

# Incident Business Committee Meeting

## April 13, 2016

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### **Present:**

Dave Burley, BLM  
Christine Peters, NPS  
Jamie Parker, FS  
Robin White, BIA  
Linda Tatum, BIA  
Reah Reedy, FWS  
Jeff Arnberger, Operations  
Tandy Bolling, Executive Secretary

### **Also in attendance:**

Nicole Hallisey  
Krysta Lindsay

### **Incident Records**

Jamie had a meeting with Krysta, Tim, Sean, and Nicole to discuss the recommendations on the Incident Subcommittee provided by Louise Larson and Gary Montgomery.

Krysta is updating the records documents and webpage from Louise and Gary's recommendations.

#### *Action Item:*

- Prior to May's conference call, IBC leads will need to validate their agency representative for the subcommittee.
- IBC will add a cache representative to the subcommittee.
- Jamie will send out a summary of the revisions to the records webpage and documents.

### **INJR/CLMS/COMP and "bridging" in the PMS 310-1**

is working on finalizing the documents on proposed changes to INJR/CLMS/COMP . The INJR and CLMS cannot be removed since they are ICS positions and owned by FEMA. However, INJR and CLMS will no longer be required prior to being a COMP (t). Once a COMP, INJR and CLMS may be awarded by the Certifying Official. The documents contain a transition plan outlining what happens with COMP, INJR, and CLMS trainees at the time of transition. Sarah and Jamie will work on making the changes to the COMP task book and contact Deb Fleming. The changes will be proposed to OTC next week for decision at their May Meeting; if accepted, the changes will become effective in the 2016 October 310-1.

Bridging to finance/speed to qualification will have some opportunities and pitfalls that still need to be explored. Topic will be discussed in more length during the fall meeting.

### **National Meeting Update**

Leads are working with their respective agencies for travel approval. May conference call will be the decision for a go or no go for the meeting.

### **OF-294 & OF-305 Revision Update**

Christine sent out draft copies of the revised OF-294 and OF-305 and expressed a concern over gathering PII on the OF-294. She is still working on getting updated special provisions the clauses to the EERA.

#### *Action Item:*

- Once Christine has the updated special provisions and clauses she will send them and the draft forms to IBC for review and discuss during the May conference call.

### **Review Action Log**

- DOI Travel Paid on OF-288 – Each DOI agency is working on releasing their own guidance on paying travel on the OF-288
- Advanced Cost Training – Dave will work with Rhonda to make the training 508 compliant and have posted to IBC's website.
- Chapter 80 Updates – Jamie will verify with Serena that they are complete.
- Rental Car Tasking – Memo will be sent out through the Executive Board instead of IBC. It is on their agenda next week.

### **Round Robin**

#### **Christine**

- NPS recruitment for 2016 Payment Teams is out with at due date of May 10<sup>th</sup>.

#### **Reah**

- Nothing to Report

#### **Jamie**

- IIBMH is posted and available to order through the cache.
- OF-288 is now available to order through GSA
- e-ISuite is release with the OF-288 changes and Training Specialist Module is included.

#### **Dave**

- Nothing to report.

#### **Jeff**

- Nothing to report.

## **Robin**

- Nothing to report.

**Next conference call is May 11<sup>th</sup> @ 1300**