

ROCKY MOUNTAIN COORDINATING GROUP INCIDENT BUSINESS COMMITTEE CHARTER

Mission Statement

The Rocky Mountain Incident Business Committee (RMIBC) is established under the Rocky Mountain Coordinating Group (RMCG) to provide an interagency group to develop and coordinate business management policy and procedures within interagency standards. The Incident Business Committee will coordinate with other RM committees.

Purpose and Duties

- Provide advice, counsel, and a coordinated direction on incident business management issues for the Rocky Mountain Coordinating Group. Coordinate business practices for wildland fire and emergency responses.
- Review operational business management practices to address recurring problems.
- Develop interagency guidelines/procedures for the following issues:
 - Review annually and update, or develop as needed, geographic area supplements to the Interagency Incident Business Management Handbook.
 - Annually coordinate with the Great Basin IBC for Buying Team and contracting operations for interagency application.
 - Develop and implement new business management programs/practices.
 - Set up task groups as needed to resolve business management issues. The 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.
- Develop and provide incident business training opportunities.

Membership

The Incident Business Committee will be comprised of one member from each of the following RMA Agencies. Each State is allowed one representative. The Forest Service, Bureau of Land Management, National Park Service, Fish and Wildlife Service and Bureau of Indian Affairs will be allowed one voting representative from the Rocky Mountain Area.

State of South Dakota - 2017
US Forest Service - 2018
State of Colorado - 2019
US Fish and Wildlife Service - 2020
State of Nebraska - 2021

Bureau of Land Management (CO) - 2022
State of Wyoming - 2023
National Park Service - 2025
State of Kansas - 2024
Bureau of Land Management (WY) - 2026
Bureau of Indian Affairs - 2016

Individual nominations to the committee will be made by the respective agencies and will serve a minimum of three (3) years.

Agency representatives will be responsible to ensure that respective agency policy and procedures are maintained and agency administrators are informed.

One member of the RMCG shall act as a liaison to the Incident Business Committee.

Additional non-decision-making, Subject Matter Experts may also be asked to become a member(s) of the Committee. Standing technical specialists will include the following: Contracting Officer, Buying Team

Coordinator (shared), Logistics, Operations, Aviation, 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.

Operations and Organization

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

Discussion of Issues: Issues will be addressed as tasked and/or appropriate. Issues will be discussed in a professional and respectful manner by members.

Decision-making: The goal of the Incident Business Committee is to make all decisions and recommendations using a consensus-based approach using the model displayed on the RMCG website. <http://gacc.nifc.gov/rmcc/administrative/rmcg/ConsensusModel.pdf>

Conflict of Interest: Members are expected to express opinions on different issues based upon the professional knowledge and interests of the Agency they represent. However, biased opinions concerning issues which may affect the personal interests of the member reflect a Conflict of Interest that is considered unprofessional and may conflict with the best interests of the Interagency fire community as a whole. Therefore, members are expected to abstain from decision-making on any issue in which they have a Conflict of Interest.

Officers: Based on the order of agencies listed under Membership, a chair will be chosen to serve a one-year term. A vice-chair and secretary will be the representatives from the next agencies in line, and will assume the preceding position as it becomes vacant. The chair and vice-chair positions will be filled one each with a federal and State agency representative. If circumstances warrant, there may be a change in the rotation if approved by the RMCG.

Duties and Responsibilities

Chair:

- Conduct committee meetings, produce annual work plan, identify issues and report accomplishments to the coordinating groups at their semi-annual meetings and/or via conference calls.
- Sign appropriate documents and correspondence.

Vice-Chair:

- Acts as lead for facilitation, development, and issuance of geographic supplements and other guidelines.
- Functions as the Chair for all conference calls or meetings in the absence of the Chair.

Secretary:

- Schedules all conference calls and meetings, develops agendas, and providing a recorder to take and distribute minutes of the meeting.

Members: Members are expected to actively participate in the Incident Business Committee. They are expected to represent the interests of their Agency, be informed on issues and concerns, attend meetings, provide expertise, discussion and feedback, and complete assigned tasks in a timely manner. In addition, members will be assigned each year to necessary liaison roles to ensure coordination with groups such as other RMA Committees, the Great Basin IBC, e.g., buying team and contracting coordination.

Task Groups: The Committee cannot task other RMCG committees to accomplish work, but it may set up task groups and/or assign specialists to assist as needed. These groups will operate under the following guidelines:

- The Incident Business Committee may define task groups to assist in completing projects or review proposed procedures.
- The Incident Business Committee will provide direction and oversight to the task group(s) by clearly identifying the task to be completed, the scope of the task and the timeline for completion.

Reports

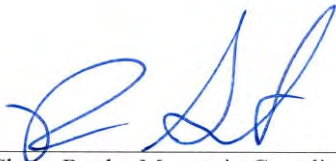
The Committee will provide an annual report to the RMCG consisting of a status report of activity, issues resolved and/or in need of attention by the RMCG.

Finances

The cost of the meetings, activities and/or operations will be borne by the sponsoring agencies.

Appendices

- I. IBC Roster



Chair: Rocky Mountain Coordinating Group

14 June 2016

Date

2016 ROCKY MOUNTAIN INCIDENT BUSINESS COMMITTEE MEMBERS

Updated October 2015

Agency	Name	Address	Email	Phone Numbers	
NPS	Linda Turner	NPS, Intermountain Region 12795 W. Alameda Parkway Lakewood, CO 80228	linda_turner@nps.gov	(303) 969-2948 v (720) 644-7186 c (303) 969-2037 f	
BLM- WY	Molly Keating	BLM-Wyoming State Office 5353 Yellowstone (PO Box 1828) Cheyenne, WY 82009	mkeating@blm.gov	(307) 775-6054 v (307) 256-2565 c (307) 775-6098 f	
CHAIR	BIA	Diane Cartney	BIA - Natural Resources Dept 115 4 th Ave SE, Suite 400, MC301 Aberdeen, SD 57401	diane.cartney@bia.gov	(605) 226-7621 v (605) 380-1567 c (605) 226-7358 f
VICE-CHAIR	ST - SD	Brenda Even	SD Wildland Fire 3305 West South Street Rapid City, SD 57702	brenda.even@state.sd.us	(605) 393-8115 v (605) 381-1428 pc (605) 393-8044 f
	FWS	David Lucas	Fish & Wildlife Service Denver Federal Center PO Box 25486 Denver, CO 80225	david_c_lucas@fws.gov	(303) 236-4366 v (770) 329-1685 c (303) 236-6958 f
	ST - CO	Erin Claussen	Co. Div. of Fire Prevention and Control Bldg 1049 5060 Campus Delivery Fort Collins, CO 80523-5060	erin.claussen@state.co.us	(970) 491-8497 v (303) 263-5937 c (970) 491-3445 f
Secretary	FS - R2	Carol Robinson	USDA Forest Service Rocky Mountain Region 740 Simms Street Golden, CO 80401	crobinson@fs.fed.us	(303) 275-5316 v (720) 357-2744 c (303) 275-5754 f
	ST - NE	Deborah Kai	Nebraska Emergency Management 2433 N.W. 24th St. Lincoln, NE 68524	deb.kai@nebraska.gov	(402) 471-7214 v (402) 429-1023 c (402) 471-7433 f
	BLM-CO	Serena Wicka	BLM-Colorado State Office 2850 Youngfield St Lakewood, Co	swicka@blm.gov	(303) 239-3958 v (303) 242-1674 c (303) 239-3811 f
	ST - WY	Lynda Berckefeldt	Wyoming State Forestry 5500 Bishop Blvd Cheyenne, WY 82002	lynda.berckefeldt@wyo.gov	(307) 777-7300 v (307) 421-0065 c f
	ST - KS	Aimee Hawkes	Kansas Forest Service 2610 Claflin Road Manhattan, KS 66502-2798	aimeh2@ksu.edu	(785) 532-3302 v c (785) 532-3305 f
2016 Technical Specialists					
	RMCG Liaison	Ray Hart	BIA - Natural Resources Dept 115 4 th Ave SE, Suite 400, MC301 Aberdeen, SD 57401	raymond.hart@bia.gov	(605) 226-7621 v c (605) 226-7358 f
	RM Fire CO	Kim Luft	USDA Forest Service Rocky Mountain Region 740 Simms Street Golden, CO 80401	kluft@fs.fed.us	(303) 275-5405 v (303) 981-0958 c (303) 275-5453 f
	RM Ops Liaison	Dick Terry	Wyoming State Forestry PO Box 639 Newcastle, WY 82701	dick.terry@wyo.gov	(307) 746-4261 v (307) 340-0937 c (307) 746-3411 f
	RM Dispatch / BUYT Coord	Brooke Malcolm	RMACC 2850 Youngfield Lakewood, CO 80215	brooke_malcolm@fws.gov	(303) 445-4306 v (303) 386-5152 c (303) 445-4321 f
	RECORDER	Samantha Vadnais	SD Wildland Fire 3305 West South Street Rapid City, SD 57702	samantha.vadnais@state.sd.us	(605) 393-8157 v (605) 484-8836 c (605) 393-8044 f