

NORTHERN ROCKIES COORDINATING GROUP
FIRE BUSINESS MANAGEMENT COMMITTEE

Jan. 21-23, 2009

BLM Office, Fort Missoula

In Attendance:

Pam Okon, MTDNRC, Incident Business Coordinator
Mary Fields, standing in for Eric Heyn - Logistics Rep
Lily Huskey, Dakota Prairie Grasslands, ND Zone Rep
Sheri Schlader, Lolo NF, SW MT Zone Rep
Ann Vogt, BLM, Equipment Rep
Joli Pavelis BLM, Billings, Eastern MT Zone Rep
Ken Homik, IDL, North ID Zone Rep
Jane Haker, USDA-FS R1, Incident Business Coordinator
Joyce Anderson, L&C NF, Central MT Zone Rep
Debby Wesselius, USFS-R1 Buying Team Rep
Bidly Simet, Glacier Park, NW MT Zone Rep
Jay WindyBoy, BIA representative
Jeanne Robertson, Kootenai NF, Contracting
Tana Rainio, North Idaho Incident Business Rep
Tony Lubke, Bitterroot Dispatch, Dispatch Liaison
Scott Waldron, Fire Service Org. Liaison

Wednesday, January 21, 2008

Charter Revisions:

Discussion on chair rotation and who should be in the rotation. Decision made by committee that only representatives who are Incident Business coordinators in their normal duties should be the chair. Other members will have to take more duties as assigned from the coordinators. Charter changed accordingly – deleted second vice chair, added calendar for rotation.

Agency to Agency Equipment Rates:

Has yet to be a conclusion on what agencies charge each other for equipment. Each agency has different ways of getting fleet rates:

- Proposal to have contractor come in and do the leg-work for how to charge each other. This went out the BOD for decision whether to move forward.
- Time-wise no one on this committee has the time to figure this out. Committee chair went to the BOD and presented an issue paper. BOD tabled the issue at meeting in Bismarck. Had a conference call Jan. 20 but no decision was made by BOD but they do want the business committee to come up with a contract proposal and some people who can possibly do the task along with a timeframe and projected cost to complete.
 - Note: the rates do not have to be the same but do need to be identified and establish a base rate using the same methodology.

- Ann and Mary will check with National logistics and equipment committees to see if they are working on this issue as well.
- Sub committee made to create scope of work. Scott, Ken, and Jeanne will work on scope to get to committee for review by Feb. 6 and thus to the BOD by their call in February.

Status of Training Sessions:

Follow up:

- S-460 ~ Sherri – there are 10 in class, 6 from NR. Instructors are BertaLee and Sherri. All set and ready to go!
- I-Suite ~ April 20th. 25 students = full. Tyler Hackney, Dana Bangardt, Tim Benedict instructors. New training materials are supposed to be posted this month.
 - Idaho zone is hosting a full I-Suite as well. May not be open to others.
- IFL ~ Bidy, Joyce, and Sherri met 1/20 and updated. Will now be divided out by units. Examples will be customized to the Russian Flats fire. Will also have a one day Fire 101 broke out as an option for instructors. Draft done by mid-February. Will share with other regions.
 - Joyce will do a train the trainer in early March by Video Conference.
 - ND/Eastern MT: May-ish
 - Smokejumpers: April 13th / B-D: April 21-23
 - ID: may not do the full blown I-Suite in April/ may be IFL instead
 - SW MT: week of 13th of April
 - NW MT: none scheduled / TBD
- Fire 101 ~ incorporated into IFL and can be taught as needed. Bidy is working on this and using Pam's example.
- Fire Procurement ~ Ann and Bidy working on a draft. NPI course was not adequate. Committee will review and plan to host in 2010. Zones will comment and send back to Bidy and Ann.
- Finance blurb for Annual Refreshers ~ Jane talked to Kathy Shelton about getting that into the version (NIFC – BLM produced video). She will take to NWCG IBPWT to see if it is a possibility but not likely.

Finance breakouts at IMT meetings:

- Combined with IMT meetings in April. Need topics to cover at the Finance breakout from committee.

Finance / Logistics Day / Workshop:

- Will tack on to the end of IMT meetings.
- Jane reserved Bob Marshall room at NRTC for April 9th.
- Joyce is working with Eric to make the agenda for that workshop.

Finance component in NRTC hosted trainings

- Lily will get a review from NRTC to see how effective the ICS mini-guide was in their courses.
- The committee will continue to work on this and get a response back to the BOD.
- May need to find finance instructor for IARR course. If not, we'll try to catch it next year.

- Another DIVS course was added as well. Tana Rainio can present.

Supplements:

Zero Code:

Changes in phone numbers

Chapter 10:

Change in AD exception rate for NR. Deleting Shortage categories and adding wording to allow zones to manage their ADs.

Update on Rental Car Guidelines to include all employees (resources).

Update on Commissary to alphabetize.

APMC/OWCP guidelines adds Bloodborne pathogen exposure is not an APMC/OWCP situation. Must be paid by procurement methods (buying team, etc...) by means of a resource order.

Added exhibit for OWCP addresses for all NR Tribal Agencies.

Chapter 20:

Chapter 30:

Chapter 40:

Updated information for buying team configuration and added information for applications and link.

Chapter 50:

MT: Updated CPI-U. Deleted 01.3-1 General Information. Added rate for additional person on engine. Added requirement for a porta-tank on water tender. Added paragraph on use of Highway patrol. No agreements in place to charge to incidents. Added porta-tank rates.

Updated entire section on ambulances. Updated a few definitions.

ID: updated format issues. Moved information around to organize accordingly. One APMC form number has changed – is now called First Report of Accident or Injury Form.

ND: has not sent any information in at this time.

Chapter 70:

Add references to DOI and FS claim process and allowable items.

Chapter 80:

Update estimator on the link. Update Incident Transition Checklist.

Action Items update:

- Still need wear and tear stuff from Eric. Get to Joyce for Chpt 30.
- Ken will continue to work on wording for EMAC guidelines.
- SOP for workers comp. MT WC will provide us with an SOP / protocols for when they come to our incidents. Also, they will offer reciprocal states that MT workers comp applies to. Will also provide cheat sheet for our FSCs / IBs. Ken has not gotten any inquiries from ID workers comp for any audits there.

- AD drivers: need to meet requirements of hiring agency. Jane will follow up with what the Fleet handbook says. FS: Employees of other federal agencies with which we are in agreement, the operator can drive FS vehicles if meet requirements by their agency. At a minimum, operator must have valid state drivers license, something from their agency, and something saying what they can drive. Ex: BLM has a 4x4 class so their driver cards must show 4x4.

Thursday, January 22, 2009

Follow up from yesterday –

Advanced COST course. Not sanctioned by NWCG. But will have a course to roll out by spring.

Follow up on Type 3 skill set training:

Jane presented a handout for committee review.

Finish up with Supplements –

Chapter 20:

Pretty much took all day. Many changes in wording and additions / deletions.

Kevin Erickson – Equipment committee issues

- In the past, still did not have a justification for how we came up with rates in chpt 20.
- Follow up on rates and methodology for how we came up with those rates. Kevin and Jeanne worked on this and referenced www.equipmentwatch.com for current market value and ownership / operate costs per hour. Then pulled up Service wage determination to find a daily rate for each equipment kind. Most were very close to what we had listed prior.
- Handouts reference the methodology used. Committee concurs with this process and Kevin and Jeanne feel it is pretty good.
- Question on double rates: Kevin in working with a national committee figuring a 165% rate.
- For this year, we will use this methodology as baseline. Next year and possibly for two years, will do the calculations to determine a percentage for increase each year. Then revisit the calculations specifically every 3-5 years.
- The Incident business leads will hold the spreadsheet for further legacy.

Next meeting location and dates:

Tabled until a better timeframe for “after fire-season” is determined. Should be around October in Billings per last meeting’s discussion.