



NATIONAL WILDFIRE COORDINATING GROUP

Incident Business Committee (IBC)

IBC Memorandum 23-02

To: Task Group Members

January 23, 2023

From: Dave Burley, Chairperson, NWCWG Interagency Incident Business Committee

Background: The Electronic Filing and Naming Convention Tasking group worked to establish a standard naming convention and electronic filing structure for the working files and final finance package. This work provided a consistent approach for host units and improved integrity of files during incident management team transitions. The fire community has worked with the standards for two fire years.

Purpose: The COMP and COST unit folder development and variety of documentation require a more in-depth assessment and refinement of the current standards.

Objective: Make a recommendation for updating the national standard for Finance working files and folder matrix to include the folder system and supporting documentation routinely found in the COMP and COST unit folders.

Budget: Participation on this task group will need to be funded by the home agency. The task group lead should work with team membership to determine conference call and video meeting schedule to meet the requirements of the tasking.

Membership: Ensure interagency participation:

Task Group Lead – Bonny Johnson
IBC Liaison – Julie Bennett

Time Estimate: Beginning January 30, 2023 and ending April 1, 2023

Interim Report Out & Recommendation Review March 3, 2023

Roles & Responsibilities:

Task Group:

- Research and gather current practices utilized by COST and COMP personnel during the 2021 and 2022 fire seasons. Consider pros & cons to different approaches to electronic files and make a recommendation to IBC for national standardization improvements.
- Look into the need to add file formatting for corrected documents in the finance section.

- Communicate with other working committees, groups or SMEs for review, advice, and guidelines.
- Work as a team.
- Keep IBC Chair apprised of issues, concerns, progress.
- Request additional time if necessary.

IBC:

- Ensure interagency needs are represented
- Provide oversight and support.
- Keep agencies apprised of issues, concerns and progress.
- Identify technical specialists for task group use as necessary.

/s/ Dave Burley

Dave Burley, Chair IBC

Date: January 23, 2023

/s/ Bonny Johnson

Bonny Johnson, Task Group Leader

Date: January 24, 2023