

**NORTHERN REGION
 INCIDENT SERVICE & SUPPLY PLAN
 Idaho Montana Acquisition Zone
 (Idaho Panhandle and Nez Perce-Clearwater NFs)**

This Incident Service & Supply Plan is Appendix D to the Forest Incident Business Operating Guide.

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SECTION 1: Acquisition Contact Information

Forest Acquisition Methods

The Idaho Panhandle and Nez Perce-Clearwater National Forests are serviced by the Idaho Montana Acquisition Zone (IMAT).

All requests for incident acquisition support are to be directed to IMAT contacts in the following order:

IMAT FY16 On-call Fire Support				
<u>R1 AQM 2016 fire season On-call AQM Fire Support.</u>				
<ul style="list-style-type: none"> • Week begins on Tuesday at 0800, PDT • It is allowable to swap day(s)/week with Mutual agreement between the 2 swapping CO's/PA's. • This is your single point of contact unless a buying team is supporting your area. • Some of the R1 AQM are on Fire Team; phone may be extensively swapped (with no advanced notice), so the person shown on the duty may not answer – but a CO/PA will always answer. 				
Dates	Contact	Duty Phone	Office Phone	Duty Location
05/31/2016 - 06/06/2016	Michael Allred	208-451-5663	208-765-7456	Coeur d'Alene
06/07/2016 - 06/13/2016	Karen Ruklic	208-451-5523	208-983-5144	Grangeville
06/14/2016 - 06/20/2016	Estyn Kevitt	208-451-5663	208-765-7433	Coeur d'Alene
06/21/2016 - 06/27/2016	Darren Zychek	208-449-8796	208-476-8224	Orofino
06/27/2016 - 07/04/2016	Lori Braley	208-451-5663	208-765-7273	Coeur d'Alene
07/05/2016 - 07/11/2016	Marion Daniel	208-451-5663	208-765-7282	Coeur d'Alene
07/12/2016 - 07/18/2016	Charles Stuart	208-451-5663	208-765-495	Coeur d'Alene
07/19/2016 - 07/25/2016	Catherin Sullivan	208-451-5663	208-765-7253	Coeur d'Alene
07/26/2016 - 08/01/2016	Michael Allred	208-451-5663	208-765-7456	Coeur d'Alene
08/02/2016 - 08/08/2016	Karen Ruklic	208-451-5523	208-983-5144	Grangeville
08/09/2016 - 08/15/2016	Estyn Kevitt	208-451-5663	208-765-7433	Coeur d'Alene
08/16/2016 - 08/22/2016	Darren Zychek	208-449-8796	208-476-8224	Orofino
08/23/2016 - 08/29/2016	Lori Braley	208-451-5663	208-765-7273	Coeur d'Alene
08/30/2016 - 09/05/2016	Marion Daniel	208-451-5663	208-765-7282	Coeur d'Alene
09/06/2016 - 09/12/2016	Charles Stuart	208-451-5663	208-765-495	Coeur d'Alene
09/13/2016 - 09/19/2016	Catherin Sullivan	208-451-5663	208-765-7253	Coeur d'Alene
09/20/2016 - 09/26/2016	Michael Allred	208-451-5663	208-765-7456	Coeur d'Alene
09/27/2016 - 10/03/2016	Karen Ruklic	208-451-5523	208-983-5144	Grangeville
10/04/2016 - 10/10/2016	Estyn Kevitt	208-451-5663	208-765-7433	Coeur d'Alene
10/11/2016 - 10/17/2016	Darren Zychek	208-449-8796	208-476-8224	Orofino

During business hours local AQM support (see following page) should be contacted for contracting support. If unable to reach the local AQM then the on-call person should be contacted.

IMAT AQM Zone Procurement Organization Contact Information

NAME	TITLE	WORK PHONE	FAX	LOCATION
Rita Loper*	Acting R1 Proc Ops Mgr, Supv CO	208-765-7497	208-765-7229	Coeur d Alene
Mike Allred	Supv CO - Fire	208-765-7456	208-765-7229	Coeur d'Alene
vacant	–	208-765-7468	208-765-7229	Coeur d'Alene
Estyn Kevitt*	CO	208-765-7433	208-765-7229	Coeur d'Alene
Karen Ruklic	CO	208 983-5144	208-983-4098	Grangeville
Darren Zychek*	CO	208-476-8224	208-476-8329	Orofino
vacant	CO	208-765-7497	208-765-7229	Coeur d'Alene
Charles Stuart*	PA	208-765-7495	208-765-7229	Coeur d'Alene
Lori Braley*	PA	208-765-7273	208-765-7229	Coeur d'Alene
Marion Daniel	PA	208-765-7282	208-765-7229	Coeur d Alene
Dee Acree	PA	208-765-7461	208-765-7229	Coeur d Alene
Darrin Jackson	PA	208-765-7230	208-765-7229	Coeur d Alene
Catherine Sullivan*	PA	208-765-7253	208-765-7229	Coeur d Alene
Charles Tapia	PA	208-765-7356	208-765-7229	Coeur d Alene
Debi Church	G & A Spec.	208-765-7282	208-765-7229	Coeur d'Alene
Tammi Arrhenius*	G & A	208-765-7496	208-765-7229	Coeur d'Alene
Gerri Bush*	G&A	208-765-7234	208-765-7229	Coeur d Alene
Brandy Scheffelmaier	G&A	208-765-7277	208-765-7229	Coeur d Alene
Lisa Whitney	G&A	208-765-7219	208-765-7229	Coeur d Alene
Bertalee Mottern*	Supervisory Property Management Specialist	208-765-7308	208-765-7229	Coeur d'Alene
Doug Nace	Property Tech	208-765-7248	208-765-7229	Coeur d'Alene
Wendy Welch	Property Tech	208-935-4288	208-935-4275	Kamiah

* Denotes IMAT personnel committed to National, Regional or Short IMTs or BUYTs

If the above AQM contacts or on-call duty officer are not available may refer to:

Name	Job Title	Work Phone	Cell Phone
Mike Allred	IMAT Zone Supervisor	208-765-7456	
Rita Loper	Acting R1 Procurement Operations Manager	208-765-7494	
Dell McCann	Deputy Director - AQM Fire Program Manager	406-329-3244	c. 406-274-2445
Jeff Gardner	Fire Contract Specialist & ITEAMS Coordinator	406-329-4987	c. 406-203-7098

*Between Memorial Day weekend through October 15, or earlier/later if needed, an IMAT Contract Specialist will be assigned as Duty Officer; Duty Officers rotate at 0800 hours every Tuesday morning.

When an IMT is ordered, the Zone Incident Business Specialist will notify the IMAT AQM Operational Zone Supervisor and Procurement Operations Manager. A representative from the IMAT will coordinate with the Finance Section Chief and (if applicable) the Procurement Unit Leader to assure necessary documents and information are made available.

In the event that local procurement capabilities have been exceeded, AQM Operational Zone Supervisor will notify AQM Fire Program Manager. Based on current and projected incident needs, AQM Fire Program Manager, in coordination with the Zone Incident Business Specialist and/or Agency Administrator, will recommend ordering a Regional Short Buying Team or a National Buying Team.

The local AQM staff should attend the in-briefing with the buying team to provide source lists, local knowledge, etc. They should also attend the transition or close-out to receive the transition document and information on outstanding orders/issues.

It is the expectation of the Host Agency to buy local as much as possible or practical.

Type 3-5 Fires

Type 3-5 incidents will provide their own local purchasing support. When local capabilities have been exceeded, requests for incident acquisition support shall be forwarded to the IMAT Duty Officer and documented using resource orders.

SECTION 2: Procurement Restrictions, Prohibitions, and Mandates

The following items are either restricted or prohibited from purchasing, renting or limited in some manner. Incident SPUL and/or BUYT will refer to this list before purchasing supplies and services for incident operations. Exceptions to this policy must have prior written approval by the IBS/IBA before obtaining those items. ***In the event that incident only EERA, LUA or service BPAs are needed, use of Host Agency Agreement numbering system is required.***

It will be the responsibility of dispatch to check all orders against local cache inventory prior to purchasing new. All equipment and supplies purchased will be transferred to the appropriate fire cache and not be retained on or by the unit.

- **Alcohol:** Alcoholic beverages of any type are prohibited at incident operations.
- **Awards, Mementos, Souvenir, Trinkets:** group photos, clothing, lapel pins, stickers, hats, plants, flowers, etc., will not be purchased with suppression funding. Follow the guidelines in the IIBMh, Chapter 20-15, lines 6-11 and Appropriations Law; procurement of colored copies and colored paper is considered an unnecessary expense (Ref. IIBMh Chapter 20, 20-11 Unique Items).
- **Cell Phones:** Fire cellphones may be available through ACE – Contact Katrina Bowles at (wk) 406-329-1079 (cell) 406-295-7490. Pre-paid cell phones (trac-phones) may be purchased for the incident and issued to employees who require a cell phone to do their job. Fire cell phones and trac-phones will be issued as property and must be returned at the end of the assignment/incident. For Agency issued Trac-phones, a nominal amount of minutes may be purchased by incident. ***Use of personal or home unit cell phones and satellite phones will not be reimbursed. Each cell phone will be assigned its own S# for tracking purposes.***
- **Check Writing:** Checks cannot be written for any EERAs or LUAs. Check writing cannot exceed \$50,000 for BPAs set up for incident support.
- **Computers:** All rental computers must be approved by the Agency Administrator or their designee in advance. ***Each computer will be assigned its own S# for tracking purposes.*** It is the IMT ITSS's responsibility to have all rental computers ordered for the incident scrubbed of all PII data before being returned to the Vendor. NR IT Staff can assist with this as requested.

- **Fleet:** Improvements to GSA or WCF vehicles unless needed for suppression activities.
- **Garbage Collection:** Routine garbage collections service agreements do not always cover support services for incidents. Garbage collection will be handled as a commercial item and will be paid by credit card. Orders for these services may be placed by IMAT procurement personnel, or Buying Team members. Vendors shall provide a commercial invoice and the Government will document services are received. It is not necessary to create daily shift tickets or a use invoice for these services provided there is sufficient evidence in the payment envelope that services have been received. Documentation shall include date of service, number of containers, changes in the service (increase or decrease in containers or service schedule), and signature of logistics person preparing the documents. Finance will maintain a payment folder with a copy of the log or shift ticket, the resource order, and documentation of any changes to the service. Payment folder will be forwarded to IMAT for payment.
- **Meals and Lodging in lieu of fire camp:** The Restaurant and/or Lodging Authorization form will be utilized when personnel require meals and/or lodging. All restaurant and/or lodging authorizations forms will be supported by a resource order (S#). This form must be completed by the agency employee procuring the meals and/or lodging. It is located in the Forms section.
- **Lodging:** Motels, hotels, or other commercial rooms for overhead and other personnel if there is an incident camp, unless a situation arises that deems it necessary; discuss with the IBS/IBA prior to procuring lodging.
- **Phone lines:** cannot be installed for personal use. Per FSM 6600, chapter 6640-6642.14, Prepaid (commercial) calling cards may be purchased only for fire emergency situations when the employee can't wait for a Government calling card to be ordered. If commercial calling cards are purchased, the dollar amount should be small (\$10 or less); cards will be issued as property, and will be returned to the Host Agency at the end of the incident.
- **Potable Water (bulk):** Routine district and forest level potable water supply agreements do not cover support services for incidents. Bulk potable water will be handled as a commercial item and should be paid by credit card when possible. Orders for bulk water supply may be placed by IMAT procurement personnel, or Buying Team members to the municipal water companies servicing the area of need. These companies typically will set up an account specifically for incident use, and water usage will be tracked by dispatch and/or metered at the site.
- **Publications:** Orders for local newspapers will be limited to 10 copies per incident per day, with a variety of newspapers as allowed by appropriations law.
- **Radios:** Radios and radio equipment will be obtained from the NIFC Cache on an incident by incident basis. The purchase of radio or radio equipment must be approved by the IBS/IBA in advance and may only be purchased from mandatory source(s).
- **Rental Vehicles:** Rental vehicles must be authorized and documented on a resource order. Use of the NRCG MTDNRC contract is mandatory for vehicles being used off-road. Individuals' authorized to rent vehicles [that don't require off-road use] should use US government-contracted rental vehicle companies and ensure GARS coverage is included in rental rate (\$5 per day). Rental vehicles obtained on government issued travel or purchase cards or personal credit cards will not be transferred to a BUYT or PROC for payment. In the event that NRCG rental

vehicle resource lists are exhausted (including those of dispatch neighbors), incident only EERAs may be initiated.

- **Recreational Entertainment:** Rental or purchases of recreational entertainment equipment, such as, televisions, VCR/DVD, cable/satellite or internet for other than work necessities MUST be approved in writing by the IBS/IBA in advance, including fees for the use of commercial hot springs, unless associated with approved R&R.
- **Satellite Phones:** Satellite phones may be leased with approval, in advance, by IBS/IBA. *Each Satellite phone will be assigned its own S# for tracking purposes.*
- **Satellite Internet Service:** The Regional Fire IT program has satellite systems available that will provide internet at ICP for Type 1-2 incidents. A resource order (S#) will be created for the satellite service. When the system is sent to ICP, the Regional Fire IT staff will notify the satellite company (ViaSat) to track data use for the duration of the incident. The BUYT or local AQM will receive the bill for payment. These bills won't always arrive while the BUYT is in place and therefore when the BUYT transitions back to the local Forest this service may need to be addressed as an outstanding item at the close-out.
- **Supplemental Foods:** Procurement of vitamin supplements, food items and electrolyte replacements, extravagant or specialty foods is limited or prohibited. Follow the direction in the IIBMH and NWCG Memo # 16-010 and 16-010a, NWCG Supplemental Food and Drink Guidance (Ref. to Electronic Tool Box of Incident Business Operating Guidelines).
- **Utility Services/Payments:** All utility services that are ordered/installed at incident locations (including Expanded Dispatch) shall be documented on a Resource Order (include the phone numbers assigned to the incident). Orders for these services may be placed by IMAT, or Buying Team members. A copy of the Resource Order will be provided to the IMAT. The IMAT will be notified when the services are connected/disconnected and any other services that will incur expenses.

For additional forest and geographic area mandates Refer to the NRCG IIBMH Chapter 20 Supplements.

SECTION 3: Policy

Resource orders for supply requests will be designated as S# Supplies. For incidents being supported by a Buying Team, open market/local purchases will only be made by Buying Team members. A Buying Team may be asked to incorporate local purchasers into their team to provide training, developmental opportunities and to assist in off-site location purchases.

- Sack Lunch Specifications
<http://www.fs.fed.us/r1/fire/nrcg/Committees/Business/Toolbox/RegularSackLunchSpecs.pdf>
- Special Meal Sack Lunch Specifications
<http://www.fs.fed.us/r1/fire/nrcg/Committees/Business/Toolbox/SpecialSackLunchSpecs.pdf>
- Geographic Area Equipment Rates - NRCG Chapter 20
http://www.fs.fed.us/r1/fire/nrcg/Committees/Business/supplements/2016supplements/NR_2016_Chapter20.pdf

- Incident only EERA 90% rules can be found in NRCG Chapter 20 Supplement, NR20-13 & 14; VIPR 90% report can be found at <http://www.fs.fed.us/business/incident/viprreports.php>
- Northern Rockies Incident Sign Ordering Protocols.
http://www.fs.fed.us/r1/fire/nrcg/Committees/Equipment/Incident_Sign_Ordering_Protocols_2009.pdf
- Driver's License requirement – see FSH 7109.19, Chapter 60, Section 61
- Per Diem Rates: <http://www.gsa.gov/portal/content/104877>
- M&IE breakdown: <http://www.gsa.gov/portal/content/101518>
- R1 IT Fire Procurement & Property Direction - see Forest Incident Business Operating Guide, Section 30 Property Management – Durable and Accountable Property.

SECTION 4: General Forest Information & Contacts

- Forest telephone directory – see Incident Business Operating Guide, Appendix A
- Forest map (Available at the front desk of the Forest Supervisor's Office or any Ranger District)
- City maps (Available upon request from the Chamber of Commerce)
- NRCG Business Committee Contacts and general information
http://www.fs.fed.us/r1/fire/nrcg/Committees/business_committee.htm
- Montana DNRC Incident Business Website <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business>
- Idaho Department of Lands Incident Business Website
<http://www.idl.idaho.gov/fire/business/index.html>

SECTION 5: Vendor Listing – Agreements

The Northern Rockies Geographic Area shares the Fire Contracting workload amongst our interagency partners. The Northern Rockies Solicitation Plan for Competitive agreements can be found at: [http://www.fs.fed.us/r1/fire/nrcg/agree-contract/Solicitation%20Info/Post-%20Solicitation%20Plan%202012-2016%20\(2\).pdf](http://www.fs.fed.us/r1/fire/nrcg/agree-contract/Solicitation%20Info/Post-%20Solicitation%20Plan%202012-2016%20(2).pdf)

Copies of the all the agreements can be found at <http://www.fs.fed.us/r1/fire/nrcg/agree-contract/index.html>

Competed equipment agreements are either on a dispatch priority list (DPL) or a competitive resource list (RL). Dispatch maintains the DPLs and RLs, and are trained and expected to administer these agreements without AQM involvement. NRCG competed equipment is the first source of supply if agency owned equipment is not available. In the event that the DPLs or RLs have been exhausted, or specialized equipment not under a competitively awarded agreement is needed, an *incident only* EERA may be implemented. In the event an *incident only* emergency equipment rental agreement (EERA) is needed; EERAs must be set to expire at the end of the specific incident. Utilize host agency numbering system for Incident Only EERAs. Reference Northern Rockies Geographic Area Chapter 20 Supplement for standard language for Block 16 of the EERA form.

- Northern Rockies Contracted Equipment Standard Operating Procedures
<http://gacc.nifc.gov/nrcc/dispatch/NRContractedResourcesSOPs.pdf>
- Service Contract Act wage rates for the area are available at: <http://www.wdol.gov>

ITEAMS

Forest Service – Region 1, uses ITEAMS database as the primary source list for operated and unoperated equipment not under competitive agreements. The link below is to the ITEAMS portal; eAuthentication is required to access the site and you will need to request access to the R1 ITEAMS data. Follow the instructions in the ITEAMS user guide linked on page 9 of this plan. *The program currently doesn't send a notification to the approver that a request has been sent. To reduce the chance of delayed access, please send an email notification that you have requested access to Jeff Gardner at jbgardner@fs.fed.us with a cc to Dell McCann at dmccann@fs.fed.us and Shane Theo at stheo@fs.fed.us.*

- ITEAMS portal link (eAuthentication is required):
http://gacc.nifc.gov/nrcc/dispatch/equipment_supplies/equipment_supplies.htm

SECTION 6: Vendor Listing - BPA

BPA Templates are available upon request from the AQM Operational Zone Supervisor.

Utilize host agency numbering system for BPAs.

SECTION 7: Vendor Listing – Open Market Sources

The IMAT maintains a source list of Commercial items. Due to the dynamic nature of the source list, it will be made available to Buying Teams as part of their in-briefing. Copies are available upon request from the AQM Operational Zone Supervisor.

Utilize host agency numbering system for Purchase Card transactions over the micro-purchase threshold.

SECTION 8: Vendor Listing – Emergency Service Providers

MEDICAL FACILITIES

Information on medical facilities is located in Appendix C of the Incident Business Operating Guide.

- Medical BPAs will not be established without concurrence from the IBS/IBA and AQM Operational Zone Supervisor.
- Forest contacts for accident/injuries will be the Forest Administrative Representative, IBA or Forest Safety Officer.

SECTION 9: Agreements – Land, Facility, Other

When seeking areas needed for incident use, priority of LUAs should be Federal, State, or Cooperator lands prior to looking for private lands. LUAs must be completed prior to any use of the identified land/facilities.

A source list of possible land and facilities for suppression use may be available upon request from AQM Operational Zone Supervisor.

A source list of pre-season Land Use Agreements with municipalities may be available upon request from the AQM Operational Zone Supervisor.

Utilize host agency numbering system.

SECTION 10: Forms

- Buying Team Spreadsheet – use of the National BUYT Spreadsheet template is required for all procurement support (local, short BUYT and Nat'l BUYT) to insure consistency in tracking purchases and cost between buying teams and for local use.
http://fswweb.wo.fs.fed.us/aqm2/wo/incident/buying_teams/
- Buying Team Tool Kit can be found at.
http://fswweb.wo.fs.fed.us/aqm2/wo/incident/buying_teams/toolkit.php
- ITEAM User Guide



ITEAM User
Guide.docx

- Meals and Lodging Authorization Instructions & Form



2016
Meals-Lodging Auth



2016
Meals-Lodging Auth