

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 and will foster collaborative and cooperative relationships within the interagency incident business community.

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 (referred to as Leads) will be considered voting members of this committee.

Zones with Representatives	Incident Business Coordinators (Leads)	Liaisons
North Idaho	Montana Department of Natural Resources and Conservation	Dispatch Committee
Northwest Montana	Idaho Departments of Lands	Training Committee
Southwest Montana	USDA, Forest Service	Incident Commander Committee
Central Montana	USDI, Bureau of Land Management	Operations Committee
South Central Montana	USDI, Bureau of Indian Affairs	MT Fire Wardens
Eastern Montana	USDI, National Park Service	Mt Fire Chiefs
North Dakota	USDI, Fish & Wildlife Service	NRCG BOD
		NWCG IBC
Recorder	Subject Matter Experts	
	Contracting – USFS	
	Contracting – USDI	
	Buying Team Representative	

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) 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 two 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. Provide recommendations on standard methods of hire, coordinating procedures and rental rates for emergency equipment rental agreements for other than pre-season competed agreements.
 - b. Annually collaborate on interagency incident procurement processes.
 - c. Develop and implement new business management programs as needed including training, workshops, and mentoring.
 - d. Set up task groups, as needed, to resolve business management issues. The IBC will provide objectives and timeframes to the task group. A minimum of one Zone Representative or Technical Specialist will be assigned to each task group to coordinate the assignment and understanding of the objectives. The task group will sunset upon completion of its assignment.
 - e. Annually review, update and publish all NRCG supplements to the *NWCG Standards for Interagency Incident Business Management (PMS-902)*.
 - f. Review webpage items annually
6. Review Northern Rockies incident business operating procedures to apply national guidelines when updated. Participate as a technical specialist or liaison to other Northern Rockies committees to share information and provide business expertise.
7. Provide advice, counsel and coordinated direction on business/finance training needs to the Northern Rockies Interagency Training Program.

MEETINGS

The IBC will meet 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 (Leads) 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 – Montana Department of Natural Resources and Conservation

Incident Business Coordinator – USDI, National Park Service

Incident Business Coordinator – Idaho Department of Lands

Chair, Northern Rockies Coordinating Group

Date: 5/1/2026