

National Wildfire Coordinating Group (NWCG) Preparedness
Branch
Incident Business Committee
December 13-15, 2022

Present:

Dave Burley, Chair
Kelin Crill, FWS
Jamie Wade, FS
Kellie Shaw, AQM
Tony Beard, BLM
Susan Vincent, BLM
Jennifer Hebbeler, BIA
Julie Bennett, NPS
Brenda Evan, NASF
Tim Blake, Branch Coordinator
Amy Lancaster, Dispatch
Meg Geary, Executive Secretary

Guests:

Kara Stringer
Jesse Bender
Jill Leguineche
David Fry
Jill Lipsey

Day One

December 13, 2022

Incident Complexes Guidance Update – Kara Stringer:

Guidance was issued in 2016 to assist with best business practices in creating and managing complexes and is currently under revision. The complex criteria are being heavily discussed. The draft NWCG Best Practices for Incident Complexes was shared with the committee. Kara will send the word document of the draft Best Practices to Dave to send to the group.

Action Item: Dave will send the NWCG Best Practices for Incident Complexes to the committee for review.

Data Management Committee Update – Kara Stringer:

Kara Stringer gave a report on the 2022 issues in final fire reporting, the issue of creating duplicate incidents, and the inconsistencies being produced because of data updates in the final fire system not coming back to Irwin for the final fire record. The concern stems from the intentional creation of duplicate records that is in direct contrast to the NWCG Event and Kind Business Rules. A discussion was held on creating a fire code and potentially creating a new data element for the final unique fire identifier that would capture all the incident data from the beginning until the end. This would not affect the financial data. If the incident has the possibility of becoming an FMAG, it may be beneficial to keep the integrity of the individual incident record rather than including it in a complex.

The Data Management Committee is asking for IBC's involvement on these concerns.

CIM Update - Jessie Bender:

The IBC was tasked in April 2022 by the Incident Workforce Development Group (IWDG) to develop the Finance/Administration Section Chief Complex (FSCC), Incident Position Description, (IPD) and Position Task Book (PTB). Dave asked then member Sarah Lee, BLM, to take the lead on this project. The draft FSCC, IPD, and PTB were submitted to the Incident and Position Standards Committee, (IPSC) the end of April 2022. The FSCC position will be part of the AD Pay Plan leveling in February. Jesse suggested the *IBC Memo 22-04* may need to be rescinded once the AD Pay Plans for 2023 are updated.

The FSCC position will become official in January after the updates to the PMS 310.1; however, there still may be orders for FSC1 and FSC2 for a time. The FSC1 pathway will still be open but the FSC2 will no longer be available to initiate. For those that have an open FSC2 PTB, the IPSC recommends opening a FSCC PTB in January and merge the two PTBs.

2023 AD Pay Plan Update:

Jamie, Heather and Julie will be the task group to review and update the AD Pay Plans. Julie will update the memo to OWF and solicit signatures from all signatories for final approval.

Action Item: The AD Pay Plan task group will review and update the pay plans. Julie will ready the OWF memo for signatures. The target date for completion is March 1, 2023.

NERV Update Jill Leguineche:

Jill gave an overview of the NERV program for 2022, the challenges, and what is planned for the 2023 fire season. Jill will send the statistical analysis data to Jamie to circulate to the group. The acquisition plan for 2023 is being finalized and the plan is scheduled to be out for solicitation in January with a 30-day window. It is anticipated there will be more than one vendor for this next year to help with the demand. IBC is encouraged to review the payment and claims process and offer suggestions as to how this should look in 2023, once the package has been awarded.

Goals for NERV:

- Switch reservations interface portal (currently owned by Enterprise) to NERV to better manage the site;
- Increase user accountability;
- Increase support from interagency fleet managers;

A discussion was held on the NERV program and challenges experienced.

BREAK:

Charter and SOP Review:

The Charter and SOP were discussed for additions and modifications. Tim gave a brief overview of the NWCG Charter process. There is one NWCG Charter, which covers all of the 17 committees and 82 subcommittees under NWCG. The SOP was reviewed and updated. Kelin drafted the changes and sent to the group from final approval.

Action Item: The SOP draft will be added to the January agenda for IBC final approval.

AD Sponsorship:

Declining sponsorship for casuals is becoming a concern. There was mentioned of a National AD hiring process as a potential answer. A discussion was held on the issue. Dave suggested IBC wait to see where it goes this next fire season and schedule a meeting with Jesse Bender, IWDP, to discuss this issue.

Action Item: Schedule a meeting with Jesse Bender, IWDG, to discuss AD hiring issue.

BREAK:

Finance Electronic File Structure and National Naming Convention:

A discussion was held on the Electronic File Structure, (EFS) and National Naming Convention, (NNC). The comments from the field on the EFS and NNC were positive and asking NWCG to make this a standard for all incidents. Jamie added there are still missing documents that do not have a structure; i.e., COMP/COST documents. Buying Team documents are not part of the Finance channel on FireNet for incidents. A discussion was held on if the Buying Team should have its own channel within the FireNet application and who would be the point of contact to do this. The PMS-277 is the NWCG e-Doc box standards. It may be beneficial to insert guidance for finance document naming standards.

Action Item: Reassigning the original file structure naming group to develop the file structure for COMP and COST documents. Julie will update the original memo and send the draft to Dave for issuing of the task group by the February meeting.

Action Item: Jamie and Kellie will update the Buying Team file structure. Jamie and Kellie will report back to the committee at the February meeting.

A discussion was held on the flow process for IMTs and should there be a standard.

Action Item: Tony will work with IT and PROCs to research the flow process standard and draft a memo for a task group to address this issue. Tony will report back to the committee at the February meeting.

Buying Team Channel on Firenet:

A discussion was held on if the Buying Team documents should be located on FireNet with the other incident documents. It was suggested the Buying Team have its own channel on FireNet.

Action Item: Dave will research this possibility of adding a channel to FireNet for the Buying Team and report back at the February meeting.

INBA and ADs:

A discussion was held on INBA and ADs and how to stay current with the fluid regulations in the government. It is the responsibility of the AD to stay informed. It is a performance issue and should be addressed with the evaluation from the incident.

Second Day

December 14, 2022

Suppression Repair:

A discussion was held on suppression repair and what criteria is appropriate to be considered suppression repair. Buying teams are seeing an increase in exploitation of the definition of suppression repair and equipment being requested that are more for rehab in nature. The fires are not being reported controlled and contained in order to continue using the suppression funding for work not necessarily suppression repair.

Greening Fire Team:

Tim shared information about what the greening fire team is doing. The challenge is it is not interagency or an NWCG standard. Tim is working with Kelly Jaramillo to help bridge the interagency gap. The topic will be added to the January meeting with an invite to Kelly to give a presentation.

Action Item: Kelly Jaramillo will be invited to give a presentation on the Greening Fire Team at the January meeting

Unmanned Aircraft Systems (UAS):

The Unmanned Aircraft Systems memo *IBC Memo 22-05* defining acceptable incident replacement cost for UAS and its effectiveness in the 2022 fire season was discussed. The memo will need to be updated to include a more defined list of what is allowed. Dave will schedule a meeting with Justin Jager and Jamie to discuss the modifications to the memo

Action Item: A meeting with Dave, Jamie and Justin Jaeger with the UAS subcommittee will be scheduled to discuss modification to the 2022 memo.

Law Enforcement and Lodging Requirements:

A discussion was held on lodging requirements and law enforcement officers (LEO). Jamie said the demand for hotel lodging has increased, as well as per diem and compensable meal breaks. Better direction on this issue is needed. Dave said each agency's guidance is needed to in order to address it. Kelin will reach out to the DOI agencies' LEO lead and Jamie, and Heather will work with the FS LEO leads to compile information to share at a future meeting.

Action Item: Kelin, Jamie and Heather will share the agencies LEO information gathered at a future meeting.

Pre-Order for Incident Management Teams (IMT):

Jamie shared the challenges of IMTs' preorder and the items that are appearing on them. Prioritization needs to be considered. Amy agreed it was an issue for dispatch centers as well. A discussion was held on the issue. Tim suggested discussing the topic with the NWCG Incident Logistics Subcommittee, chaired by Travis Bailey. Dave will reach out to Travis to discuss the issue and look for ways to help mitigate the issue.

Action Item: Dave will reach out to Travis Bailey, NWCG Incident Logistic Subcommittee to address issue with IMTs preorders.

BREAK:

Shift Ticket OF297 Review:

Dave shared the responses from the field and sample revisions of the OF297 Shift Ticket. Dave suggested a task group be formed to review the suggested changes and asked that a list of possible SMEs be discussed at the January meeting.

Action Item: A list of potential SMEs for a task group to review the Form OF297, will be discussed at January meeting.

Online S260 Interagency Incident Business Management Training:

A discussion was held on the S260 online Interagency Incident Business Management training course. The information is not current, and agencies struggle to provide the adequate training even to the point of devising ad hoc in person training for their new fire fighters. Dave asked members to review the online S260 and be ready to review it at the next meeting.

Action Item: Members will review S260 online and discuss it at the next meeting.

Complex Incident Management (CIM) Update:

Jesse Bender, Incident Workforce Development Group, (IWDG) gave an update on the implementation of Complex Incident Management (CIM). A link was provided for further information. <https://www.nwcg.gov/partners/iwdg>.

The action plan for implementation will be updated and available in January when the PMS 310.1, position task books (PTB) and the incident position descriptions are updated. The *NWCG Wildland Fire Risk and Complexity Assessment (RCA)*, PMS 236 is under revision as well.

The full implementation for the CIM is projected for spring of 2024. Management of CIMTs will remain at the geographic level unless fire activity and resource availability dictate NMAC's oversight.

Hazard Pay Issues:

A discussion was held on hazard pay for positions READ/REAFs. Tim received a briefing paper from a peer coordinator on Resource Advisors (READ) and Resource Advisor Fireline (REAF) and asked that IBC give a response. Dave and Tim will draft a response memo that will point to the direction in the SIIBM Chapter 10-18.

LUNCH:

SIIBM Updates:

The SIIBM was reviewed for updates and/or revisions presented by the members' agencies.

Forest Service:

- Length of assignment – specifically longer than 30- days.
- Definition 'remote vs virtual'-
 - Possibly add to glossary;
 - Address the return home language as it pertains to remote and virtual.
- Ch 10 - personal equipment – address how this issue may affect people who are virtual.
- Reasonable accommodations – review and expand to include allergies, service animals etc.

BIA – nothing to add.

NASF – nothing to add.

BLM – OWF - 24HR standby; collaborate with FS to expound on the definition; what can and cannot be approve.

FWS – Exhibits – verify all exhibits are published.

Other items discussed were links to the training modules and the section on Fair Labor Standards Act (FLSA) Exemption Modifications for Emergency Assignments. It was suggested the YouTube link, which houses all the training modules, be provided in the SIIBM and the Exempt/Non-Exempt section needs to be reviewed and updated.

Dave requested an IBC member take the lead on drafting the language for the suggested changes of the four FS items. Kelin will take the lead on compiling the four suggestions from FS for IBC review, and work with NWCG Publications Manager, Erica Lamb. The SIIBM update will be an agenda item at the regular January meeting

Action Item: The SIIBM update will be added to the January agenda. Kelin will research and prepare a draft of the four FS suggested changes to the SIIBM and give a report of her draft to the committee. Dave will collaborate with the FS to consider an update to the 24-hour standby language, determine placement of the YouTube link in the SIIBM, and review the section on Exempt/Non-Exempt section.

TIME and PROC IPD and PTB Review:

A review and discussion of the TIME and PROC IPD and PTB were held. Jamie shared the concern of the disparity in the tasks versus what is actually taking place in the field. Examples would be PROC and TIME are called to supervise but it is not part of the competency or common tasks in the task book. Also, electronic records are not addressed. Dave suggested forming a task group to update the IPD and PTB and asked members to bring names of suggested SMEs from their agencies by the February meeting.

Action Item: Develop a task group for the PROC/TIME IPD and PTB review and update. IBC members will provide names of suggested SMEs for the task group at the February meeting.

A position of finance section inbox manager is being considered. It would most likely fall under Finance and therefore, require knowledge of the finance functions. A discussion was held on the position and the need for it, given the progression towards electronic filing. IBC will table this topic for a future meeting.

Forest Service and Contract Claims:

A discussion was held on the contract claims process. Jamie share with the committee the recent information from the Office of the General Council (OGC) regarding a change in the business practices for contract claims. The OGC is announcing that FS contracting officers are not authorized to settle claims outside of agency jurisdiction incidents. This determination needs to come from the DOI agency. This raises the need for contracting points of contact to assist in this process.

Performance Pkg Comps and Claim Modules – Jennifer Hebbeler and David Frey:

Jennifer gave an update on the Performance Package. Because of changing IBC members, the intent of the Comp and Claim Modules may need to be revisited. Tim gave an overview of the performance package mission. A handout of the IBC performance Package Timeline and Guideline will be emailed to the group after the meeting. In order to mitigate turnaround time, Tim suggested future scripts be created. Tim also reminded the committee that the NWCG budget request for the 2024 year, is due in January.

Jennifer submitted a draft script for the Comp and Claim modules to IBC for comment in late summer. IBC made some suggestions to the script. Jennifer will amend the scripts and send them via email to the committee for review. A meeting is scheduled for January 18 at 1000 MST to discuss the revised scripts. Jennifer will draft the proposed list of future modules to be created to be discussed at the January 18, meeting

Action Item: Jennifer will send the committee the revised scripts. A meeting is scheduled for January 18, 2023 at 1000 MST to review the scripts and the future modules to be created.

Dave Frey he is waiting on confirmation from the contracting officer on the award status. Once it is confirmed, a timeline for the contractor's due dates can be determined.

AD, 30-Day Assignment and Extended TDY:

A discussion was held on 30-day assignments and extended Tour of Duty (TDY) and if this guidance is applicable to Fire. This is impacting ADs and their travel. Kelin will reach out to Toni Klasner to research this issue.

Third Day

December 15, 2022

e-ISuite Updates – Jill Lipsey:

Jill Lipsey gave a report on the changes and updates to eISuite in 2022. Two versions were released to address multiple issues. A new contract has been awarded for 2023 and 2024 for the next generation of eISuite. Anticipate updates in 2023 with minimal changes. The focus will be on the creation of Next Gen eISuite in 2024.

BIN Items:

A review of the action items for 2022 was discussed. The Action and Decision log will be updated for 2022 and send the Dave for review.

**Next Meeting
January 11, 2023
TEAMS**