

National Wildfire Coordinating Group (NWCG)  
Preparedness Branch  
Incident Business Committee  
May 12, 2021 TEAMS Call

**Present:**

Dave Burley, BLM  
Sarah Fisher, FS  
Christine Peters, NPS  
Sarah Lee, BLM  
Reah Reedy, FWS  
Jamie Wade, AQM  
Brenda Even, NASF  
Robby Gross, NASF  
Jeff Arnberger, Operation  
Amy Lancaster, Dispatch  
Meg Geary, Executive Secretary

**Other Guests:**

Chris Marks, NWCG Branch Coordinator Detail

**IBC Performance Package Update:**

Robby gave an update on the status of the IBC Performance Package. Robby met with Mark Cantrell and shared with him the approved budget proposal. The Breakdown Module will have to be redeveloped. Robby will coordinate with Mark when the redevelopment is ready to proceed. Robby said he and Mark would continue to prioritize the future modules within the contractor's schedule.

**INJR and CLMS Positions Review:**

Dave shared the history of the two positions, INJR and CLMS. Because the positions are also part of the All Hazard, NIMS, the positions should not be removed. Dave will take the lead and work with Sarah on drafting IPDs for these positions.

**Finance Business Electronic Document Review:**

Amy received several examples of the electronic versions of the finance working documents and narrowed them down to nine CTR, eight Emergency Shift tickets and four OF288s. Members will respond to Amy by May 25, on the ones to be publish on the NWCG IBC website.

**Supplemental Food Guidance Review:**

A discussion was held on the Supplemental Food Guidance shared at April's meeting. Sarah and Jamie will review the NTDP's recommend document and Committee comments and work with Dave on responding to NTDP appropriately.

**NERV SOP Memo Review:**

Comments were received from the Committee on the draft NERV SOP, and a discussion was held on the next step for the document. Sarah shared the NERV SOP draft with the Dispatch Center Managers group for comment as well and ask for feedback within the week. Sarah and Heather will draft the memo for this topic. The IBC will circulate the memo and the NERV SOP by June 1.

## **Rental Car FAQ:**

Dave recommended removing the document from the website until it can be updated to be more in line with the NERV program. IBC agreed the Rental Car FAQ should be removed for now until it can be rewritten. Reah will take the lead on rewriting the document for future publishing.

## **S260 Business Management Course Final Exam:**

The S260 Final Exam was discussed and the need to update and/or correct some of the answers. Christine will take the lead with Dave, Reah, and Robin as part of the task group to update the Final Exam. Dave will coordinate a meeting with Christine, Reah and Robin to make the changes.

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

Brenda shared the final report from the task group with good recommendations. A discussion was held on the naming convention options. Reah shared the FIDL draft PD with the task group for their review. The AD leveling would be AD-F if considered. IBC agreed not to create this position at this time but may revisit the idea in the future. IBC will decide on the option for the file structure and naming convention by May 17. Reah, Sarah L. and Brenda will collaborate on the memo and attachments and submit it to Dave by the end of the week.

## **AD TRAVEL ISSUES:**

Jamie will draft a working document giving direction to the Buying Teams on AD travel and hotel payments. Jamie will send it to IBC for comment and review. Once approved, Dave will submit it for publishing on the NWCG IBC website.

## **SIIBM Final Review:**

Dave request IBC send final comments by May 19 prior to publishing.

## **Round Robin:**

**Sarah F.:** Nothing to report.

**Christine:** Nothing to report.

**Sarah Lee:** BLM Fire town hall meeting occurred today; Northern Rockies Incident Business and Finance webinars are being presented this week and next.

**Reah:** Nothing to report.

**Jamie:** Nothing to report.

**Brenda:** Nothing to report

**Chris Marks:** Katie Wood, NWCG Program Manager.

**Jeff:** IC Employment Type task group, Beth Lund and Dan Smith are the NMAC Leads.

**Amy:** Sending the IBC Finance documents to IBC for selection.

**Meg:** April Notes published.

**Next Meeting is June 10, 2021**

**TEAMS**