GREAT BASIN COORDINATING GROUP
Incident Business Committee

GREAT BASIN LEND/LEASE OF RESOURCES

The intent of this document is to provide guidance on the Great Basin Lend/Lease policy for incidents which have a need to temporarily lend or lease firefighting resources for a short period of time to fulfill critical missions without reassigning the resources in ROSS.

Roles and Responsibilities

PLANS, OPERATIONS AND AVIATION:

- Operations (including Aviation) will coordinate among affected incidents on resource shared/lent
- Documentation of lend/lease applies to full shifts only. Finance and Plans will coordinate the completion of the Great Basin lend/lease spreadsheet and share it with the Dispatch Center Manager(s) of the affected dispatch centers.
- Plans will coordinate with the Great Basin Multi-Agency (MAC) Coordinator when MAC is activated and there is no Area Command in place
- Plans, in coordination with the appropriate Section Chief, will ensure emergency notifications to resources occur immediately

Lend/lease should not exceed 48 hours. If lend/lease exceeds 48 hours discussion regarding reassignment of the resource(s) should occur.

The length of assignment will not be affected by lend/lease – all days count toward the original assignment length.

FINANCE:

Finance Sections Chiefs will coordinate to ensure time worked and costs are accounted for as follows:

Sending Incident:
- The sending incident will ensure the receiving incident Finance Section Chief receives a daily copy of the Great Basin Lend/Lease Spreadsheet.
- If the lent/leased resource is a contractor (i.e., crews and equipment), the sending incident will provide the receiving unit with a copy of the contract and pre-use inspection.
- The sending incident will continue to post time worked by adding the new incident to the existing e-ISuite database.
- The sending incident will mark the posted time to "exclude" as an accrual (the accrual will be recorded via the receiving incident's database).

- Documentation of lend/lease shall be noted in the Remarks section of the OF-286/OF-288.
- The sending incident will provide the resource with timesheets/invoices for both incidents, as well as a copy of the lend/lease spreadsheet(s) upon demobilization.
- If the resource is not returned to the sending incident prior to demobilization, the affected Finance Section Chiefs will coordinate release paperwork for the resource.

Receiving Incident:
- Lend/Lease does not impact those resources hired as "Incident Only" or on a Dispatch Priority List (DPL). If resources are reassigned discussion should occur to ensure policies are met.
- Resources will not be re-inspected if the sending unit has already completed an inspection.
- A copy of the contract shall be provided by the sending incident Finance Section Chief in order to ensure the resource is in compliance.
- Time worked will be recorded in the Cost module of the e-ISuite database as a line item, not actual posted time. The e-ISuite entry will read "resource loan from incident xx". The Cost Unit Leader shall ensure the cost will be included in the incident's daily report of accruals. Resources will not be moved in e-ISuite or ROSS.
- Time records (CTRs or shift tickets) shall be sent to the sending incident for time posting and timesheet/invoice preparation.
- All standard documentation (excess shift lengths, CA-1, etc. will be completed by the receiving incident and sent to the sending incident.

Both Incidents:
Both incidents shall set up a file for the lend/lease resources. At a minimum, it should contain the following:
- A list of resources involved (utilize the Great Basin Lend/Lease Spreadsheet)
- Aircraft Use Summary sheets (if applicable)
- Copy of the OF-286 or OF-288 (provided by sending incident upon demobilization)

DISPATCH:
ROSS should not be impacted by the lend/lease program.

Copies of the spreadsheet showing movement of resources will be provided to dispatch daily by the incident.

GEOGRAPHIC AREA COORDINATION CENTERS (GACC)
Coordinate with the National Interagency Coordination Center (NICC) when call when needed (CWN) aircraft are involved.

INCIDENT BUSINESS ADVISOR:
Ensure the Great Basin Lend/Lease policy documentation occurs when sharing resources. Review spreadsheets and ensure the Dispatch Center Manager or designee has received a copy.

AREA COMMAND:
Coordinate with the GMAC Coordinator when resources are being lent or reassigned.

Example – All Resources Except Aircraft

Application	Sending incident	Receiving incident
ROSS	• Crews stay assigned to sending incident	
e-ISuite – DATA ADMIN	• Add additional receiving incident to database	
e-ISuite – RESOURCES		• If resources check in, **do not** add resource to database • Resources are added to the database by Finance (COST). See instructions below.
e-ISuite – TIME	• Post time to receiving incident that was **added** to database upon resource's return. • In Remarks block of OF-286 or OF-288 note that this is a lend/lease resource	• **Do not** post any time worked • Resources will take back CTRs or shift tickets to sending incident
e-ISuite – COST		*Coordinate with FSC/COST of sending incident* **Option 1:** • Add a single line item "Resource loan from XX Incident" • Enter a total daily cost for all the resources **Option 2:** • Add a line for each resource. Example for name could be ABC dozer and "Resource loan from XX Incident" should be added in remarks. • Enter daily cost for each resource
Injuries	• Assist as needed to make sure documentation is forwarded and completed	• Fill out or assist with appropriate forms to capture event

NOTE: When the sending incident enters the accounting code for the receiving incident into e-ISuite, the system will generate two OF-286 invoices and another column of time on the OF-288. The sending incident will submit ALL pay documents through their payment system. The sending incident is responsible for any payments made to the vendors. If necessary, the sending incident agency will submit an invoice to the receiving incident agency through standard billing processes.

Example – Aircraft

Application	Sending incident	Receiving incident
ROSS	• Aircraft stay assigned to sending incident	
e-ISuite – COST	***Coordinate with FSC/COST of Receiving Incident*** • Aircraft summary reports will identify the resource as lend/lease and include a breakdown of the costs by incident • Provide receiving incident with a copy of the aircraft summary reports • For documentation purposes, make a copy of all aircraft summary reports for lend/lease resources and file them separately in the COST documentation box.	***Coordinate with FSC/COST of Sending Incident*** • Add aircraft to database • Enter cost information from the Daily Summaries provided by the sending Incident