

National Wildfire Coordinating Group (NWCG)  
Preparedness Branch  
Incident Business Committee  
Virtual Conference

**Present:**

Dave Burley, BLM  
Sarah Fisher, FS  
Christine Peters, NPS  
Sarah Lee, BLM  
Robin White, BIA  
Reah Reedy, FWS  
Heather Good, FS  
Brenda Even, NASF  
Robby Gross, NASF  
Amy Lancaster, Dispatch  
Meg Geary, Executive Secretary

**Other Guests:**

Jesse Bender, NWCG

**Day 1 April 20, 2021**

**0900**

**Welcome:**

The April 2021 virtual IBC meeting began with agenda items and attendance confirmed. Tim Blake, NWCG Coordinator is in a detail at OWF. His replacement's date and time has not been confirmed.

**NMAC Task Group on IC Employment Requirements:**

NMAC is asking for NWCG IBC representatives, one from FS and one from DOI, to assist the task group in developing guidance on the employment requirements for Incident Commanders. Sarah Fisher or Heather Good will be the FS IBC representative and Reah Reedy will be the DOI representative with Sarah Lee available as back up for this endeavor.

**FireNet Task Group File Structure and Naming Convention Update:**

Brenda and Reah gave a report on the efforts of the task group. The workflow with cover sheet and summary is near completion. The task group will submit their recommendations to IBC, by May 1, and if approved, the guidance will be sent to the field by NWCG Memo. A target date for the memo release is June 1, with a request for comments at the After-Action Review, to determine its success.

The task group would also like to propose a new position, Finance Incident Documentation Leader, FIDL, to address the additional workload that occurred because of the virtual documentation process. A discussion was held on the new position and its relevance. IBC requested a PD be drafted for the intended position so it could be thoroughly reviewed by IBC. Reah will work with the task group to develop a draft PD and present it at the next IBC conference call, May 12, 2021.

**Active Task:** Reah will present the FIDL draft PD for review by IBC at the May 12, conference call.

## FireNet Finance Email boxes:

A discussion was held on having more than one Finance mailbox in FireNet for Incident Management Teams, IMT, to utilize. Dave confirmed that more than one mailbox is possible, but the name of each mailbox needs to be consistent throughout. The additional mailbox could be available for use if the IMT decides it is necessary. IBC agreed to have two mailboxes available for use with the names Finance General and Finance Time, respectively.

## NWCG GLOSSARY:

IBC was asked to comment on NWCG Glossary terms. Dave shared one of the glossary terms, Incident Complex, that may need to wait for comment until after the task group for Complexes, Mergers and Splits has completed their report. Dave will submit IBC'S comments on the Glossary terms to NWCG.

## IBC Performance Package – Update:

Robby said the Performance Package is moving forward with the passing of the proposed budget. The next step in the process would be for IBC to finalize the next modules slated for production. and to meet with Jeff Hughes and NWCG Training group to discuss their timeline and availability. Robby will email IBC the drafts for Comp for Injury Illness Module and Claims Module. Robby will take IBC's comments and meet with Jeff Hughes to discuss the next phase of the project.

**Active Task:** Robby will email the draft modules and the schedule for future modules to IBC. Robby will give a report on the meeting with Jeff Hughes and NWCG Training at the May 12, conference call.

## Electronic CTRS and Shift Tickets:

IBC discussed the need for easy access to finance tools such as CTRs, Shift Tickets, OF288s. It was decided to establish a link on the NWCG IBC home page for all pertinent finance documents. IBC members that have electronic finance documents will send a copy to Amy by May 1. Amy will share all documents received at the next meeting for IBC's review and determination.

**Active Task:** Amy will compile the sample finance documents and submit them for review by IBC at the next meeting.

## Supplemental Food Guidance:

Sarah Fisher received the Supplemental Food Guidance document from the National Technology & Development Program, NTDP, requesting support for the document as an update to the current guidance in the SIIBM. The NTDP Chair said the document has been reviewed by the Risk Management Committee and has been given committee support. Sarah informed the NTDP they would need NWCG Executive Board approval before issuing a memo on this updated guidance. Sarah suggested IBC review the document thoroughly and be ready to comment on the document at the next IBC meeting, May 12. A decision to support the document and forward it on to the Executive Board for approval may be determined at that time.

**Active Task:** IBC will review and comment on the Supplemental Food Guidance document at the May 12, conference call.

It was noted NWCG may be changing the way they process memos. Dave will inquire about any changes to the NWCG memo process and report back to IBC.

## **INJR & CLMS Specialist Qualifications:**

A discussion was held on Injury Specialist and Claims Specialist qualifications and their relevance. The positions are not normally ordered outside the Comp Unit Leader qualification. If the positions are kept, an IPD will need to be developed for each. Dave will contact Jeff Arnberger for his assessment of this issue. This topic will be added to the May 12 agenda for further review and comment.

## **NERV and draft SOP:**

A discussion was held on the newly drafted SOP and Renters Responsibility document the task group was asked to develop for the NERV program. Heather emailed the most recent draft of the documents to IBC. The concern is having guidance available in a timely manner before the beginning of the fire season. IBC will review the documents and send their comments to Heather by April 23. Dave and Sarah will collaborate on a memo from the comments and share this information at the May 12, conference call.

## **RENTAL CAR FAQ REVIEW:**

IBC will review the current document on the NERV website and make recommendations at the next May 12, conference call.

## **Day 1 April 20, 2021**

**1300**

## **SIIBM Publishing Update:**

Jesse Bender, NWCG, gave an update on the SIIBM final document and the Single Casual Hiring Form, SCHF. A discussion was held on the Appendices, exhibits and applicable links. It was noted, some documents may be better as a Word document to be useable. Jesse will send Dave the list of documents to consider being a Word document. The changes will be considered for next years update of the SIIBM.

**Active Task:** NWCG will review the links prior to publishing the SIIBM. Any new links may be added after publishing. Jesse will send Dave the list of documents to consider as a Word document in future revisions and will notify Dave when the SIIBM is published.

## **Single Casual Hire Form:**

A discussion was held on the revised SCHF. Comments were shared on the font size of some fields. NWCG will make the changes and continue with publishing.

## **AD Travel Reimbursement Memo Proposal:**

Christine shared the proposed memo she and Jamie created, to support the SCHF on AD travel reimbursement practices. The proposal outlined two payment options emphasizing agency subsistence is an exception. A discussion was held on the proposal. Sarah Lee shared a document used by the BLM NV Field Offices for casual hire accountability. IBC suggested modifying the current Incident Behavior form to include some of the language and recommended practices, stressing ethical standards for AD travel.

**Active Task:** Christine and Jamie will modify the Incident Behavior form to include language on ethical standards of conduct for employees and share it at the next IBC meeting for review.

## **BIA IBA:**

Robin requested adding BIA's new IB person, Jennifer Hebbeler, to the roster as an Associate member. Robin will continue as the Primary member for IBC.

## **FS Dispatching Contracted Resources Guide:**

The FS guide for dispatching contracted resource is being updated. Sarah Fisher requested a BLM point of contact to assist with this review. Ivory Carr, FS, is the lead on this project. Sarah will ask Ivory to contact Dave to determine the best person to help with the project.

## **Round Robin:**

**Robin:** Nothing to report.

**Robby:** Nothing to report.

**Brenda:** SD Division of Wildfire is now part of Dept of Public Safety; Preparing for busy fire season.

**Heather:** Nothing to report.

**Reah:** Nothing to report.

**Sarah Lee:** Nothing to report.

**Christine:** Nothing to report.

**Sarah Fisher:** FEMA mission assignments; Patty Grantham, Acting Fire Director is retiring end of May; Position is currently on the street.

**Dave:** Nothing to report.

**Amy:** Soliciting feedback from the dispatch community.

**Meg:** IBC SOP was last reviewed in 2016 and may need to be added to future agendas.

**Next Meeting is May 12, 2021**

**TEAMS**