

# NWCG IBC Committee

April 18-20, 2023

**Attendees:** Dave Burley, Julie Bennet, Jennifer Hebbeler, Kelin Cril, Kelly Reeves, Tony Beard, Meg Geary, Saren Whitney, Jaime Wade, Amy Lancaster, Yolie Thomas, Brenda Evan, Bonnie Johnson, Pam Meyer, Krisanda Kappus.

## **Combined AD Pay Plan Discussion for 2024 (Julie/all):**

Due to the similarities in the DOI and FS AD pay plans, there was discussion on the possibility of combining the pay plans.

FS pay plan goes through several approvals before being sent to **Directives**. May be problematic where there are agency differences.

DOI must go through OWF and Office of Human Capital, then through HR as a **Personnel Bulletin**.

The BIL Fuels projects and potential use of AD authority by FS may not be in alignment with the DOI policy. Would need a process to handle the differences. Suggestions include handling it like the SIIBM where agencies are directed to their own policy.

Decision was to put on hold for now.

## **Electronic File Structure (Julie/Bonny):**

Discussed the importance of consistency between the naming convention of the SIIBM and the FireNet working files to reduce the number of times the documents must be handled. This would also help with file corruption issues caused by renaming. The working files are not addressed in the SIIBM, however the final document package is. It was noted that generally, the IMTs prefer to sort by the RO.

Modification to files were not included in the naming convention. The general approach is to leave the convention to group chronological by file type. The suggestion is to add characters to the end of the file name so that this can be accomplished.

Discussion was held regarding requiring the standard naming convention in the delegation of authority to IMTs.

A suggestion was made to have a document that allows you to click between the matrix and the guidance.

A date range was added to the commercial invoices, as well as showers and caterers for the COST files.

Decision: In support of changing the working file structure to start with the vendor name, followed by the RO.

**Actions:** Will ask Bonnie to update the naming convention documents to reflect the change. Dave will draft a memo regarding the change. This will include the intent along with the memo so that the issues we are trying to resolve are addressed. It should also address where the flexibility exists for the working files.

**Due May 1<sup>st</sup>.**

**OF-297 Tasking Update (Krissy/Brenda/Pam/Tony):**

An update was provided by Krissy regarding proposed changes to the shift ticket. Discussion was held regarding additional suggestions to the shift ticket. It was noted the PSM-004, How to Correctly Fill Out The Emergency Equipment Shift Ticket, OF-297 training video and SIIBM would need to be updated when the new version was finalized.

Krissy will provide the edited version to Dave to be reviewed at the May IBC meeting.

**TIME/PROC PTB and PD Tasking Update (Krissy/Brenda/Pam/Tony):**

Pam shared an update on the proposed changes to the TIME and PROC task books and discussions were held regarding them. The task group will meet again next week, and they plan to provide a briefing paper by the end of next week.

NWCG IBC will review the briefing paper at the May meeting.

**Formal Process for SIIBM update Requests (Dave/all):**

NWCG has a standard form for changes (ISPC Request for Change). Discussion regarding whether we should have a formal process for content changes to the SIIBM. Consideration was given to the anticipated new pay guidance for firefighters.

**Decision:** Use an NWCG formal submission form process to use for SIIBM updates and make it available to use throughout the fire season. Close the form in time for the fall meeting.

**Action:** The NWCG Memo will be drafted by Kelin Crill- **due by May 1<sup>st</sup>** that will emphasize the suggestions be limited to substantive changes.

**IBC Sponsored Training S260/S-261 Requirement, INBA (Dave/all):**

Discussed how to proceed with necessary updates to the S-260 and S-261 curriculum.

**Next Steps:** Draft a memo to Geographic Area Incident Business Committees for the content that they have been using for 260/261. The IBC will review those products, then sponsor it on the website and promote that instead of the online course.

Discussed the need to update the INBA (S-481) curriculum in addition to providing annual updates to current INBAs pre-season.

**Action:** Julie will start working on a pre-season refresher format for INBAs.

**NERV Update (Jill Leguineche):**

Claims discussion follow-up. Request to IBC to determine if NERV SOP is ready to post to the NERV website.

Wesley Devall presented 2020-2022 claim stats. NERV will be reaching out to IBC when repeat offenders are identified. Working a "no fly list" for rentals as an accountability.

Soliciting this summer for 2024. May have more than one vendor. Our current portal is Enterprise. Working for the Agency to own the portal for use with multiple vendors.

**NWCG EQTR/PTRC Tasking (Dave):**

Performance support packages are being developed for each of the positions. IBC was tasked with EQTR and PTRC.

There will be a need for a task group of SMEs to work with a contractor to put this together. It was suggested to have each agency identify a representative for IBC.

**Action:** IBCs from each Bureau will bring back a few qualified PTRC/EQTRs, TIME and FSCCs who are interested in being a SME. Dave will find out how many are needed total.

**Timeline:** Initial phases- Steward briefing July; SMEs and contractors work together July/Aug/Sept.

**BUYT File Structure (Jamie Wade):**

Buying Team members want to differentiate agreement types using the naming convention. The naming structure will be consistent between BUYT, AIMS, and BLM (Worthley). This will also correlate well with Finance Files.

**Follow-up:** Dave will generate a memo to the BUYT Coordinators and Leads by May 1st. A draft will go to the IBC for review via email. Jaime will need to update the National Buying Team Guide (this will just be a report out to the IBC).

**Status of UAS Memo (Dave):**

An update was given on the status of the IBC memo for UAS Incident Replacement Guidance. The UAS group was asked to help determine what is considered consumable vs durable and provide reasonable replacement costs. A range of costs for the replacement was provided. This list provided with replacement costs is what they consider to be consumable. It needs to be further refined in the memo.

Will define specialized consumable items in the memo. Re-write the piece about property loss and damage report for other items.

**Action:** Dave will draft a memo with proposed language for review with these edits. It will have to go back to the UAS committee as part of the review.

**Bin:**

**Warrant requirements for PROCs.** DOI currently require a warrant now that the FS has waived that requirement. 310-1 does not show a requirement for a warrant. BLM Standards for Fire Training and Workforce development does have the requirement.

**Action:** Tony will research the process to remove the requirement to have a warrant to hold the PROC qualification and report back in May.

#### **Future Performance Modules (Dave/All)**

Discussion was held regarding which modules should be scheduled for fiscal years 2024 and 2025. The budget request to NWCG was approved for future performance modules.

**Action:** Dave will contact the CO to determine if we can modify the existing contract or if a new solicitation is needed.

#### **Decision: 2024 topics-**

1. Shift Ticket Update
2. Yellow Book overview
3. INBA Refresher
4. Military Use Handbook (unique procurement considerations)

#### **Decision: 2025 topics-**

1. Rental Vehicles
2. Travel Requirements
3. Incident Procurement (LOGS focused EERA/LUA)

#### **SIIBM Update (Dave/All):**

A discussion was held regarding the definitions of virtual, remote, and onsite work.

- Virtual/Remote/Onsite Definitions (FS)
  - Definitions came from IMRR group:
    - Virtual – not in travel status
    - Remote – may include travel, but not staying at ICP (with the exception of Buying Teams and Dispatch)
    - Onsite – at the incident (ICP, Buying Team location, or Dispatch Center).
  - **Decision:** add updated language to cover the difference between virtual/remote/onsite definitions to the yellow book (address travel status).
  - **Action:** Kellin will draft a memo and email to group.
- Ordered Standby Language
  - **Action:** Add language from the CFR to the Ordered Standby section 10-11. Pending feedback from the Forest Service. Add to May agenda.
  - **Action:** On-Call language from CFR will also be added. Pending feedback from the FS. Add to May agenda.

- R&R in Place
  - Does the current language define “in place” well enough?
  - **Action:** add to May agenda
- Web Page Design of References
  - Link the performance videos to the SIIBM.
  - **Action:** Add to the 2024 Review for the SIIBM

### **E-ISuite Updates (Heather):**

Heather gave an update on the eISuite contractor transition.

The transition is complete. There was a kick off meeting a couple of weeks ago with the new contractor. They are working toward the next generation of eISuite. There is a backlog of changes since we had been in O&M phase.

The first focus is to have one system that can work offline. Rather than having “site” and “Enterprise” separately. Would make the Enterprise version available offline.

They are looking for a way to manage groups by resource rather than incident or other opportunities to make this more functional to reflect what is happening on the ground. Further integration with IROC/IRWIN/etc. for uploads (or bringing date into ISuite) is being discussed.

Encourage end-users to use the change request form in FAMIT/eISuite. Establish a change board to vet comments through a process. Include a variety of functional areas to serve on the board. Suggestion to submit names to Heather to have a good representation of the user community.

The system functionality was found to be good, so they may try to use the existing system as a base and update with needed changes.

Since the study was done pre-COVID, some of the new the electronic shift may not have been addressed. Discussion was held regarding some suggestions. The SOW is flexible enough to prioritize good ideas. We would have to decide the priorities. There are security and access concerns to be considered. Sensing session of the user community will be set up (user engagement sessions)

The timeframe for the changes will be determined by the project manager. May be 1-2 years for the big changes to be implemented.

- Spring release is set for May 16<sup>th</sup>.
- FS AD Pay Plan has been released. DOI Plan will be out soon (under review at HR). Rates were sent to the project team. A patch will be issued when both plans are out.
- E-Isuite change form link:  
<https://forms.office.com/pages/responsepage.aspx?id=4F2CSwVwPUuaFHhBHyhmA0y5QQ4sbLxLIEWAodCCvHhUODdPNzUxSU83VzdSV04ySThUWjM0RIExWSQIQCN0PWcu>

## **BUYT Updates (Jamie)**

Jaime gave Buying Team updates.

The Method of Order chart was developed in coordination with dispatch and buying team. This is standard procedure for both dispatch and buying teams and it also addresses procurement methods. It was sent to NICC to be vetted through dispatch. Buying team has already had the opportunity to provide feedback. Common operating procedure for commonly purchased items.

Mob Guide Updates differentiated National vs Geographic buying teams. This allows for the right-size of buying team for the situation. There may be a need to specify the type of buying team when placing an order.

The best method for buying team emails was discussed. The goal is to use FireNet for email. One option is to tie it to the fire, another option is the specific buying team name. Pro and Cons of each were discussed. Need decision by mid-May. Decision deferred to the buying team leads with a plan for accountability. IBC will support recommendation. If one is not given, IBC will decide. Add to May agenda

Buying Team Spreadsheet: requesting support use different format (such as power app) similar to what AIMS has been using. There have been a lot more requests for the data from buying team spreadsheets.

- **Decision:** Support to explore the use of a different format. 2023 will continue to use the older format.

Contracting Officer Purchasing Agent COPA – Per 301-1, Warrant is not required. Do we need a change request to add a warrant?

- **Action:** Dave will send the change request to the Incident and Position Standards Committee group to update the language.

Breaking out buying team members with and without a warrant- No task that is specific to needing a warrant in the task book. Task book could include common and specific tasks for BUYM vs BUYW. (These are not yet in the 310-1 since they are currently in a supplemental)

- **Action:** Jamie's group will present recommendations to the IBC due 2024/2025. Add to task list. Update needed by the Fall meeting.

## **Bin:**

**Finance Documentation:** request for NWCG to support a Finance Document Leader/Technical Specialist and Inbox Manager. BLM has a task group set up for a new position - FEDM: Finance Electronic Documentation Manager in coordination with the FS. Includes a proposed AD rating. Position Description is being developed. Information only. Will be presented to IBC later.

**IMT Pre-order:** IMT Transitions- operate under a DOA. There is concern that the dispatch community had been asked to fill pre-orders for teams that have not yet received their DOA. There is a need to protect the

buying team and dispatch from the risk of placing orders for those without a current DOA to place orders. Has resulted in ratifications.

Recommend Advisory from IBC to the IMTs that they should not be placing orders without a delegation. Pre-orders often comes in prior to the arrival and delegation to the IMT.

**Action:** Yolie to draft a memo in the IBC memo template. Dave will see what level of the organization the memo should be from. Due in two weeks. Add to May agenda.

**Pick-up specs / resource typing:** Currently only exists in VIPR contracts. Proposal to add the definitions to SIIBM Chapter 20 in the table on 20-31 (method of hire). Also add the medical typing to the method of hire and communication trailers. Equipment types and examples are listed in IROC- recommend leaving specific examples out of the yellow book table.

**Action:** Jaime will update the table and include the medical vehicle.

**Round Robin:**

**Dave:** Nothing to report.

**Yolie:** Hazard Pay document has been vetted through HRM, Senior Leaders, etc. Still waiting approval. There may be additional changes that could result in it being tabled. Centered on the activity that is happening on the uncontrolled line.

**Julie:** Nothing to report.

**Tony:** Nothing to report.

**Jennifer:** Nothing to report.

**Kellin:** Nothing to report.

**Jamie:** Nothing to report.

**Brenda:** Nothing to report.

**Kelly:** Southern States are working to get a representative from each of the different interagency units to discuss billing, invoicing, etc. at the Fire Chief's meeting in June.

**Amy:** Nothing to report.

**Meg:** Thank you!

**Saren:** Nothing to report.