

National Wildfire Coordinating Group (NWCG)
Preparedness Branch
Incident Business Committee
March 9, 2022, TEAMS Call

Present:

Dave Burley, Chair
Sarah Lee, BLM
Jennifer Hebbeler, BIA
Reah Reedy, FWS
Heather Good, FS
Veronika Klukas, NPS
Brenda Even, NASF
Kelly Reeves, NASF
Tim Blake, Branch Coordinator
Amy Lancaster, Dispatch
Meg Geary, Executive Secretary

Other Attendees:

Bonita Johnson, FS

Electronic File Format Tasking – progress report:

Bonita gave a progress report on the Electronic File Format. The task group received input from the various Geographical Areas. The most significant issue was the use of underscores, spaces, hyphens, and camel case in the file name structure. The task group collaborated with share point and records management subject matter experts (SME) to address the 508 guidance and service software compatibility. A consensus has not been met on the best electronic file format, but the task group will meet again next week, and a decision should be made at that time. A draft document on the proposed file format, along with the updated spreadsheet and FireNet guidance document, will be submitted to IBC by March 30, for final review. The most relevant changes are listed below:

- File names less than 30 characters
- Folder reorganizing or renaming for clarification

The task group would like to suggest recommending a national standard to support consistent formatting across all the geographical areas. It was suggested the approved electronic file format be put in the letter of delegation. A discussion was held on the location for the approved standards and if it would apply to all functional areas.

Active Task: Electronic File Format Task Group will submit a draft of the recommended electronic file naming structure to IBC by March 30, 2022.

O-305 – required course for T3 CG:

The O-305 Type 3 All-Hazards Incident Management Team course is being recommended as a required course for ICS Type 3 Command and General Staff (C&G). The Wildland Fire Training Program has asked IBC to review the course and comment

on the proposal. IBC will submit comments to Sarah, who will consolidate the comments and give a report to Dave by April 1.

Action Items: IBC's comments regarding All Hazard O-305 as a required course for ICS Type 3 IMT, will be submitted to Sarah by March 30.

Round Robin:

Sarah Lee – Nothing to report.

Reah Reedy – Nothing to report.

Heather Good – Sarah Fischer's detail has been extended.

Veronika Klukas - DOI AD Pay Plan is at HR for review and the official bulletin should be out soon.

Brenda Even – Nothing to report.

Kelly Reeves – Fires are starting in Maine.

Tim Blake – Fire shelter's performance differences on the Executive Board agenda next week.

Amy Lancaster – A bug was found in IROC when printing continuous resource order for non-dispatch roles. This issue should be fixed soon. Dispatch workshops are underway.

Meg Geary – Spring Face to Face Meeting in April has not been scheduled. The meeting will be by Teams due to travel restrictions still in place. Dave will send a doddle poll to the IBC to secure a date.

Next Meeting TBD

TEAMS