Department of the Interior
Bureau of Land Management
Idaho, Nevada, and Utah, Arizona

Bureau of Indian Affairs
Western Region

National Park Service
Intermountain Region
Pacific West Region

Fish and Wildlife Service
Mountain Prairie & Pacific Region
Pacific Southwest Region

Department of Agriculture
Forest Service
Intermountain Region

State Agencies
Idaho, Utah, and Nevada

GREAT BASIN INCIDENT BUSINESS COMMITTEE CHARTER

MISSION STATEMENT

The Great Basin (GB) Incident Business Committee is established under the Great Basin Coordinating Group (GBCG) to develop and coordinate business management policy and procedures within interagency standards. The Incident Business Committee will coordinate with other Great Basin committees. This committee will work independently for each coordinating group.

The Great Basin Incident Business Committee is established under the Great Basin Coordination Group (GBCG) to provide an interagency approach to incident business management issues

MEMBERSHIP

The Incident Business Committee will be composed of a representative (committee members) from federal and state agencies.

AGENCIES

Bureau of Indian Affairs	State of Idaho
Bureau of Land Management-ID	State of Nevada
Bureau of Land Management-NV	State of Utah
Bureau of Land Management - UT	US Fish & Wildlife Service
National Park Service	US Forest Service (R-4)

Individual nominations to the committee will be made by the respective agencies and will serve a minimum of three (3) years. A quorum (minimum of five (5) committee members) must be present when topics are up for vote. Every attempt will be made to reach decisions by consensus.

Standing technical specialists will include the following: Contracting Officer(s), Buying Team Coordinator, Logistics, Operations and Dispatch. Technical specialists may advise, assist and help complete tasks assigned to the committee. Assistance from other technical specialists may be requested on an as needed basis.

PURPOSE

1. Provide advice, counsel, and a standardized direction on incident business management issues for the Great Basin Coordinating Group. Coordinate business practices for wildland fire and emergency responses.

2. Review operational business management practices to address recurring problems.

3. Develop interagency guidelines/procedures for the following issues:

   A. Review annually and update, or develop as needed, geographic area supplements to the Interagency Incident Business Management Handbook.
   B. Annually coordinate GB Buying Team operations for interagency application.
   C. Develop and implement new business management programs/practices.
   D. Set up task groups as needed to resolve business management issues. The GB Incident Business Committee will provide written objectives and time frames to the task group. A minimum of one (1) business committee member will be assigned to each task group to coordinate the assignment and understand the objectives. Task groups will sunset upon completion of assignments.
   E. Coordinate with the Rocky Mountain Incident Business Committee on shared solicitations
   F. Coordinate shared Buying Team (Rocky Mountain Buying Teams) through a joint Buying Team Subcommittee.

4. Develop and provide incident business training opportunities.

CHAIR AND VICE CHAIR RESPONSIBILITIES

The Incident Business Committee will select a Chair and a Vice-Chair from the appointed committee for a two-year term. The Chair will be selected through a nomination process with supporting votes from the committee. The Vice-Chair will assume the duties of the Chair when they are not available, and will become Chair when the current Chair's term ends at the closure of the Fall Meeting.

The Chair person's responsibilities include: Schedule and conduct committee meetings, develop agendas, provide a secretary to take and distribute minutes of the meeting, produce annual work plan, ensure action plan tasks are accomplished, identify issues, and report accomplishments to the coordinating group at their semi-annual meetings and/or conference calls.

MEETINGS

The Incident Business Committee will meet semi-annually or as deemed necessary to identify and accomplish tasks.

ADOPTION POLICY

Each agency representative will be responsible for their agency's review of new policies and/or procedures. Final reports will be presented to the Great Basin Coordinating Group for interagency adoption, distribution, and inclusion into agency manuals.

Sue Stewart

Chair
Great Basin Coordinating Group

4/4/12

Date