

# Incident Business Committee Meeting July 9, 2014

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## **Present:**

Ron Schilz, Chair  
Tim Blake, Branch Coordinator  
Christine Peters, NPS  
Billie Farrell, FWS  
Janell Ray, NASF  
Jill Lipsey, NASF  
Sandra Braseth, BLM  
Lisa Street, BIA  
Sarah Fisher, FS  
Dan O'Brien, GACC Rep  
Jeff Arnberger, Ops  
Tandy Bolling, Executive Secretary  
Brenda DeBerg, Nevada BLM  
Paula Landon, BIA NIFC Acting AO for July  
Cindy Wolf, NWCG Publications

## **IIBMH Rewrite**

The IBC will begin the rewrite process for the Interagency Incident Business Management Handbook. The schedule for the IIBMH rewrite is as follows:

- Ron will send out a memo from IBC to agency leads requesting comments from the field on the IIBMH, comments/changes are due to the agency leads by October 1<sup>st</sup>.
- The Rewrite Committee will meet the week of October 27, 2014 to review the comments/changes from the field. Agency leads are responsible to bring copies of the comments/changes by chapters to the meeting. Any approved changes will be forwarded to the Review Committee by mid-November.
- The Review Committee will have until Feb 27, 2015 to review the changes and provide comments back to the Rewrite Committee.
- The Rewrite Committee will meet the week of March 9, 2015 to review the Review Committee's comments.
- The field will have a chance to review the final draft of the IIBMH by early April with a comment period until July 2015.
- The Rewrite Committee will meet again the week of July 13, 2015 to review content from the field. If needed, the Review Committee will have another chance to review the content.

- The Rewrite Committee will have a final meeting the week of November 2, 2015 to review any comments from the Review Committee. After which, a final version of the IIBMH will be given to NWCG Publication.

## **Rental Car Tasking**

Sarah finalized the tasking and consideration/scenarios documents for the Rental Car Task Group. She is working on getting a couple more names and then will be ready to hand over to the task group.

## **Incident Business Support for Critical Incident Peer-to-Peer Groups & Procuring Clinical Specialist**

Sarah and Jeff will work with Grants and Agreements and Agency Directors to try to set up an interagency agreement to transfer funds between agencies for resource mobilization during non-fire emergencies. They will also work with FS NIFC Contracting to establish a BPA and source list for clinical health specialists. They will also contact HR for guidance with the EAP process and how/if this will affect it. They will keep IBC updated on their progress.

## **Updates**

- Night Differential – No update.
- Briefing Paper on Combined Payment Center – No update.

## **2014 AD Pay Plan**

The question was raised if the DOI AD Pay Plan should be posted to the IBC website along with the FS AD Pay Plan. Answer – The DOI AD Pay Plan had been posted to the website previous years, all agreed it should be reposted.

## **OF-288 & Single Resource Casual Hire Information**

Cindy Wolf had additional questions that needed to be answered about the instruction sheet and justification for the revised OF-288. The Single Resource Casual Hire Information form needed to be adjusted to make it 508 compliant and needs final approval from IBC before moving forward. Ron will have a call with the agency incident business leads to discuss the questions for the OF-288 and the approval of the adjusted Single Resource Casual Hire Information form and provide answers back to Cindy.

## **October Meeting Location**

IBC agreed Portland, OR would be the location for the October meeting. Ron will contact Dan about meeting space at the Northwest GACC.

## Incident Records Subcommittee Update

A neighborhood on wildfirelessons.net has been setup and the subcommittee is working on the documents that have been uploaded to it.

## Review Action Item Log

Reviewed and updated action item log:

- ICPI training materials are now with NWCG Training.
- IBA course revision – all questions from NWCG Training have been answered.
- Advanced Cost Training – The Unit received their charter and intent. A neighborhood has been established on wildfirelessons.net and they are working to upload documents.
- S-260 – In process of getting word document put together for the instructor lead guide.

## Round Robin

### Billie

- FWS announced that there would no longer be FWS representation to the IBC.

### Christine

- Nothing to report.

### Janell

- Fire season has quieted down for Colorado.

### Jill

- Nothing to report.

### Ron

- Forest Service signed authorization for acquisition community to sign EERA and negotiate land use agreements, which will hopefully increase FS pool for PROC and buying team members.

### Tim

- Nothing to report.

### Sarah

- Assistant Incident Business Coordinator position has closed and received a very large applicant pool.

### Jeff

- Nothing to report.

## **Sandra**

- Nothing to report.

## **Lisa**

- Nothing to report.

**Next conference call is August 13<sup>th</sup>.**