
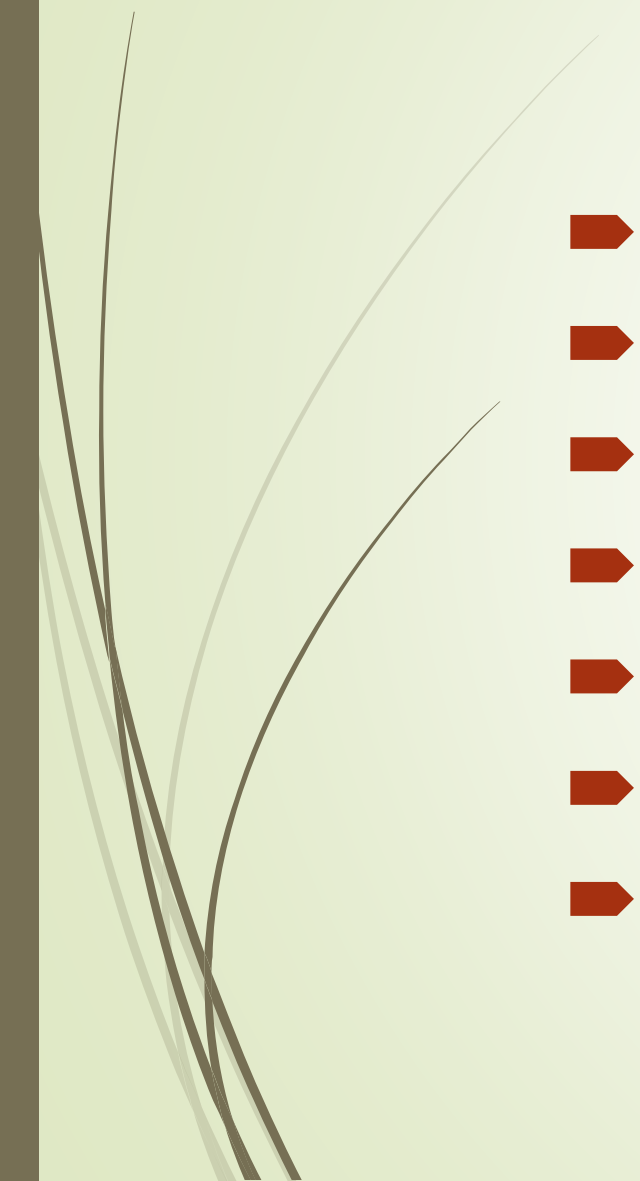




Incident Business

Center Manager Meeting

November 2019

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- Personnel Update
 - Real ID/Enhanced Driver's License
 - AD Payment Status Report
 - AD Injuries – eSafety Contacts
 - Service & Supply Plan
 - Guide to Service Animals on Incidents
 - Upcoming Training



Personnel Update

- Randee Olson

Processing state reimbursements

- David Laboy

Incident Business Specialist (Vice Sandra Williams)

David.Laboy@usda.gov

414-297-1273



Real ID/Enhanced Driver's License

- Passed by Congress in 2005; managed by DHS
 - <https://www.dhs.gov/real-id-public-faqs>
- **Effective date: Oct 1, 2020**
- Required to board federally regulated commercial aircraft
- Enhanced Driver's Licenses (EDL) issued by Washington, Michigan, Minnesota, New York, and Vermont are considered acceptable alternatives to REAL ID-compliant cards and will also be accepted for official REAL ID purposes.
- Start educating resources

AD Payment Status Report

- Available on the Incident Business Practices (IBP) webpage which is forward facing to the public
- <https://www.fs.fed.us/managing-land/fire/ibp>
- Select link from icon located in middle of lower row



Administratively Determined (AD)
Payment Status Report (09/29/2019)


Search by ECI Number

Date Paid by Casual Pay	Employee Common ID (ECI)	Date Work Begin	Date Work End	Amt Gross Col Tot
05/07/19	12515	04/18/19	04/18/19	\$240.96
05/07/19	12515	05/01/19	05/01/19	\$160.64
08/26/19	12647	08/03/19	08/03/19	\$539.40
04/12/19	12714	04/04/19	04/04/19	\$270.16
06/10/19	12714	05/21/19	05/21/19	\$237.50



AD Injuries – eSafety Contacts

- AD injuries are entered into eSafety
- The Sponsoring Unit needs to identify a “supervisor” for purposes of eSafety – usually hiring official
- Provide eSafety “supervisor contact information” to David Laboy



Service & Supply Plan

- It is the incident agency responsibility to establish and annually update a Service & Supply Plan (SIIBM p. 20-1)
 - Land Use and Facility Rental Agreements
 - BPAs & IBPAs
 - Available local open-market sources
 - List sources for heavy-demand items, such as bottled water, food items and food service (including menus), hand tools, fuel, and vehicle and equipment rentals and repairs.
 - Local interagency agreements and operating plans.
 - Contact information for incident agency acquisition staff
 - Templates for Delegation of Authority letters



Service & Supply Plan

- ▶ Have available hard copy or electronically (thumb drive, etc.)
- ▶ Templates and samples are available
- ▶ Modify to fit unit



Guide to Service Animals on Incidents

- NWCAG issued guidance in April, 2019
- Refer to SIIBM p.10-24
- Posted to IBC webpage and EACC IB page.
- IBC page:
<https://www.nwcg.gov/committees/incident-business-committee>
- The use of a service animal is a reasonable accommodation (RA) an employer provides to an employee with a disability.



Guide to Service Animals on Incidents

- Anyone who requires a RA to perform duties **in an incident environment** must have written approval for that RA from their home-unit
- Prior to accepting an assignment, individuals should alert the incident of the RA needs
- If the RA cannot be satisfied, the individual should refuse the assignment



Upcoming Training

- Incident Procurement Training
 - March 9-13, 2020
 - USFS Regional Office, Milwaukee
- Advanced COST
 - May 11-15
 - Location TBD; most likely in Southern Area
- L-975 Unit Leader
 - May 11-15
 - Location TBD; most likely in Southern Area