

**NRCG Business Committee Meeting  
3/19-20/2013**

**Action Items:**

<b>What</b>	<b>Who</b>	<b>When</b>
Clarify items to be discussed at the IMT meeting for finance, finance/logistics, and operations breakout.	Debby will check with Bertalee to see what she wants covered for contracting. Shirley is lead for finance breakout.	Before the meeting
Sticker for Equipment Package envelope. Lily has the edits.	Lily	
Send Tracey new rental car cheat sheets to be distributed to Logs Chiefs, Finance Chiefs and Dispatch Center Managers.	Joyce will send to Tracey. Tracey will email.	
Review contracting extension form process - revise the existing extension form to be used for contractors utilizing the language options from the contracts. Use it to document decision points from the team.	Lily and Deanna	Ready for IMT meetings.
Mail ftp site to everyone	Biddy	immediately
Work on S260 exercises for this year before the end of March. Include rental cars.	Biddy	Before end of March
Finance evaluation: Revise title to Fiscal Evaluation	Lily	
Send MT and Idaho the updated payment checklist documents so they can add information	Joyce	
Type 3 workshop: share lessons-learned and recommendations after instructing the workshops	Lily and Joyce	
Buying Team application will be forwarded to Business Committee members to forward within agencies.	Tracey	DONE
Mini Guide to website tool box	Joyce	
Propose we drop the USFS requirement for a warrant for PROC in the 5109.17	Debby and Tracey	
Contracting for Fire website: have the DNRC contracting link moved up.	Debby will ask Kelly	
Ask Kevin Erickson what inspector qualification is required for certification forms when signing equipment on EERAs	Lily	
Ask Kevin about requirements for a Water Truck: including the fire shelter, RT-130, fireline delivery and PPE requirements.	Lily	All questions to Kevin by Friday
Clarify language regarding hiring Ambulances in Idaho	Wendy	With supplements review
Fully Operated wet POV mileage rate. Work with Kevin.	Lily	

Wendy will work on IDL Chapter 50 changes and route to Matt. Tracey will try to get North Dakota changes.	Wendy and Tracey	Respond by April 3
Organize extra forms, checklists, etc. into the website toolbox rather than under each chapter.	Joyce and Curtis	soon
Finish the final review of all supplements	Wendy	Mail to Tracey by April 5
Lily and Matt to get all supplements to Wendy for review	Lily	By April 3