

NORTHERN ROCKIES COORDINATING GROUP INCIDENT BUSINESS COMMITTEE CHARTER

MISSION STATEMENT

The Northern Rockies Incident Business Committee (IBC) is established under the Northern Rockies Coordinating Group (NRCG) to develop and coordinate business management policy and procedures within interagency standards. The IBC will coordinate with and advise other NRCG standing committees.

MEMBERSHIP

The IBC will be composed of Zone Representatives, Incident Business Coordinators, and Liaisons from other committees and/or disciplines. IBC meetings are open to any wildland agency employee who will either contribute to or benefit from attending meetings. Incident Business Coordinators will be considered voting members of this committee.

Zones with Representatives

North Idaho
Northwest Montana
Southwest Montana
Central Montana
South Central Montana
Eastern Montana
North Dakota

Liaisons
Dispatch Committee
Training Committee
Incident Commander Committee
Operations Committee
US Fish & Wildlife Service
MT Fire Wardens
MT Fire Chiefs

Incident Business Coordinators

USDA, Forest Service
Montana Department of Natural Resources
and Conservation
Idaho Department of Lands
USDI, Bureau of Land Management
USDI, Bureau of Indian Affairs
USDI, National Park Service

Subject Matter Experts
Contracting – USFS
Contracting – USDI
Buying Team Representative

Note taker

Position Definitions:

Zone Representatives will be selected at the zone level. The objective of a zone representative is to represent their zone during committee meetings and disperse information to personnel within the zone. In addition, zone representatives are expected to participate in special projects and on IBC task groups.

Incident Business Coordinators are the geographic area lead for their respective agencies. The Incident Business Coordinators shall represent their agency during committee meetings and will rotate as the Committee Chair and Vice-Chair.

Subject Matter Experts (SME) will be coordinated by the IBC and will serve for a minimum of three (3) years. The objective of SMEs is to provide technical expertise from their functional area which may include guidance in meeting agency policy and regulations.

Liaisons may represent other committees, agencies, or groups. The objective of a Liaison is to share information between functional areas. Representatives, Incident Business Coordinators, and Liaisons may be the same person.

The Recorder will serve for three years and will be selected through a recruitment and application process. The Recorder selection will be based on an individual's potential benefit from exposure to the functions of the IBC. The Recorder may participate on projects and task groups.

All positions roles and responsibilities are outlined in the Incident Business Committee's Standard Operating Procedures.

PURPOSE

1. Provide advice, counsel, and coordinated direction on incident business management issues for NRCG.
2. Coordinate business practices for wildfire and all-hazard emergency responses among the federal, state, and local agencies.
3. Periodically review operational business management practices to identify business irregularities, propose plan of action and monitor.
4. Review and recommend strategies for cost management.
5. Develop interagency guidelines/procedures within the Northern Rockies for the following issues:
 - a. Review Northern Rockies technical specialist pay rates for AD positions and emergency firefighters (EFF) positions annually.
 - b. Review and/or develop standard methods of hire, coordinating procedures and rental rates for emergency equipment rental agreements for other than pre-season competed agreements.
 - c. Annually review Northern Rockies Buying Team operations for interagency application.
 - d. Develop and implement new business management programs as needed including training, workshops, and mentoring.
 - e. Set up task forces, as needed, to resolve business management issues. The IBC will provide objectives and timeframes to the task force. A minimum of one Zone Representative or Technical Specialist will be assigned to each task force to coordinate the assignment and understanding of the objectives. The task force will sunset upon completion of its assignment.
 - f. Annually review, update and publish all NRCG supplements to the *NWCG Standards for Interagency Incident Business Management* (PMS-902).
6. Review national guidelines in conjunction with Northern Rockies operating procedures.

7. Participate as a technical specialist or liaison to other Northern Rockies committees to share information and provide business expertise.
8. Provide advice, counsel and coordinated direction on business/finance training needs to the Northern Rockies Interagency Training Program.
9. An Incident Business Coordinator will serve as the Northern Rockies National Buying Team coordinator.

MEETINGS

The IBC will meet in person semi-annually, conduct conference calls quarterly, and/or meet as often as deemed necessary to identify and accomplish tasks.

ADOPTION OF POLICY

Final reports will be presented to the Northern Rockies Coordinating Group for interagency adoption, distribution and inclusion into agency manuals.

CHAIRPERSON AND VICE CHAIRPERSON

A Chairperson and Vice-Chairperson for the IBC will be rotated amongst the Incident Business Coordinators for a one-year term. The Chairperson and Vice-Chairperson will follow the sequence as presented below and the retiring Chairperson will be moved to the bottom of the list. Effective on January 1 of each year, the Vice-Chairperson will become the Chairperson and a new Vice-Chairperson will be appointed.

- Incident Business Coordinator – USDA, Forest Service
- Incident Business Coordinator – USDI, Bureau of Land Management
- Incident Business Coordinator – USDI, Bureau of Indian Affairs
- Incident Business Coordinator – Idaho Department of Lands
- Incident Business Coordinator – USDI, National Park Service
- Incident Business Coordinator – Montana Department of Natural Resources and Conservation



01/21/2020

Chair, Northern Rockies Coordinating Group

Date