

# ALASKA INCIDENT BUSINESS COMMITTEE



## CHARTER

### Alaska Incident Business Committee

#### **Authorization**

The Alaska Incident Business Committee (AK IBC) members are authorized by each of their respective agencies and work under the authority of the Alaska Wildland Fire Coordinating Group (AWFCG).

#### **Mission Statement**

The AK IBC is established as a joint interagency working group to develop business strategies and processes to improve interagency consistency and capacity in the areas of wildland fire incident business, cross billing, reimbursement, and fiscal efficiency.

The AK IBC is established under the AWFCG to develop and coordinate business management policy and procedures within interagency standards. The AK IBC provides an efficient, effective, coordinated interagency approach to the incident business management activities of wildland fire management protection in the State of Alaska.

#### **Purpose**

1. Promote and coordinate effective and efficient interagency wildland fire business activities. The AK IBC incorporates interagency wildland fire incident business policies and guidelines in support of fire business management needs. The AK IBC will consult and collaborate with the AWFCG to ensure support<sup>[1]</sup> for fire business practices.
2. Provide a joint agency working group comprised of representatives from agencies with wildland fire suppression responsibility.
3. Provide a forum for the exchange of ideas relating to the incident business and financial aspects of fire business in Alaska.
4. Provide a working group with technical, administrative, and cost analysis capabilities.
5. Ensure that Incident Business Guidelines are updated.
6. Collaborate with the IMT's on the coordination of the Fall After Action Review and Spring Incident Business Workshop.
7. Management and oversight for buying teams that reside within Alaska.
8. Identify fire finance and business issues and recommend solutions to AWFCG.
9. Develop and present joint agency training as needed.

# ALASKA INCIDENT BUSINESS COMMITTEE



## Membership

The Alaska Incident Business Committee (AK IBC) is comprised of representatives from the following:

- Bureau of Indian Affairs, Region 10 (BIA)
- Bureau of Land Management, Alaska (BLM)
- Chugachmiut
- National Park Service (NPS)
- State of Alaska, Division of Forestry & Fire Protection (DOF)
- Tanana Chiefs Conference (TCC)
- U.S. Fish and Wildlife Service, Alaska Region (FWS)
- United States Forest Service, Region 10 (USFS)

Agency representatives are responsible for respective agency policy and procedures and informing their respective agency administrators. The members will coordinate recommendations with the Alaska Wildland Fire Coordinating Group (AWFCG).

## 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.

## 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 AWFCG liaison. Action items needing AK IBC decision will be highlighted in the agenda and be addressed as requested.

Annually, during the Fall After Action Review, each agency will nominate a scribe for the meeting minutes. The chair will select the upcoming scribe from those nominations. The scribe tenure will remain in place for a full year from the date they were selected, or until the next Fall After Action Review.

Copies of the notes will be posted on the AWFCG website. As per AWFCG direction, minutes of the meeting, key decisions, and action items will be documented and distributed to AWFCG.

## Expenses

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

Approved:

Susanne Rodman, Chair  
Alaska Wildland Fire Coordinating Group

February 13, 2023  
Date

<sup>11</sup> Support is defined as giving incident business assistance to IMTs, AWFCG, and all interagency fire personnel as needed