

**October 30, 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 (IBPWT Representative)

The task group was chartered on November 4, 2005 to update the Incident Business Advisor course curriculum and to bring it into alignment with the Position Task Book and current interagency policy.

The following objectives were met utilizing the following forms of information technology; web demo and face-to-face meetings, conference calls and email.

1. *Incorporate the new IBA Position Task Book and current interagency policy into course curriculum. Follow NWCG course development format and protocol, including alpha and beta testing, review by Standards, and preparation of course package for submission to TWT.*

The IBA Position Task Book and current interagency policy have been incorporated into the course curriculum. NWCG Course Development format and protocol have been followed based on discussions with Deb Epps and Lamar St. John. A preliminary review by Lamar will be conducted in November 2006. An alpha test was not required since this is a rewrite of the existing curriculum. A beta test will occur early spring, location TBD.

2. *Evaluate need for a supplement to the Incident Business Management Handbook (IIBMH) for agency administrators and IBAs (IBA Evaluation Form, Roles/Responsibility checklist, AA Guidelines, etc.)*

The group did not feel a supplement to the IIBMH was necessary, this is not provided for any other position. However based on the fire community's attachment to the IBA Guide we did feel a Field Reference Guide was necessary. This falls in line with NWCG standards.

3. *If the Task Group determines a need exists, develop supplement.*

A Field Reference Guide has been developed and is incorporated into the new course curriculum.

## **DELIVERABLES:**

### *1. Course Curriculum Review/Development*

- *Draft by February 1, 2006*
- *Test Course by May 1, 2006*
- *Final course curriculum package by October 15, 2006*

Due to hurricane season in 2005 and an early fire season in 2006 the final due date of October 15, 2006 was not met. A new date was negotiated with the IPWT Liaison. A beta test needs to occur.

### *2. IBA Supplement to IIBMh*

- *Draft by March 1, 2006*
- *Final product by October 15, 2006*

A field reference guide completed in place of a supplement. This is in alignment with NWCG Standards.

### *3. Written progress report to IBPWT Liaison*

- *January 15, 2006*
- *April 15, 2006*

Completed.

Below is a comparison of units. In 2000 the IBA was a relatively new position and there were no 310-1 criteria for the position. Since the position was created in 1990 it has evolved and the number of qualified IBAs has increased significantly. Because of this evolution the following units were eliminated IBA Position Overview and What's Next.

**April 2003**

- Unit 0 - General Information
- Unit 1 - IBA Position Overview
- Unit 2 - AA Guidelines for IBA Activation
- Unit 3 - Preparation for Assignment
- Unit 4 - Interactions and Activities
- Unit 5 - IBA Experiences
- Unit 6 - Dollars and Sense
- Unit 7 - What's Next

**October 2006**

- Unit 0 - General Information
- Unit 1 - AA Guidelines for IBA Activation
- Unit 2 - Preparation for Assignment
- Unit 3 - Interactions and Activities
- Unit 4 - Dollars and Sense
- Unit 5 - IBA Experiences

Other significant changes include eliminating the Evolution of Policy and Faces of Fire videos; however they are interesting they are dated. There are references to the Federal Fire and Aviation Action Plan and other policy documents that will take the place of these videos. The FISH video has been made optional due to its availability.

We incorporated some information on All Hazard based on past events but limited the depth of information because it is not part of our existing mission statements. Incorporated information on Mission Assignments and or other Tasking Documents as well as recommending the IBA Panel include an IBA with All Hazard experience.

We are enclosing our final draft product for the IBPWT review and comment. The Student Work Book (SWB) has not been completed and is awaiting approval of the Instructor Guide (IG) before final edits are made. Once approved by the IBPWT we will finalize the SWB and incorporate necessary aids and cues into the IG.

Per discussions with the training group a Beta Test will need to occur prior to finalization of the course. Lamar St. John, Standards Coordinator will be available for a Beta session if it is held in Boise, otherwise he will need travel dollars. It is not required that he attend the Beta Session but would be a courtesy. A copy of the course documents will be provided to him when the IBPTW receives their copies for review.

We are requesting the IBPWT identify a sponsor for a Beta Session early spring.

Based on findings during our process we are recommending a training be developed for Cost Share Agreements and All Hazard Assignments. The group felt individuals have minimal experience writing Cost Share Agreements; what should be incorporated into the agreement and language will allow a cost share agreement to be reconciled in the end. Recommend training be incorporated into our curriculum if we are supporting All Hazard assignments to provide IBAs and IMTs with a better understanding of the business rules that apply to All Hazard Assignments; authorities, grants, etc.

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

