	GREAT BASIN COORDINATING GROUP **INTERAGENCY INCIDENT BUSINESS MGMT HANDBOOK** **SUPPLEMENT**

This document provides direction for the Great Basin and supplements the NWCG Standards for Interagency Incident Business Management, PMS-902.

CHAPTER 30 - PROPERTY MANAGEMENT

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DEFINITIONS

Accountable Property - Items with a purchase price of $5,000 (USDA, USDI) or more, or items that the incident agency considers sensitive, such as cameras, computers, chainsaws, mobile devices, drones/UAS, and radios, are considered accountable and are marked with an agency identification number. State and other federal agencies may have established a different purchase price for accountable and sensitive property. Agency and rental vehicles are also considered accountable property.

Durable Property - Durable properties are those non-accountable items that have a useful life expectancy greater than one incident (e.g., sleeping bags, water handling accessories, tents, headlamps, tools). This property is usually marked with agency specific identification.

Consumable Goods - Consumable goods are items normally expected to be consumed during incident use (e.g., batteries, Meals Ready to Eat, plastic canteens and petroleum products). This property is not marked.

Trackable Property – Items maintained by a cache that are tracked due to their dollar value, durability, and potential sensitive property classification and is engraved or tagged with a cache identification number. Trackable property does not meet the dollar threshold of accountable property.

PROPERTY MANAGEMENT PROGRAM PROCEDURES

The incident agency is responsible for establishing and maintaining sound property management procedures. These procedures must ensure adequate documentation to determine circumstances leading to the damage or loss of accountable property and to identify responsible individual(s), if applicable. When damage or loss claims are disputed by the incident agency, the documentation will be used to facilitate adjudication between the incident and supporting agencies. The documentation may also be used to determine individual responsibility/liability as per the employee's agency policy.

PROPERTY ACCOUNTABILITY CONTROLS

Sensitive and Accountable Property Tracking: All sensitive and accountable property assigned to Incident Management Teams (IMTs), transportation units, dispatch centers, and so forth, will be tracked using property transfer documents (AD-107 or DI-105 and receipt) or applicable T-card system.

Refer purchases of sensitive and accountable property to the local unit procurement staff for acquisition. Discussions between procurement staff and incident personnel should include agency requirements for tracking and a determination of which items will need a property form/property identification number. IMTs and other support units (i.e. buying teams) shall maintain a property list that tracks all equipment and accountable property.

Agency and rental vehicles are considered accountable property and should be included on property tracking lists.

Issues, Transfers and Returns: Issues, transfers and returns of durable property will be tracked using either the Report of Transfer or Disposition or Construction of Property (Form AD-107), Receipt for Property (Form DI-105), or other incident-specific form showing both the assignment and return of accountable property to/from an individual. Positive identification will be checked prior to the issuing of accountable assets.

Incident Summary and Loss Use Reports: Complete the Property Loss and Damage Report see page 30-6. Reports should be completed on all damaged and/or disposed durable/trackable NFES items. This report should be submitted to the issuing cache. For questions please contact the Great Basin Cache at (208) 387-5124.

CONTRACTED EQUIPMENT

D1 Scope of Agreement (Heavy equipment with water and water handling equipment)

D.7.1.2 Contractor will be charged for Consumable Goods supplied by the Government and used by the resource while Under Hire. The cost of all Consumable Goods, except for those specifically listed below, shall be deducted from payment to the Contractor. **At the Government's discretion, the Government may provide the following incidental consumable goods at no cost, if available: one-quart plastic canteens, plastic sheeting, replacement radio batteries and replacement headlamp batteries, as required while under hire.**

D.7.1.3 Government Furnished Hose and Complements

The Contractor is required to arrive at an incident equipped with hose as required in Exhibit M. The Government may require that Contractor-owned hose and complements be left at the incident and the Contractor equipment be reassigned or demobilized without picking up that hose and/or complement. In these cases, the following procedure shall be followed:

(a) When the Government requires the Contractor to leave Contractor- owned hose and/or complements on an incident, the Government will provide the Contractor with Form AD-107 Report of Transfer of Property (or equivalent) to transfer the Contractor's property to the Government.

(b) In the case of reassignments, the Contractor shall present the form to the supply unit at the incident who will loan the Contractor Government-furnished hose and/or complement. This will be done to ensure that the Contractor maintains viability (the ability to continue operations) at the reassigned incident. At the time of demobilization to the Designated Dispatch Point, all accountable/durable property shall be returned to the government.

(c) If the resource is being demobilized, no government hose or complement is issued. The Contractor may present a signed AD-107 form and a receipt for their Contractor-owned hose and complements left during performance of the work to the Incident Procurement Unit Leader or Contracting Officer. The amount of reimbursement will be negotiated and may be paid as an adjustment to the invoice.

CACHE DEMOB SPECIALISTS (CDSP)

The Great Basin Cache has recommended that ALL incidents (complex Type 3 and above) utilize a Cache Demob Specialist (CDSP). The CDSP will assist in ensuring accountability and appropriate return of cache and non-cache items. The CDSP also provides advice in the handling of sensitive items and hazardous materials. The Great Basin Cache maintains a list of CDSP positions. Resource orders are initiated by either the incident or incident unit. The CDSP reports to the Logistics Section Chief or Unit Fire Management Officer. For additional information refer to https://www.nifc.gov/GBK/gbk_cacheDemob.html

UTILITY VEHICLES (ATV/UTV)

The Great Basin has issued guidelines for the authorization, ordering, inspection, use, and accountability for UTVs on Great Basin incidents. This direction can be found at: https://gacc.nifc.gov/gbcc/business.php. The Great Basin has placed a high priority on the safety, accountability, and care of these machines, whether they be agency-owned or commercially rented. The guidelines shall be followed on all incidents within the Great Basin. Great Basin IMTs may utilize these guidelines outside of the Great Basin Geographic Area with incident agency concurrence.

Included in the direction is the restriction of high performance UTV models. See the direction for additional information on this restriction.

The Great Basin does not allow the rental of ATVs and personnel may not operate any ATVs approved for use on the incident per their agency policies.

RENTAL VEHICLES

Use of rental cars while assigned to an incident must be authorized by the incident agency administrator, or their designee, and documented on a resource order. Each pool vehicle shall have a separate resource order specifying the type of vehicle requested (i.e., 4x4, ½-ton, sedan, SUV, etc.). Additionally, vehicle identifying information (i.e., color, license plate # (State and number), VIN, etc.) shall be communicated from the Ground Support unit back to the host dispatch center so that it can be entered into the Resource Ordering System after the vehicle has been picked up from the rental agency.

The National Emergency Rental Vehicle (NERV) agreement shall be utilized to provide resources with rental car transportation to/from the incident or while at an incident, including "pool" vehicles utilized at the incident. Information regarding the NERV agreement and reservation process can be found at: https://sites.google.com/a/firenet.gov/nerv/. Reservation of vehicles shall follow the NERV Rental Vehicle Standard Operating Procedures (SOP) for the Great Basin, which can be found at: https://gacc.nifc.gov/gbcc/business.php.

Rental vehicles are considered accountable property and are to be treated as such. Drivers are responsible to ensure the vehicle is properly cared for and shall ensure the rental is returned to the vendor, clean and fueled, and all paperwork, including damage paperwork, is forwarded to the NERV Payment Center. Rental cars should be returned to the same facility where rented. Returns at alternate locations should be approved at the incident and the cost of returning to an alternate location should be considered in the approval.

Pool vehicle operator use and any associated damages for each vehicle will be documented on a daily basis. Operator use logs shall be returned to the incident agency and a copy retained in the Logistics portion of the final incident package at the conclusion of the incident. Operator use logs shall be available if requested by the payment agency.

As they are considered accountable property, pool vehicles shall NOT be reassigned to a new fire without approval from the incident agency AND coordination with the dispatch center who reserved the vehicle. New resource numbers shall be assigned for vehicles with approved reassignments. If the vehicle is reassigned and the rental exceeds the initial agreement period with the rental agency, the rental agency shall be notified of the rental extension.

Refer to the NERV Rental Vehicle SOP for the Great Basin for procedures regarding damaged rental vehicles. It is imperative that the proper notifications, investigations and documentation are completed in a timely manner and documentation is forwarded to the NERV payment center with the rental documentation in order to settle any claims that arise due to the damage.

RADIO KITS

All radio kits are property of the National Incident Radio Support Cache (NIRSC) and must be returned for refurbishment as soon as the incident has been demobilized. Lost or damaged equipment must be properly documented. Lost or stolen radios must be reported immediately to the National Interagency Incident Communications Division (NIICD) Chief Rework/Supply as well as Law Enforcement. Refer to Incident Communications Section of the NWCG National Fire Equipment System Catalog, Part 1.

Incident personnel shall maintain a log of radio issues/returns. This documentation shall remain in the Logistics section documentation files. Damage/loss documentation shall also be maintained in the Logistics files, as well as in the Finance files. All documentation shall have contact names and phone numbers legibly listed.

DAMAGE/LOSS DOCUMENTATION

The individual who is assigned property is responsible for documenting loss or damage on the Property Loss or Damage Report, OF-289 with Great Basin Attachment, or the appropriate incident or home unit form(s). The incident supervisor, subject matter expert (SME) and/or Logistics Section Chief shall review, sign, and make recommendations. Copies will be provided to the Finance Section for follow-up action with the Incident Business Advisor (IBA) or Agency representative. The Finance Section is responsible for ensuring documentation is completed per host agency guidelines and forwarded to the incident agency and individual's home unit.

See Exhibit 1 for a copy of the OF-289 with Great Basin Attachment. The form can also be found at:https://gacc.nifc.gov/gbcc/business.php

Damage to rental vehicles rented under the Great Basin BPA shall be documented following procedures set forth in the Standard Operating Procedures for the Great Basin Rental Car Program. This document can be found at: https://gacc.nifc.gov/gbcc/business.php

CLEARANCE AND DEMOBILIZATION PROCEDURES

The IMT or other incident unit will ensure all rental vehicles and agency owned vehicles (AOV) are inspected upon return or release and the ICS-212, Incident Demobilization Vehicle Safety Inspection Form is completed to document damage prior to individuals' release and return of the vehicle to the Rental Company or home unit.

EXHIBIT 1 – PROPERTY LOSS AND DAMAGE REPORT

PROPERTY LOSS OR DAMAGE REPORT Fire Suppression		1. CREW NAME OR NO. ***[O#, A#, E# or C#]***	2. ID NO. *(FORM of-288, Emerg. Firefighter Time Report)* **Not Applicable**
		3. ISSUED TO *(Name and Address)* ***(Individual Name [point of contact], Home Unit & Address, email and telephone numbers – fax, cell, work, etc.)***	
4. ISSUING OFFICE OR CAMP			
5. FIRE NAME	6. FIRE NO.	7. TYPE EMPLOYEE *(Mark one with "X")* /_/ Regular Govt /_/ Casual Firefighter /_/ Other	
8. DESCRIPTION OF PROPERTY LOST OR DAMAGED *(Include Property No. if applicable)* ***If request is for such items as parts of an equipment or vehicle, include approximate year of age of equipment.)***			QUANTITY
a.			
b.			
c.			
9. Employee report on circumstances of loss or damaged to property listed**:** ***(Be specific – date, place, division on fire; be descriptive of damage, loss, how did it occur, etc.)***			
10. SIGNATURE			11. DATE
12. Witness report: ***(Be specific –date, place, division on fire. Be descriptive of damage, loss, how did it occur, what did you see, etc.)***			
13. SIGNATURE			14. DATE
15. Fire Boss or Property Control Officer comments regarding loss or damage: **See GREAT BASIN ATTACHMENT TO OF-289. Do not fill out this block.**			
16. SIGNATURE		17. TITLE	18. DATE

NSN 7540-01-124-7634

OPTIONAL FORM 289 (9-81)
GREAT BASIN ATTACHMENT TO OF-289 (03/19)

GREAT BASIN ATTACHMENT TO OF-289

Claim #_____ Claimant Name:_____Claimant RO# _____

Incident Supervisor Name and Incident Position:_____

Comments (provide complete and legible knowledge of damage/destruction and how it was caused by the incident):

Signature & Date:_____

☐ Do Not Recommend ☐ Recommend Email & Phone #:_____

Subject Matter Expert Name:_____

☐ Ground Support ☐ Communications ☐ Computer Specialist ☐ Other:_____

Comments (provide justification in support of decision):

Signature & Date:_____

☐ Do Not Recommend ☐ Recommend Email & Phone #:_____

Return form to:_____(FSC or COMP)

Finance – Review package for documentation and completeness. Forward package to approver.

Incident Agency Representative Name and Position: _____
(IBA/Fire Admin Representative, etc. *Note: This final approval may be delegated to the IMT IC or FSC)*

Decision:

☐ **Not Approved** ☐ **Approved**

☐ **Approved with the following contingencies:**

Signature & Date:_____

Contact Phone:_____ Email:_____

Supply Unit:

Sent to Dispatch (Date):_____ Resource Order Assigned: **S**-_____

GREAT BASIN ATTACHMENT TO OF-289 (Revised 03/19)