

National Wildfire Coordinating Group (NWCG)
Preparedness Branch
Incident Business Committee
Virtual Conference March 10, 2021 @ 1300

Present:

Dave Burley, Chair
Sarah Fisher, FS
Christine Peters, NPS
Sarah Lee, BLM
Robin White, BIA
Reah Reedy, FWS
Jamie Wade, AQM
Heather Good, FS
Brenda Even, NASF
Robby Gross, NASF
Tim Blake, NWCG
Jeff Arnberger, Operations
Amy Lancaster, Dispatch
Meg Geary, Executive Secretary

IBC Performance Package Update:

Robby gave a report on the IBC Performance Package. All the Performance Support Modules, PSMs, are completed and published at the following link:
<https://www.nwcg.gov/publications/training-courses/psm>

Single Casual Hire Form Status:

The status of the updated Single Casual Hire Form, SCHF, was discussed. Heather submitted the final draft to Dave.

Active Task: Dave will follow up with Jesse at NWCG and report back at the next IBC meeting.

General Clauses Review:

Jamie shared comments from the field on duplicate language found in the general clauses and on a request to add language specifically addressing aquatic and invasive species that is applicable to water handling contracts. It was asked that this language be added to the general clauses for EERAs. A discussion was held on the need for the added language. By a unanimous margin it was decided not to add the language to the general clauses. Jamie will make all approved changes to the General Clauses for this upcoming fire season.

AD Travel Expenses and SCHF:

A discussion was held on AD travel expenses and the need to give clear direction on the responsibilities of each casual hire regarding lodging. The single casual hire form may not be the place to give guidance. It was suggested drafting a memo for buying teams explaining the casual's responsibility in securing lodging.

Active Task: Jamie will draft a memo for the IBC to review at the next conference call.

Incident Management Remote Response (IMRR):

Reah shared questions from Great Basin IBC regarding the IMRR. Portland NIMO assembled a group to develop and share information on how to organize virtual support during COVID and in the remote environment; however, IMMR is not a chartered committee and does not currently operate under another committee charter. A discussion was held on IMRR's role and responsibility as it pertains to NMAC, FB, and NWCG. Currently, NMAC is the facilitator and mediator for information coming from IMRR and NMAC disseminates to the appropriate committee.

NERV Update:

Heather gave a report on the three task groups formed to review 2020 NERV program. The task groups are scheduled to give a completed report by March 16, 2021.

1. **Intent, Authorization and Accountability Task Group** – Propose NERV be used only for heavy duty vehicle use for single resources, AD/Causals, and ground support pool vehicles. Developed national SOP; Propose dispatch centers make all vehicle reservations; Developed a renter's responsibility checklist.
2. **Payments and Claims Task Group** – Propose three options on settling claims.
3. **Season Long Rentals Task Group** – Propose seasonal long rentals are not offered through NERV. A list of alternatives and general information would be provided. Report date March 17.

A discussion was held on the practices and challenges with rental vehicles as dispatch centers are tasked with making reservations for single resources.

FireNet Task Group Report:

Dave share NWCG memo on *Standard Incident Operations, Business Practices, Forms, and User Groups for FireNet*. NWCG is requesting IBC submit the standards processes in following areas, positions needing firenet license accounts, positions needing access to shared mailboxes and file structure naming conventions by April 2, 2021. Jesse has developed a SOP to address FireNet utilization standards and will sending it out soon. Brenda, liaison for the task group, gave a report on their progress. One recommendation was to have a finance documentation unit leader. The filed structure is still in draft form and not finalized yet. Brenda sent the drafts for Electronic File Structure and Naming Convention to the Committee for the March report.

SIIBM Review:

The final review of the SIIBM was held.

Round Robin:

- **Dave** – Nothing to report.
- **Sarah** – FEMA
- **Christine** – Working with OWF/FEMA on sub tasking and ESF4 and El Portal litigation.
- **Sarah L.** – Spring Preseason meeting last week.
- **Robin** – Nothing to report.
- **Reah** – Nothing to report.
- **Jamie** – COPA supplemental guide is being revised to add 'must be warranted'. Sending out the standard electronic files naming convention for Buying Teams for comment;

Sending out notification on Incident Procurement Modules trainings that will be held this spring.

- **Heather** - Nothing to report.
- **Robby** – Confirmed the spring meeting is scheduled for April 20 – 22 and it will be virtual.
- **Tim** – Budget request for next module development is tentatively approved and should be finalized on March 17. Dave, as Chair and all IBC is doing a great job.
- **Jeff** – GACC SW and Southern PL2
- **Amy** -. Nothing to report.
- **Meg** – Notes for January and February will be published as final.

Next Meeting is April 20-22, 2021.

TEAMS