

May 18, 2006

To: IBPWT Chair
From: Veronica Belton, IBA Task Group Chair
Subject: Final Task Group Report

This is the final report per the IBA Task Group Charter dated September 2004.

The Task Group was given four 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. **This has been accomplished and previously submitted.**
2. Develop Position Qualification Language for inclusion in the 310-1. **This has been accomplished and previously submitted.**
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. **This has been accomplished.**

The Task Group has finalized the work products and I am submitting them for approval and posting to the IBPWT website.

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.) **Per approval from the IBPWT, this Task was assigned to the new IBA Task Group.**

The Task Group members who accomplished these tasks are:

Carol Salo, BLM
Mary Ann Szymoniak, USFS
Rosie Morin, BIA
Sarah Fisher, USFS
Paulicia Larsen, State of Colorado

Thank you for the opportunity to participate on this interagency project.

/s/ **Veronica K. Belton**
Task Group Chair