



**Cody Interagency Dispatch Center**  
**Incident Business Operating Guidelines**  
**Bighorn National Forest & Shoshone NF**  
**Wind River Big Horn Basin District-BLM**

The following outlines standard Incident Business Operating Guidelines for the Rocky Mountain Area, specifically the Bureau of Land Management (BLM), Shoshone and Bighorn National Forests (FS) Wyoming. These guidelines emphasize the critical financial and administrative procedures to be followed on incidents and are intended to complement the NWCG Standards for Interagency Incident Business Management Handbook which provides national direction and highlights the geographic area supplements to the handbook. These guidelines are provided to support Incident Management Team (IMT) operations and to provide consistency in incident business management operations.

Any changes to these guidelines will be negotiated with the Agency Administrator (AA) and the Incident Business Advisor (INBA) and the Zone Fire Program Fire Analyst.

## Table of Contents

Incident Business Advisor (INBA)	3
AD Hiring and Support	3
Work Rest Guidelines	4
Compensation for Injury and Agency-Provided Medical Care	4
Acquisition	4
Land Use and Facility Agreements	5
Contractor Performance Evaluations	5
Buying Team Procedures	5
Supplemental Food and Drinks	5
Telephones	6
Purchase/Rental of Personal Property	6
Rental Vehicles	6
Restricted Items	7
Specialty Items	7
Property Management	8
Cooperative Relations	8
Claims	9
Cost Accounting and Cost Share Agreements	9
e-ISuite Repository Requirements	9
Closeout	10
Appendixes	11
Appendix A – Incident Business and Agency Contacts	12
Appendix B – Incident Business Advisor Delegation of Authority	14
Appendix C – Rocky Mountain Area Claims Matrix	16
Appendix D – Land Use Agreement Template	17
Appendix E – Rocky Mountain Area Agency Payment Toolkit	21

## **Incident Business Advisor (INBA)**

The INBA reports to and is supervised by the Agency Administrator (AA). The primary duty of the INBA is to provide the AA with an overview of business administration of the incident, to identify any significant issues in the finance area, and to make suggestions for improvements when needed. The INBA is a subject matter expert in fire business management with national, regional, and local knowledge. Specific responsibilities are further defined in the INBA Delegation of Authority (Appendix B).

An INBA must be assigned to any wildfire with costs of \$5 million or more. The complexity of the incident and the potential costs should be considered when assigning either INBA. If a qualified INBA is not available, the AA will appoint a financial advisor to monitor expenditures. Other considerations for ordering an INBA are:

- No qualified personnel on the unit
- Incident business complexity exceeds qualification level on unit personnel
- Unit personnel's regular duties preclude involvement as the INBA to the extent needed
- Multi-agency involvement (local, county, state, Federal, National Guard, U.S. Military, Tribal Government, and FEMA)
- Anticipation of complex incident business management (aircraft, cost share agreements, military equipment, buying teams, payment teams)
- Multiple incidents with IMTs on the Unit
- Impact on unit is anticipated to be of long duration
- Politically sensitive incident

In the absence of an INBA, the AA is responsible for coordinating incident business responsibilities on their unit.

Contact information for the Incident Business Advisor and Agency administrative staff is listed in Appendix A.

## **AD Hiring and Support**

All Federal Administratively Determined (AD) exception positions must be approved at the appropriate State level (Contact INBA for additional information).

Hiring Officials shall complete a Single Resource Casual Hire Information Form, PMS 934 at the time of hire. A copy must be attached with each OF-288 submitted for payment. If there are any pay rate changes at the incident, the incident supervisor will record the pay rate/position change on the CTR as well as a general message and note in remarks block of the OF-288; a new PMS 934 is not necessary.

- Casuals (ADs) hired by the Department of Interior (DOI) – OF-288 and other required documentation will be given to the employee upon demobilization for submission through their home units. All DOI AD travel will be processed by the home unit and not by the IMT on the OF-288.
- Casuals hired by the Forest Service (FS) – OF-288 and other required documentation should be submitted directly from the incident to the Albuquerque Service Center (ASC).
  - Travel reimbursement for FS casual employees can be posted on the OF-288 per direction, if, and only if the employee supplies the time unit with ALL receipts related to travel, for which they are requesting reimbursement. It is suggested that the AD complete their travel upon return to their hiring unit.

## Subsistence guidance for ADs:

- AD employees will be subsisted by the Agency whenever possible.
- ADs are expected to be self-sufficient and may have to incur out-of-pocket expenses. Out-of-pocket expenses must be authorized in advance before reimbursement can be made. If out-of-pocket expenses are incurred while on incident where adequate food and lodging are being provided, a justification from the IMT FSC or hiring unit is required in order to be reimbursed for those expenses. The agency may provide lodging and meals as dictated by the situation.
- Transportation of ADs to and from incidents and/or pre-authorized pre-season training will coordinate through dispatch. The ADs method of transportation will be indicated on the Single Resource Casual Hire Information Form (PMS 934). Air transportation will usually be arranged and paid for by the Government.

Forest Service and Department of the Interior AD Pay Plans can be found at:

[http://gacc.nifc.gov/rmcc/incident\\_busn\\_management.php](http://gacc.nifc.gov/rmcc/incident_busn_management.php)

## Work Rest Guidelines

To maintain safe and productive incident activities, incident management personnel must appropriately manage work and rest periods, assignment duration and shift length for personnel including casuals, (AD), contracted crews, and Emergency Equipment Rental Agreement (EERA) resources.

Work shifts that exceed 16 hours and/or consecutive days that do not meet the 2:1 work/rest ratio should be the exception and no work shift exceeds 24 hours. However, in situations where this does occur (for example: initial attack), personnel will resume 2:1 work/rest ratio as quickly as possible and mitigate where possible.

The Incident Commander (IC) or AA must justify work shifts that exceed 16 hours and those that do not meet the 2:1 work to rest ratio. Justification will be documented in the daily incident records or with employee time records on initial attack.

## Compensation for Injury and Agency-Provided Medical Care

If a DOI employee is injured, submit all paperwork to the employee's home unit as soon as possible.

If a Forest Service employee is injured, see Appendix C for processing ACS-OWCP information to ACS-OWCP.

If a State employee is injured, refer to the SIBM Rocky Mountain Area (RMA) Chapter 50 Supplement to the pertinent state section.

Additional Information is provided in the RMA Claim Matrix (Appendix C)

## Acquisition

Additional Reference Material: IBM RMA Chapter 20 Supplement

Placing orders for tactical and support water tenders require the type of tender to be identified on the resource order.

The IMT will not sign up any resources that did not go through proper dispatch channels unless prior approval is obtained from the AA, State Business Lead, or INBA.

Most items under Equipment Hire have been competitively solicited and should not be signed up pre-season outside of the national solicitation process unless the Dispatch Priority List (DPL) has been exhausted. If that is the case, you may then sign up resources as an Incident Only EERA utilizing the specifications and terms and conditions in the national solicitation templates posted at:

<http://www.fs.fed.us/business/incident/solicitations.php> or the SIIBM RMA Chapter 20 Supplement

Also, utilize the 90% rates posted at <http://www.fs.fed.us/business/incident/viprreports.php> or the SIIBM RMA Chapter 20 Supplement: Incident Rates Only Guide. Resources should be ordered in accordance with the National Mob Guide for these types of equipment.

These resources should be ordered through our Resource Ordering System (ROSS). When equipment resources are not found in ROSS, expanded dispatch may elect to have the Buying Team or local procurement locate and fill the resource order.

## **Land Use and Facility Agreements**

If no agreement exists, the IMT will coordinate with the local AA or INBA or possibly the assigned Duty Officer to determine appropriate steps to develop the LUA's.

All facilities and land used by the incident will be under agreement, including no cost agreements. Any exceptions will be approved by the AA, or INBA.

All rental equipment, with the owner's concurrence, will have a lease purchase clause inserted in the procurement document to allow maximum flexibility to meet cost effectiveness goals.

See Land Use Agreement Template (Appendix D)

## **Contractor Performance Evaluations**

Performance evaluations for contractors will be collected by finance personnel and mailed to the appropriate Contracting Officer prior to the incident closeout. If time does not allow for mailing, finance personnel will prepare the evaluations and give them over to the host agency for mailing.

## **Buying Team Procedures**

SIIBM RMA Chapter 40 Supplement provides information on guidelines and procedures of a buying team in the Rocky Mountain Region.

The INBA will consult with the AA, IMT and the Buying Team Leader to determine when to release a Buying Team.

## **Supplemental Food and Drinks**

The IMT will follow direction in Chapter 20 of the SIIBM, in regards to supplemental food and drinks. Any supplemental food/drinks provided will require IC justification AND concurrence from the AA. The only acceptable justification is to meet the expanded nutritional needs of firefighters performing prolonged or arduous work.

Supplemental foods are not authorized for mobilization centers, staging areas or personnel not engaged in work on the incident. No other supplemental food or drinks shall be authorized. Purchasing jerky products, chips, gum, soda-pop, “designer drinks” and so-called “energy” drinks (containing caffeine, guarana, ephedra, and other stimulants), etc. are not allowed.

## **Telephones**

IMTs will be authorized to use their government cell phones when ordered. When fire activity occurs at remote locations where cellular telephone coverage is non-existent, the following policy is established for Incident Resources that are not attached to IMT:

- Where possible the agency will establish landlines for incident use. Agency may approve Satellite Systems.
- If cell phone use is deemed appropriate and necessary for the assignment, the agency may provide cellular telephones and/or satellite cell phones.
- No cell phone purchases shall be made using an Incident Job Code.

## **Purchase/Rental Property**

In accordance with the Federal Acquisition Regulations, the decision to rent or purchase property should be made on a case-by-case basis through evaluation of comparative costs and other factors. The following are factors that should be considered:

- Estimate the length of time the equipment will be used
- Cumulative rental payments for the estimated period of use
- Net purchase price
- Transportation and installation costs
- Maintenance and other service costs
- A rental with purchase option should be used (i.e. fax machines)
- Cost of handling and disposal following the incident

The length of time the equipment will be utilized is often unknown. The use of day/week rental rates may help lower overall costs.

All incident procured property must be returned to the appropriate owner, e.g., incident agency or local, geographic, or national cache. Property procured by the incident that will be retained on the local unit should be communicated to the local incident procurement staff. If property is missing, damaged or unserviceable, complete the Property Loss or Damage Report Fire Suppression, OF-289.

## Rental Vehicles

Vehicle rentals are not authorized unless specified on a resource order and needed for incident operations. Unless a rental car is specifically authorized, personnel without a government owned vehicle will be transported through ground support. IMTs are expected to keep the number of rental vehicles to a minimum.

The National Emergency Rental Vehicle (NERV) BPA is to be used on incidents where one of the following are present:

- The vehicle is anticipated to be traveling off the maintained road.
- The renter needs a 4x4 SUV or Pickup to meet the needs of the assignment.
- The vehicles needed will be managed by ground support or Buying Team and utilized by multiple resources.
- The renter is NOT self-sufficient or able to procure the vehicle needed for the assignment through the agency standard travel reservation system (TCM, BCD or ETS2)

Rates, damage thresholds, cleaning fees and delivery/drop-off charges have been pre-negotiated. Vehicles are to be requested electronically through <https://sites.google.com/a/firenet.gov/nerv/home> with a valid resource order.

Individuals renting off-road vehicles through the government travel process should be the exception, not the rule and will remain the responsibility of the individual. In order to ensure travel reimbursement for rental vehicles, the individual traveler is required to have the approval to use a rental car noted on their resource order. Individuals who rent a vehicle without having been pre-approved on their resource order run the risk of not being reimbursed and being personally liable for this cost. Damage to a vehicle rented through the agency travel process will be handled through the process established by travel regulations.

Rental vehicles procured on a Government Travel Card can NOT be transferred to a Buying Team member, PROC, or any other member of the host unit. A vehicle rented at a commercial facility on an employee's travel card will be the sole responsibility of the employee who initially rented it, to ensure it is returned to the vendor, and payment in full is posted to the employee's travel card.

## Restricted Items

The following items are either restricted from purchasing, or have defined limitations. Take into account the remoteness of the base camp or the distance to a cache when applying this direction. Assigned Supply Unit Leaders and/or Buying Teams will refer to this list when purchasing supplies and services for incident operations.

- Alcoholic beverages of any type are prohibited.
- EpiPens are the responsibility of each individual and should be issued as a personal prescription.
- Local purchase of newspapers for the incident is limited to 5 per day per incident up to 250 personnel.  
Limit newspapers 1 for every 50 personnel per day on incidents with over 250 assigned personnel.
- Orders for specific magazines, newspapers, or other literature.
- Clothing, buttons, stickers, hats, etc. with special or specific printing, coloring, or logos are prohibited.
- Pillows, sleeping bags, and sleeping pads (other than regular General Services Administration (GSA) or fire cache type).
- Working Capital Fund (WCF) and GSA vehicle modifications/repairs will be coordinated through the local fleet manager.

- Use of motels, hotels, or other commercial lodging should be rare for personnel assigned to an incident base. Any exception must be approved in advance by the AA or INBA. If the request is not approved, employees will not be reimbursed for any expenses incurred and their home unit notified of the denial.
- Fees for the use of recreational facilities (i.e., hot springs).
- Massage or other therapist services.
- Chairs – Utilize local cache resources before renting from an outside source.
- Trailers and motorhomes will be for office use only. They will not be used for sleeping quarters.
- Cots, other than those ordered through the cache system, will be justified (i.e., health and safety reasons) and approved in writing by the IC and INBA.
- Awards and or gifts of appreciation.
- Plants and flowers
- Any service/supply not deemed necessary for suppression of the fire or essential to the incident. If it is not clear, consult the AA or INBA.

All purchased equipment will be transferred to the appropriate fire cache at the end of the incident. Logistics Unit in conjunction with the BUYT will ensure the local unit is aware of any property item procured for tracking purposes.

## Specialty Items

The AA or INBA must approve rentals/purchasing of the following specialty items and as a guideline, the following items will be tracked with an AD-107/DI-105:

Cameras (digital and video)	Cellular Telephones
Satellite Telephones	GPS Units
Laptop Computers	IPad/other “Tablet” type units
Handheld Radios	Printers (purchase only)
Fax Machines (purchase only)	Scanners (purchase only)
Golf Carts	Copy Machines (purchase only)
ATVs/UTVs	

Procurement officials must follow agency regulations when purchasing/renting any of the above items. Accountable property should be procured by local agency personnel whenever possible.

All purchased equipment and will be transferred to the appropriate fire cache at the end of the incident. Logistics Unit in conjunction with the BUYT will ensure the local unit is aware of any property item procured for tracking purposes.

## Property Management

Use of personal or home unit cell phones, computers, and satellite phones will not be reimbursed, unless approved by the Host/Incident Agency. Home unit project funds are to be used to cover any use charges, loss or damage. If needed for assignment, the incident unit will obtain cellular phones. Orders for cellular phones will be transmitted through dispatch and will be filled per agency regulations. If the resource is ordered with a cell phone or laptop, then the home unit can charge the incident for incident related costs only.



IMTs or other incident personnel (e.g., INBA) may authorize replacement of non-NFES or non-standard cache items if delegated authority by the incident agency. If no delegation exists documentation is provided to the incident agency for review and determination. Written documentation is provided to the home unit, authorizing replacement of government property items that have been destroyed or rendered otherwise unserviceable while being used in the incident.

Replacement of non-standard items not procured through mandatory sources of supply (IBM RMA Chapter 20 Supplement) may be authorized up to a dollar limit identified through these sources; costs beyond this amount should be covered by home unit program dollars. Prototype equipment will not be replaced with suppression funds. The incident agency may require the damaged property to be turned in before replacement is authorized.

**No contractor equipment will be replaced through the incident supply cache. Contractors must go through the contract claim process for replacement of lost or damaged items.**

Incident replacements should follow the directions in IBM RMA Chapter 30 Supplement. Only an assigned INBA or the AA can authorize replacement of non-expendable or non-standard cache items. The incident agency should require that damaged property be turned in before replacement or a replacement authorization is issued. **Items being replaced due to normal wear and tear should not be replaced with incident funds.**

Ordinary Wear and Tear is defined as: Conditions under which equipment and/or supplies are subjected to under normal operations.

During the demobilization process, Agency specific forms (e.g. Forest Service AD-112, BLM DI-103) will be processed when items are not returned to supply. The employee's supervisor will always sign these forms.

All lost, damaged, or destroyed property items to be replaced as part of the incident's cost shall be described as such on an AD-112/DI-103, or assigned to the incident for rehab or mop up (manifest to the Agency). All property left with the Agency at the close of the incident will be properly transferred to the fire cache on an AD-107/DI-105.

## **Cooperative Relations**

Additional Reference Material: IBM RMA Chapter 10 and Chapter 50 Supplements provide detailed information on incident business procedures when resources from the state of Wyoming, Colorado, Kansas, Nebraska and South Dakota are utilized on federal fires or when an IMT is on a state fire.

## **Claims**

**Contract Claims:** The Procurement Unit Leader with delegated authority is responsible for settling contract claims at the incident. If there is not a Procurement Unit Leader available, the Buying Team Leader may settle claims within their delegated authority. At the end of the incident, all actual and potential claims will be fully documented, submitted to, and reviewed by the responsible incident agency procurement official.

**Tort and Employee Claims:** Before leaving the incident, the Comp/Claims Unit Leader will audit the documentation and prepare a log of all claims, defining what is included and what is left to collect on each claim. The case files should be enclosed in an Incident Claims Case File Envelope (OF-314). The log and envelopes will be given personally to the incident agency claims liaison at the end of the incident.

## Cost Accounting and Cost Share Agreements

### Additional Reference: Rock Mountain Coordinating Group Agency Payment Toolkit (Appendix E)

**Cost Savings Measures:** Cost efficiency continues to be a primary objective for IMTs. Cost containment efforts should focus on high cost resources, under-utilized equipment, extravagant purchases, sensitive items, and property accountability issues.

Specific cost saving measures will be documented and provided to the AA.

**Cost Shares:** Cost share agreements will follow guidance in the applicable cooperative agreement. Cost share agreements should be drafted as early in the incident as possible.

It is the IMT's responsibility to track and report costs as required by the incident agencies or as outlined in the Cost Share Agreement. The Finance Section will ensure costs are tracked in e-ISuite in accordance with the cost share method utilized.

**Incident Accruals** – All federal incidents with FS expenses involving Type 1 and 2 IMT's are required to send daily accrual reports to the ASC-Incident Finance Branch. These accruals will be sent using the daily export and upload functions of e-ISuite. Directions for creating the daily export can be found at:

[https://www.fs.fed.us/fire/ibp/incident\\_payments/Isuite\\_export\\_finance.pdf](https://www.fs.fed.us/fire/ibp/incident_payments/Isuite_export_finance.pdf)

For those incidents not utilizing e-ISuite, submit manual accrual information to ASC-Incident Finance Branch. Email to [asc\\_acct\\_ops@fs.fed.us](mailto:asc_acct_ops@fs.fed.us) or fax to 1-866-816-9532.

## e-ISuite Repository Requirements

IMTs are required to upload the e-ISuite database at the end of their assignment. Any usernames/passwords necessary to access the database should also be provided to the host unit. The IMT will not retain any of the e-ISuite information.

IMTs should do the following:

- Create a data transfer file and complete the data transfer to Enterprise:  
[https://famit.nwcg.gov/sites/default/files/eisuite\\_QRC\\_Data\\_Transfer%2020170112.pdf](https://famit.nwcg.gov/sites/default/files/eisuite_QRC_Data_Transfer%2020170112.pdf)
- Upload a database backup at team transition and incident close out to the e-ISuite Data Repository Site:  
<https://isuite.nwcg.gov/Repository/index.html>.

A standard NAP user account with access to upload to the data repository is required. For instructions, click the following link:

<https://famit.nwcg.gov/sites/default/files/eISuite%20Fin%20Export%20Data%20Repository%20July52016%20Update.pdf>

## Closeout

The Final Finance Package will meet the uniform filing scheme for incident records packages, located at:

<https://www.nwcg.gov/committees/incident-planning-subcommittee#collapseTwo>

The expectation is to have all possible payment packages closed out prior to IMT close out. Payment packages should be retained at the BLM Home Unit for processing (unless otherwise directed). For FS jurisdiction, payment packages should be sent directly from the IMT to ASC-IF. All national contract payments and Forest Service sponsored AD payments, regardless of jurisdictional ownership, will be sent to ASC for payment. This includes national caterers.

Any packages not closed out or other outstanding issues will be discussed at the finance package transition, immediately prior to the IMT closeout.

**At the end of the incident, the Final Incident Package will be turned in at the closeout to the AA, INBA, or the District or State Incident Business Lead.**

The AA in conjunction with the District Incident Business Lead will provide a financial performance rating 60 days following the incident. The finance evaluation can be found at:

The following BLM Incident Business leads for each WY BLM district are listed as well as R2 Fire Business Lead are to be notified and included in the financial closeout of the incident based on the district:

**Kayla Davin**  
**BLM WY Incident Business Lead**  
**Cheyenne, WY**  
**w. 307-775-6054,**  
**c.307-256-2565**  
**[kdavin@blm.gov](mailto:kdavin@blm.gov)**

**Wade Wyman**  
**WRBB Incident Business**  
**Wind River/Big Horn Basin District, Worland, WY**  
**w. 307-347-5203**  
**c.307-388-5203**  
**[wwyman@blm.gov](mailto:wwyman@blm.gov)**

**Carol Cadola**  
**Assistant Director**  
**F.S. R-2 Incident Business Specialist**  
**Lakewood, Colorado**  
**w. 303-275-5316**  
**c. 720-357-2744**  
**[carol.cadola@usda.gov](mailto:carol.cadola@usda.gov)**

## Appendixes

Appendix A – Incident Business and Agency Contacts	2
Appendix B – Incident Business Advisor Delegation of Authority	4
Appendix C – Rocky Mountain Area Claims Matrix	6
Appendix D – Land Use Agreement Template	7
Appendix E – Rocky Mountain Area Agency Payment Toolkit	2



**Appendix A – Incident Business and Agency Contacts**

Authority/responsibility for Incident Business Administration practices is delegated to the following agency personnel:

**To be filled out upon arrival of Incident Management Team and/or INBA**

<b>Incident Specific Contacts:</b>	<b>Name</b>	<b>Phone Number</b>
Incident Business Advisor (INBA)		
Agency Administrator (AA)		
Duty Officer		
AD Hiring Contact		
Acquisition/Contracting		
IT Contact		
Law Enforcement		
Fleet Contact		
Safety Contact		

**BLM Wyoming Incident Contacts by District**

Wyoming State Office, Cheyenne, WY				
Title	Name	Office	Cell	Other
State Fire Management Officer	Paul Hohn	307-775-6100	307-253-8576	
Assistant State Fire Management Officer	Richard Putnam	307-775-6086	307-350-2207	
State Aviation Manager	Greg Reser	307-775-6237	307-350-2202	
State Fuels Program Manager	Reed Oldenburg	307-775-6151	307-275-5472	
State Fire Planner	Gwenan Poirier	303-239-3689	303-945-6709	
Prevention and Mitigation	Carmen Thomason	307-775-6020	307-331-3103	
State Fire Budget/Incident Business Program Lead	Kayla Davin	307-775-6054	307-256-2565	
Radio Program Contact	Vance Anderson	307-775-6488	435-590-4897	
Compensation/OWCP (HIPAA)	Missy Cook	307-775-6352		
Fleet	Johnny Chavez	307-775-6286		
Safety	Matthew Clementi	307-775-6269	307-343-0495	
Acquisition/Contracting Contract Claims	Kelly Palmer	307-775-6056		
Human Resource Officer	Vacant	307-775-6037		

Shoshone National Forest, Cody WY				
Title	Name	Office	Cell	Location
Forest Supervisor	Lisa Timchack	307878-5187	307-899-5020	Cody, WY
Fire Management Officer	Clint Dawson	307-578-5180	307899-2442	Cody, WY
Forest Administrative Officer	Helen Sagner	307-578-5115	307-250-3610	Cody, WY
Support Services Specialist Wapiti RD	Vacant	307-578-5202		Cody, WY
Support Services Specialist, Wind River RD	Connie Mock	307-455-2446		Cody, WY
Support Services Specialist Washakie RD	Tia Groenewold	307-355-2171		Lander, WY
Contracting Officer	Brenda Dwyer	307-578-5146		Cody, WY

Bighorn National Forest, Sheridan WY				
Title	Name	Office	Cell	Location
Forest Supervisor	Andrew Johnson	307-674-2612	307-752-4782	Sheridan
Fire Management Officer	Jon Warder	307-674-2631	307-752-2614	Sheridan, WY
Forest Administrative Officer	Kim Albea	307-674-2648	307-752-7337	Sheridan, WY
Support Services, Medicine Wheel RD	Angie Anson	307-367-4435		Greybull, WY
Support Services, Tongue RD	Lisa Balch	307-674-2606		Sheridan, WY
Contracting Officer	Sue Lacroix	307-684-4623		Buffalo, WY

Wind River/Big Horn Basin District, Worland, WY				
Title	Name	Office	Cell	Other
District Manager	Vacant	307-347-5243		
Fire Management Officer	Brent Meisinger	307-347-5188		
Assistant FMO- Operations	Brian Cresto	307-578-5947	307-254-8372	
Assistant FMO- Fuels	Rance Neighbors	307-347-5148	307-431-9878	
Fire Business	Wade Wyman	307-347-5203	307-388-5203	
Radio Technician	Travis Gallo	307-332-8452	307-431-4543	
Support Services Supervisor	Jeffery Aaron	307-347-5152		
Dispatch Center Manager	Katie Williamson	307-578-5757	307-921-1422	
Fire Clerk	Rose Montanez	307-347-5201	307-431-6677	



## Appendix B – Incident Business Advisor Delegation of Authority

Date: \_\_\_\_\_

Route To: \_\_\_\_\_

Subject: Delegation of Authority, Incident Business Advisor (INBA)

To: Incident Business Advisor, (Host Agency) \_\_\_\_\_

This letter authorizes (*name*) \_\_\_\_\_ to act as an Incident Business Advisor (INBA) for the \_\_\_\_\_ (*district name*). The INBA works as a liaison and advisor between the \_\_\_\_\_ (Agency) and the Incident Team(s) for all issues related to incident business management.

Specific responsibilities include:

- Maintaining close communication with the Incident Commander, Finance Section Chief, and other members of the Incident Management Team, Area Command Team, and other administrative sections within the host agency.
- Coordinates with the Finance Section Chief for a daily flow of information. This will include a report of current progress of incident business administration operations and copies of the current cost projections and obligations.
- Attends incident planning meetings. Represents the agency and assists the Incident Management Team in strategic cost planning, transitions or significant changes in status.
- Provides guidance to administrative representatives or agency administrators for the need to assign a Liaison to ensure all payment packages are complete prior to transmittal to a Payment Center.
- Represents the agency in cost management activities and works with the team to ensure cost control measures and other fiscal controls are in place. Specifically, the INBA will monitor, track and document their involvement in cost containment items such as WFDSS, Cost Share Agreements, and daily costs/obligations COST reports. Special emphasis will be placed on reviewing large cost centers.
- Will review questionable orders as requested by the Buying team or Expanded Dispatch, and hold until clarification is made with the IMT. Questionable items, which cannot be resolved between the IMT and the INBA, will be discussed with the Agency Administrator for resolution.
- Provides advice to the agency and the Incident Management Team(s) concerning local, regional and national incident business management policies. The INBA will provide communication links, guidance, and advice to facilitate efficiency in business management practices.
- Reviews incident business administration practices to ensure compliance with approved practices, and obtains necessary information or interpretations of laws, regulations, and agreements as needed to efficiently and effectively accomplish administrative practices.
- Specifically monitors business administration activities at Expanded Dispatch, Buying Teams, ICP or any other sites that may support the incident. The INBA has full access to any and all administrative functions of the incident, and is expected to make frequent site visits to all support locations.
- Verify the Incident Management Team has an established process to ensure that property is tracked, recovered, and/or disposed of properly on the incident
- Advises the Incident Commander, Agency Administrator, agency administrative representative and/or interagency coordinating groups such as MAC and Area Command teams of the need for special support units such as Buying Units, Payment Liaison Teams, Claims Teams, or other support as needed.

- Participates in the Incident Management Team initial briefings and exit meeting and provides a critique of team incident business activities to both the Agency Administrator and the team.
- Represents the agency in other related activities as needed and identified by the Agency Administrator or as requested by the Incident Commander or Area Command.
- Provides briefings to the Agency Administrator, MAC, Area Command and agency administrative representative, as needed.

The INBA is the primary point of contact, but coordination will be maintained with \_\_\_\_\_.  
(Agency Administrator)

cc: District Managers; Incident Management Team

## Appendix C – Rocky Mountain Area Claims Matrix

ROCKY MOUNTAIN AREA AGENCY CLAIMS MATRIX					
Common Claim Examples	Employee Claim for Loss or Damage to Personal Property, DI-570 or AD-382	Motor Vehicle Accident Report, SF-91	Statement of Witness, SF-94	Claim for Damage, Injury or Death, SF- 95	Fire Property Loss or Damage Report, OF-289
Federal Employees Personal Property	Form/s will be completed for all Employee Claims for personal property loss or damage.				OF-289 should be completed at the incident. Approval is required before replacement or repair per federal guidelines.
State Employees Personal Property	The state may have their own form or process, but either of these forms may be used to formally begin the claim process.				OF-289 is recommended to be completed at the incident.
Cooperator Equipment of Property					OF-289 should be completed at the incident. Approval is required before replacement or repair.
Contractor Equipment or Property			Statement of Witness form may be completed for vehicle accidents and other property loss or damage.	Claim for Damage form should be completed by private property owners to start the process of filing Tort Claim.	
Private Land Owner Property Damage				Claim for Damage form should be completed by private property owners to start the process of filing either a Tort or Non-Tort Claim (FS only).	
POV Damage – Responsibility of vehicle owner and personal insurance company.		Motor Vehicle Accident Report form shall be completed for all vehicle accidents for documentation of accident.	Optional Form: Statement of Witness form may be completed for vehicle accidents and other property loss or damage.	Claim for Damage form should be completed by the owner(s) to start the process of filing a Tort or Non-Tort (FS only) Claim.	
Cooperator Vehicle Damage		Motor Vehicle Accident Report form shall be completed for all vehicle accidents for documentation of accident.	Statement of Witness form may be completed for vehicle accidents and other property loss or damage.		Form should be completed at incident. Repair or replacement of damage per State and/or local guidelines.

Page intentionally left blank.

INCIDENT AGENCY (name, address, phone number)	Page ____ of ____ <b>AGREEMENT NUMBER MUST APPEAR ON ALL PAPERS RELATING TO THIS AGREEMENT</b> AGREEMENT NUMBER _____	
	EFFECTIVE DATES a. beginning _____	b. ending _____
OWNER (name, address, phone number include day/night/cell/fax)  DUNS : _____ EIN/SSN: _____ PAYMENT ADDRESS:[ ] Same as above, or _____	INCIDENT NAME:  INCIDENT NUMBER:  RESOURCE ORDER NUMBER:  JOB CODE (P#) AND OVERRIDE:	
TYPE OF CONTRACTOR ("X" APPROPRIATE BOXES)		
SMALL BUSINESS    LARGE BUSINESS    SMALL DISADVANTAGED OWNED    WOMEN OWNED    HUSBAND <input type="checkbox"/> NE    SERVICE DISABLED VETERAN    PUBLIC ENTITY		
The owner of the property described herein, or the duly appointed representative of the owner, agrees to furnish the land/ facilities for use as _____.		
<u>DESCRIPTION OF LAND/FACILITIES:</u> Address or specific location. If street or highway address is unavailable, use distance from the nearest city, crossroads, or other significant landmark. The local description of how to get to the land/ facilities is also acceptable. _____  _____		
County: _____ State: _____ Township: _____ Range: _____ Section: _____		
<u>ORDINARY WEAR AND TEAR:</u> Ordinary wear and tear is based on the customary use of the land/ facilities, and not the use resulting from the incident.		
<u>RATE:</u> For each month that the land/ facilities are used, the Government will pay the rate of \$ _____ per month. Ordinary wear and tear is included in the rate. The minimum amount guaranteed to be paid under this agreement shall be \$ _____, regardless of the length of use. Payment shall be in accordance with the incident Agency payment procedures. Payment for a lesser period shall be prorated based on a month being 30 days and rounded to the nearest dollar.		
<u>UTILITIES AND SERVICES:</u> (check only one)		
[ ] The above rate includes utility charges for the following: <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRICITY <input type="checkbox"/> WATER <input type="checkbox"/> TOILET SUPPLIES		
<input type="checkbox"/> JANITORIAL SERVICES & SUPPLIES <input type="checkbox"/> TRASH REMOVAL <input type="checkbox"/> SEPTIC SERVICE <input type="checkbox"/> EXISTING TELECOMMUNICATIONS		
[ ] The above rate excludes utility charges. The Government will pay to the owner the sum determined due by the Contracting Officer based on: _____.		
<u>RESTORATION:</u> Restoration beyond ordinary wear and tear. (check only one)		
[ ] The above sum includes Government restoration of land/ facilities. Restoration shall be performed to the extent reasonably practical.		
Restoration work includes: _____.		

[ ] The above sum excludes restoration of land/ facilities. Reasonable costs incurred by the owner in restoring land/ facilities to their prior condition shall be submitted to the Contracting Officer.

ALTERATIONS: The Government may make alterations, attach fixtures or signs, erect temporary structures in or upon the land/ facilities, install temporary culverts, trenching for utilities, which shall be the property of the Government. Alterations will be removed by the Government after the termination of the emergency use, unless otherwise agreed.

ORAL STATEMENTS: Oral statements or commitments supplementary or contrary to any provision of this Agreement shall not be considered as modifying or affecting the provisions of this Agreement.

CONDITION REPORTS: A joint pre and post-use physical inspection report of the land/ facilities shall be made and signed by the parties; the purpose of the inspections shall be to reflect the existing site condition. Refer to attached Checklists.

OTHER: Describe in detail: \_\_\_\_\_.

TERMS AND CONDITIONS: See attachment.

CHECKLIST(s): See attachment.

Page \_\_ of \_\_

Agreement No: \_\_\_\_\_

Fill in the following drawing showing the land/ facilities under agreement. Include buildings, roads, paved areas, utility lines, fences, ditches, landscaping and any other physical features which help describe the area.

ADDITIONAL CLAUSES:

The Attached Federal Acquisition Regulation (FAR) Clauses apply to this agreement.

OWNER / OWNER'S AGENT SIGNATURE:	DATE:	CONTRACTING OFFICER'S SIGNATURE:	DATE:
PRINT NAME AND TITLE:  PHONE NUMBER (if different from Owner's)		PRINT NAME AND TITLE:  PHONE NUMBER:	

Agreement No: \_\_\_\_\_

PRE-USE INSPECTION: Description or photos (no digital) or condition immediately prior to the Government's occupancy. Refer to the attached checklist.

[illegible]

Owner/ Agent: \_\_\_\_\_  
(Print Name)

Government Agent: \_\_\_\_\_  
(Print Name)

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

POST-USE INSPECTION: Description of photos (no digital) or condition immediately following the Government's occupancy.

[illegible]

TOTAL AMOUNT DUE \$\_\_\_\_\_

RELEASE OF CLAIMS STATEMENT: Contract release for and in consideration of receipt of payment in the amount shown in 'total amount due'. Contractor hereby releases the Government from any and all claims arising under this agreement except as reserved in remarks.

REMARKS:



Owner/ Agent: \_\_\_\_\_  
(Print Name)

Government Agent: \_\_\_\_\_  
(Print Name)

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix E – Rocky Mountain Area Agency Payment Toolkit

ROCKY MOUNTAIN AREA AGENCY PAYMENT TOOL KIT					
AGENCY	ADs	PAYMENTS	TRAVEL	EQUIPMENT	WORKERS COMPENSATION
BUREAU OF INDIAN AFFAIRS	Sent back with the AD for the home unit to process	Processed by the incident agency and/or a payment team	Home unit processes	NA	Original paperwork goes home with the Crew Boss or mailed to the home unit. POC: Employee home unit
BUREAU OF LAND MANAGEMENT	Sent back with the AD for the home unit to process	Processed by the incident agency and/or a payment team	Home unit processes	For BLM jurisdictional incidents, the IMT should send the payment packages to the local office (as directed) for processing.	Mail original paperwork to the home unit. POC: Employee home unit compensation coordinator
NATIONAL PARK SERVICE	Sent back with the AD for the home unit to process	Processed by the incident agency and/or a payment team.	Home unit processes	NA	Mail original paperwork to the home unit. POC: Employee home unit compensation coordinator
U.S. FISH & WILDLIFE SERVICE	Sent back with the AD for the home unit to process	Processed by the incident agency and/or a payment team	Home unit processes	NA	Mail original paperwork to the home unit. POC: Employee home unit compensation coordinator
U.S. FOREST SERVICE	Uploaded to ASC via eSuite. Original OF-288 with signatures sent overnight to ASC Albuquerque Service Center Incident Finance-Casual Pay 101B Sun Avenue NE Albuquerque, NM 87109 (877) 372-7248	Original invoice with deductions if applicable & agreement are sent overnight to ASC from the incident. USDA Forest Service ASC-Incident Finance-EERA 101B Sun Ave NE Albuquerque, NM 87109 (877) 372-7248 <b>(Does not apply to Cooperator Invoices)</b>	ADs processed on OF-288 via eSuite or the official electronic travel system in accordance with 2018 Casual Hire Travel Process. (877) 372-7248	NA	eAuthenticated Forest Service employees can centrally access eSafety via one link on the ConnectHR dash board. If you are a non-eAuthenticated user, you will access eSafety by clicking a URL link provided by your supervisor. Otherwise, original CA-1 or CA-2 faxed to 866-339-8583 and FedEx'd to USDA Forest Service, ASC-Human Resource Management, 3900 Masthead Street, NE-WC Annex, Albuquerque, NM 87109. (877) 372-7248 option #2

## RMA Standard Finance Electronic Filing Structure

The Rocky Mountain Incident Business Committee and Rocky Mountain Area (RMA) IMT Finance Section Chiefs have collaborated to develop an RMA Standard Electronic Filing Structure to be used by all Incident Management Teams assigned to an incident in the Rocky Mountain Area. Please coordinate with the jurisdictional agency's incident business representative for additional guidance and to make changes to this structure. Additional folders may be added as needed following the same format outlined below.

Red – standard Incident Management Team folders

Blue – incident and resource folders

Black – incident and resource document files within folder

XX-XX – Date MO/DD

YEAR INCIDENT NAME (ex. 20XX Pine Gulch)

### .05 FINANCE SECTION

#### 01. FINANCE

##### 01. Land Use Agreements

Land Owner Name LUA Description Resource Order (RO) Number

Land Use Agreement

XX-XX Final OF-286

#### 02. COMP – CLAIMS UNIT

##### 01. Comp for Injury – Logs

Injury Log

AMPC Log

##### 02. Property Damage Claims – Logs

Claims Log

Resource Last Name, First Name XX-XX Damage

OF-289 Property Loss or Damage Report

Photos

Repair-Replace estimate

General Message

Resource Last Name, First Name XX-XX Accident

OF-289 Property Loss or Damage Report

SF-91 Motor Vehicle Accident Report (one for each vehicle)

SF-94 Witness Statement – Resource Order # - Resource Name (one for each)

Photos

Repair-Replace Estimate

General Message

### 03. COST UNIT

#### 01. Aircraft Costs – Rotary-Fixed Wing

Aircraft Tail Number RO Number

` XX-XX Daily Use Cost Summary

## 02. Cost Share – Apportionment

Agreements XX-XX Cost Share

Agreement

XX-XX Final Cost Share Agreement

Cost Share Spreadsheets

XX-XX

## 03. Cost Summary – Cumulative

Accruals

XX-XX Accrual

XX-XX Accrual

## 04. Cost Management

Travel Spreadsheet

Cache Report XX-XX

Porta-Pot Spreadsheet

Others as needed

## 05. Final Statement of Costs – PERM IHF

XX-XX Incident Number Incident Name Final Cost

## 06. e-ISuite Daily Cost Printout

XX-XX Report Name

XX-XX Report Name

## 04. PROCUREMENT UNIT

01. Buying Team Purchase Receipts *(may file under COST)*

02. Buying Team Purchase – Equipment Logs *(may file under COST)*

03. EQUIPMENT Time – Records *(may file under TIME UNIT)*

DEMOBBED Resource Name R/O Number *(resource folder and files would follow structure below)* Resource Name R/O Number

OF-286

XX-XX Interim OF-286

XX-XX Final OF-286

Shift Tickets

XX-XX

XX-XX

OF-288 *(if necessary)*

XX-XX Final Last Name, First Initial

XX-XX Final Last Name, First Initial

XX-XX Final Last Name, First Initial

CTRs *(if necessary)*

XX-XX

XX-XX

Contract/Agreement

Inspection Initial

Inspection Final

Check-In Sheet  
Resource Order  
Other (Water Test, General message, etc.)

05. Submitted for Payment (Option 1-dependent on jurisdictional agency)

XX-XX Batch Number

XX-XX Resource Name Final OF-286

05. Ready for Payment (Option 2-dependent on jurisdictional agency)

XX-XX Resource Name Final Payment Package

05. TIME UNIT

01. Resource TIME Records

01. OVERHEAD – Personnel Time Records

DEMOBBED Last Name, First Name Resource Order Number (*resource folders and files would follow structure below*)

Last Name, First Name Resource Order Number

XX-XX Final OF-288

CTRs

XX-XX

XX-XX

Travel-Per Diem Records (if AD)

XX-XX Receipt Description

Check-In Sheet

Resource Order

Casual Hire Form (if AD)

Other (Change of assignment, General message, etc.)

02. CREWS – Personnel Time Records

DEMOBBED Crew Name R/O Number (*resource folders and files would follow structure below*) Crew Name RO Number

OF-288s

XX-XX Last Name, First Initial Final OF-288

XX-XX Last Name, First Initial Final OF-288

XX-XX Last Name, First Initial Final OF-288

CTRs

XX-XX

XX-XX

OF-286 (if contract)

XX-XX Interim OF-286

XX-XX Final OF-286

Shift Tickets

XX-XX

XX-XX

Travel-Per Diem Records

XX-XX Receipt Description

Crew Name Manifest

Crew Name Contract (if necessary)

Check-In  
Sheet  
Resource  
Order  
Other (General message, etc.)

Crew Name Equipment Type Subordinate RO Number

OF-286

XX-XX Final OF-286

Shift Tickets

XX-

XX

XX-

XX

Inspection

Initial

Inspection

Final

03. Excessive Shift

Justification XX-XX

04. Work-Rest Justification-

Worksheet XX-XX

XX-XX

05. Length of Assignment

Extension Last Name,

First Name

06. Submitted for Payment

XX-XX Batch

Number

XX-XX Last Name, First Initial Final OF-288

06. ICS-213 FINANCE SECTION (General Message)

01. ICS-213 FINANCE

CHIEF XX-XX

02. ICS-213 COMP-CLAIMS

03. ICS-213 COST

04. ICS-213 TIME

XX-XX

05. ICS-213 PROCUREMENT

07. ICS-214 FINANCE SECTION (Unit Log)

01. ICS-214 FINANCE

CHIEF XX-XX

02. ICS-214 COMP-CLAIMS

03. ICS-214 COST

XX-XX

04. ICS-214 TIME

05. ICS-214 PROCUREMENT

STATE	STATE EMPLOYEES	PAYMENTS	TRAVEL	EQUIPMENT	WORKERS COMPENSATION
<p>COLORADO</p> <p>Colorado Division of Fire Prevention and Control, Building 1049 5060 Campus Delivery Fort Collins, CO 80523-5060</p> <p>Questions contact: Erin Claussen Work: (720) 544-2262 Cell: (303) 263-5937 Fax: (720) 544-2277</p>	<p>Original Firefighter time reports (OF-288) and yellow Crew Time Report copies are given to Colorado State employees (not entitled to Hazard Pay) and cooperator resources at demobilization.</p>	<p>I-BPA &amp; EERA invoices will be processed for payment through the CDFPC Office in Fort Collins for Colorado State Responsibility fires. Multi-jurisdictional fires on both private and federal land - payment office will be determined on a fire by fire basis.</p>	<p>Processed by home unit. CDFPC will reimburse travel based on policies and guidelines. Travel will be included in invoicing for payment.</p>	<p>Original Emergency Equipment Use Invoice (OF-286) with pink copies of Emergency Equipment Shift Ticket (OF-297) must be given to all Colorado State and cooperator resources at demobilization. Equipment rates will be determined by department CRRF and/or CO standard equipment rates schedule.</p>	<p>Injured employee notifies home unit supervisor by fax or email. Each home unit has its own workers compensation plan/process. Colorado cooperators should notify home unit as identified on CRRF.</p>
<p>KANSAS</p> <p>Kansas State University (KSU) /Kansas Forest Service (KFS) 2610 Claflin Road Manhattan, KS 66502-2798</p> <p>Questions contact: Aimee Hawkes Work: (785) 532-3302 Fax: (785) 532-3305</p>	<p>Original firefighter time reports (OF-288) are given to KSU/KFS employees (not entitled to hazard pay) and cooperator resources at demobilization. State Employees are paid by KSU/KFS</p>	<p>For all fires KSU/KFS assists on, invoices will be processed by KSU/KFS. In-state and out-of-state fires are billed to the jurisdictional agency.</p>	<p>KSU/KFS will pay for all travel based on the State of Kansas allocation and guidelines. Travel will be included in the invoicing for payment.</p>	<p>Cost of equipment used will be billed per KSU/KFS Schedule of Charges for mileage charge. Includes vehicles and trailers.</p>	<p>Employee or incident personnel need to contact home office, KSU/KFS, 785-532-3300 when injury or illness occur. KSU/ KFS will work with employee /incident personnel to provide notification to KSU/KFS Human Resource Department within 10 days of injury. KSU/KFS office will work with KSU/KFS to file workers compensation. Kansas cooperators should notify home unit.</p>
<p>SOUTH DAKOTA</p> <p>SD Wildland Fire Division Fire Business Staff 3305 West South Street Rapid City, SD 57702-8160</p> <p>Questions Contact: Brenda Even Work: (605) 393-8115 Cell: (605) 430-0044 or Samantha Vadnais Work: (605) 393-8157 Cell: (605) 430-5675</p>	<p>Original Crew/Equipment Time Reports (AS-DCF100/96) &amp; Firefighter time reports (OF-288) are given to all South Dakota state, private contractor and cooperator resources (not entitled to hazard pay) at demobilization.</p>	<p>All I-BPA &amp; EERA invoices will be processed by SD Wildland Fire, for fires that are on state, private and county land. Payment on multi-jurisdictional fires when state/private land is included, will be determined on a fire by fire basis.</p> <p>South Dakota State, VFD, and Contractor resource Invoices should be forwarded to SDWF for payment. State, Cooperator, and Contractors should bring all original paperwork home, for processing.</p>	<p>Home unit processes</p>	<p>Original Crew/Equipment Time Reports (AS-DCF100/96) &amp; Firefighter time reports (OF-288) are given to all South Dakota state, and VFD personnel assigned to the incident as overhead or operating a piece of equipment, upon demobilization. Original Crew/Equipment Time Reports (AS-DCF100/96) &amp; Emergency Equipment Use Invoice (OF-286) are given to all South Dakota state, private contractors, and VFD resources at demobilization.</p>	<p>Electronic First Report of injury form need to be complete and submitted to our Bureau of Human Resources within 72 hours, by employee or Chief of Party. On in-state fires cooperators follow the same rules as state employees, on out-of-state fires they are under their departments work comp policy. All contractors fall under their own policy. Any questions contact Brenda Even.</p>
<p>WYOMING</p> <p>Wyoming State Forestry Division 5500 Bishop Blvd Cheyenne, WY 82002</p> <p>Questions contact: Shielah Esterholdt Office: 307-777-7060</p>	<p>Original Firefighter time reports (OF-288) are given to all Wyoming State and cooperator resources at demobilization. (not entitled to hazard pay)</p> <p>Original Crew Time Reports (SF-261) for last day of travel.</p>	<p>All I-BPA &amp; EERA invoices will be processed by Wyoming State Forestry Division for fires that are on state, private and county land qualifying as Emergency Fire Suppression Fires (EFSA). Payment on multi-jurisdictional fires when state/private land is included, will be determined on a fire by fire basis. Out of State Fires - Billings should go to the Fire Business Manager at Wyoming State Forestry - they should not go directly to the Federal payment centers.</p>	<p>Home unit processes</p>	<p>Original Emergency Equipment Use Invoice (OF-286) with pink copies of Emergency Equipment Shift Ticket (OF-297) must be given to all Wyoming State and cooperator resources at demobilization.</p>	<p>Wyoming Cooperators/State employees are covered under Wyoming Workers Comp. Injury must be reported to firefighters employer within 72 hours of the injury and reported on Wyoming Report of Injury.</p> <p>Contact Wyoming Workers Comp at 307-777-7441 for assistance</p>