



ROCKY MOUNTAIN COORDINATING GROUP INCIDENT BUSINESS COMMITTEE CHARTER

Mission Statement

The Rocky Mountain Incident Business Committee (RMIBC) is established under the Rocky Mountain Coordinating Group (RMCG) to provide an interagency group to develop and coordinate business management policy and procedures within interagency standards. The Incident Business Committee will coordinate with other RM committees.

Purpose and Duties

- Provide advice, counsel, and a coordinated direction on incident business management issues for the Rocky Mountain Coordinating Group. Coordinate business practices for wildland fire and emergency responses.
- Review operational business management practices to address recurring problems.
- Develop interagency guidelines/procedures for the following issues:
 - Review annually and update, or develop as needed, geographic area supplements to the Interagency Incident Business Management Handbook.
 - Annually coordinate with the Great Basin IBC for Buying Team and contracting operations for interagency application.
 - Develop and implement new business management programs/practices.
 - Set up task groups as needed to resolve business management issues. The Incident Business Committee will provide written objectives and time frames to the task group. A minimum of one (1) business committee member will be assigned to each task group to coordinate the assignment and understand the objectives. Task groups will sunset upon completion of assignments.
- Develop and provide incident business training opportunities.

Membership

The Incident Business Committee will be comprised of one member from each of the following RMA Agencies. Each State is allowed one representative. The Forest Service, Bureau of Land Management, National Park Service, Fish and Wildlife Service, and Bureau of Indian Affairs will be allowed one representative from the Rocky Mountain Area.

State of South Dakota	Bureau of Land Management (CO/WY)
US Forest Service	State of Wyoming
State of Colorado	National Park Service
US Fish and Wildlife Service	State of Kansas
State of Nebraska	Bureau of Indian Affairs

Individual nominations to the committee will be made by the respective agencies and will serve a minimum of three (3) years.

Agency representatives will be responsible to ensure that respective agency policy and procedures are maintained and agency administrators are informed.

One member of the RMCG shall act as a liaison to the Incident Business Committee.

Additional non-decision-making, Subject Matter Experts may also be asked to become a member(s) of the Committee. Standing technical specialists may include the following: Contracting Officer, Buying Team Coordinator (shared), Logistics, Operations, Aviation, Dispatch, and Information & Education. Technical specialists may advise, assist and help complete tasks assigned to the committee. Assistance from other technical specialists may be requested on an as needed basis.

Operations and Organization

Meetings: The Incident Business Committee will meet semi-annually or as deemed necessary to identify and accomplish tasks.

Discussion of Issues: Issues will be addressed as tasked and/or appropriate. Issues will be discussed in a professional and respectful manner by members.

Decision-making: The goal of the Incident Business Committee is to make all decisions and recommendations using a consensus-based approach using the model displayed on the RMCG website. <http://gacc.nifc.gov/rmcc/administrative/docs/20111019RevisedConsensusModel.pdf> This model does allow for decision-making by majority vote in rare events. A minimum of six (6) committee members must be present when topics are up for decision. Dissenting opinion(s) will be noted in meeting minutes. If a member agency has more than one representative, the agency will only have one vote.

Conflict of Interest: Members are expected to express opinions on different issues based upon the professional knowledge and interests of the Agency they represent. However, biased opinions concerning issues which may affect the personal interests of the member reflect a Conflict of Interest that is considered unprofessional and may conflict with the best interests of the Interagency fire community as a whole. Therefore, members are expected to abstain from decision-making on any issue in which they have a Conflict of Interest.

Officers: Based on the order of agencies listed under Membership, a chair will be chosen to serve a one-year term. A vice-chair and secretary will be the representatives from the next agencies in line, and will assume the preceding position as it becomes vacant. The chair and vice-chair positions will be filled one each with a federal and State agency representative. If circumstances warrant, there may be a change in the rotation if approved by the RMCG.

Duties and Responsibilities

Chair:

- Conduct committee meetings, produce annual work plan, identify issues and report accomplishments to the coordinating group at their annual meeting and/or via conference calls.
- Sign appropriate documents and correspondence.

Vice-Chair:

- Act as lead for facilitation, development, and issuance of geographic supplements and other guidelines.
- Function as the Chair for all conference calls or meetings in the absence of the Chair.

Secretary:

- Schedule all conference calls and meetings, develop agendas, and provide a recorder to take and distribute minutes of the meeting.

Members: Members are expected to actively participate in the Incident Business Committee. They are expected to represent the interests of their Agency, be informed on issues and concerns, attend meetings, provide expertise, discussion and feedback, and complete assigned tasks in a timely manner. In addition, members will be assigned each year to liaison roles as necessary to ensure coordination with groups such as other RMA Committees, the Great Basin IBC buying team and contracting coordination.

Task Groups: The Incident Business Committee will not task other RMCG committees to accomplish work, but it may set up task groups and/or assign specialists to assist as needed. These groups will operate under the following guidelines:

- The Incident Business Committee may define task groups to assist in completing projects or review proposed procedures.
- The Incident Business Committee will provide direction and oversight to the task group(s) by clearly identifying the task to be completed, the scope of the task and the timeline for completion.

Reports

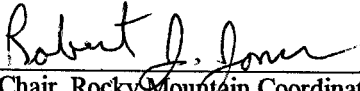
The Committee will provide an annual report to the RMCG consisting of a status report of activity, issues resolved and/or in need of attention by the RMCG.

Finances

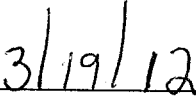
The cost of the meetings, activities and/or operations will be borne by the sponsoring agencies.

Appendices

- I. IBC Roster
- II. Operating Guidelines



Chair, Rocky Mountain Coordinating Group



Date