

May 1, 2006

To: **Incident Business Practices Working Team**

From: **Incident Business Advisor Task Group (IBATG2)**

Subject: **Progress Report**

The Incident Business Advisor Task Group (IBATG2) is comprised of:

Carol Salo (Lead)
Sarah Fisher (USFS)
Ron Knowles (USFS)
Paul Palmiotto (State of Florida)
Brenda Johnson (BLM)
Veronica Belton (IBPG Representative)

The IBATG2 was unable to meet until May 2006 due to scheduling problems and existing commitments by the task group members. Therefore we are requesting that the due date for the draft course curriculum review/development be changed to August 2006.

February 16, 2006 the task group utilized Web Demo, a web based program to review the task group's comments to the existing course material. We chose to use Web Demo in place of a face to face based on the number of original comments from the group and budgetary impacts. From this meeting we determined that we needed to reorganize unit 4, add a cost share and mission tasking assignment to improve course content and flow.

On the March 17, 2006 conference call we discussed the need for a face to face in Boise May 30 – June 2, 2006. The task group will begin working on the following; update instructor presentation, update the Student Workbook, update the Power Point, work on the Job Aid, set a test course date/location, discuss the length of the course (with the changes will we need to increase or decrease the length of the course), discussion with Deb Epps National Office Training on course content and development.

Conference call and meeting notes will be made part of the final task group package.

/s/ Carol Salo
IBATG2 Lead