



**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 40 – INCIDENT BUSINESS MANAGEMENT COORDINATION

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Approved:

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Digest:

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- **No significant changes**

Buying Team Utilization

Upon arrival at the incident agency, buying teams shall report to the Agency Administrator or their acting and receive a Delegation of Authority (DOA). The DOA should relay expectations and logistical information to the buying team from the incident agency perspective. The DOA shall also include the name and phone number of the supervisory official who will oversee the buying team's interaction and performance and include a date and time whereby the incident agency will transition incident purchasing to the buying team.

The buying team shall complete all purchasing transactions that were assigned to them in their duration on the incident. The buying team documentation, including copies of receipts, shall remain in the buying team fire package. All purchases/business reconciled or resolved outside of the buying team's duration on the incident shall be transmitted to the incident agency and included in the buying team's fire package.

Upon demobilization from the incident the buying team shall prepare a transition document for the incoming buying team (if transitioning to a new team) or the incident agency (if no buying team will be incoming) to communicate any outstanding purchases, standing orders, or other issues of interest. They shall also participate in a closeout meeting with the incident agency. The Great Basin utilizes a narrative Buying Team Evaluation form. This form shall be completed at the end of each buying team assignment. The form shall be reviewed by the agency representative with the buying team leader and both parties shall sign the form. Any issues or concerns raised during the incident shall be discussed during the evaluation to ensure that they have been resolved to the best of the parties' abilities. The top section of the form shall be completed when the BUYT is demobilized, the remainder will be completed within 90 days. A copy of the form shall be submitted to Rhonda Shay, GB Buying Team Coordinator per the instructions at the bottom of the form. The form can be obtained at: <https://gacc.nifc.gov/gbcc/business.php>

Buying Team Guides

The National Interagency Buying Team (BUYT) Guide contains standard operating procedures and forms recommended for use by BUYTs. This Guide contains supplemental material to the NWCG Standards for Interagency Incident Business Management, PMS 902. The guide can be found at: <https://www.nwcg.gov/sites/default/files/publications/pms315.pdf>

The Great Basin Buying Team Guide contains standard operating procedures and forms recommended for use by BUYTs as well as geographic guidelines and supplements. This guide can be found at: <https://gacc.nifc.gov/gbcc/business.php>

Incident Business Advisor

The utilization of an incident business advisor (INBA) is recommended on all type 1, type 2 and complex type 3 incidents, or whenever the local capacity for administrative services is limited. Upon arrival at the incident agency, incident business advisors (INBAs) shall report to the Agency Administrator or their acting and receive a DOA. The DOA should relay expectations to the INBA from the incident agency perspective. The DOA shall also include the name and phone number of the supervisory official who will oversee the INBA's interaction and performance. The DOA should also include any other information pertinent to the successful performance of the INBA, such as which support functions (i.e., buying team) the INBA will supervise or oversee, daily updates, meeting participation expectations, and any local issues pertinent to the incident.

During the incident the INBA shall keep a log or narrative of key decisions and actions that occurred. A final narrative shall be given to the incident agency upon demobilization from the incident.

Upon demobilization from the incident the INBA shall participate in a closeout meeting with the incident agency. INBA may be asked to provide input for the buying team and/or the finance section evaluation(s). Any items/issues that have not been resolved shall be communicated to the incident agency and/or incoming INBA during this meeting in a transition document. The incident agency shall provide the INBA with a performance evaluation when requested.

Finance Section Evaluation

Incident Management Team (IMT) finance sections shall receive an Operating Guidelines document, copies of cooperative agreements/operating plans, and any local expectations from the incident agency during the incident in-brief meeting. The incident agency administrative representative shall meet separately with the finance section to provide documents and logistical and local information additional to the Operating Guidelines.

During the incident the finance section shall keep unit logs or narratives of key decisions and actions that occurred. These logs/narratives shall remain in the finance fire package.

Upon demobilization from the incident the finance section shall participate in a closeout meeting with the administrative representative and the IBA (when possible). Any items/issues that have not been resolved shall be communicated to the incident agency during this meeting in a transition document.

If the finance section is transitioning with another IMT, the finance section shall prepare a transition document and communicate any outstanding issues with the incoming finance section prior to demobilization. This transition will also include the sharing of key contacts and documents provided by the incident agency during the in-brief.

The Great Basin utilizes a narrative Finance Section Evaluation form. This form shall be completed within 90 days after a Finance section has been demobilized from the incident. The form is used to evaluate finance section performance, finance package payment accuracy and finance package completeness. Issues or concerns raised during the incident shall be discussed with the Finance Section Chief and Incident Commander if necessary to ensure they have been resolved prior to demobilization of the finance section. The evaluation form shall be completed by the appropriate incident agency representative and discussed with the agency administrator.

Both parties shall sign the evaluation and return a copy to both the Incident Commander and the Great Basin Incident Business (GBIB) Chair. The current GBIB Chair contact information and a copy of the form can be found at:

https://gacc.nifc.gov/gbcc/admin/docs/GB_Finance_Evaluation_form.pdf