

National Wildfire Coordinating Group (NWCG)  
Preparedness Branch  
Incident Business Committee  
June 9, 2021 TEAMS Call

**Present:**

Dave Burley, BLM  
Sarah Fisher, FS  
Christine Peters, NPS  
Robin White, BIA  
Reah Reedy, FWS  
Jamie Wade, AQM  
Heather Good, FS  
Brenda Even, NASF  
Robby Gross, NASF  
Chris Marks, Branch Coordinator Detailer  
Jeff Arnberger, Operation  
Meg Geary, Executive Secretary

**Other Guests:**

Jennifer Hebbeler, BIA

**NWCG IBC New Member:**

Robin White introduced Jennifer Hebbeler, BIA Incident Business Specialist, as the alternate for BIA for the NWCG IBC. Dave will update the roster on NWCG IBC home page.

**REVIEW STATUS OF MEMOS:**

A review of the memos recently approved by the Committee was conducted.

- AD Travel Subsistence Documentation Guidance Memo - published
- National Emergency Rental Vehicle (NERV) Program Update Memo - published
- Recommendations for Incident Finance Electronic File Management Memo -
- Rental FAQ – updated info on homepage
- Supplemental Food Memo – reviewed and returned to the Risk Management Committee

**S-260 Test Rewrite:**

Dave and Christine will meet again for a final review of the S-260 test questions rewrite. Dave will give a report at the next IBC meeting on the final product.

**RENTAL CAR SHORTAGE-SHORT DISCUSSION:**

A discussion was held on the current rental car shortage nationwide. The shortage is affecting NERV and ETS. This fire season it is anticipated there will be more POVs authorized. Regions will need to be proactive within their area for rental cars. Chris Marks will inquire with Katie Wood on the possibility of sending a memo from NWCG on the rental shortage, to highlight the potential challenges this fire season.

## **Electronic Forms selection – Final:**

A discussion was held on the previously distributed forms; CTR, OF288, and Emergency Equipment Shift Ticket. Dave asked if all members were in agreement on the selected forms to be published on IBC home page. The decision was supported unanimously by an IBC majority.

## **PIO Technician Position:**

The Communication, Education, and Prevention Committee requested an additional position, PIO Technician, be added. Once approved, the position will need to be leveled for the next year AD pay plan.

## **IBC Performance Support modules - budget:**

Dave shared the FY22 NWCG approved budget for the next modules. The next modules scheduled for production are as follows:

- Cost Breakdown (update) module
- Comp Claims

Robby spoke with Jeff Hughes and Mark Cantrell and they said the contactors will be ready to begin work on the modules this fall. They would like IBC to complete the specification for the modules by the project start date.

## **Round Robin:**

**Dave:** Nothing to report.

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

**Christine:** Nothing to report.

**Robin:** Nothing to report.

**Reah:** Nothing to report.

**Jamie:** Nothing to report. A thank you to IBC support of the AD travel document. Well received.

**Heather:** Nothing to report.

**Brenda:** Nothing to report.

**Robby:** Nothing to report.

**Chris Marks:** FireNet; working with Leadership on consistent check-in process and draft memo to executive board.

**Jeff:** Nothing to report.

**Meg:** May Notes published.

**Next Meeting is July 14, 2021**

**TEAMS**