



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

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

CHAPTER 40 – INCIDENT BUSINESS MANAGEMENT COORDINATION

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Digest:

- Replaces version issued March 27, 2017
- Adds language regarding buying team expectations, delegations of authority, and incident agency closeout upon demobilization.
- Adds information regarding Incident Business Advisor expectations, delegations of authority, and incident agency closeout upon demobilization.
- Adds information regarding finance section documentation expectations and incident agency closeout upon demobilization.

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. Outstanding purchases or issues shall be communicated to the incident agency during the buying team's closeout in a transition document. 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 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. A copy of the form shall be submitted to Sierra Hellstrom, GB Buying Team Coordinator per the instructions at the bottom of the form. The form can be obtained at:

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

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: Interagency Incident Business Management Handbook, NWCG Handbook 2, National Interagency Mobilization Guide, 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/admin/docs/GM_RM_BUYT_Guide.pdf

Incident Business Advisor

The utilization of an incident business advisor (IBA) 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 (IBAs) 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 IBA from the incident agency perspective. The DOA shall also include the name and phone number of the supervisory official who will oversee the IBA's interaction and performance. The DOA should also include any other information pertinent to the successful performance of the IBA, such as which support functions (i.e., buying team) the IBA will supervise or oversee, daily updates, meeting participation expectations, and any local issues pertinent to the incident.

During the incident the IBA 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 IBA shall participate in a closeout meeting with the incident agency. IBA 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 during this meeting in a transition document. The incident agency shall provide the IBA with a performance evaluation when requested.

Finance Section Evaluation

Incident Management Team (IMT) finance sections shall receive an Operating Guidelines document from the incident agency during the incident in-brief meeting. The incident agency administrative representative shall meet separately with the finance section to provide expectations 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.

The Great Basin utilizes a narrative Finance Section Evaluation form. This form shall be completed within 60 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