**