



## **NATIONAL WILDFIRE COORDINATING GROUP**

**Incident Business Committee (IBC)**

**IBC Memorandum 23-03**

**To:** Task Group Members

February 27, 2023

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

**Background:** Over the winter of 2021-2022 the IBC went out the different geographic areas and asked for suggested edits to the OF-297. The IBC had realized that there was a need to at least add a space for the resource order number on the form. There was significant amount of feedback, and the conclusion was made that a bigger revision was going to be necessary. Due to timing and the looming 2022 fire season things were put on hold.

**Purpose:** This task group has been put together to look at the list of suggested changes to the form and recommend to the IBC what they think it should look like. Once approved, it will be sent forward to GSA for revision and posting.

**Objective:** Make a recommendation for updating the format of the OF-297 Shift Ticket.

**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 – Krissy Kappus – BLM

Task Team: - Corinne Dalton – USFS  
Brenda Pysker – USFS  
Tim Flannery – State of Kansas  
Veronica Klukas – FWS

IBC Liaison – Brenda Even – State of South Dakota

**Time Estimate:** Beginning March 1, 2023 and ending April 28, 2023

Interim Report Out & Recommendation Review March 31, 2023

**Roles & Responsibilities:**

**Task Group:**

- Review Geographic Area’s proposed changes to the OF-297. Decide which suggestions should be acted upon and which need to be left off.
- Create a revised version of the form to submit to the IBC for approval.
- 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/ David Burley*

David Burley, Chair IBC  
Date: February 27, 2023

*/s/ Krisanda Kappus*

Krissy Kappus, Task Group Leader  
Date: