

National Wildfire Coordinating Group (NWCG)  
Preparedness Branch  
Incident Business Committee  
Conference Call  
September 11, 2019

**Present:**

Ben McGrane, AQM  
Sarah Fisher, FS  
Christine Peters, NPS  
Dave Burley, BLM  
Robin White, BIA  
Jamie Wade, AQM  
Brenda Even, NASF  
Robby Gross, NASF  
Tim Blake, NWCG  
Jeff Arnberger, Operations  
Amy Lancaster, Dispatch  
Meg Geary, Executive Secretary

**Dispatch Representative Introduction: Ben**

Ben introduced Amy Lancaster as the newly appointed Dispatch Representative for NWCG IBC. Amy gave a brief overview of her experience in emergency incidents and wildland fire as the Dispatch Center Manager for BLM Miles City Interagency Dispatch Center.

**IBC Performance Package: Ben, Robby, and Tim**

The IBC discussed the progress of the Performance Package. Handouts were provided on Breakdown General Message, the IBC Performance Package Timelines and Guidelines and the Task Orders for the next three modules.

Robby gave an account of the progress of the package and some concerns that were brought to his and Mark Cantrell' attention on the final package review. The first module released and published was the CTR module, which gained high praise from those in the field. The Equipment Breakdown Module was met with some criticism from NWCG Leadership. After further review of the video portion of the module by Robby, Ben, Sarah and Tim it was determined that the final review process may have been rush and the published version may not be exactly what was anticipated. It was agreed the SMEs followed the outline of what was required, however, it was determined the final review process and the work order request should be more thoroughly reviewed and defined by IBC prior to awarding the contract. IBC requested Mark C. reach out to the contractor on the Equipment Breakdown module to see if corrections can be made.

Mark Cantrell has requested a kick off meeting on the three upcoming modules. Ben suggested IBC first meet to review the three modules and the Equipment Breakdown Module to have suggestions and comments ready for Mark on the kick off meeting. An email will be sent by Ben confirming Tuesday, September 17, as the meeting date for the modules.

## **Fall Meeting Logistics: Ben**

The IBC discussed the logistics for the upcoming October NWCG IBC meeting. Ben confirmed the dates and hotel location for most of the team members. He encouraged anyone without reservations to complete their travel arrangements as soon as possible.

The meeting is scheduled to begin Tuesday, October 29 and conclude by 12 noon on Thursday, October 31. Chip Collin, Grand Teton FMO, will give the opening welcome to begin the meeting. Anthony Schultz, FMO, Wyoming Division of Forestry, has been invited to give a presentation to IBC via the internet. Christine confirmed the meeting location is the Grand Teton Park office conference rooms. Equipment is available for the meeting and includes a large screen TV with audio inputs, a conference phone and a projector if needed. Christine will send out a map with directions to the facility. Ben is working on the agenda and is requesting for topics from the group. Sarah has several topics she will share with Ben and the group this week. Ben is requesting topics for the agenda be sent to him no later than the first week of October.

## **UAS - Consumable and Replacement Items Follow Up: Dave and Ben**

Dave drafted a letter to the Chair of the Interagency Fire Unmanned Aircraft Systems (IFUAS) and sent it to Ben to share with IBC for review. Once approved by IBC, Ben will send the letter through NWCG to the IFUAS Subcommittee.

## **Data Standard Call for Comment: Ben**

A request for comment on the Data Standards from IBC was sent. Ben will report no feedback at this time.

## **Round Robin:**

- **Ben** – None
- **Sarah** – Coop. Agreement and COST Share still being discussed with FEMA; will share at October face-to-face meeting. An offer on GS 13 position has been made. Vice Parker position will be announced next week.
- **Christine**- none
- **Dave** - Hurricane - reviewing processes with DOI and FEMA and the changing billing process
- **Robin** - none
- **Reah** - None
- **Jamie** – A few Buying Team members are on assignment. Some random questions sent OGC for comment. Will update IBC when notified.
- **Brenda** - None
- **Robby** - none
- **Tim** – none
- **Jeff** - NERV is getting rave reviews
- **Amy** - none
- **Meg** - None

**Next meeting date is October 29-31 in Jackson Hole, WY**