

INCIDENT BUSINESS ADVISOR TASK GROUP CHARTER

Revised 9/13/04

BACKGROUND

The Incident Operations Working Team approved the establishment of the Incident Business Advisor (IBA) position in 1999. In 2000, an IBA curriculum was developed and tested in accordance with NWCG standards. The course has been submitted to NWCG and requested to be adopted into the NWCG curriculum. In addition, the Incident Business Practices Working Team (IBPWT) has identified the need for a course that would target Agency Administrators, Administrative Officers and Incident Commanders.

PURPOSE

Position Task Books and Position Qualification Language must be developed at the Type 1/2 level in order to finalize the incorporation of the IBA position into the NWCG Curriculum,. The IBPWT wishes to provide Agency Administrators, Administrative Officers, and Incident Commanders with the tools to effectively use an IBA and implement sound business practices through development of course curriculum and supplements to the Incident Business Management Handbook.

OBJECTIVES:

This Task Group will accomplish four related tasks:

1. Develop a position task book for IBA Type 1/2 and IBA Type 2 using the IBA course, IBA Guide and current NWCG models.
2. Develop Position Qualification Language for inclusion in the 310-1.
3. Develop a course targeted for Agency Administrators, Administrative Officers and Incident Commanders that addresses administrative issues in fire management and effective use of the IBA. Follow NWCG course development format and protocol.
4. Develop a supplement to the Incident Business Management Handbook (IIBMH) for agency administrators and IBAs (IBA Evaluation Form, Roles/Responsibility checklist, AA Guidelines, etc.)

DELIVERABLES TO THE IBPWT:

1. Position Task Book Development:
 - Draft by August 20, 2004. **(DONE)**
 - Final product by October 15, 2004.
2. Position Qualification Language
 - Final product by October 15, 2004.

3. Course Development (Administrative Issues in Fire Management):
 - Draft by December 1, 2004.
 - Course Alpha tested by June 1, 2005
 - Course Beta tested by December 1, 2005
 - Final product March 1, 2006

4. IIBMH Supplement Development
 - Draft by March 15, 2005.
 - Final product by June 1, 2005

BUDGET

Funds are not available to cover salary, travel, per diem, and meeting room rental. It is expected that the task group will utilize conference calls and other technology to accomplish tasks. If it becomes necessary for the group to travel to meet, each agency is responsible to cover the costs of its participants.

MEMBERSHIP

IBPWT Liaison/Task Group Leader,	Veronica Belton
USFS Representative	Mary Ann Szymoniak
USFS Representative	Sarah Fisher
BIA Representative	Rosie Morin
BLM Representative	Carol Salo
State Representative	Paulicia Larsen, Colorado
Agency Administrator	TBD

TIME ESTIMATE: Beginning date, May 24, 2004, and ending date March 1, 2006.

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
- Request additional time if needed
- Identify and utilize other sources of information as necessary
- Complete tasks
- 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
- Request additional time, if needed, from NWCG
- Identify technical specialists for task group use
- Submit deliverables to appropriate Working Teams
- Work as a team

/s/ Hallie Locklear

Hallie Locklear, Chair IBPWT
Date: 9/15/2004

/s/ Veronica K. Belton

Veronica Belton, Task Group Leader
Date: 9/15/2004