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| fam_logo_xlg_2_tri%20copy | FOREST SERVICE – WILDLAND FIREINCIDENT BUSINESS MEETINGJanuary 22-24, 2013ASC B&F – INCIDENT FINANCE 101B SUN AVENUE NEALBUQUERQUE, NM 87109 |

**Meeting Attendees:**

**National & Regional Incident Business Coordinators**

**National Incident Procurement Policy Specialist**

**NIMO Finance Section Chiefs**

**ASC-IF Staff – Branch Chief; Program Manager – Contracts, EERAs, Accruals and Job Codes; Program Manager – Cooperative Fire Agreements, Casual Pay, FEMA, International Agreements; Operations Managers for specific program areas.**

In attendance: Dana Reid, Patsy Michel, Mike Perez, Billy Zamora, John Getchel, Patty Espinosa, Susan Lee, Judy Palmer, Sandra Williams, Sirina Sams, Soon Fletcher, Tracey Nimlos, Randee Olson, Yolie Thomas, Le Ann Evans, Sara Keenan, Ron Schilz, Sarah Fisher, Mary Lea Lockard, CiCi Chitwood (phone).

AD Pay Plan – Sarah Fisher

* Coordinating with DOI on 2013 updates
* Proposed changes for 2013:
	+ Proposed positions being added to matrix: fire investigator, BAER assessment team member, BAER assessment team leader, BAER implementation team leader;
	+ Proposed language changes:
		- The 90 calendar days begins at the approval of the BAER plan
		- Circumstances required for hiring ADs regarding the authority cannot be used to circumvent other hiring authorities (#6) will be added to conditions of hire section
		- Exception positions are approved by regional IAC.
			* IACs are supportive of adding this language to the pay plan. The PD’s will be filed on the O drive where all regions will be able to access them
* Rates will follow federal salary rates; i.e. rates will change if federal COLA is enacted

AD Travel - Pam Scalco, Travel Branch Chief (handout)

* FS pays travel on OF-288, DOI is continuing to pursue approval for this
* CBA is to be used for airfare in support of **emergency travel** only; *not* for training related travel, hotels, cars, etc.
* GovTrip is being replaced with new e-Travel system, Concur Government Edition (CGE)
	+ Go live date is Nov. 1
	+ 15 year contract
	+ Number of profiles will be limited
* Vouchers are not being filed when charging airfare to a central CBA (using CBA in govtrip)
* ADs can have Individually Billed Accounts (travel card). They are not being deactivated as required. The Travel Branch will be providing a list of names to IACs who have travel cards.
* Travel is being claimed on OF-288 and through GovTrip for same trip thus duplicate payments are being made
	+ Receipts not being attached – ASC IF will not reimburse without receipt
	+ Incorrect mileage or per diem rates
	+ Uploading OF-288 with travel voucher will eliminate this issue
* Methods of travel and Rental cars
	+ Economy cars are the standard; anything different than economy cars need to have justification
	+ When method of travel to an incident is driving instead of flying there must be a justification on travel voucher; this can be documented in comments segment or completing the cost comparison form
	+ Vehicles rented by individuals must be rented through GARS and cannot be taken off surfaced roads. If vehicles are used off surfaced roads agreement becomes voided. If agreement is voided then cleaning fees are not charged to travel card and processed through MiscPay on a request for reimbursement.
	+ For off-road use, tool to use is an EERA or BUYT, OR the representative at the rental counter can write on the receipt “Vehicle authorized for off-road use”
	+ Use GSAs RSVP program; this takes up-front coordination
* Add “Point of Hire” to Single Resource Casual Hire form (SRCH)
	+ Sarah Fisher will take this to the National Business Meeting in Feb. There may be proposed changes coming back for comment.
	+ The SRCH form is supposed to be completed for each incident
* AD payments through GovTrip/FMMI
	+ Incorrect addresses were used for some payments
	+ Working with IF to develop process to deal with this

General Travel (for all employees)

* Long-term assignment:
	+ Official assignment that lasts more than 30 days
	+ Reduced per diem to 55% on day 31
	+ Long-term assignments lasting longer than 6 months need to have a cost comparison done comparing TDY and TOS

FEMA Incidents – All

* Hurricane Sandy Lessons Learned
* Confusion with Mission Assignments and jobcodes changing and getting assigned
* Three different ESFs working for three different FEMA regions
* Lead ESFs were not identified to National IAC; difficult to coordinate
* Regional IAC needs to be involved or IBA ordered right from the beginning
	+ No tracking on MAs and jobcodes for first week; this caused confusion
	+ Ordered COST to track on all MAs which was beneficial
* Bring ASC staff out, at least for first few days
* Working with DOI on MOU to facilitate participation
* Sarah prepares sub-tasks for DOI
* Confusion about BUYT being ordered
* ASC-IF has not started to process IPAC billing because of FMMI issues
* There is ESF SOPs; The Regional ESF coordinator should get involved and coordinate/work with Regional IAC or IBA
* Role & expectation of IACs
* Need to be involved immediately; if unavailable order IBA
* Track on MAs and jobcodes
* Work with ESFs, dispatch and expanded
* Cost accounting requirements & appropriate charges
* Include support costs into calculations…dispatchers
* Who should be charging to support code?
* Purchasing supplies – need to have approval from FEMA for purchase of non-standard supplies
* 72 hour kit – Establish who is paying for this with FEMA beforehand
* Subtaskings to DOI agencies
* Sarah writes subtasks and posts to web for other Departments to use
* DOI needs to coordinate with IAC or ASC before sending IPAC billings
* DOI Sub-tasking SOP
* Sarah working with DOI on MOU to facilitate participation
* Sarah has been working with DOI representatives to ensure they understand ESF4 billing requirements.
* FMAG Responses
* Documentation requirements – MOU
* Discussing at National level with FEMA
* Not all FEMA regions are open to accepting less than 100% documentation
* No standard processes for FMAG documentation nationally

Look at FS developing SOPs for multiple FMAG incidents like the Wenatchee Complex or Texas

NWCG Evolving Incident Management (EIM) – Phase 3 – Sarah Fisher

* Implementation of national strategy for IMT succession
	+ Posted on NWCG website
	+ Grouped efforts into “Work Unit”
	+ Identified eight work units and leads
* Implementation expected in 2016 at earliest
* Presentations at team meetings

Update on status of e-Isuite Development– Donna Tate, Sue Shirts, Gina Bald (phone)

* Current Isuite
* Decommission date of current Isuite is Dec. 2015
	+ Isuite will not be supported through updates or helpdesk
* Challenge continues to be supporting multiple operating systems
* Added field to capture cell phone number
* Reference Data Update – Cost references being updated by NIMO
* Changes:
	+ Resources/Demob
		- Added ability to collect data from picture ID in Check-in
		- Bug fixes
		- IAP can be exported as one document in PDF form
	+ TIME
* Corrected the bug that would delete partial payments for 286 invoices that are not included in uploads (coops)
* Report date ranges were not looking at the year when crossing calendar years (Texas; an incident starts in December and goes into the next year)
* Future changes: replaces collection of SSN with employee common identifier
	+ COST
		- Added ability to “actual only” check box to crews, parent and single resources
		- Corrected changes for random assigned dates
		- Corrected improper actual and estimate postings
	+ Custom Reports
		- Added Cell Phone field, Cost Update view, exported data, contractor resources view
	+ Supply
		- Used bar coding on 9 incidents in 2012
		- Rebuilt kit and are much smaller. Include scanner, bar code cards, reduced number of computers that are in kit
		- eISuite
* Release – Early April, 2013
* Scheduled deployment in 2015
* Next generation of Isuite
* Two types of eISuite
	+ - Remote site - networked at an incident; similar to how Isuite is working now
	+ Enterprise - web based
* Two types of accounts – privileged and non-privileged
* Implementation
	+ Scenario testing in 2012 at McClellan
	+ User acceptance testing for Phase 2 now
	+ Field testing spring of 2014
* Training materials are being developed, will utilize train-the-trainer, on-line courses, webinars on updates

NWCG Incident Business Committee Update – Sarah Fisher

* Proposed changes to 2013 AD pay plan (see notes above for specifics)
* ICPI
* Approved by NWCG in 2012
* Works in finance under PROC
* Taskbooks available on website, grandfathered already qual’d individuals
* Coursework under development; will be submitted to NWCG for adoption in 2013
* Hope to have available early part of 2013 fire season
* BUYM/BUYL
* Position task books adopted on Jan. 1 by federal agencies
* PTBs posted on NWCG.gov website
* IIBMH
* Released August 2012
* New format following more of the red book style
* Added:
* Off-site/Remote incident assignment guidelines
* Length of assignment policy chart
* Complex/Merges/Splits guidelines
* Updated exempt/non-exempt chart
* Updated exhibits to coincide with current business practices
* Ongoing discussion within DOI to provide support for all hazard incidents without having to develop agreements for individual incidents
* Issued memo with matrix for single point billing for states responding to DOI jurisdictional incidents out of their home state
* Ongoing business committee efforts
* Eliminating collection of PII data from payment documents
* Removing SSNs and replacing with employee common identifier (ECI) number for casuals; Isuite needs to be adjusted
* A task group is being led by Judy Palmer to develop process of issuing, assigning and using ECI
* Systems will be in place in April 2013 to use ECI
* Looking at mid-season implementation to require use of ECI
* IBA course revision
* Contractor in place as primary lead working with a steering committee to revise course
* Large Fire Cost Review
* Name is changing to “Programmatic Fire Review”
* NWCG discussion based on what different agencies are doing with reviews
* Trying to move toward a strategic review of a fire program that hosted a large fire
* Dollar thresholds that trigger reviews are being evaluated at the Agency level
* IBC not involved in selecting fires to review
* NIMO ICs are leading the task groups and will develop their review teams for FS reviews
* Forms revamping
* As necessary based on changing business processes
* Looking at all forms in February
* Develop an inter-agency process for reviewing forms

FMMI Implementation *–* MaryLea Lockard

* Changes made to casual pay
* FMMI operates off of 3 separate ledgers (very different from old system)
* FMMI is one USDA system versus FFIS which was solely FS
* There is no longer a USFS identifier code
* FMMI built more for tracking by vendor code rather than tracking by jobcode
* DOI used to do treasury reporting for us; with their change to a new financial system they no longer do this. They IPAC us now every two weeks.
* These changes were very labor intensive; met with FMMI contractor
* Casual pay costs will now post to Fund level instead of to jobcode
* FMMI will require to take a new look at our financial practices, including accruals
* Meeting scheduled in April to address this
* FMMI is not made to look at the minutia
* No longer able to see data at jobcode level in FMMI
	+ ASC will be able to provide data for reimbursable incidents or where data at the jobcode level is needed to consolidate costs
	+ ASC will be able to provide costs for incident (cost package)
* Reporting
	+ BI-Business Intelligence (replaces BRIO)
	+ BobJay
* If there is a need for data for what has been paid and data is still available through BRIO then it will need to be requested through BI
* Work with John Getchel if interested in receiving access and training to pull reports
* Preparation of Coop Bills
* Haven’t had to do yet in FMMI because coop bills have a lag period of about a year from incident
* Hoping to consolidate all costs (pull casual costs from NBC) and then combine the two
* Can still pull data from FFIS for a couple years
* F-code creation
* Establishing code is quicker in FMMI
* Process remains the same
	+ IAC tells ASC what F-code is to be set up as. Fxxxxx where second character is region, third and fourth characters can be the fiscal year and then the incident number. Example: F81301 would be a FEMA code in Region 8, Fiscal Year 13, first FEMA incident of FY13.
* Awards in ViPR/Vendor Payments
* Contractor name **must** match exactly with IRS records otherwise FMMI cannot make payment
* Vendor must be registered and current in SAM
* ASC has no ability to create vendor records, they must be created in SAM
* ASC and NFC are unable to release payments to vendor until vendor fixes record in SAM
* Emergency payments can no longer be processed because everything is tied to SAM
* ASC can no longer set up third party vendor set-ups; they must be set up in SAM
* For new vendors on an incident, send ASC the new vendor code worksheet prior to submitting invoice which expedites payment processing
* National contracts need to be entered in AVID
* Payments are picked up daily in a daily upload cycle. For a vendor with multiple payments in the payment cycle the payments are lumped into one payment; vendor doesn’t see details. The lumping includes payments from other USDA agencies. (Vendors like Enterprise, AT&T, etc.)

Regional IAC / NIMO FSC Updates

R1:

* Hosted many IMTs this year; three fires were $10 million or over, one is being reviewed nationally.
* The Northern Rockies IBC conducted after action interviews with GACC FSCs at the end of the season.
	+ Biggest issues is lack of qualified people, may have to reduce number of teams because lack of FSCs.
	+ All type 2 FSC trainees are in a pool and prioritized based upon how close they are to being qualified. Priority trainee is dispatched with first team out the door.
		- GACC and ICs are supportive of this.
	+ Had good success with a training model on an incident where there were two qualified FSCs on IMT. One FSC took the Time Unit and had 4-6 PTRC trainees and a TIME; this allowed several PTBs to get completed. This was successful and the Region would like to continue this in the future.
* Will have an AAR with the BUYT within the next month.
* Northern Rockies have agreements with rental car companies that may alleviate off-road issues
	+ Pre-season agreements that are competed
	+ Specifically meant for off-road vehicles for SUV and 4x4s, cleaning for excessive dust, dirt and scratches are included in the fees
	+ Rates are higher than walk up business but do allow off-road use
	+ This has greatly decreased the amount of claims; only paying for broken windows, etc.
	+ Changes to the solicitation this year will be to require 10 ply tires and a car hauler option.
	+ Teams prepare OF-286s
	+ Great solution for providing rental vehicles to ADs or incident pool vehicles.
* Approximately six cost share agreements in 2012
* The Region has a decision template to document decisions made in cost share agreements or in other financial areas
* An issue with OWCP arose for contracted resources that went to other states, found out that MT didn’t have reciprocal agreements with other states resulting in contractor employees not being covered by workers comp when working in states such as CO

R2:

* Sara Keenan has been detailed into the Incident Business Management position since August
* Carol Robinson is in a 120 day detail to the Incident Business Management position, effective Feb. 11The PD is in progress and will be advertised as a GS 12/13
* The BLM state lead is vacant as well as the FS IAC; detailer in position

R3:

* Tried cost apportionment; Patty Espinosa provided assistance
	+ Successful with Arizona and they will continue with the process
	+ New Mexico was not receptive; when a cost share agreement is established it is always based on acres
* The Region has two State-sponsored (fire department) IHCs that are in the national rotation and are in the same zones that Agency IHC crews are
	+ There are occasions that the State-sponsored IHCs get dispateched to a FS fire ahead of Agency IHCs
	+ FS pays for the State IHC and the base time of the Agency IHC.
* Work Capacity Test
	+ Agency pays for the physical but not the ADs time to take the physical
	+ ADs can be paid to take the work capacity test under WFSU
	+ Employees administering the tests are paid out of WFPR as per Appropriation policy
	+ Cici sent out a document with additional information on this.
* Region is hosting IBA class; approximately 45 students.

R4:

* Very busy 2012 fire season
	+ 37 large fires, 28 FS jurisdiction and 9 with FS in unified command
	+ One million acres of NFS land burned, over 2 million acres of total ownership burned
	+ Spent over $200 million on fire suppression
	+ IBAs were critical in successful management of incidents
	+ Many questions arose regarding medical supplies, working on some issues there
	+ There were a lot of contract ambulance, IMTs looking for medical trailers and helicopters with hoist capabilities
	+ Inconsistencies identified with funding being used for bringing in IMTs, working on that; Lee Ann will share information about use of ABCmisc job codes
* Idaho Coop meeting in March, structure protection is on agenda
* The Great Basin IMTs will be conducting web meetings for team meetings
* IBC had meeting in SLC in November, developed task lists and will be meeting again in Boise in February
* Discussion regarding combining Western and Eastern GACCs in still in progress

R5:

* Rolling out first night flying helicopter in FS
	+ Being staffed now
	+ Working with local fire departments to get appropriate training
* Spot tour change became an issue; IIBMH is in contradiction in NFFE Master Agreement
	+ Bargaining unit members are entitled to the spot tour change as per the MA
	+ Affects initial attack fires especially
	+ Created back pay issues
	+ This will continue to be an issue until MA is renegotiated again (2014 or 2015)
	+ Has been elevated to ASC HRM
* Finance position succession
	+ A core group of incident personnel will be put a 40-hour Financial Academy in May 12-15, 2014 at McClellan
	+ Classes will include Finance Section positions, IBA, ESF4, Procurement, etc.
* Working through IQCS to identify finance qualified individuals and doing a two day “fire refresher” at McClellan for S260/261 and Isuite to identify who is interested and for what type of assignments.
* Working with COs and Contracting Program Managers on ViPR agreements
* Meeting with local government, CalFIre, CalEMA on CFAA agreements
	+ Getting ready to sign the CFMA agreements; language in new agreement addresses structure protection v. structure defense
		- Structure defense is everything leading up to the structure
		- Structure protection is going into the structure
* Organization
	+ Two new GS-11 field incident business positions are being created; one in the north and one in the south
	+ Two ICPI positions will be in the Incident Business organization; one is filled and one position is being classified

R6/R10:

* Incident Business Practices Working Team is fully staffed, new members from DNR and BIA
* Three fires exceeding $10 Million
* Region 6 and 10 combined Incident Business functions with the retirement of Ron Knowles
	+ Other functions combined with R10 include Engineering, Aviation, AQM
* IMT selections have been made; priority was given to filling with Agency employees before filling with ADs
* A two-day meeting is scheduled week of Feb. 28 to follow up on Incident Business AAR
	+ Task groups have been created to work on rate guides
	+ Other topics being addressed are purchasing bottled water, lessons learned from FMAG, state mobilizations, border fires, cost shares and conflagrations; IBA roles and responsibilities; mitigation on work:rest ratio, reportable accidents, driving regulations, Type 3 business guideline template, mentoring, fire suppression rehab and repair and SHIPs
* R6 spring meeting will be combined with Dispatch and is scheduled for May 6-9
* Region 10 spring meeting will be held in April

R8:

* Region is intending to fill Regional IAC on a permanent basis; the date to get the announcement out remains unknown, but hopefully will occur after the Director’s position is filled The Southern Area Center Manager position has been filled after being vacant for several years
* The Region hasn’t had an Incident Business meeting in last two years due to budget constraints but will be looking to resurrect this
* Had success with ICPI position on an incident

Southern Area Fire Academy - The academy is planned for June 2012 subject to Meeting’s Management approval

* Will be working with AQM on RSVP contract for rental vehicles

R9:

* Request for detailer into IAC position closed Jan. 18, goal is to have a detailer in place sometime in February
* The current Acting IAC is Bob Mayer until the detailer is selected
* The position is being filled permanently as a GS-12; the PD is being classified
* Hurricane Sandy and Pagami Creek Fire were the large incidents in Region

S&PF:

* Busy with AD and state payment processing
* Many IMTs requiring crew members to have the SRCH forms
* Rental vehicles continue to be issues with ADs

NIMO: Teams recently received tasks

* FY13 prep for fire season, subtask of this group is risk management
* FAM staff planning rhythm
* Field Leadership Forum – assisting with logistics of meeting
* FY12 fire reviews
* Training and workforce development
* Type 3 organization training; C&G, planning cycle
* NWCG ECI
* 520 Class
* All NIMO teams worked on incidents with Type 3 teams or provided organizational training to Type 3 teams.
* The Phoenix NIMO Team was on Halstead for 6 weeks, this provided consistency for vendors. They were able to hold 420 in the field which was very beneficial for students.
* The Atlanta NIMO team filled key positions
	+ Various members of the team were on assignment with other teams throughout the year
	+ The team was together on Hurricane Sandy
* Portland NIMO team is closely tied to Region 6
	+ Continue to help Region with continuous risk management sessions, SRA sessions, Type 3 training sessions and safety sessions with Forests.
	+ Working with Forests and local government agencies on simulation exercises.

Chapter 80 Standard Cost Revision – Sirena Sams (hand outs)

* Rates haven’t been updated since 2009
* Verify or update annually at national IAC meeting
* Updated rates are needed by mid-February in order to upload them into Isuite
* Updating supplement to Chapter 80 of IIBMH and standards costs used by Isuite
* Data collected for 2008 & 2009 was from Chapter 80
* Data collected for 2010-2012 was from Northern Rockies
* Rates for 2013 are from FY13 WFPR workplans
* Used random sample from contracts for equipment
* IACs provide cooperator rates to Sirena by January 31

Incident Procurement Update – Ron Schilz (power point presentation)

* VIPR & FESSAA (Fire Equipment Services, Supplies, Acquisition Analysis)
* Regional VIPR calls held the 2nd Tuesday of every month; Sarah looking for Regional IAC member to participate on call
* COs are responsible for verifying vendor information is correct in SAM
* 2012 Season in Review
* Developed templates for ATVs, crash rescue, coach buses, chainsaw repair services, chipper, copier, feller buncher/masticator/road grader/skidder, rental cars
* Resolicited mobile laundry, portable wash stations
* 10,500+ resources in VIPR
* National Solicitation (buses, trailers); one CO handles contracts
* Regional Solicitations – Regional fire CO handles contracts
* Local Solicitations – coach buses, copiers, vehicles with drivers, etc.; at local or zone level and local COs
* New solicitations for 2013:
* Heavy equipment with water
* Refeers
* Weed washing
* RON language for busses has changed will be handled with a global modification to current contract
* Policy Changes:
* Supplement to FSAR Part 13; Estimated to come out in April, 2012
	+ - Incorporates I-BPA policy into the FSAR, establishing policy and direction for I-BPAs
		- Changed who has authority to sign LUAs and EERAs from just COs to Purchasing Agents; PAs will need to have completed negotiations class and the agreements will need to be within warrant.
* Small Business Set-asides
	+ - COs may target socioeconomic categories in a 5% advantage to DPL
* GPO Contract for scanning is available
* Documents stored on Share-Point site
* Dispatch Operations
	+ AQM does not dictate dispatching other than DPL
	+ Communications are critical – VIPR doesn’t replace verbal communications or the CO/Dispatcher relationship/responsibility
	+ National Dispatch Standard Operating Guides for Contracted Resources
	+ Provides detailed operating guidelines
	+ <http://www.nifc.gov/nicc/logistics/references.htm>
* VIPR 5.0
* Released October 2012
* Added new resources categories for the 2013 solicitations
* Added a date stamp to the Schedule of Items to capture the date on which the rates shown are effective
* Provided COs with the functionality to upload vendor attachments into VIPR
* Add the ability for COs to preview the 90% report before publishing in the web
* Added a “Vendor Company Info Changes” to the Modification tab to visually notify a CO when a vendor makes a change to their company info
* Add VIN validation for new wheeled apparatus resources add in the vendor apps
* VIPR 5.1 and beyond
* Scheduled for Jan 2013
* The ‘Send Email’ button will be deactivated when there is a modification in progress
* The resource count will be displayed to let the vendor know how many resources they have selected to be included on a solicitation
* The vendor will see a count of resources when selecting a dispatch centers
* The date/time stamp in the dropdown will match what is shown on the DPL
* For 2012 and beyond solicitations, the ‘CBA Score’ column on the Response Resources report will reflect the adjusted CBA score after applicable parity is applied (Small Business set asides)
* COs will have the ability to issue a global modification to extend all agreements to a solicitation
* COs will have unilateral administrative mod available
* COs will have the ability to publish shortened versions of agreements to the web for Finance’s use
* COs will have the ability to set a due date
* Release history log
* VIPR/ROSS interface
* Buying Team/PROC – all incidents, all agencies
* 67 National BUYT assignments, unable to fill 12 requests
* 29 Geographic Team assignments
* 141 PROC assignments, unable to fill 74 requests
* 38 PROC(t) assignments
* Suggestions
	+ Incorporate fire duties in future PDs
	+ Develop teams; incorporate all COs
		- COs who respond to incidents
		- COs who cover those who respond
	+ Encourage and support participation and training
	+ Additional Incident COs
* FY 2013 Tasks
* Position Task Books developed for BUYL and BUYM
	+ Effective Jan 2013
	+ Grandfathered in if position is on red card now
* Update FSAR, Part 1
	+ Authority
* Update FSAR, Part 4
	+ Document numbering– IBAs and IACs monitor this in fire camp
* Update EERA Form
	+ Consistency with other instruments
	+ Multi-agency task
* Update Incident Procurement website
* Update qualifications in 5109.17
* BUYL workshop – Phoenix, March 12-14

Lend/Lease concept – Sarah Fisher, Lee Ann Evans, Cici Chitwood

* Cici will forward R6 guidance
* Lend/Lease guidelines were developed after lessons learned from Wallow and used for Los Conchas and being used in R6 and R4 in 2012
* Brought to IAC group after discussions at the national coordinators meeting
* This is an ops, dispatch and business issue; pushed back to national coordinators group because this issue is bigger than incident business
* IAC needs to help facilitate how to make Lend/Lease work successfully
* Guidelines developed with definitions and matrix

Incident Contract Project Inspector (ICPI) position – Sarah Fisher

* Position works for Finance
	+ PROCs or FSCs order position
* PROCs and vendors have been pleased
* Course work will be submitted to NWCG for adoption
* R6 positions rostered on IMTs
	+ Feedback from ICPI was positive
	+ Supplies for contractors become an issue when SUPPLY is staffed with camp crews and they are not aware of policy for supplying contractors
	+ Post laminated, blown-up print out of policy at Supply
	+ Add “Did You Know” section in Finance message of IAP
* R1 and R5 manage position differently
	+ Positions assigned to GACC
	+ Assigned to several ongoing incidents at once
	+ Have a “liaison” (Dave Marion, Sue Zahn, and at the GACC level that works with the FSC, vendor and COs

Cooperative Agreements – Sarah Fisher

* Update on DOI/State billing procedures
	+ Guidance came out from NWCG; states bill DOI agencies directly
* Status of Coop Agreement Template
	+ Tim Melchert is working with OGC & Legislative Affairs re: funds collection language under the Reciprocal Fire Act. Template will be finalized and be ready to go when language is added to change authority
	+ Extending current agreements until template is finalized
* State-to-state billing process
	+ FS serves as broker
	+ Task group developed to work on this issue
	+ At FAM leadership, shared with State leadership
	+ No formal direction on how to proceed at this point
	+ Add process to Coop template
	+ Current agreement language is being honored.
* Cost Share Agreements
	+ IACs should see Cost Share Agreements prior to being submitted to ASC for payment
	+ Brenda Johnson is a good resource for writing CSAs
	+ Region 1 has good examples of CSAs
		- FSCs do not write CSAs
		- Host agency writes CSAs
	+ ASC (Carol) will send out samples of CSAs

Worker’s Compensation Procedures – Dana Reid, Sherry Rose

* Handouts will be sent out electronically
* It is not the responsibility of COMP/CLAIMS to enter injury into SHIPs but to help facilitate the process and explain employee’s rights
* Preventive care treated in camp – poison oak shots, etc.
* Create CA-1 in SHIPs for documentation only, send into ASC
* CA-1 can be converted and CA-16 issued at a later date if further treatment is required
* “Camp Crud” is a CA-2

Job Code Guidance - Support Code Change – Sarah Fisher

* National Ops meeting brought up concern regarding what job code to use when potential lightening bust is predicted and is not under severity or ongoing incident. What can job code is to be used?
* Sarah shared proposed language change to be added to job code guidance; will be date stamped and added to website

Advanced Cost Training – Sarah Fisher, Sirena Sams

* IBC developed a task group to develop advanced cost training several years ago
* Sarah will update IBC on training
* Course material continues to be updated by Sirena Sams and Brenda Johnson

TIME Unit Leader Qualifications – Tracey Nimlos

* Northern Rockies Business Committee proposal to update TIME qualifications
* IAC recommends adding S260/261 for PTRCs and/or TIME
* IAC recommends successful performance as EQTR to be qualified as TIME
	+ Concern of creating shortage of TIMEs because unable to get qualified by adding requirement of EQTR . The flip side of this is that there are FSC2(t) with no experience in equipment time and acquisition.
* Sarah will take proposal forward to the IBC. If IBC approves a proposal will be submitted to the Ops Workforce Committee

Next annual meeting: week of December 2, 2013