



## INCIDENT BUSINESS PRACTICES WORKING TEAM

**To:** Task Group Members:  
David Summer, Group Leader, USFS  
???  
???  
Emmy Ibison, IBPWT Liaison

**Date:** August 27, 2004

**From:** Incident Business Practices Working Team

**Subject:** Team Financial Summary Task Group

At the 2004 Incident Business Practices Meeting in Tucson meeting, your team proposed a tool for daily documentation of strategic and financial decisions by Incident Management Teams.

You have been contacted to participate on the task group, pending approval from your immediate supervisor. Enclosed is a charter the working team has prepared. The information contained in the charter will provide the basics of the expectations the working team has of the group, and also provide your supervisor with the information relative to the task.

Upon review by you and your supervisor, please contact the IBPWT liaison, Emmy Ibison either by telephone (406-329-3463) or email (eibison@fs.fed.us).

I look forward to working with all of you and thank you for your interest and continued support in interagency incident business.

*/s/ Hallie Locklear*

Hallie Locklear, Chair IBPWT

Enclosure

## **IMT FINANCIAL SUMMARY TASK GROUP CHARTER**

**BACKGROUND:** With the increased emphasis on costs and accountability, it is necessary to be able to measure cost containment efforts on incidents.

**PURPOSE:** To develop and test a tool for daily documentation of strategic and financial decisions by Incident Management Teams

**SCOPE:** Test product on Type 1 and Type 2 incidents in two Geographic Areas during the 2004 fire season.

**OBJECTIVES:** Test the financial summary documentation tool to determine if it has value in measuring cost containment efforts by IMTs. Include the documentation tool in Agency Administrator Briefings, and determine the appropriate relationship to the WFSA and ICS209. Provide an assessment of the effectiveness of the tool to the IBPWT and NWCG. Summarize and report findings.

### **DELIVERABLES:**

1. Progress reports to IBPWT, September 15, 2004.
2. Draft report to IBPWT by December 15, 2004.
3. Final report submitted to IBPWT by February 1, 2005.

### **BUDGET:**

There are no funds available to cover costs associated with this project. Team member's expenses will be the responsibility of the employing agency.

### **MEMBERSHIP:**

David Summer, Task Group Leader, USFS  
??  
??  
Emmy Ibison, IBPWT Liaison, USFS

**TIME ESTIMATE:** Beginning date, August 30, 2004, and ending date February 1, 2005.

### **ROLES & RESPONSIBILITIES:**

Task Group:

- Perform evaluation from an interagency (vs. agency-specific) viewpoint
- Work as a team
- Keep IBPWT Chair apprised of issues, concerns, and progress
- Identify and utilize other sources of information as necessary
- Communicate with other working teams for advice and guidelines.

IBPWT:

- Ensure that the interagency community's needs are represented
- Provide documentation gathered to date
- Provide oversight and support
- Keep agencies apprised of issues, concerns, and progress
- Identify technical specialists for task group's use

*/s/ Hallie Locklear*

---

**Hallie Locklear, Chair IBPWT**

Date:

8/27/2004

---

**David Summer, Task Group Leader**

Date:

