

CALIFORNIA WILDLAND FIRE COORDINATING GROUP



CHARTER

California Interagency Incident Business Committee (CIBC)

(Formerly CA Interagency Incident Finance Advisors (CIIFA))

2023

Authorization

The California Interagency Incident Business Committee (CIBC) members are authorized by each of their respective agencies and work under the authority of the California Wildland Coordinating Group (CWCG).

Mission Statement

The CIBC is established as a joint interagency working group to develop strategies and processes to improve interagency consistency and capacity in the areas of cost share, reimbursement, and fiscal efficiency.

Purpose

- (1) Provide a joint agency working group comprised of representatives from agencies with wildland suppression responsibility.
- (2) Provide a working group with technical, administrative, and fire line experience in addition to cost analysis capabilities.
- (3) Provide staff work to CWCG:
 - Detailed analyses
 - Systems development
 - Drafting of policy
 - Training Presentation
 - IMT support
- (4) Identify fire finance issues and recommend solutions to CWCG.
- (5) Review billings resulting from settlements.
- (6) Develop and present joint agency training until such training is formalized under normal agency training functions.
- (7) Serve as a source of staff support for CWCG on administrative issues identified by CWCG.
- (8) Support Agency Administrators in negotiations and provide recommendations for cost shares, as requested.
- (9) Provide cost share support:
 - Review cost share data for development of a cost share agreement.
 - Implement a travel team to provide oversight and assistance to finance.
 - As directed, prepare letter providing direction on cost share agreements (training).

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Membership

The California Interagency Incident Business Committee (CIBC) will be made up of representatives from the following:

- (1) California Department of Forestry and Fire Protection (CAL FIRE)
- (2) CAL FIRE Contract County Representative
- (3) Bureau of Indian Affairs, Pacific Region (BIA)
- (4) United States Forest Service, Pacific Southwest Region (USFS)
- (5) U.S. Fish and Wildlife Service, Pacific Southwest Region (FWS)
- (6) National Park Service, Pacific West Region (NPS)
- (7) Bureau of Land Management, California (BLM)
- (8) California Governor's Office Emergency Services (Cal OES)

Agency representatives will be responsible to ensure that respective agency policy and procedures are maintained, and agency administrators are informed. The members will coordinate recommendations with the CWCG. A representative from the CWCG will serve as a liaison to CIBC.

Chair and Vice Chair

A Chair and Vice Chair serve on a one-year rotational basis and follow the order of the membership roster as outlined above. The Vice Chair will succeed the Chair. In the event a vacancy should occur at either the Chair or Vice Chair positions, the rotation order will move up to fill the vacancy. Those identified as next in line as Vice Chair will coordinate the notes as the committee's meeting minutes manager.

Meetings

The number of meetings per year will be determined by the need for communication and/or number of taskings to complete.

Chair or vice chair will develop an agenda and share it with the committee and CWCG liaison prior to each meeting. Action items needing CIBC decision will be highlighted in the agenda and be addressed as requested.

Minutes of each meeting will be taken by the next in line for Vice Chair. Copies of the notes will be posted on the CWCG website. As per CWCG direction, minutes of the meeting, key decisions, and action items will be documented and distributed to CWCG.

Document Repository

CIBC will determine a central location to store internal working documents related to the functions of the committee accessible to all CIBC committee members. The Chair and Vice Chair will be responsible for ensuring documents created during their tenure are uploaded and accessible in the repository. Documents stored will include but is not limited to cost shares, CFAA salary survey rates, CIBC charter and contact list, agreements and CWCG taskings.

A Microsoft Teams has been set up by DOI for the purpose of the repository and members can access the site [here](#).

Expenses

The costs of salary, travel, per diem, and operating expenses for CIBC will be borne by the member's agency.