

**NRCG Business Committee Meeting
November 25-26, 2013**

Action Items:

What	Who	When
Sticker for Equipment Package envelope.	Lily	Spring 2014
Finance evaluation: New version posted to ToolBox	Lily	November 2013
Type 3 workshop: share lessons-learned and recommendations after instructing the workshops	Zones	Ongoing through training season
Sack Lunch FAQ: Post sack lunch specs to Biz site and create a FAQ for commercial use	Pam, Mary Fields	April 30, 2014
Webinar topics: hands on exercise for unoperated equip, rental vehicles, fuel cards not working (ideas to work around), ICPI, Decision Doc/Cost Share, etc... Webinar "Back to Basics" modules: Webinar week: week 19 th , 2014	Tracey (lead), Wendy, Pam, Joyce, Joanne, Deanna, Mike Lucas AA FMO TIME PROC	Tracey will set date in 2014 to get started
Tent solicitation: If goes to BLM, request additional items in the solicitation (heaters, insulation, etc...)	Mary Fields	Dependent on if BLM hosts
Rental Vehicle subgroup to work on 1) rental agreement 2) utilization	Pam Okon (lead), Debby W., Mary Fields, Deanna, Lily, Ann Vogt, Irv Leach, Kerry Cassidy (MDC)	January 2014
Double rate for transports: Add language to add operator for double shift in Chpt 20	Terri/Chpt 20 person	Spring meeting
NRCG level Lead EQPI, ICPI positions. Do we continue now that we have national direction? Review PD's	Tim, Pam, Tracey	Spring meeting
GACC level Cost Share tasking from NRCG BOD	Agency Leads	Report to BOD on January 21
Fuel FAQ: Half page for fuel vendors and half page for "customers"	Shirley	April 1, 2014
Find out if we still need WATER TRUCK in blue pages when we mostly order and use WATER TENDERS	Wendy will look if there are water trucks in ID	Spring Meeting (supplements)
Follow up with Yellowstone NP to get participation from NPS CO's on BUYT's (ask if they want to come to the IPW this year)	Biddy	January, 2014
Find a specific instructor base for the Incident Procurement workshops (maybe look at team teaching) – this year's is set, need to focus on next year's emphasis of local purchasing	Committee (Tracey is course coordinator)	Next spring

LUA's between gov't agencies (potentially create template or white paper). Also add to the Blue Pages	Pam, Wendy	Spring meeting
FSC AAR's	Agency Leads (Wendy, Tracey, Joli)	December 2013
Update source list for local finance folks	Everyone send list to Pam Okon	May, 2014
Elevate All Hazard trainee concern to BOD	Pam to Ted on the BOD	January 21, 2014
Business Component to NRTC D310: Lily GLFML: Tracey/Pam IPM: Tracey M581: Tracey N9013 (IMS): Tracey N9027 (Isuite): Deanna NRIC: Bidy, Joyce, Lily RT372: Butte, Bidy / Coeur d'Alene, Wendy RT9013 (IMS): Tracey Logistics courses: Debby/Tracey S372: Deanna S400: Tracey/Pam		
Guide for how to break out aircraft costs for effort based cost shares	Terri, Joyce, Lily	April 1, 2014
T3 guides on our website outdated	Bidy (review and comment back)	April 1, 2014
Make sure your NRCG Business mailing lists are complete and accurate	Tracey and all	Ongoing
Supplements: Zero code: Deanna Chapter 10: Terri Chapter 20: Lily, Joli Chapter 30: Tracey Chapter 40: Deanna Chapter 50: Wendy, Pam/Becky, ND/SD (Joyce) Chapter 70: Joyce Chapter 80: Joyce Compilation: Joli		Input to committee by Spring meeting Complete by April 1
Spring Meeting	Tracey will host	March 10-11, 2014