**NRCG Business Committee Meeting**

**November 2-3, 2016**

**Helena, MT**

**Action Items:**

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| **What** | **Who** | **When** |
| Make our forms 508 compliance. Go through the website and see what needs updating or removed. | Everyone | Ongoing |
| Build a FMAG Demob letter | Joanne/Wendy |  |
| Webinar Unit Leads get time frames to Tracey | Webinar Instructors | Spring 2017 |
| Finance Workshop for 2018 – build committee | Everyone | Spring 2017 |
| Advanced Cost on the NRTC training calendar for 2018 | Biddy/Lily | Spring 2017 |
| Check with other ICs to get FSC trainees out | Doug | Spring 2017 |
| S# for chainsaw parts without IBA approval | Tracey, Lily, and Heather | Spring 2017 |
| Lead for IMT meeting Finance breakout | Sarah | Spring 2017 |
| Go to the IMT Team Coordinators and the Dispatch Steering Committee and discuss what required authorizations must be on Overhead resource orders, i.e., POV, rental, laptop, etc. | Sarah | Spring 2017 |
| Lack of accident investigations – discuss at Logistics Breakout at IMT meetings | Jeff | Spring 2017 |
| IMT Meeting Plans and ICs Breakout - Records Management | Deanna & Lily | Spring 2017 |
| Send Records Management Examples | Deanna and Lily | Spring 2017 |
| Send out the word versions of the Supplement chapters | Tracey | Fall 2017 |
| Take S-260/261 proposal to national Incident Business Meeting | Tracey/Sarah | Jan 2017 |
| Recruit Finance people for the NR Priority Trainee list | Agency leads | Feb 2017 |
| S#s for IMT trailers – take issue to the Board | Tracey | Nov 2016 |
| Check with the HRSP Program coordinator to see if their training covers reasonable accommodations | Tracey | Jan 2017 |