

National Wildfire Coordinating Group (NWCG)  
Preparedness Branch  
Incident Business Committee  
July 13, 2022 TEAMS Call

**Present:**

Dave Burley, Chair  
Sarah Lee, BLM  
Jennifer Hebbeler, BIA  
Kelin Crill, FWS  
Jamie Wade, AQM  
Heather Good, FS  
Veronika Klukas, NPS  
Brenda Even, NASF  
Kelly Reeves, NASF  
Tim Blake, Branch Coordinator  
Meg Geary, Executive Secretary

**TIME PTB – New Format:**

NWCG Training is testing a new format for task books (PTB). The TIME, CRWB and SCKN PTBs were selected to be the test models and just a few participants will be identified to be part of the test phase. The older versions are still valid, and the content will remain the same. It is in test phase for the 2022 fire season.

**NWCG IBC Co-Chair Role:**

Kelin Crill, FWS, has agreed to step into the Co-Chair role.

**Forms – Single Casual Hire Form and Buying Team Extension:**

**Single Casual Hire Form – PMS 934**

The Single Casual Hire Form has been modified to remove the sentence “Casuals, when under hire are considered government employees” at the recommendation of the DOI Solicitor. The USDA OIG and DOI Solicitors are working together to come to a mutual understanding of casual hires and employment status.

**Active Task:** Dave will work with Jesse and/or Robin to send a memo out on the Single Casual Hire Form through NWCG Mail Chip

**Buying Team Extension Form – PMS 902-3**

The Dispatch community raised concern with having more than one extension form. It was asked that IBC modify the single resource extension form to accommodate both single resource and team extension request. NMAC is the manager of National Resources, and they should have some responsibility in management of this issue.

IBC agreed the new Buying Team Extension form should be utilized through the 2022 Fire Season and reevaluated at the fall meeting. Dave will visit with Gina Dingman, Dispatch Position and Curriculum Management Subcommittee Chair, to let the

Dispatch community know the new form will be tested this fire season for the National and GACC Buying Teams. The form will be reevaluated this fall.

**Active Task:** Dave give feedback to Gina Dingman and the Dispatch Committee the Buying Team Extension form will be tested this fire season with an AAR this fall.

### **Breakdown Module Info Sheet:**

A draft Breakdown Module Information Sheet was sent to IBC for review. The video module is complete and slated for publication, but the information sheet needs approval. Tim and Dave will work together on the suggested edits and connect the target audience with the IBC matrix. Dave will send the final to publications for uploading.

### **Comp Injury and Claim Modules Update:**

Comments from IBC were sent to Jennifer on the Comp Injury and Claims Module draft scripts. Jennifer will forward to Dave to review and then to the IBC for final review.

### **Complex IMT Command and General Staff Positions – AD rates Memo:**

Dave will confirm the draft memo for this topic and send to NWCG and IBC.

### **UAS Replacements on incident:**

Dave met with Justin Jager, NWCG UAS subcommittee. A letter to IFUAS requesting a list of consumable items should be sent to IBC. Dave asked for a volunteer from IBC to take the lead on this project. Heather will send a draft list previously formulated by IFUAS to Dave.

### **Round Robin:**

**Dave** – Nothing to report.

**Sarah L.** – I accepted one of the three NWCG Coordinator positions starting August 1. Will need BLM representation for IBC, and also a new liaison to NRCG IBC. The SMEs working on endorsements for the Complex Incident Finance positions were approved by the Incident Positions Standard Committee and NIMS Integration Committee, and on to NWCG Executive Board next week for final approval.

**Jennifer** - Nothing to report.

**Kelin**– Nothing to report.

**Jamie** – Email to DOI reps, seeking each agency’s process and each agency points of contact.

**Heather** – Sarah Fisher has taken new position and the Vice Fisher detail will close this Friday, July 15.

**Veronika**– NPSP Payment team at the Washburn Fire in Yosemite.

**Brenda**-Nothing to report.

**Kelly** – Still burning in TX and another FMAG last week, looking for finance resources.

**Tim** –NWCG Executive Board meets next Wednesday. One item on the agenda Risk

Management Committee reviewing the work/rest ratio, NIAC looking to establish national standards for night operations, EMC working on rapid extraction modules, REMS, Thank you Jennifer for your hard work on the IBC Performance Package, and welcome Sarah Lee to NWCG.

**Meg**– Nothing to report.

**Next Meeting**  
**August 10, 2022**  
**TEAMS**