

**NRCG Business Committee Meeting  
October 14-15, 2015**

**Action Items:**

<b>What</b>	<b>Who</b>	<b>When</b>
AOP edit: Fed-state billing updates	Agency leads and BOD sub committees	
National Incident Business Workshop: Contact Janelle Ray to check on state slot numbers	Wendy	Done
Rental Car problems: expanded dispatch quick tips and other fixes. Work on options. Lessons learned, Q&A, explore the single point of contact (Router) idea.	Lily, Deanna, Ann, Wendy, Debby, Nemah (and others)	spring
Develop a Comp/Claims Guide	Sarah, Tracy, Amanda, Becky	By the spring meeting or by the IMT meeting.
Update the Property Loss or Damage Report. Add to Chapter 30 Supplement. Comments to Sarah soon.	Sarah and Joyce	Before supplements
Finance Evaluations: update again this year to include Logistics. Route the new version to the BOD.	Deanna and Lily	Early November (before the BOD meeting)
Ask all providers to complete evals by end of January.	Agency leads	End of January
Review existing evals from 2015 so we can address any trends or training needs.	Agency leads	After the evals are completed
Incident Only EERA: update language in Box 16 to allow the EERA to be valid through all reassignments until the equipment is released. Tasking for Jeff Gardner. Include in Chapter 20 supplements.	Debby and Jeff Gardner.	End of March
Lend lease guideline updates: include language about Incident Only EERA application within the current guidelines.	Sarah (on hold until previous block is completed)	
Committee members to review solicitations for logistical equipment. Send common questions or needs for clarifications to Deanna. Applies to all logistical equipment (except tents).	All committee members	By end of November
Sack lunches: how to acquire them should be a subject for the Incident Procurement Workshop. A template for specs and pricing may be soon available.	Jeff Gardner	Before the workshop
Sack lunch specs: look at Type 3 caterer and other possibilities for sack lunches. Need a group to look at this.	Part of the logistical support meeting.	
Payment matrix needs to be updated. All agency leads review their own information and send updates to Bidy. Add a contact phone number (maybe).	All agency leads to Bidy	Oct 31
BLM and BIA full contracts need to be put someplace where they're available to finance sections.		After spring award
R&R Guidelines: Everyone should review the document,	Tracy will gather the	End of December

check the references and ask any other specific questions, if we have them, regarding extension. Amanda will forward the current version to the committee.	comments.	
Create a subsection for Chapter 50 to describe the tribe / BIA relationship for fire suppression. Also provide this information to ICs and Liaison officers at IMT meetings.	Amanda	
eISuite change request: remove the “dates of service” from the top of the document.	Joyce	
Chapter 10 supplement update: when new resource request numbers are needed	Biddy	When supplements are updated.
NR Business Committee Recorder position: nobody was opposed to this idea. Could include note-taking on the finance section chief / IBA calls too. Update an outreach form and send to agency leads for distribution among our agencies. Agency leads will collect responses and forward to Tracy. (Participants need to be in pay status during the meeting times).	Tracy	From Tracy to committee members by early December. Immediate dissemination by leads. End of Jan for recruitment.
Expanded Dispatch: make a list of topics that need to be addressed in future training and issues from this past season. Provide the list to Tracy	All members	List to Tracy by the end of October
Chapter 50 addition for this year: address how to calculate rates for fire department equipment that is not specifically listed in Chp 50. How can rates be calculated or reduced from Chp 20 starting points?	Becky, Sue and Wendy	Prior to supplement distribution
Talk with Tim Murphy about bringing the cooperator agreements to the BOD with regard to the pricing elements vs. contractor pricing. To confirm the preference intention based on pricing and fed requirements.	Debby W.	
R4 FMAG demob letter: send to the committee to review and see how we can utilize this type of thing.	Wendy	
Reasonable Accommodation discussion with H.R. personnel.	Biddy	
Team Pre-orders: ask Logistics committee to review existing team pre orders and assure that they are updated. Try to come to some standardization.	Mary Fields	
Agencies that provide pre-season agreements need to provide names and addresses of all awardees to Nemah and Wendy so that they can pursue their requirements for W-9s	C.O. who work on awards.	When awards are completed.
Create mandatory boiler-plate language for transports that would go in Box 16 of the Incident-Only EERA, especially with regard to transports. Terms and conditions for the Northern Rockies apply. Include samples in Chapter 20.		

Since Buying Teams use Chapter 20 more than Chp 50, we should make a reference in Chp 20 under Ambulances that we need to reference Chp 50 for specifics on EMS and hiring ambulances.		
IMT Agenda: request the discussion on documentation and ratifications at the general session.		
Dispatcher Workshop: provide information regarding fill information from BUYTs and the timeliness of this need. Also provide information about DPLs and regional cache use rather than go to BUYT for local purchase.		
Formalize the proposal the separate logistical and tactical contracting representation on the committee to be brought before the NRCG BOD. Also need additional agency CORs relative to logistical contracts.	Debby	
ICPI documentation from each incident needs to go into the doc box so that the host agency can see what issues were there and what, if anything, they need to address. Final, annual report should be created and disseminated. Include this topic on every fall meeting agenda for Business Committee.		
Review the HETF award language and let Debby know if we think anything else needs clarification.	All members	
Incident Business Workshop group to select attendees. That will be the Planning Committee possibly with the Business Committee zone reps, if needed.		
Incident Business Workshop planning committee call: Tracy will send a Doodle Poll for a call date.		
Business input into Ops classes:  Support Dispatcher: Debby will ask for some time for contract administration. And Sarah for general business information  LFML / M581: Tracey and Amanda  Resource Unit Leader: Deanna will do the presentation.  IMS: Tracey  Helo Manager Refresher: CDA: Wendy  Helo Manager Refresher: Helena: Lily  S372: Helicopter Manager Course: Bidy		

Plans Section Chief: Deanna		
Supplement Updates for Spring Meeting: Chapter 0: Deanna Chapter 10: Bidy Chapter 20: Lily Chapter 30: Joyce and Sarah Chapter 40: Deanna Chapter 50: states – Becky will coordinate with North Dakota and South Dakota Chapter 70: Joyce Chapter 80: Joyce	Tracey will send out the Word versions.  Lily will coordinate  After the spring meeting, Tracey will collect for final signatures.	
Nemah is new Chair. Tracey is vice chair		