

National Wildfire Coordinating Group (NWCG)
Preparedness Branch
Incident Business Committee
April 13, 2022, TEAMs Call

Present:

Dave Burley, Chair
Sarah Lee, BLM
Jennifer Hebbeler, BIA
Reah Reedy, FWS
Heather Good, FS
Veronika Klukas, NPS
Brenda Even, NASF
Kelly Reeves, NASF
Tim Blake, Branch Coordinator
Meg Geary, Executive Secretary

Other Attendees:

Bonita (Bonny) Johnson, FS

NWCG IBC Meeting Discussion:

If another day is needed to get through the agenda items, IBC will schedule as needed or add it to the agenda for May.

Complex Incident Management Tasking:

The Fire Executive Council (FEC) issued Memorandum *Support for the Complex Incident Management Action Plan* to the Fire Management Board (FMB), National Multi-Agency Coordination Group (NMAC), and National Wildfire Coordinating Group (NWCG) for the implementation of the Incident Workforce Development Group (IWDG) Critical Incident Management Team (CIMT): Action Plan for Implementation. To meet this intent, and as part of the phased approach, current Type 1 qualified Command and General staff will be accepted as meeting the minimum requirement of complex incidents. The position code for the CIM Finance Section Chief would be CFSC. The Incident Position Standards Committee (IPSC) will develop a transition plan for Type 2 Command and General Staff (C&G) and the qualification for the CFSC. NWCG IBC will develop the position description task book and qualification sheet. Sarah Lee will take the lead for the IBC for this action item.

A discussion was held on the requirements for a CFSC and how it would affect casual hires and the AD Pay Plan. The Rocky Mountain (RM) Geographical Area will be the first area to implement this plan. Brenda said the language has been added to the RM supplements and she will share with the group via email. IPSC is requesting a draft of the PTB and qualification sheet by April 22.

Action Item: Sarah work with IPSC on the information requested.

File Format Update Report:

Bonny Johnson, FS, gave a report on recommendation from the file format task group. Handouts were provided to IBC for review. The task group identified and evaluated over 60 recommendations related to naming conventions provided by Incident Business Groups from each of the Geographic Areas. The task group submitted their recommendations to IBC; Finance Working Files File Structure, and Final Finance eDoc Box File Structure. The matrix was updated for a more manageable structure and a Draft Guidance for Management of Electronic Finance Files was developed to assist with the reasons for naming conventions. A discussion was held on the recommendation of the documents. Dave requested IBC provide feedback on the documents by April 22. A final recommendation will be submitted to the Plans Group by the end of April.

Buying Team Extension Form and General Clauses:

Jamie shared the buying team extension form and general clauses for final review. IBC reviewed the form and unanimously approved the form and general clauses.

Comp/Claims Video Update:

Jennifer gave an update on the video modules. The Equipment Breakdown Module should be ready for review. Jennifer will send it to the group via email. The Claims Module is ready to begin the draft video. Jennifer will send Dave the draft script for the Claims Module for first review. A contractor is still needed for the Claims Module as well. Dave will reach out to Travis for an update on the contractor. Jennifer requested additional SMEs to help with the Claims Module if possible. Veronika said she has some recommendations and will email Jennifer after the meeting. Jennifer suggested putting the Comp Module on hold until after fire season.

BOCs for Fire Payments:

Jennifer shared with the IBC issues regarding 1099 Tax Forms and BOC codes from last fire season. The BOC codes determines what type of 1099 Tax Form vendors will receive. Some vendors received a 1099 Misc. Form instead of the preferred 1099 NEC Form because of the wrong BOC code. A discussion was held on how to remedy this issue for the up coming fire season. Because DOI and FS have different BOC codes it may have to be agency driven.

ICS Glossary Terms - Unit Identifier:

Currently, IBC is considered the steward of the unit identifier and their definitions. The Data Standards and Terminology Board proposed this responsibility belongs to the Unit Identification Board or National Coordination Board. A discussion was held on this proposal. The IBC agreed to the proposal if IBC can provide input. Dave will respond to the Data Standards group of IBC's consent.

Short Complex Mergers & Splits:

Kara Stringer, OWF, will give a presentation to IBC on the overview of complex, mergers, and splits. Kara is looking for comment on the topic only. Dave will set up the date for Kara to present at a future meeting.

OF-297 Revision:

It was decided to put the review and update of OF-297 until after fire season sometime this fall.

Forest Service (FS) Days Off:

Heather gave a report on the three days off after a 14-day assignment for FS. It is now official and in the 2022 red book. A discussion was held on how to update the SIIBM for this change. Heather suggests language be added in the SIIBM to direct people to follow their agency specific direction. Heather will send the draft language to Dave and Dave will work with Jesse at NWCG to get it added to the SIIBM.

Round Robin:

Sarah Lee – Nothing to report.

Jennifer Hebbler– Nothing to report.

Reah Reedy – Leaving FWS for a position with USGS Idaho Water Science Center in Boise. FWS has hired a new national fuel specialist and for a new planner's position.

Veronika – Detail will end May 15.

Kelly Reeves – Texas still burning. Rentals for fire season are all out. Need updated lodging letter for DOI.

Jamie – Will update LUA intake form. Jamie is requesting from DOI, contact information for contract claims and the processes for vendor code worksheets for FBMS.

Tim Blake – Will follow up with Dave on the Video Module reviews. Risk Management committee discussing work rest guidelines.

Heather Good – Sarah fisher will be back from detail at next. Discussion on days off after 14 for FS and Hazard pay positions identification.

Meg Geary – Nothing to report.

Next Meeting

May 11, 2022

TEAMS