



Revised October 2016

ROCKY MOUNTAIN INCIDENT BUSINESS COMMITTEE Operating Guidelines



Rocky Mountain Coordinating Group

ROCKY MOUNTAIN INCIDENT BUSINESS COMMITTEE

Operating Guidelines

TABLE OF CONTENTS

Charter	3
Action Plan	3
Supplements	4
Mob Guide	4
Coordinating Groups	5
Geographic Committees	5
Conference Calls	5
Meetings	6
Buying Teams	6
Equipment Solicitations	6
Notes (conference calls / meetings)	6
Historical Documents	7
Websites	7
Calendar	8

ROCKY MOUNTAIN INCIDENT BUSINESS COMMITTEE

Operating Guidelines

CHARTER

- Review due date: January 1, each year.
- Signed by Rocky Mountain Coordinating Group (RMCG) Chair.
- Incident Business Committee (IBC) Chair is determined by the rotation in the charter. Effective January 1, of each year for a one year term.
- Charter will be reviewed annually at the fall meeting. If changes are needed, the charter will be amended and submitted to RMCG.
- The original document resides in the committee archive.
- The charter should be posted to RMACC website.

http://gacc.nifc.gov/rmcc/incident_busn_management.php

ACTION PLAN

- Due date: October, each year
- The Action Plan is developed during the fall meeting to identify the meetings, training and projects to be completed by the committee in the following year. The Action Plan is approved by the RMCG.
- Original is maintained by the current chair.
- The Action Plan will be located in the committee archive.

ROCKY MOUNTAIN INCIDENT BUSINESS COMMITTEE

Operating Guidelines

SUPPLEMENTS

- Issue date: April 1, each year
- Supplements are developed on an interagency basis and supplement the current Interagency Incident Business Management Handbook (IIBMH). These supplements should not repeat information in the parent text as to avoid duplication.
- Chapter 20 Incident Only Rates will be determined annually or as needed. Maintain documentation of major changes to protocols and rate determinations.
- All supplements will be reviewed and updated annually if necessary and signed by the RMC Chair then posted on RMACC website.

MOB GUIDE

- Due date: See Mob Guide Prefaces.
- Review and submit comments on the Rocky Mountain Mob Guide. An IBC representative should be responsible for collecting, reviewing and forwarding comments. Comments should be forwarded to the Rocky Mountain Area Center Manager.
- The Buying Team coordinator or IBC liaison to the Buying Team is responsible for providing input on the buying team sections.
- Mob Guides are posted to the appropriate GACC website. Hard copies can be obtained through respective agency operations representative or GACC.
- Typically, Chapters 20 and 60 are reviewed, but IB references are found throughout the mob guides that need to be reviewed.

ROCKY MOUNTAIN INCIDENT BUSINESS COMMITTEE

Operating Guidelines

COORDINATING GROUP

- RMCG Liaison should share information, issues and concerns through the IBC Chair. The RMCG meets regularly through face to face meetings and conference calls.
- Conference call participation is minimal, depending on needs.
- Updates on post season issues and recommendations shall be provided at the Fall RMCG meeting. Completed Action Plan for current year and proposed Action Plan for the next year will be presented along with any proposed Charter revision. Copies of RMCG reports and action plans will be forwarded to all IBC members.

GEOGRAPHIC AREA COMMITTEES

- Actively involve the other committees within the Rocky Mountain Area to participate in conference calls and meetings when appropriate. These may include Operations, Training, Dispatch, Aviation, and Fire Communicators and Education Committee.
- A representative from each of the RMA committees should be assigned as a technical specialist to the IBC as needed.
- Meeting and conference call notes should be shared with other committee chairs as appropriate.

CONFERENCE CALLS

- Rocky Mountain Incident Business Committee - Conference calls will occur on a monthly basis (2nd Wednesday). Additional conference calls may occur as needed. All IBC representatives should actively participate in the development of the agenda and discussions on the conference calls to promote interagency participation. Notes will be taken and forwarded out to the finance and IMT community. When appropriate, notes should be posted to the RMACC website.
- Incident Finance Conference Calls – Conference calls will be based on incident activity and be held as needed when one or more IMTs is mobilized within the RM area. Participants can include, but are not limited to RMACC Representative, FSC, BUYT, IBA and Agency Incident Finance for all incidents within the Rocky Mountain area. Notes will be collected and forwarded out to the finance community.

ROCKY MOUNTAIN INCIDENT BUSINESS COMMITTEE

Operating Guidelines

- Web Meetings – Web meetings should be considered when appropriate.

COMMITTEE MEETINGS

- Scheduled prior to RMCG meetings. Agency representatives bring forward interagency issues.
- Fall Meeting - Identify issues, develop action plan, assign task groups, and discuss training needs. All members are expected to bring forward interagency issues for discussion.
- Spring Meeting - Interpret new policies, finalize supplements, develop the annual IBC update, and finalize Buying Team rosters.

BUYING TEAMS

- A Buying Team Coordinator will be assigned to oversee buying team rosters and activities, but will not be a primary member of a buying team.
- See National Interagency Buying Team Guide, PMS 315 at http://www.nwcg.gov/sites/default/files/products/buying_guide.pdf
- Buying Team nominations, selection, mobilization, coordination and evaluations are described in IIBMH Chapter 40 supplement. Annual roster recommendations are forwarded to RMCG for approval.

EQUIPMENT SOLICITATIONS

- The committee will coordinate with agency contracting personnel to determine which agencies handle solicitations.
- When Dispatch Priority Lists (DPL) are posted, Contracting Officers (CO) will contact dispatch centers.
- National and geographic solicitations will be posted at: <http://www.fs.fed.us/business/incident/vipagreements.php>

ROCKY MOUNTAIN INCIDENT BUSINESS COMMITTEE

Operating Guidelines

- COs from both Rocky Mountain and Great Basin coordinate solicitations.

NOTES (CONFERENCE CALLS and MEETINGS)

- Notes will be kept on all meetings and conference calls. The notes will be reviewed by all committee members then posted when appropriate. Items in notes not appropriate for general posting will be identified.
- Recorder will send draft notes to IBC members for review within seven (7) days of conference call or meeting. Final notes will be posted on website and emailed to the RMCG Liaison.
- A trained facilitator may be requested from the local area where each meeting is held.

HISTORICAL DOCUMENTS

- All documents will be maintained by the current secretary. Documents requiring signatures will be scanned. Copies of current documents will be saved on a portable drive. This drive will be passed from secretary to secretary.
- IBC documents will be retained, including but not limited to: action plans, charters, meeting minutes, issue papers.

WEBSITES

- It is the responsibility of the Chair, Vice Chair and Secretary to ensure website(s) are current and information is posted timely.
- Websites should be interagency in nature. Documents such as meeting notes, current committee roster, electronic library and DPLs could be included. Website is located at: http://gacc.nifc.gov/rmcc/incident_busn_management.php

ATTACHMENTS

- **Attachment 1:** RMCG Incident Business Committee Revised Consensus Decision Model

ROCKY MOUNTAIN INCIDENT BUSINESS COMMITTEE

Operating Guidelines

CALENDAR

<p>January</p> <ul style="list-style-type: none"> • Chair transition • 2nd Wednesday – IBC CC 0830 MT • IMT Selections 	<p>February</p> <ul style="list-style-type: none"> • 2nd Wednesday – IBC CC 0830 MT • Spring Meeting 	<p>March</p> <ul style="list-style-type: none"> • 2nd Wednesday – IBC CC 0830 MT
<p>April</p> <ul style="list-style-type: none"> • 2nd Wednesday – IBC CC @ 0830 MT • IMT Meetings • Supplements Due • Buying Team Workshop 	<p>May</p> <ul style="list-style-type: none"> • 2nd Wednesday – IBC CC @ 0830 MT • IBC Update (Webinar) 	<p>June</p> <ul style="list-style-type: none"> • 2nd Wednesday – IBC CC @ 0830 MT
<p>July</p> <ul style="list-style-type: none"> • 2nd Wednesday – IBC CC @ 0830 MT 	<p>August</p> <ul style="list-style-type: none"> • 2nd Wednesday – IBC CC @ 0830 MT 	<p>September</p> <ul style="list-style-type: none"> • 2nd Wednesday – IBC CC @ 0830 MT
<p>October</p> <ul style="list-style-type: none"> • 2nd Wednesday – IBC CC @ 0830 MT • Annual Report to RMCG • Fall Meeting • Identify interagency issues • Incident Business AAR • Review BUYT Finance Evaluations • RMCG Meeting • Ops Meeting • Coordinate Finance & Buying team 	<p>November</p> <ul style="list-style-type: none"> • 2nd Wednesday – IBC CC @ 0830 MT 	<p>December</p> <ul style="list-style-type: none"> • 2nd Wednesday – IBC CC @ 0830 MT
<ul style="list-style-type: none"> • membership 		

ROCKY MOUNTAIN INCIDENT BUSINESS COMMITTEE

Operating Guidelines

Attachment 1:



ROCKY MOUNTAIN COORDINATING GROUP

Bureau of Indian Affairs (Southwest, Rocky Mountain and Great Plains Regions)

Bureau of Land Management (Colorado and Wyoming)

Fish and Wildlife Service (Mountain/Prairie Region)

Forest Service (Rocky Mountain Region)

National Park Service (Intermountain and Midwest Regions)

State Agencies in Colorado, Wyoming, South Dakota, Nebraska and Kansas

RMCG Incident Business Committee Revised Consensus Decision Model

Adopted: February 19, 2014

General:

The consensus process is a proven and effective model for group decision-making. It promotes group problem solving through creative consensus-building, and offers greater opportunities for the best possible agreements than the "majority rules" voting model (win-lose) of more traditional and formal meeting management.

Before the meeting:

The Chair or identified contact for a particular proposal should, when applicable, contact, or make themselves available for contact by, relevant stakeholders in order to devise a preliminary proposal that takes account of the concerns of the group.

Role of the Chair:

Keeps order, keeps the discussion on track, makes sure the discussion focuses on the merits of the arguments being made, and summarizes the tentative agreements reached and tests for overwhelming agreement. The Chair may, at any time, designate a substitute to facilitate the discussion. (Should such a substitution be made, "Facilitator" shall replace "Chair" wherever it appears in this document.)

Meeting Rules:

The Consensus Model shall be the preferred decision-making model for the Incident Business Committee and is expected to be used by the group to reach the vast majority of decisions. A quorum of 66% (currently 7) of the current Incident Business Committee members must be reached before any committee business may be conducted.

- A. Someone presents a proposal. It does NOT need to be in the form of a motion, nor seconded for discussion.
- B. The proposal and the pros and cons are discussed.
- C. As a result of the discussion - the more input, the better - the proposal can be modified.
- D. If a general agreement seems to be emerging, the Chair tests for consensus by re-stating the latest version of the proposal to see if everybody agrees.
- E. If anyone dissents, the Chair returns to the discussion to see if the idea/proposal can be further modified in order to make it acceptable to everyone. The Chair shall encourage expression and examination of the concerns of dissenters. The Chair tests for support for modifications. This test could include a "straw vote".

ROCKY MOUNTAIN INCIDENT BUSINESS COMMITTEE

Operating Guidelines

- F. The Chair shall record a summary, highlighting points of agreement and disagreement, for each issue discussed. This summary shall become a part of the meeting minutes and be preserved according to the committee's file-keeping procedures.
- G. Use of the Consensus Model does NOT prevent a request by any member to "suspend the rules" to utilize Robert's Rules of Order for part of, or the remainder of, the meeting. Moving to Robert's Rules of order requires an "overwhelming majority" vote (75% of the quorum members present, either personally or remotely). The decision is "made" when the facilitator determines an "overwhelming majority" (75% of the quorum members present, either personally or remotely) has been reached. The same procedure used to suspend the Consensus Model can be invoked for moving back to the Consensus Model. Common rounding rules shall apply for any percentage computations.

Dissent:

Although the consensus decision-making process should, ideally, identify and address concerns and reservations early, proposals do not always garner full consensus from the decision-making body. When a call for consensus on a motion is made, a dissenting delegate has one of three options:

Declare reservations: Group members who are willing to let a motion pass but desire to register their concerns with the group may choose "declare reservations." If there are significant reservations about a motion, the decision-making body may choose to modify or re-word the proposal.

Stand aside: A "stand aside" may be registered by a group member who has a "serious personal disagreement" with a proposal, but is willing to let the motion pass. Although stand asides do not halt a motion, it is often regarded as a strong "nay vote" and the concerns of group members standing aside are usually addressed by modifications to the proposal. Stand asides may also be registered by users who feel they are incapable of adequately understanding or participating in the proposal.

Block: Blocks are generally considered to be an extreme measure, only used when a member feels a proposal "endanger(s)" the organization (Incident Business Committee) or its participants, or violate(s) the mission of the organization (i.e., a principled objection).¹

In this consensus model one block will be sufficient to stop a proposal, however, the blocking member must provide evidence and/or supporting citations which clearly show how the proposal endangers or violates as indicated above.

For decision-making, a Block may **not** be overruled through the use of Robert's Rules of Order (voting). Should a block occur, the group will move the item back to the floor for reconsideration. If the item is not dismissed or resolved after reconsideration, it will be elevated to the RMCG for resolution.

¹ During a Block the member must be able to corroborate their "Block" by showing a legitimate: 1) safety violation, 2) demonstrating an endangerment of the ability of an organization or participant to function, 3) violation of policy, law or regulation, or 4) inability for the agency to participate in the activity. Documentation for the Block must be presented to other committee members upon request.