

January 11, 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 February, 2006 due to scheduling problems with the holidays 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 from February 1, 2006 to March 1, 2006.

On the November 29, 2005 conference call we reviewed the task group charter, made assignments and set a meeting for February 14-16, 2006 in Boise, Idaho. The task group was provided the following documents; IBA Course, IBA Position Task Book, 310-1 IBA Position Qualification Language, and the MCS Document to review.

During the February meeting we plan to review the task groups' comments on the existing IBA Course, discuss the need for a supplement to the IIBMHB, identify dates and locations for beta testing and review existing narratives from previous IBA assignments (including hurricanes), and the MCS document.

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

*/s/ Carol Salo*  
**IBATG2 Lead**