



NATIONAL WILDFIRE COORDINATING GROUP

Incident Business Committee (IBC)

IBC Memorandum 23-04

To: Task Group Members

February 28, 2023

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

Background: The TIME and PROC positions are critical for a successful Finance section. The position requirements have significantly changed over the last few years with the introduction of electronic documentation processes and the added complexity of remote or virtual staff. Due to the COVID-19 pandemic, there was a necessity to change business practices from the way we have been doing business with hard copy documentation finance boxes to now an all-electronic platform. An added complexity to electronic files is to ensure incident files are created, maintained and complete in accordance with NWCWG standards and agency policy. This has an impact on the TIME and PROC workload, duties, and responsibilities. There is a new requirement for ensuring the staff are properly trained and prepared to take on the new standards and responsibilities. Supervision of incident staff who are not located physically in the same location requires skills not addressed within the current task book.

Purpose: This task group has been established to review the current versions of the TIME/PROC position descriptions and task book and provide suggested updates to the IBC.

Objective: To ensure the TIME/PROC position description and task book are up to date and reflective of the current responsibilities for the positions. Provide recommendations to the IBC for suggested updates.

Budget: Participation on this task group will 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: Volunteers will be utilized to make up the group which will include interagency participation:

Task Group Lead – Pam Meyer

Task Group Members – Paula James – AD

Mandie Willenberg - USFS

Rebecca Lang – NPS

Kayla Davin - BLM

Kresanda Kappus – BLM

Vicki Wilson - BLM

IBC Liaison – Tony Beard

Time Estimate: March 1, 2023 through April 15, 2023

Roles & Responsibilities:

Task Group:

- Review current TIME/PROC position descriptions and verify they are still accurate and that they include the current way of business to include electronic processes
- Incorporate the Finance electronic documentation process requirements for a TIME/PROC into the position descriptions and task book
- Strengthen supervisory skills to include remote or virtual staffing for TIME/PROC.
- Provide the opportunity for TIME to have experience supervising EQTR in the absence of a PROC.
- Review current TIME/PROC task book and recommend changes that need to be made to improve and ensure that it gives a proper representation of the current needs
- Prepare and email a briefing paper to the IBC Chair with the suggested changes prior to the deadline
- 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 28, 2023

/s/ Pam Meyer

Pam Meyer, Task Group Leader
Date: February 28, 2023