



INCIDENT BUSINESS PRACTICES WORKING TEAM

To: Task Group Members: **Date:** July 15, 2004
Kermit Johnson, BLM/DOI, Group Leader
Susan Beron, FS/USDA
Deanne Huff, BLM/DOI
Leeann Evans, FS/USDA
Linda Berckefeldt, State of Wyoming
Diana Champion, FS/USDA

From: Incident Business Practices Working Team

Subject: Emergency Equipment Rental Agreement Forms Task Group

During the National Incident Business meeting in February 2004, we established seven break out groups and tasked the attendees to come up with issues that they felt needed changed. One of the issues raised was the prompt payment, duplication, tracking, accuracy and auditing process for EERA's.

The Incident Business Practices Working Team (IBPWT) is establishing a task group to review the existing forms related to the processing of EERA payments to find ways to improve the efficiency and effectiveness of processing payments.

As a participant in the National Incident Business Workshop in Tucson, Arizona February 24-26, 2004, you and your supervisor committed to following through with items that were brought forth at the meeting.

You are being contacted to participate on the task group. Enclosed is the charter the working team has prepared. The information contained in the charter will provide the basics of the expectations the working team has of the group, and also provide your supervisor with the information relative to the task. Due to current budget constraints funds have not been set aside for travel and per diem. Every effort should be made to conduct the work of the task group in the most cost effective manner possible. The task group leader, Kermit Johnson, has the control of how the task group will conduct business and the ability to establish meetings, conference calls, and/or email correspondence. Paul Palmiotto will serve as your liaison to the IBPWT. His role is to explain the working team's expectations, address any questions, keep the other working team members informed, and participate with the task group throughout the assignment, if needed.

Upon review by you and your supervisor, please contact Paul Palmiotto either by telephone (850-488-9360), FAX (850-488-0863) or email (palmiop@doacs.state.fl.us). Members of the working team and the task group would meet initially or conference call to provide additional information, address any questions or concerns, modify the charter if necessary, and facilitate the initial interaction with the members of the task group and the task group leader. I look forward to working with all of you and thank you for your interest and continued support in interagency incident business.

/s/ Hallie Locklear

Hallie Locklear, Chair IBPWT

Enclosure