



# **GREAT BASIN INCIDENT BUSINESS COMMITTEE UPDATES FOR 2017**

## **UTV / ATV Direction**

In 2014 the Great Basin Coordinating Group (GBCG) issued procedures for ordering All-Terrain (ATV) and Utility Terrain (UTV) Vehicles on large fires. This memo supersedes that original correspondence dated 6/3/2014.

All fires within the Great Basin shall adhere to the following authorization, ordering, inspection and accountability controls for these machines and their accessories.

Incident agencies shall brief all incoming buying teams, Incident Management Teams (IMTs), and expanded dispatch resources on the [Great Basin ATV/UTV Guidance](#). Subordinates of those groups shall, in turn, be briefed by their parent groups.

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## **Use of POVs / Personal trailers on Incidents**

If member is to utilize their POV, RV or personal trailer, then the required reasonable accommodation and cost comparison needs to be completed and approved before a resource order is generated.

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## **Reasonable Accommodations**

Incident Management Team personnel and Incident Business Advisors are receiving requests more frequently to approve reasonable accommodations from employees on incident assignments. These requests can be as simple as running an extension cord to a sleeping tent to power a CPAP machine, to requests for motel rooms because employees are unable to sleep in a camp environment.

Any personnel, regardless of hiring status (regular government employee or casual), who requires a reasonable accommodation (RA) to perform duties in an incident environment, must have written approval from their home unit Human Resources or Civil Rights office prior to accepting an incident assignment.

Prior to accepting an assignment, individuals should alert the incident of the RA needs so the Incident Commander and the agency administrator can determine if the RA can be provided. If the RA cannot be satisfied, the individual should refuse the assignment.

Should an accommodation be requested during an incident, the request must be referred back to the employee's hiring unit for adjudication per agency policy. If the incident cannot accommodate the RA, the only option may be to release the individual.

Special dietary needs should be brought to the attention of the food unit in writing at the beginning of the incident. With the understanding that said individual needs to be self-sufficient for the first 48 hours upon arriving at the incident.

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## **LEO Firearms Storage**

There is no requirement to "hotel" security personnel that carry firearms.

Those employees must follow their respective employer procedures. For example, if you had an SEC1 working night shift and could not provide adequate day time sleeping accommodations, then like for any personnel working a night shift the incident would do it's best to accommodate those individuals as to provide ample rest during their time off. It may be a hotel, inside a school or where ever it is deemed appropriate.

## **S260**

The instructor-led S-260 course was removed from the NWCG curriculum October 1, 2016 – See NWCG Memo # 17-002.

Acceptable alternative delivery options for S-260 are:

- Instructor-led delivery using the online course as the basis for instruction.
- Instructor-led delivery using geographic area developed curriculum. This curriculum must meet the learning objectives and use the final exam questions of the online course.

S-260 module objectives and course curriculum are available at <https://www.nwcg.gov/committees/incident-business-committee/resources>.

Individuals needing to take S260 can access the on line course [here](#).

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## **STAGING for Contracted Equipment**

New direction for staging of contracted equipment is provided in the Great Basin Dispatch and Incident Business Rules for Contracted Equipment document located [here](#) on the Great Basin Incident Business page.

This document breaks down the differences between incident, support and severity assignments and the applicable rates. Also included is the definition of Severity according to the I-BPA Agreements.

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## **MECHANIC with Service Truck**

Per the NICC, the Mechanics with Service trucks will soon be ordered as Equipment requests, not Service requests.

This change was approved last year but is now just starting to be shared. The national SOGs for contracted resources is being updated and the recent R4 solicitation for mechanics with service truck will be set up in VIPR (and then ROSS) as either “Mechanic with Service Truck Type 1” and “Mechanic with Service Truck Type 2”. These will not show up in ROSS until the CO’s post the new DPL’s.

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## **RENTAL CARS**

Many new updates to the rental car procedures were developed this year, they include: a SOP for Rental Cars, a new Centrally Billed Acknowledgement form, Great Basin Enterprise Truck locations list and guidance on how to make reservations that are either direct or centrally billed using the new web links.

### **Great Basin Rental Car SOP**

Minor changes to the SOP. A new form has been developed for the sole purpose of reservations that are centrally billed. Individuals who will be receiving a vehicle under the centrally billed reservation system will be required to complete the form and that form will be kept on file at the hiring unit (Where that is actually kept is up to each unit). The recommendation is that the form be completed at the same time as the Single Resource Casual Hire Information Form. The intent behind the form was to ensure that those individuals understand the main responsibilities associated with their possession and operation of the vehicle.

### **No changes**

To Forms B-1, B-2, FAQs and Damage and Repair Guidelines.

### **Truck Rental Locations**

Has been updated to include Draper, UT (St George location also coming soon but the location and contact information is not available at this time).

### **Online Reservations – Direct Bill**

Web link has been changed due to non-fire authorized use. Only the web link in this document will work for those with a government-issued charge card making car rental reservations. The other change that should prevent further unauthorized use is that the Incident # (not fire code) and Request # (resource order #) as shown on the resource order is required to complete the reservation. The changes are highlighted in the document.

### **Online Reservations – Centrally Billed**

Web link has been changed due to non-fire authorized use. Same changes as Direct Bill document.

## **SUPPLEMENTS TO IIBMH**

Updated, current versions posted to [GBCC website](#).

### **Summary of changes:**

#### **Chapter 10**

- Added clarification of AD hiring outside of dispatch zone, requiring resource order documentation for use of RVs, and Reasonable Accommodations requests.
- Added language as per travel regulations for the appropriate POV mileage reimbursement rate.
- Removed hazard pay matrix and referenced hazard/environmental matrix in IIBMH.

#### **Chapter 20:**

- Added language to encourage Interagency participation in creating local Service and Supply Plans, stipulate convenience checks will not be used for processing payments for Land Use Agreements (Forest Service), show Forest Service cannot pay rent, landing fees, or similar fees to airports that have received government funding.
- Removed language that states Idaho Department of Lands has solicited for ambulances.
- Added language to clarify equipment inspections types.
- Updated ATV/UTV language to comply with federal policies on use.
- Moved electrolyte purchasing from commercial resources section to unique items section.

#### **Chapter 30:**

- Updated heading for Contracted Equipment to specify that the hose replacement language is in reference to heavy equipment with water and water handling equipment.
- Updated Cache Demob Specialist section.
- Inserted ATV/UTV section.
- Updates Radio Kit section.
- Updates Damage/Loss Documentation section.

#### **Chapter 40:**

- Updated and replaced previous version

#### **Chapter 50:**

- Idaho updated Emergency Medical Resources Plan.
- Nevada updated business license requirements for payments purposes for vendors working for the State of Nevada.
- Utah updated contact information

#### **Chapter 80:**

- Updated and replaced previous version
- Updated costs for cost spreadsheet

## **2017 Great Basin Mobilization Guide Changes**

### **Chapter 10**

Serious Accident / Injury Report clarification.  
Notification of Release and Demob of Resources clarification.  
Updated Planning Level language and directions/considerations.  
Updated dispatch center units.

### **Chapter 20**

Demobilization Sub-standard Performance Evaluations language clarified.  
Smokejumper language updated.  
IMT rotations updated.  
Type 1, 2, and 3 IMT language updated.  
CISM language updated.

### **Chapter 30**

Updated crew lists.

### **Chapter 40**

Equipment / Supplies Demobilization clarification.  
Added ordering process for Smoke Monitor Kits.  
Engines and Water Tenders language clarified.  
Great Basin Mobilization Centers language clarified and updated.

### **Chapter 50**

Significant reorganization of chapter. Update of processes and procedures.  
Smokejumper language updated.

### **Chapter 60**

ICS-209 reporting time and update time language clarified.  
Situation Report Schedule, Statistics And Priorities language clarified.  
Seasonal Fire Weather / Fire Danger Outlook language clarified.

### **Chapter 70**

Updated directory.

### **Chapter 80**

Template added: Aircraft Dispatch Form.

### **Chapter 90**

No changes.

### **Supplement 1**

Language updated.