

**NORTHERN ROCKIES COORDINATING GROUP
BUSINESS MANAGEMENT COMMITTEE CHARTER
(2010-2011)**

MISSION STATEMENT

The Northern Rockies Business Management Committee is established under the Northern Rockies Coordinating Group (NRCG) to develop and coordinate business management policy and procedures within interagency standards. The Business Management Committee will coordinate with and advise other NRCG standing committees.

MEMBERSHIP

The Business Management Committee will be composed of Zone Representatives, Incident Business Coordinators (IBC), and Liaisons from other committees and/or disciplines. Zone Representatives and Incident Business Coordinators will be considered voting members of this committee.

Zones with Representatives

North Idaho
Northwest Montana
Southwest Montana
Central Montana
North Dakota
South Central Montana
Eastern Montana

Incident Business Coordinators

US Forest Service
MT/DNRC
Idaho Department of Lands
US Department of Interior

Subject Matter Experts

Contracting – USDI/BIA
Contracting – USFS
Contracting – USDI/BIA
Equipment Tech. Specialist
Buying Team Representative
Logistics Representative

Liaisons

Fire Service Organizations – ID/MT
Training Committee
NRCG Liaison
Operations Liaison
Dispatch Liaison
NAC Liaison

Position Definitions:

Zone Representatives will be selected at the zone level and will serve for a minimum of three (3) years. The objective of a zone representative is to represent their zone during committee meetings and disperse information to personnel within the zone.

Subject Matter Experts (SME) will be coordinated by the Business Committee and will serve for a minimum of three (3) years. The Committee Chair will establish a rotation schedule for representation. The objective of SMEs is to provide technical expertise from their functional area which may include guidance in meeting agency policy and regulations.

Liaisons may represent other committees or functional areas. The objective of a liaison is to share information between functional areas. Representatives, IBCs, and liaisons may be the same person.

The rotation of chairperson shall be amongst the Incident Business Coordinators.

PURPOSE

1. Provide advice, counsel, and a coordinated direction on incident business management issues for NRCG.
2. Coordinate business practices for wildfire and all-risk emergency responses among the federal, state, and local agencies.
3. Periodically review operational business management practices to identify business irregularities, propose plan of action and monitor.
4. Review and recommend strategies for cost management.
5. Develop interagency guidelines/procedures within the Northern Rockies for the following issues:
 - a. Review Northern Rockies technical specialist pay rates for AD positions and emergency firefighters (EFF) positions annually.
 - b. Review and/or develop standard methods of hire, coordinating procedures and rental rates for emergency equipment rental agreements for other than best value contracts.
 - c. Annually review Northern Rockies Buying Team operations for interagency application.
 - d. Develop and implement new business management programs as needed including training, workshops, and mentoring.
 - e. Set up task forces, as needed, to resolve business management issues. The Business Committee will provide objectives and timeframes to the task force. A minimum of one Zone Representative or Technical Specialist will be assigned to each task force to coordinate the assignment and understanding of the objectives. The task force will sunset upon completion of its assignment.
 - f. Annually review all NRCG supplements to the Interagency Incident Business Management Handbook.
6. Review national guidelines in conjunction with Northern Rockies operating procedures.
7. Participate as a technical specialist or liaison to other Northern Rockies committees to share information and provide business expertise.
8. Provide advice, counsel and a coordinated direction on business / finance training needs to the Northern Rockies Interagency Training Program.

MEETINGS

The Business Committee will meet semi-annually, or as often as deemed necessary to identify and accomplish tasks.

ADOPTION OF POLICY

Final reports will be presented to the Northern Rockies Coordinating Group for interagency adoption, distribution and inclusion into agency manuals.

CHAIRPERSON AND VICE CHAIRPERSON’S ROLES & RESPONSIBILITIES

A Chairperson and Vice Chairperson for the Business Committee will be rotated amongst the Incident Business Coordinators for a one-year term. The Chairperson and Vice Chairperson will follow the sequence as presented below and the retiring Chairperson will be moved to the bottom of the list. The following year the Vice Chairperson will become the Chairperson and a new Vice Chairperson will be appointed.

- Incident Business Coordinator – Idaho Department of Lands
- Incident Business Coordinator – US Department of Interior
- Incident Business Coordinator – MT-Dept of Natural Resources and Conservation
- Incident Business Coordinator – US Forest Service

The Chairperson will be responsible for identifying issues, setting the agenda, scheduling and conducting committee meetings, reporting accomplishments to the NRCG at their semi-annual meetings, participating in NRCG conference calls if requested, and coordinating with the NRCG Business Committee Liaison. The Chairperson will coordinate activities with the Vice Chairperson in a mentoring capacity.

/s/ Len Dems
Chair, Northern Rockies Coordinating Group

11/19/2009
Date