

**NRCG Business Committee Meeting
10-07-2014**

Action Items:

What	Who	When
Rental car task group – reinvigorated. Reconvene original cadre. Pull dates together. Clarification to existing practices. Have available for the BOD to review.	Deanna and Lily with Nemah, Ann and others	Guidance for BOD by March call.
NR Equipment Safety Committee – tasking from the BOD. Tim will oversee this. First meeting Dec. 9.	Tim Murphy will lead. Wendy, Ann and Debby	Comments from task group to BOD by April.
Follow up on “cache support” issue.	Nemah and Joanne	
Update Finance Section Evaluation – open it to include expectations/in-briefings/package reviews, etc. Include notes about a follow-up review sometime after the incident is over.	Lily, Deanna, Joyce	Before IMT meetings
Check with Judy to see if she received Finance Section Evaluations that have not been forwarded to ICs	Tracey	
Single Resource Casual Hire Info Form: make it clearer that the dispatch centers are not the hiring agency. Have a clear box for that – especially for ADs who come from eastern area state and are hired by USFS State and Private Forestry division.	Biddy	Before Oct 27 national ICP meeting.
Check the VIPR solicitation for Pick up with driver for language regarding insurance. Send it to Amanda for routing to business committee – cut and paste to email.	Debby	quickly
DNRC Toilet and hand-wash solicitation vs. actual agreement: some language needs to be clarified about how to apply the rates. Need language that says we can test the potable water in sinks. Clarify hoses for potable/gray/black water. Ask Mary Fields to look at the solicitation too.	Nemah and Debby. Send any new language to committee for review.	
Lend/Lease issue: identify how this affects the payment process and identify additional steps in the process to address payment agency direction. How does ROSS documentation work? Propose solutions? Debby will check with ASC to see if they had issues. Joanne will check her packages, too.	Biddy and Debby, Joyce and Joanne	Draft to Tracey by January 9. (before USFS national meeting)

Update all cheat sheets into one sheet that references source material – source documents. Send issues to Debby so she knows what needs to be addressed. Lily can help create a document. Update everything that's currently on the website.	Debby and Lily with input from the committee on tool box items.	Winter work.
In-brief notes and check list to share. Currently USFS oriented. May need to be tweaked for interagency use.	Joyce –share with Wendy and committee.	
Work with our ADs in the Finance Section to assure that they get the training they need to remain current	All Members	
eI-Suite: narrow down who the audiences are for the two sessions. New users or competent users of the current platform. Communicate with Melissa at NRTC.	Deanna	
Lunch Specs: Add the one page spec to the Tool Box	Tracey	
Supplements: as assigned.		
Type and partial payment list to Equipment Envelope	Lily	
Operations Committee topics to Tracey	All members	Next week.
Webinar: send out a request for topics and set dates based on other training schedules. Recruit presenters	Tracey	
Route the Jeopardy power-point template to committee members.	Joyce	