

**NRCG Business Committee Meeting
10/22/2012**

Action Items:

What	Who	When
<p>Buying Team Research Sub-committee: Gather issues from the BUYT AAR and figure out how we can tackle the issues. Develop a protocol for using the BUYT evaluation from the national guide, a protocol for getting members set up as single-resources so they can be ordered separately, and a protocol for short-buying teams (or for getting local micro-purchasers into the system so they can be ordered through ROSS.) Identify a resource listing protocol and a way to use it.</p> <p>Review BUYT incident supervision and make recommendations.</p>	Mary King, Ann Vogt, Pam Okon, Lily Huskey and Deanna Crawford, Tony Lubke. Or Larry and Tracey Nimlos	Before spring meeting
Update our website content and format. Create a tool box for all of our checklists and cheat sheets.	Lily and Joyce	January
Keep a list of items to present to IMT meetings. Send to Pam and Tracey.	everyone	April 1
AD – training and orientation for AD users regarding the Casual Hire info form, travel processing, other issues. Need to get the message out.	Zone reps and committee member for IMT meeting presentation. Form thru agency leads.	Fall and Winter
Equipment Envelope Changes: Joli will give to Ann Marie Carlson (NWCG Business Committee Chair) to send up the chain.	Joli	immediately
Identify our finance folks and look at the time line for their next qualification.	Pam Okon and Tracey	November and later for zone input.
ICPI positions: Training – develop another course and target it to specific folks for success. Develop a “pre-work” questionnaire to help target the right people.	Tim Murphy	April 9
Equipment Inspector AAR: Missoula Bob Marshall Room February 25, 1000-1200. Present the feedback loop issue?	Pam Okon and Ann Vogt	
Update Rental Car cheat sheet to address issues from this year and identify equipment inspection requirements and qualifications.	Joyce Anderson and Pam	When DNRC Solicitation is done
Dispatch Workshop Topics: Equipment inspection prior to launching equipment to a fire or another dispatch center. Dispatchers can do evaluations – especially to document date and time needed and the contractor’s ability to do so.	Pam and Tracey will attend the workshop	March 5-7

What	Who	When
Review contracting extension form process - clarification from contractor group regarding using IIBMH language in the new contract. Get suggestions to Tim Murphy.	Lily and Deanna	Winter work
Comments to Bidly on revised transport language. Request compilation of other comments so we can see language. (This is already moving through the national system so our comments may not see a lot of action) We should compile by next week and come to a consensus for presentation to Debby W.	All members send comments to Bidly by next week for compilation and re-route to committee for decision.	Before Thanksgiving to Debby W.
Supplement updates: review all existing cheat sheets and see what can be incorporated into the next supplements	All – as charters are assigned.	
High grade Fire 101 content	Joyce and Bidly	Feb 1
S260-S261 – revision	Bidly	End of January
Time Unit Leader: go up through the National Incident Business Committee through agencies that we adjust the Time Unit Leader qualifications to request that S260 and S261 become required training for Time Unit Leader and add that successful position performance as EQTR be added to this position	All agency leads. Get recommendation to our business leads	By December 1
Finance evaluation: Update to “Finance / Logistics” evaluation and add some content.	Lily, Ann and Deanna	Before spring meeting
Checklists for personnel and equipment time: add local government details. Any other updates to Bidly	Pam for LG, all for anything else.	Before spring meeting
Updates or changes to Transition documents and Quick Cost estimator to Joyce	All members	Before the supplements.
Supplement Review by chapter	As assigned	
Decision Document: rename to Interagency and Template... Provide training and reminders on the use of this document.		As opportunities arise to present the document.
Check internal training schedules for Appropriations Law – does it exist on any calendars. Report back with schedules	Bidly for DOI, Tracey for USFS	December 1
Update references and content list in the Mini-Guide.	Bidly and Lily	December 7
Review the Type 3 workshops that have gone on, the T3 skills list and the T3 supplies list. Electronic files.	Lily, Deanna, Bidly	By Feb 1
Discuss Team meeting agenda and topics with Ops Committee (Tactical Tenders, etc)	Doug Turman	At the Ops committee mtg.
Develop a list of states with reciprocal worker’s comp	Tim Murphy	March 1
Ann to take Command Vehicle issue to Equipment Committee to review appropriateness of rates	Ann Vogt	At the scheduled equip cmte meeting
Revise charter to the BOD. Remove the years and add BUYT language. Add BIA Incident Business Coordinator to the chair rotation	Tracey Nimlos	Before the BOD meeting.