



INCIDENT BUSINESS PRACTICES WORKING TEAM

To: Task Group Members:
Ed Ryan, BLM Task Group Leader
Ben McGrane, FWS
Kathy Griffin, USFS
Shannon Kelly, State Arizona
Dell McCann, NPS

Date: May 19, 2004

From: Incident Business Practices Working Team

Subject : Vehicle Rental Task Group

During the National Incident Business Workshop in February 2004, we established seven breakout groups and tasked the attendees to come up with issues that they felt needed changed. One of the issues raised was the conflicts involved with the use of rental vehicles throughout the interagency community. There is a need to develop a system to handle rental vehicle procurement or a means for obtaining vehicles for incident related use. The Incident Business Practices Working Team (IBPWT) is establishing a task group to look at the overall vehicle needs by incident management teams and develop alternative methods for obtaining vehicles through various sources.

You have been contacted to participate on the task group, pending approval from your immediate supervisor. Enclosed is a charter the working team has prepared. The information contained in the charter will provide the basic expectations that the IBPWT has of the group, and also provide your supervisor with the information relative to the task. Due to current budget constraints, every effort should be made to conduct the work of the task group in the most cost effective manner possible. The IBPWT Liaison for the task group is Dave Behrens. His role is to explain the expectations of the IBPWT, address any questions and concerns and coordinate between the group and the IBPWT. The task group leader, Ed Ryan, has the control of how the task group will conduct business and the ability to establish meetings, conference calls, and/or email correspondence.

Upon review by you and your supervisor, please contact Dave Behrens either by telephone (602-255-4059), FAX (602-255-4059) or email (davebehrens@azstatefire.org). Dave will be available to the group to provide additional information, address any questions and concerns, and modify the charter if necessary.

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