

VII. Finance (Sharon Cathcart)

The Okanogan-Wenatchee National Forest was the host unit of the Project. Therefore, all business and financial matters were handled through the Okanogan office. The Command and General Staff made the following financial decisions prior to implementing the project:

- All employees will adhere to the rest and recuperation Guidelines of 1 day off in 14 or 2 days off in 21.
- The IC set this example and enforced it with all employees.
- Employees will be on a 1st 40 tour, Sunday through Thursday.
- No Compensatory Time will be allowed. Sick Leave will be charged if off work due to illness.
- Section Chiefs can approve up to 12 hours per day, IC must approve all additional overtime.

A. Organization

The Finance Chief was located at the Incident Command Post in Winthrop. One Personnel/Time Recorder was located at incident headquarters for the majority of the project, especially during the spray operations. The local business administration folks at Twisp were available; therefore, they worked part-time throughout the entire project.

B. Personnel & Hiring

Wayne Kleckner, Incident Commander, recruited the Section Chiefs in January. He and the Logistics Chief were also part of (fire) Incident Management Teams and were dispatched during the final phase of the project. Art Anderson Completed the project as Acting I.C.

An outreach was sent out to all personnel offices in the region to fill additional miscellaneous overhead and entomology crewmember positions. Position titles listed in the outreach were those from the Incident Command System without a description of the duties. This caused confusion, as many positions did not follow the traditional ICS job descriptions. We received enough outreach response forms to fill a large portion of the positions, which were filled as details. We were short mostly helicopter managers, due to the project starting earlier than anticipated. Responses were received from Forest Service and National Park Service employees. The Forest elected to utilize the STEP program to fill most of the temporary positions, which resulted in the hiring becoming an ongoing process through approximately the third full week of the project.

All detailers received a request for personnel action and a letter with a project overview and expectations. The letter would have been more beneficial with more clarification and detailed information about hours, days off, overtime, etc. A request for personnel action was made for all detailers and 1st 40 tour for most of the individuals assigned to the project. The SF-52's were processed thru the Forest and didn't get to the homeunits in a timely manner. This caused some problems as people coming to the project in the middle of a pay period had already worked some credit time. Each detailer completed an "Information Sheet" with personal, payroll, and travel information that was utilized in the finance section. Numbers of employees working on the project varied throughout the duration of the project. The following shows the total personnel working on the project that supported the Methow Valley Project.

Table 11: TOTAL PERSONNEL WORKING ON THE PROJECT

Total Overhead –11 + (Contract IIO; Contract Ent. 1) = 13
Entomology Crews (Detailers (8), Temporaries (15), Locals (7) =30
Air Operations Detailers (11), Locals (2)=13
Miscellaneous Support 15
Wildlife /Monitoring 5

TOTAL PERSONNEL ON PROJECT 76

Most Personnel at One Time (PP 12) On site, 50 Recording Time 70

C. Per Diem & Travel

Detailers assigned to the project were in per diem status and standard per diem rules were in effect. For the most part, temporaries worked from their official duty station and were not in per diem status. However, if they were relocated for short periods, they received per diem. The Finance Section completed travel vouchers for all employees. Detailer's hand carried an official packet back to home units containing original signatures.

D. Payroll

Payroll was a challenge due to the Forest main system being inaccessible 80% of the month of May. The Finance Section processed time for all personnel on the project, through the Finance Section Chiefs personnel profile on Lotus Notes. This decision was made because of the long hours employees would be working as well as the number of computers available. Time for the temporaries, detailers, and local District employees was processed through the Finance Section to the Methow Valley Ranger District and then forwarded on to NFC.

Problems and confusion occurred regarding 1st 40 tour, which caused several of the first T&A's to be corrected. In the future Finance Section Chiefs need to refer to FSH 6109.11 – PAY ADMINISTRATION, ATTENDANCE & LEAVE handbook; Chapter 20; Section 22.15 to insure that proper interpretive of the 1st 40 pay options is understood and be followed. Because the project was being managed under the Incident Command System, the day off schedule was 1 in 14 or 2 in 21.

E. Claims

No claims were filed as a result of the project.

F. Accidents, Injury, Illness

Two personal injuries occurred during the project, one twisted leg and one twisted foot. While both accidents did require a doctor's visit only the twisted leg required 2 days of lost time on project..

G. Procurement

Procurement for the project was separated into two categories: 1) Aerial Application Contracting, and 2) Operations Purchasing. The Operations Chief acted as the Contracting Officer's Representative and was delegated authority to handle the Aerial Application Contract. Resource orders were used for operations purchasing to order equipment and supplies for the project. Orders were processed through the Logistics Section. The local district offices assisted with these purchases as well as the use of government credit cards.

H. Costs

Tracking costs for the project was a challenge. During the planning phase, employees charging time to the project and had not turned in of hours worked and dollars spent on per diem and purchases for tracking

purposes. Once the project started, costs were gathered at ICP location and entered into a spreads sheet for the entire project. The difficulties came with the magnitude of employees charging to the project but were not actually detailed to the project. Also, two weeks into the primary project the job code was changed and that caused some problems with making sure that all accounting adjustment were accomplished.

The entomologist that was originally assigned to the project had quit the FS to enter the private sector in the capacity of consultation. This allowed the Forest to contract for entomology services, but the contract was not finalized until a week into the project.

The Job Code Summary Statement reports (Project Manager Statements) were not reliable for tracking daily charging. The reports for each month were not available until the following month. Costs for personnel are actual costs for work.

The cost per acre is high due to the initial project direction, which was for application of a large number of acres, approximately 26,000 acres. The acreage for application decreased significantly resulting in a high cost per acre. In addition, the project total costs are higher than projected, as some of the obligated costs that were incurred from sources outside of the project are included in the project costs.

I. Total Project Costs and Cost per Acre

Table 12:

TOTAL
Salary = \$772,740.00
Per Diem = \$98,800.00
Vehicles =\$42,190.00
Supply/Equipment = \$51,039.00
Aircraft (Contract) = \$591,468.00
Aircraft (Call When Needed) = \$0.00
TOTALS (+5%) = \$1,571,237.00 - Acres Sprayed = 16,690
COST PER ACRE \$ 94.14

Table 14: Projected Costs Thru 2002

Projected Costs
2001 Environmental Monitoring = \$0.00
2001 Defoliation Sampling =\$0.00
2001 Mating Disruption =\$0.00
2001 Mating Disruption = \$ 0.00
2001 Contract Preparation = \$0.00
Report Publication Costs = \$0.00

VIII. Safety (Wayne Wilson)

The DFTM project Incident Command Post was located in the basement of the Winthrop Work Center. One safety officer was assigned to this project. The Safety officer worked full time for the first two weeks of the project with the field going employees during orientation and required training including First Aid, CPR, and Defensive Driving. After the first two weeks, SOFR was present approximately 50% of the time. Daily attendance at the morning crew briefings talking about fieldwork safety and driving safety were the emphasis areas. Job Hazard Analysis', Medical Evacuation Plans, and Aviation Safety Plans were written for this project and used during the tailgate safety sessions for reference. When Air Operations started June 7, 2001 daily operational and safety briefings were held at 0345 and debriefings were held at 0900. The Air Operations Chief ran these briefings.

The overall project safety record attests to the diligence of everyone with regard to safety. Starting with crew safety briefing, with follow-up crew tailgate safety meetings, and crews' attention to detail while driving and working in the field.

A. Summary Of Field Crew Activities

Project Activities

Hours Worked:	23,978
Miles Driven:	108,664
Aircraft Hours:	70.5
Injury/Illness Reports	2
Vehicle. Accident	0
Aviation Safety Report	0

Two of the CA-1's required medical attention, one for a twisted knee and one a twisted foot.

Overall the project safety record was very good; considering the large amount of people and the total project hours that were worked, the defensive driving of all employees was greatly appreciated since a total of several thousand miles were logged throughout the project with no accidents. While the project's air operation was of short duration, there were no known incidents and personnel safety was outstanding.

IX. Information (Megan Perkins)

A. General Information Operation

In addition to the signs, a poster was positioned at the fee station of one campground, waiving the campground fee for the duration of the spraying. See appendix J, Section 4.

The Tussock Moth Project headquarters office acquired and utilized a message phone that was updated daily with the spray plan for the following day. The phone number for the Tussock Moth Information Line was on the posters that were distributed throughout the community. Unfortunately, the message machine did not have a feature that allowed for tallying the number of calls to the Information Line. It would have been nice to have a count of the number of calls to be able to assess the effectiveness of this outreach method.

Information Specialists and Incident Commander Wayne Kleckner contacted recreationists as frequently as possible when out posting information signs and whenever campgrounds and dispersed sites were sprayed. The benefit of talking with people directly is the feedback provided. From this type of contact we were able to determine the true impact on the community. See the summary of the public contact log below and the Public and Media Contact Log located in Appendix J, Section 19.

Four news releases were sent to local media regarding the Tussock Moth Spray Project. The first one was to announce the beginning of the project, why the project needed to be done and the implications involved with the spray project. The second news release announced an open house to be held at the Winthrop Work Center. This was an invitation to the community to stop by and find out more about the project and to get any questions answered that they might have. The third news release was to announce the date spraying would begin in the valley. Lastly, a news release was sent out to the media announcing the completion of the Tussock Moth Spray Project. See Appendix J, Section 8-10 to review news releases.

All in all, the information outreach aspect of the Tussock Moth Spray Project went very well. The pro-active approach that was taken by the Forest, preparing the community months prior to the beginning of the spray project was seemingly effective. The first public outreach meeting was held at The Barn on February 1, 2001. An open house was held at the Winthrop Work Center on May 31. (There were about two people in attendance at the open house). It could be assumed that early outreach and the news releases that were sent out to local media sufficiently prepared the community. Spraying began the first week in June.

To gain closure in the information arena, letters were drafted to local businesses that directly supported our effort and to local businesses whose business may have been adversely affected by spraying and low flying aircraft. A letter to the editor was sent to thank the community for their patience and support and a news release was sent to local media informing the community that the project had been completed, provided results of the project and thanked the community for their patience and support. See Appendix J, Section 20-22 to review letters.

B. Information Program Implementation

The following bullets are items that the Information Team believes were the most positive aspects of their outreach efforts:

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- The work that the District did during the winter and spring months really helped. It would have been difficult to get acceptance from the community otherwise. The good will that the early outreach brought us was a key component to our success.
- Once spraying began, it was critical that we kept lodging facilities and businesses informed on a daily basis, especially when spraying was close to them. It was very helpful to make these contacts in person when possible.
- Contacting recreationists became our priority once spraying began. It was because most of these visitors came not knowing about the spray project.
- Information was posted at all trailheads.
- Information was posted in all campgrounds.
- Project updates were made daily to local businesses and the public via faxes and phone message system.
- Made personal contacts when recreation sites were planned for spraying.
- The information team worked closely with Methow Valley Ranger District Recreation staff to let them know when recreation sites were to be sprayed.
- Fee system was removed from one main campground for several days while we sprayed. Visitors were told about areas where they could camp or hike without impact.
- Remove all information regarding the project when spraying is completed.
- The IIO detail folks were all highly qualified and did an excellent job making the information part of the project a success.

The following bullets are items that the Information Team feels could use improvements:

- The Information Team was a combination of experienced and inexperienced personnel. The less experienced personnel felt “hampered” by not having done a project like this. Expectations were not clear, especially in terms of staffing.
- Changing the lead IIO once the project began had some impact while new IIO was learning project details.
- Contact with private land spraying done by the Washington Department of Natural Resources (WDNR) could have been better. This would have helped us provided better information or contact person for WDNR.
- Some district folks helping information team were less qualified and needed guidance and training.

The following bullets are suggestions from the Information Team for future incidents:

- Consideration needs to be given to modify the contract to preclude flying in high tourism dependent areas, such as campgrounds, on weekends and holidays. This may mean not flying in units with campgrounds in them, or immediately adjacent to private lands during those times.
- Project details need to be a minimum of two weeks. Anything less is not effective. The longer a person can remain in their detail position, the more effective the information aspect of the project.
- The person in the IIO position needs to stay for the duration of the project.
- IIO Staff, Operations, Entomology Crews and Logistics can always improve in sharing information that is accurate and consistent.
- Notes taken by Information Specialists need to be legible to other people. The people beginning the project are not necessarily the people completing the project.
- Inclusion of a road layer and recreation layer included on the map would be helpful, especially for people who are unfamiliar with the landscape.

X. Project Critique

A. Group Critique

The Command and General Staff critiqued with Regional Office personnel on July 11 to critique the project. That critique follows:

Last years recommendations were reviewed and following are some of the items that where implemented this year:

- One entomology plan should be used for all projects.
- Request for Contract Action needs to start by Oct. 1.
- Cocoon Survey results need to be done by late fall (by each Forest) The project implemented 1 plot per square mile for this fall survey
- Develop consistent reporting standards. Ken Snell developed and tested Access database that was used for several reporting systems
- Monitor amount of virus available to meet ROD-again the Access database was used
- Do their own mapping including GIS.
- Handle their own Communications (radio, phone, fax, office space, etc)
- Aerial contract financed and administered by region.
- Provide a lead COR that is air operations qualified. (GS-462-11-Art Anderson)
- Critical need for quality maps. Mapping standards should be provided. GIS/GPS assigned to project
- Verify IHOG qualifications (Chapter 3) for air operations. John Rawlins and Art Anderson. – Adhered to standards @ national level
- Cocoon sampling needs to be done and a treatable population verified, in the field, in the fall of 2000, for all Analysis Units to be considered for treatment in 2001. This extensive field verification will provide the necessary information to make the project more efficient when spray blocks are determined and spring surveys begin.
- Dave Bridgwater is to review and revise fall sampling protocol.
- Resolve issues concerning virus development, packaging amount, and handling. 🚧 Don Scott and RO product manager. – Sandy Summers developed and implemented new record system.
- Plan for one week to train the entomology crews.

Team recommendations for the future projects:

1. Air Operations

- Orientation of air operation personnel with entomology crews to better understand the process and evaluations needed to recommend treatment of individual spray blocks.
- Need to cross train both the entomology and ground observer positions so better utilization of individual time can be accomplished.

- Need to include job descriptions when offering detail opportunities so all employees have a full understanding of work requirements.
- Need additional computers for project with forest network capabilities. The Forest needs to assign a computer maintenance person to insure that all personnel have equipment operational in a timely manner.
- Recommend that spraying does not occur when the relative humidity is above 90%. This recommendation would need to be incorporated in the aerial application contract.
- Recommend that contracting and operations look at the type of wind driven atomizer that could be used for future projects. There is evidence that the Micron air atomizers have a better VMD spectrum and less maintenance problems. It may be to require them in the contract.
- Look at having the 038A carrier be Government furnished product.
- Have a facility available to allow the contractors and forest service personnel the ability to work together
- Need to have GIS person assigned to the project who has GPS skills.

2. Logistics

- Need good accurate supply list of what is at the LaGrande cache for the project
- Need to insure that essential project supplies are ordered and available prior to the start of the project. May need to develop a specific project needs lists so minimum supplies are on hand prior to project start-up. Example supply list in the entomology plan.
- Need to have a full time assistant to the Logistics Chief. May require more than one person depending on the project size.

3. Entomology -

- Need to have copies of aerial photos available to field crews
- Flag in walking routes into the more difficult units. This information would be shared with both entomology and ground observer.
- Size of crews need to be consistent with the size of blocks to be inventoried or the total number of plots that need to be collected. This is especially important in steep, rocky terrain.
- Need to pre-print data input forms onto write-in-rain paper
- Project needs to supply hand held GPS units for field crews.
- Need to have physical expectations on job announcement; i.e. steep terrain, packing equipment for long periods of time, etc.

4. Information –

- Minimum detail for information personnel would be a minimum of two weeks and preferably longer.
- The project IIO should be assigned for the duration.
- Road and recreation layers need to be in GIS for planning purposes.

5. Finance –

- All personnel that are charging to the job code will have their time turned in to the finance section for processing.
- The 1st 40 rule needs to be a part of the hiring packet for better understanding.
- Need to organize some type of approval system for project purchases prior to the team arriving on site. Set standards for purchasing for project and stick to them.
- Need to have a computer person available to work the individual team members through the different type of program applications that are to be used on the project: i.e. ACCESS, EXCEL, etc
- Regional recommendations would be to have Project staff perform the IC position in an acting capacity when needed.

The team also identified several things that well on this project and felt they should be mentioned. They are as follows:

- The team as a whole was one of the best mix of experienced and trainable personnel and everyone seemed to work well together across the board.
- The office space was excellent and everyone had adequate space and work areas
- The support from the District and Forest to the detailed employees was excellent
- The forest communication shop was more than willing to help with all aspects of the radio operations
- The finance section did a good job on time-sheets and per diem once the bugs where worked out of the system and concept of 1st 40 week was worked out
- The coordination and inter -acting with the wildlife crews was excellent. This project had several areas of concern in the wildlife area
- Sharon Cathcart did an excellent job in the organization of the project prior to the arrival of all other personnel
- The entomology department (Connie) expertise in the rearing of tussock moths from egg to what ever was interesting and education for all project personnel and visitors.
- The accommodations for the detailers was excellent and all detailers where appreciative
- The GPS/GIS process will enable us provide the contract with job files for the helicopter as well as files that will allow the RO and others to observe the actual spray pattern on the computer
- Safety was the number one concern for this project and all employees did an excellent job. The contractors where very safety consequence
- The contractor was a pleasure to work with and work together very well with all management areas.
- The Access database worked very well after all thirteen revisions where implemented
- The District worked well with the team to provide all transportation and facility needs in a timely manner
- The year the group started a weekly get together which everyone attended this inter-action between departments opened communication lines and friendships that carried over into the work environment
- Entomology –
- The crews where exception and the motivation level they maintained through some very tough terrain and long days were greatly appreciated.
- The District (Arlo) worked very hard to continue the employment of the crewmembers once the project no longer needed the large work force.
- The support from regional office, Dave Bridgwater and Ken Snell was excellent and appreciated by the forest and the team.
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B. 2001 Group Project Critique

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C. Project Team Cooperation

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