

National Wildfire Coordinating Group (NWCG) Preparedness
Branch
Incident Business Committee
March 8, 2023

Present:

Dave Burley, Chair
Kelin Crill, FWS
Julie Bennet, NPS
Tony Beard, BLM
Jamie Wade, FS
Brenda Even, NASF
Kelly Reeves, NASF
Jeff Arnberger, Operations
Tim Blake, Branch Coordinator
Amy Lancaster, Dispatch
Meg Geary, Executive Secretary

Electronic File Structure and Naming Convention:

IBC Memorandum 23-02 tasking memo has been issued. Bonnie Johnson, FS, is the Lead and Julie Bennet is the IBC Liaison. They have begun the process and are almost thru the COMP and moving on to the COST. They should be able to meet the deadline of April 1, 2023.

OF-297 Review:

IBC Memorandum 23-03 tasking memo has been issued. Krissy Kappus, BLM, is the Lead and Brenda Even is the IBC Liaison. The anticipated due date is April 28, 2023.

TIME and PROC IPDS and PTB Review:

IBC Memorandum 23-04 tasking memo has been issued. Pam Meyer, FS, is the Lead and Tony Beard is the IBC Liaison. All agencies are represented on the task group. The anticipated due date is April 15, 2023.

NWCG IBC Performance Package – Comp and Claims:

Jennifer submitted a draft of the COMP Story Board and the CLAIM's Module script to Dave for the IBC to review. More time is needed for all members to review the documents. Dave asked the Committee to comment back to him by tomorrow, March 9. A discussion was held on the drafts. Dave will submit comments from the IBC to Jennifer to take to the contractor by Friday, March 10.

Action Item: Send comments on the COMP and CLAIMS story board and scrip by tomorrow, March 9.

New Scribe:

Meg Geary gave notice she would be stepping down from the executive secretary position because of the workload demands from her home unit. Dave requested the IBC members announce within their agencies, the Committee is looking for a new scribe. Dave requested all nominations by March 20 to begin the vetting process.

Action Items: Dave is requesting nominations for the scribe position by March 20.

UAS MEMO Update:

Dave met with the UAS Subcommittee and determined the IBC Memo 22-05 will need to be updated to include a more detailed list of items for replacement. Jamie and Julie will be points of contact (POC) to work with the UAS Subcommittee to draft the new memo. The week of March 20 will be the soonest everyone would be available.

Action Item: Jamie, Julie and Dave will meet with the UAS Subcommittee during the week of March 20 to discuss and draft a new Unmanned Aircraft System (UAS) Incident Replacement Guidance memo.

April Face to Face Meeting:

The April meeting is scheduled for April 18 thru April 20 and is anticipated to be in Boise, Idaho for a face-to-face meeting. Kelin and Julie have volunteered to assist with the agenda preparation and the logistics for the location. Any other volunteers, please respond to Dave by the end of the week.

Action Item: Volunteers for the agenda and logistics, should respond to Dave by the end of this week.

FS AND DOI Pay Plan Update:

The FS Pay Plan is ready for signature. The DOI Pay Plan language change the FS proposed has been accepted by all entities and ready for signature as well.

Action and Decision Log Update:

Dave reviewed the Action and Decision Log with the IBC. A discussion was held and additions were made to the spreadsheet.

ROUND ROBIN:

Dave – We may need to change the date and time of the IBC call to better accommodate some members. This can be discussed at the April meeting.

Tim – Executive Board meeting March 15; performance pkg process going well with Dave Fry in contracting; AD FEMA Reserve memo is a work in progress; safety warning alert being issued on non-spec fire shelters being manufactured; Standards of First Aid is a new publication coming out; and work rest fatigue is on the agenda for the Executive Board meeting.

Julie – Meeting, refreshers and IBC work on the agenda.

Tony – S260/S261 being taught this week in Glendale, AZ; TIME/PROC IPD and PTB task group met this morning for a very good review session; BLM national spring fire meeting face to face is being held March 13 - 17 in Glendale, with a field trip to Yarnell for the 10-year anniversary.

Kelin – NWCG IBC Liaison to the Great Basin IBC and gave a summary of the NWCG IBC current workings. Was asked if IBC could present the same info to the CA IBC group. Julie has volunteered to present to the CA IBC group.

Jamie – The MOB Guide has updated the Buying Team language for National and GAAC; working on Buying Team naming convention; positive feedback from several GAACs on the Firenet record location for buying teams; buying team emails are being discussed. The question is, should each buying team have their own email address in Firenet and should they have one for each incident. This will potentially involve licensing.

Brenda – Preparing for fire season; currently, snow and more snow; agency is transitioning accounting duties which should give relief to my workload; SIIBM sleeping bag language needs to be reviewed and updated there and in the Pay Plan.

Kelly – Back from maternity leave; planes and staffing have arrived for the 2023 fire season; would like to have a list of all the federal agencies Incident Business POC for each region. Dave will send BLM's POC and Julie and Kelin will send their agencies POC as well. State Cooperative Agreements are going to need all agencies signatures. ASC has always been the initial point of contact when states bill for state resources assigned to a to DOI agency fire, but ASC will no longer be doing this.

Jeff – Nothing to report.

Amy - Nothing to report.

Meg – Thank you IBC for the opportunity to work with a very dedicated and talented team. I have been truly blessed.

Next Meeting
April 18-20, 2023
Boise Idaho