

National Wildfire Coordinating Group (NWCG)  
Preparedness Branch  
Incident Business Committee  
Conference Call  
April 8, 2020

**Present:**

Ben McGrane, AQM  
Sarah Fisher, FS  
Christine Peters, NPS  
Dave Burley, BLM  
Reah Reedy, FWS  
Jamie Wade, AQM  
Heather Good, FS  
Brenda Even, NASF  
Robby Gross, NASF  
Tim Blake, Branch Coordinator  
Jeff Arnberger, Operations  
Meg Geary, Executive Secretary

**Guests:**

Jamie Parker, FS AD

**Coordination of Response Efforts Between NWCG and FMB  
COVID 19 Coordinators: Sarah and Jamie Parker**

IBC held a discussion on the response efforts between NWCG, the Fire Management Board and Covid-19 Coordinators. Sarah confirmed, in addition to the NIFC efforts, there are various other group efforts to Covid-19 responses for fire related and agency specific concerns. Area command has been ordered by NMAC to draft incident response plans GACCs with recommendations on best business practices for the fire season. Jamie Parker has agreed to assist IBC in organizing the solutions and suggestions put forth by various groups and incident response plans regarding finance function and operations. IBC will review and prioritize solutions and determine which ones make good business sense and where current business standards are still relevant.

Jamie received four incident response plans from area command so far, all in draft form, and has organized the data into a spreadsheet. When all plans have been received, Jamie will complete the spreadsheet and share it with the IBC. Jamie anticipates the completion date will be in a few weeks. IBC will schedule a meeting to discuss the findings and determine if official guidance is necessary.

Jeff suggested contacting the FMB for business representation. Sarah will reach out to FMB to confirm the communication process between committees. Further discussion was held on the business solutions and best practices.

**Active Task:** Ben will schedule a meeting to discuss the spreadsheet data when it has been completed.

## eISuite Enterprise update:

Sarah shared the current status on eISuite and the contract currently in place. It is to maintain eISuite in its current condition but a modification to the contract has been added to address the current user interface which will not be functional by the end of 2020. There is work being done to address the IROC and eISuite import function. It is expected the release of the updated eISuite for both Enterprise and Site will be mid-June. There is no new contract or money set aside for any new development work, including any recommendations related to addressing COVID 19 concerns. If during the review of the data collected by Jamie an issue(s) is identified that would need modification to eISuite, IBC would need to prioritize them and share with FAM IT. This need would be prioritized amongst all other IT support requests.

## May Meeting update:

A discussion was held on the face to face meeting scheduled for May 19-20, 2020. It is assumed travel will be canceled and a virtual meeting will be planned. The logistics for the virtual meeting was discussed. Sarah and Ben will work with IT on using Adobe Connect. An email will be sent one week prior to the meeting to make sure all members are able to connect to the program.

## Round Robin:

- **Ben** –
- **Sarah** – I would like information from the DOI agencies on their AD hiring process for RX burns to assist with how USFS will respond.
- **Christine** – Final cost settlements were completed with CalFire and various California county fire depts. on the Woolsey and Carr Fires. The feds will be receiving payments on the Woolsey Fire from CalFire, Ventura County, and LA City. DOI fire bureaus will be receiving a proportionate share, and I'll get with the IB leads about billing the NPS.
- **Dave** – The State Lead meeting was held last week. Questions regarding fire assignments and possible quarantine for those exposed and who absorbs the cost were discussed. I am working on completing the Orange Book for 2020 fire season.
- **Reah** – I am working on seasonal onboarding and how to follow isolation rules with regards to lodging.
- **Jamie** – I am working on reference documents and tools needed for the FS acquisition workforce realignment. No buying team info update currently hopefully by the next meeting.
- **Heather** – none.
- **Brenda** – I will send questions regarding COVID 19 from another group I am working with, to Jamie Parker.
- **Robby** – I sent Tim the OF288 and the Equipment Shift Ticket videos to review with the NWCG Board prior to publication. The OF286 is almost ready for review by IBC. I would like to add an AAR discussion topic to the May agenda and invite Jeff Hughes as well. I would like to thank Christine for being the lead to modules review. I am updating the Equipment Breakdown template with the comments submitted.
- **Tim** – I would like to thank IBC and everyone on the review process. Also, the contract for the modules ends April 30.
- **Jeff** – none
- **Meg** - none

**Next Conference Call Meeting is May 19-20, 2020**