



Northern Rockies Incident Business Committee Standard Operating Procedures



NORTHERN ROCKIES INCIDENT BUSINESS COMMITTEE

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CHARTER

- The Northern Rockies Incident Business Committee (IBC) operates under the direction of and is chartered by the Northern Rockies Coordinating Group (NRCG).
- The Incident Business Committee Chair and vice-Chair are determined by the rotation of agency Incident Business Coordinators stated in the charter. The Chair and vice-Chair rotate on January 1 of each year and serve a one-year term.
- The charter will be reviewed annually at the fall meeting. If changes are needed, the charter will be amended and submitted to NRCG.
- The charter is posted to NRCG IBC website.

COORDINATING GROUP

- The NRCG Board of Directors (BOD) Liaison should share information, issues and concerns through the IBC Chair. The NRCG BOD meets regularly through face to face meetings and conference calls.
- The IBC Chair shall provide updates on post season issues and recommendations at each NRCG meeting. Completed Action Plan for the current year and proposed Action Plan for the next year will be presented along with any proposed charter revisions.

COMMITTEE MEMBER ROLES AND RESPONSIBILITIES

- Chair:
 - Schedules semi-annual meetings, sends requests for agenda items, prepares the meeting agenda, and facilitates committee meetings and calls
 - Conducts quarterly committee calls and monthly agency lead calls
 - Reports IBC accomplishments and issues to the NRCG BOD at their semi-annual meetings and monthly conference calls
 - Identifies and collects issues needing committee attention
 - Determines when to activate Northern Rockies Incident Finance calls during peak fire season
 - Ensures the IBC website is updated semi-annually
 - Coordinates and mentors the vice-Chair
- Vice-Chair
 - Performs duties as described above in the absence of the Chair
 - Maintains a high level of engagement with the IBC in order to ensure a smooth transition into the Chair role
 - Completes the final review and formatting of the Northern Rockies supplements to the *NWCG Standards for Interagency Incident Business Management*
- Incident Business Coordinators/Agency Leads
 - Rotate as IBC Chair and Vice-Chair
 - Represent their agency during committee meetings and disperse information from the national level
- Zone Representatives
 - Maintains an interagency email list in order to disperse information from the IBC to personnel from all agencies within their zone

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- Brings forward issues from all agencies within their zone
- Participates in IBC projects and task groups
- Subject Matter Experts (SME)
 - Identified and appointed by the IBC and serve for a minimum of three years.
 - Provide technical expertise from their functional area
 - May provide guidance in meeting agency policy and regulations
- Liaisons
 - Represent other committees or functional areas
 - Shares information between committees
- Recorder
 - Scribes notes during IBC meetings and conference calls, and identifies action items during the notetaking process
 - Notes are proofread and edited prior to sending to the IBC Chair for review and dissemination

COMMITTEE MEETINGS

- Should be scheduled prior to NRCG meetings which are held on or around the first week of April, and on or around the first full week of November. All members are expected to bring forward interagency issues for discussion. Agency Leads, Zone Reps and Liaisons from other committees should be prepared to report out. (See Appendix I for report format)
- Fall Meeting - Identify issues, develop action plan, assign task groups, and discuss training needs. Planned zone level courses for the following season should be communicated at this time. Training planned for the Northern Rockies Training Center (NRTC) needs to be communicated to the NRTC one year in advance. For example, at the 2019 fall meeting, NRTC training courses should be planned for the 2020-2021 training season.
- Spring Meeting - Identify issues to resolve prior to fire season, review action plan, review training completed, review the IBC website for needed updates, and finalize supplements.

CONFERENCE CALLS

- IBC Conference Calls will occur on a quarterly basis. 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 members. When appropriate, notes should be posted to the IBC website.
- Agency Lead Calls will occur monthly between the agency Incident Business Coordinators to ensure the IBC is moving forward on action items and taskings, that interagency topics are communicated, and that the group is prepared for the next call or meeting.

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- Incident Finance Conference Calls will be based on incident activity and held as needed when two or more IMTs are mobilized within the NR area. Participants can include, but are not limited to FSCs, BUYLs, IBAs and IBC members. Notes will be collected and forwarded out to the finance community.

ACTION ITEMS

- Action Items are developed during committee meetings to track projects, taskings and training to be completed by the committee. Completion and progress of action items should be documented in meeting notes.

NOTES (CONFERENCE CALLS and MEETINGS)

- Notes will be kept on all meetings and conference calls. The notes will be reviewed by the Chair prior to being disseminated and posted to the IBC webpage.

HISTORICAL DOCUMENTS

- Business committee historical documents will be stored on the IBC FireNet team drive.

WEBSITE

- The IBC maintains a webpage that is housed on the NRCG website, which is maintained by the NRCG Program Support Specialist. Because the NRCG Program Support Specialist is a Forest Service employee, traditionally the Forest Service IBC Agency Lead has been the liaison to the webmaster. It is also appropriate for the Chair or vice-Chair to contact the NRCG Program Support Specialist for updates or corrections to the IBC webpage.
- The NRCG IBC webpage is interagency in nature and attempts should be made to avoid posting agency specific information unless it is beneficial to all agencies to do so. Examples include agency AD Pay Plans or payment procedures. Documents such as meeting notes, current committee roster, and the electronic toolbox could be included. Website is located at:
https://gacc.nifc.gov/nrcc/nrcg/committees/business_committee.htm

SUPPLEMENTS

- Supplements are developed on an interagency basis and supplement the current NWCG Standards for Interagency Incident Business Management (SIIBM). These supplements should not repeat information in the parent text as to avoid duplication. The NRCG IBC supplements Chapters 0, 10, 20, 30, 40, 50 and 70.
- Supplement are reviewed and updated over the winter. Committee members volunteer to take the lead for updating the various chapters and are responsible for disseminating the previous year's supplement to all committee members for review

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and update. The lead for each chapter collects all inputs and consolidates them for display at the spring meeting. During the spring meeting, supplements are reviewed by the committee as a whole and finalized. The vice-Chair is responsible for a final review to ensure no formatting errors exist.

- Traditionally the FS agency lead has electronically stored the Word versions of the supplements and converted them to pdf files prior to sending to the NRCG webmaster for posting. This provides continuity and security of the official records.
- All supplements are updated annually with the goal of posting them on the NRCG website by April 1. The IBC has a letter from NRCG authorizing the IBC Chair to apply the NRCG Chair's electronic signature to the supplements each year.

TRAINING

- The IBC takes a very active role in planning and delivery of Incident Business and Finance training in the Northern Rockies by working with the NRTC Manager to determine needs within the geographic area. Finance courses consist of L975 Finance Administration Unit Leader and L973 Finance Administrator Section Chief; Incident Business courses consist of S-481 Incident Business Advisor, e-ISuite and presentations at NRTC sponsored operations courses. The IBC will determine lead and unit instructors for planned courses and communicate those selections to the NRTC manager.
- Northern Rockies Incident Business Management Workshops (IBMW) are held every other year at the NRTC (typically in "even" years), but are sponsored by the IBC. The IBMW is typically held in May after the NRTC has completed all other trainings because the three largest rooms at NRTC are needed for the IBMW. Every attempt should be made to hold the IBMW in years that are not Finance emphasis years at the NRTC in order to avoid an overly burdensome training season for committee members. An IBC committee member serves as the course coordinator for the IBMW.
- Northern Rockies Incident Business Webinars are held every other year during off years for the IBMW (typically in "odd" years). The Webinars are typically held in May and are coordinated and sponsored by the IBC. It has proven useful to post recorded versions of the webinars to the IBC website for those who could not attend, or would like to view a session again.

MOB GUIDE

- By March 1 each year, review and submit comments on the Northern Rockies Mob Guide. An IBC representative should be responsible for collecting, reviewing and forwarding comments. Comments should be forwarded to the NRCC Manager.
- The Buying Team coordinator is responsible for providing input on the buying team sections.

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EQUIPMENT SOLICITATIONS

- The committee will coordinate with agency contracting personnel to determine which agencies handle solicitations.
- Geographic solicitations will be posted at:
https://gacc.nifc.gov/nrcc/dispatch/equipment_supplies/agree-contract/solicitations.htm

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APPENDIX I

ZONE REPRESENTATIVE AND COMMITTEE LIAISON REPORTS

The following serves as templates for Zone Representatives and Committee Liaisons when reporting out at IBC meetings.

ZONE REPRESENTATIVE REPORTS:

- 1) Zone Incident Business/Finance successes or challenges during fire season.
- 2) Completed training for the past season, planned training for the upcoming season, and/or training needs for the zone.
- 3) Significant changes to zone leadership or representation.
- 4) Zone incident business issues or concerns to be brought forward.

COMMITTEE LIAISON REPORTS:

- 1) Date of upcoming or most recent past committee meeting.
- 2) Current committee tasking from the NRCG Board of Directors. Are there any potential incident business considerations?
- 3) Planned upcoming training(s) sponsored by committee.
- 4) Any incident business/finance concerns or issues from the committee.