



# US Forest Service – Region 1

## INCIDENT BUSINESS

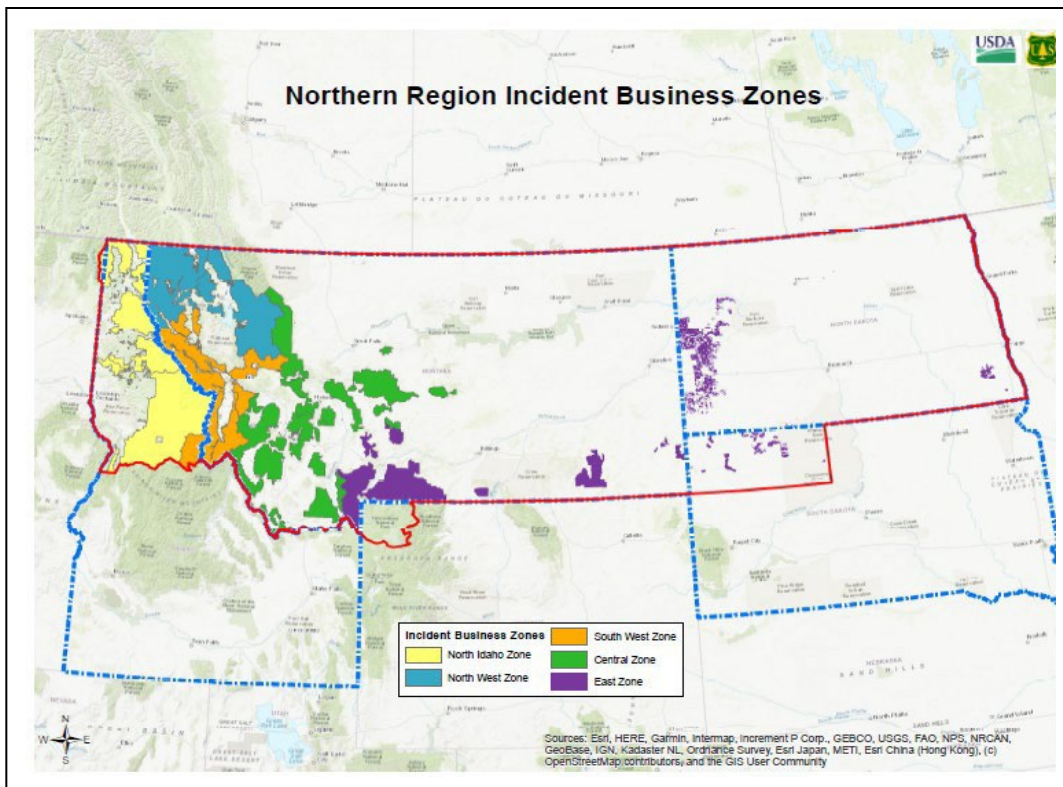
## OPERATING GUIDELINES 2024

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Map: Depicts USFS Region 1 – North Idaho Zone (Nez Perce-Clearwater NFs and Idaho Panhandle NFs) in yellow; Northwest Zone (Kootenai NF and Flathead NF) in blue; Southwest Zone (Bitterroot NF and Lolo NF) in orange; Central Zone (Helena-Lewis and Clark NFs and Beaverhead-Deerlodge NFs) in green; East Zone (Custer-Gallatin NFs and Dakota Prairie Grasslands) in purple.

## **Purpose:**

The purpose of this *US Forest Service Region 1 Incident Business Operating Guideline* (IBOG) is to provide operating guidelines and procedures for incident business management on the National Forests in USFS Region 1 and to ensure consistency with regional, agency, and interagency policies.

It is organized similarly to the *NWCG Standards for Interagency Incident Business Management* ([SIIBM](#)), providing further direction but not duplicating. The guide will provide the necessary direction and procedures to meet agency administrator expectations for incident business and records management in Region 1.

For forest-specific information such as the local service and supply plan, contact the Zone Incident Business Specialist (IBS).

Any deviations from these guidelines will be negotiated with the respective Agency Administrator, the Forest's Agency Administrative Representative, and/or the IBS or INBA.

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## **List of Appendixes:**

THESE APPENDIXES ARE FOLDERS. SEVERAL DOCUMENTS ARE FILED WITHIN EACH.

- Appendix A: Contact Lists
- Appendix B: All Medical Injury and Illness
- Appendix C: DOA templates
- Appendix D: Service and Supply Plan
- Appendix E: Sustainability and Recycling Greening Fire
- Appendix F: Union Flyer

## **Links:**

[Annual Incident Payment Procedures for the Forest Service](#)

[Lend Lease Guidance](#)

[State of Montana - MT-DNRC Agreements \(including Law Enforcement\)](#)

[NRCG Standards for Interagency Incident Business Management Supplements](#)

## Objectives:

1. Provide for effective communication and coordination between various business administration positions on an incident, including our interagency partners.
2. Ensure consistent understanding and application of rules and regulations governing incident business management in various arenas from a variety of reference sources.

Guiding references for this document include:

- NWCG Standards for Interagency Incident Business Management ([SIIBM](#)).
  - National Interagency [Buying Team Guide](#).
  - [Military Use Handbook](#).
  - [National](#) and [Northern Rockies](#) Interagency Mobilization Guides.
  - [USFS Pay Plan](#) for Emergency Workers and USFS Casual Travel guidelines.
  - [USFS Incident Payment Procedures](#)
  - USFS Appropriation Use Handbook.
  - USFS R1 Service and Supply Plan.
3. Assure agency records management guidelines are followed by using the national filing standard for incident records and following the zone IBS's direction for electronic document filing. The first IMT and any subsequent IMTs will maintain the records.
  4. Assure appropriate acquisition practices and general guidelines are followed to avoid prohibited purchases. Assure that the use of mandatory procurement sources, appropriate equipment hiring practices, and land use agreement formation follow acceptable and standard practices.
  5. Assure accountability for government property including sensitive items and the process for identifying and recording lost, damaged, or destroyed property.
  6. Provide for consistent documentation of business matters, including claims or potential claims.

## 0 – AUTHORITIES

### Agency Administrator (AA)

The Agency Administrator or their designee, will review the Incident Management Team's (IMT) pre-order for cost management compliance and applicability with incident circumstances and business practices in Region 1. Any items or practices in question will be discussed with the Incident Commander (IC) and the Zone Incident Business Specialist (IBS) or assigned Incident Business Advisor (INBA).

### Incident Business Specialist (IBS)

The Region 1 National Forests staff a full time Zone Incident Business Specialist who works for the Forest Fire Management Officer or Fire Staff Officer. The Zone IBS has oversight responsibilities for incident business related activities within the zone and is delegated Incident Business Advisor (INBA) duties for their zone forests. Another USFS R1 IBS may support the zone as coordinated through the Regional Incident Business Coordinator and is delegated the same authorities. In addition, the AA(s) may, at their discretion, order qualified Incident Business Advisor(s) for Complex Incidents or multiple incidents occurring on their forests. If this occurs, the Zone IBS may continue to serve as liaison between the AA and the IMT in coordination with the INBA.

### Incident Business Advisor (INBA)

The INBA works directly for, and reports to, the AA or their designee. The INBA serves as an advisor to the Agency Administrator (AA) / Agency Administrator Representative (AAR) and liaison between the AA, IMT and other incident support functions including Expanded Dispatch and Buying Teams (BUYT). The INBA provides incident business coordination with the IMT and other support functions during the incident. The assigned INBA(s) may report to the AA or the Zone IBS but will maintain coordination with the IBS.

The primary duty of the INBA is to provide the AA and AAR with an overview of the business practices on the incident and make suggestions for improvements. This position will provide recommendations on issues that require resolution and will serve as a consultant to the incident's Command and General Staff. The INBA will assist the AA with development of Cost Share Agreements to assure that the Northern Rockies [methodologies](#) are followed.

In matters concerning the expenditure and use of funds, the INBA will provide recommendations to the IMT and to the Buying Team (BUYT). The INBA will review questionable supply orders, as requested by the BUYT or Expanded Dispatchers, and hold them until clarification is made with the IMT. Questionable items, which cannot be resolved between the IMT and the INBA, will be discussed with the Agency Administrator for resolution.

## 10 – PERSONNEL

### **AD Pay Provisions and Subsistence:**

IMTs shall process USFS-hired casual time and travel and submit both to Albuquerque Service Center-Incident Finance (ASC-IF). The IMT does not retain the discretion to refuse to process USFS casual travel when the situation meets the requirements for posting expenses to the OF-288. Payment packages (original OF-288s) for casualties hired by other agencies will be returned to the casualties upon demob. Do not submit DOI casual pay to ASC-IF.

### AD Rates

AD rates are contained in the FS [Pay Plan](#) For Emergency Workers and are non-negotiable. Casuals shall be paid the rate assigned to the position on their Resource Order unless a field change occurs with proper documentation.

### AD Travel / Subsistence:

Locally hired casualties assigned to a fire camp will be given the same consideration as the local USFS employees regarding returning home at night. This decision will be made by the IC, AA, and/or INBA depending on the specific incident. Casuals may be required to stay at the incident and not return home each night.

The casual's travel and subsistence will be indicated on the Single Resource Casual Hire Information Form (PMS 934). Transportation of casualties to and from incidents will be coordinated through [Dispatch](#). Incident air transportation will be arranged by Dispatch and paid for by the Government. The dispatch center will determine the method of travel per the guidelines set forth in the SIIBM and Northern Rockies Coordinating Group (NRCG) [Chapter 10](#) supplement, and on the NWCG AD Travel [Self-sufficiency memo](#).

Details for USFS-hired casual pay and travel processing can be found on the USFS Incident Business Practices / [Personnel website](#) and in the Albuquerque Service Center-Incident Finance (ASC-IF) annual

[Incident Payment Procedures](#) Guide on the USFS Incident Business Practices.

### **Compensation for Injury and Illness**

The Finance Section Chief (FSC) will provide the INBA/AAR with updates on all injuries. An Incident/Illness Log will be completed and filed in the Finance Channel in FireNet as required by the SIIBM and electronic filing standards.

The FSC or Compensation / Claims Unit Leader (COMP) will be current on policy and guidance found in the SIIBM, and will follow the appropriate federal, state, or tribal workers' compensation guidance depending on the employment status of the injured individual. The NRCG SIIBM supplements provide links to state guidelines. The [Northern Rockies Business Matrix](#) outlines the disposition of agency workers' compensation paperwork and the Northern Rockies OWCP Illness and Injury Incident [Guide](#) provides further details.

### **Agency-Provided Medical Care (APMC)**

Region 1 forests do not have APMC established pre-season and will only approve on a case-by-case basis depending on the incident, injury/illness, medical facilities, and acquisition support.

Refer to the Northern Rockies Chapter 10 supplement for local guidelines regarding APMC and Workers' Compensation, and to the SIIBM Chapter 10 for national direction regarding the appropriate utilization of APMC. Strict adherence to these guidelines is required.

Procurement officials will not process APMC payment requests if the situation does not fit within the guidelines. If APMC is utilized, the employee must sign a release of information so the medical facility can provide an itemized bill and receipt for payment.

### **Prescriptions**

**Under no circumstances will prescription medication be purchased with APMC. APMC is not appropriate for prescription purchases for work-related injuries that are covered by workers compensation.** Utilize either workers' compensation for a prescription for a work-related injury, a direct purchase prescription by the injured/ill responder, or a commissary transaction for prescription needs.

### **Transport of Patients**

Depending on the severity of injury, utilize appropriate personnel, (medically trained or not as needed) to transport patients to medical facilities. The NRCG has adopted guidance indicating that neither Compensation/Claims Unit Leaders (COMP) nor Finance Section Chiefs should transport patients to medical care. This direction also extends to Hospital Liaisons. This is for the safety of both the patient and COMP/FSC/HLIA.

The NRCG adopted a form to document the necessity of air or ground ambulance extraction and transport of an employee. The [Medevac Justification Form](#) should be utilized any time an employee medical transport is deemed necessary. The form is used for documentation purposes; it does not imply a commitment of payment for such services by OWCP or the Forest Service. FSH 1309-19-Chapter 30 31.1 states, The Forest Service Chief Financial Officer (CFO) may authorize payment of specific medical supplies, services, and other immediate relief for employees, on a case-by-case basis, and in accordance with 16 USC 554b, only when the employee was engaged in hazardous work when the incident occurred.

## Medical facilities

As part of the in-briefing, the IMT should obtain from the host agency a list of available medical facilities closest to the incident. Emergency rooms are required to take all injuries and accept workers' compensation cases. If nonemergency facilities, like medical clinics, urgent care, etc. are within the area, determine if they accept federal, state, and private workers' compensation cases prior to transporting patients to protect the employees. Assure that the patient will be seen by a physician (not solely by a nurse practitioner or physician's assistant).

**Local cooperator resources are the first source for all EMS required assistance and ambulance services.** Reference the SIIBM NRCG Supplement for Chapters 10 and 50 for EMS/IMS program specifications, available contracts, and contacts.

## Management of Medicines

A detailed inventory of medicines will be kept on incident by the Medical Unit. **The Medical Unit will not order prescription medication to be held in the unit "just in case" it is needed.** Only the resupply of items that are currently carried in the National Fire Equipment System (NFES) Medical Kits may be procured, but quantities should be limited to immediate need only. Reference the National Interagency Buying Team Guide for details regarding the procurement of medicines.

## Required Treatment for Burn Injuries

Reference the Interagency Standards for Fire and Fire Aviation Operations (Red Book), [Chapter 7](#), Safety and Risk Management for instructions for required treatment of burn injuries.

## Transportation

Dispatch or Expanded Dispatch may coordinate with the transportation unit to provide shuttle service to transport resources between local commercial airports, ICP and/or other work locations. This is preferable to obtaining rental vehicles when not needed for operational use on the incident. Using privately owned vehicles must be authorized in advance by the AA or INBA and documented on the resource order. A cost comparison may be required.

Incident-only Emergency Equipment Rental Agreements (EERA) may be established with local vendors to address general transportation needs.

When authorizing the use of rental vehicles, consideration must be given to the intended use. Rental vehicles should be approved for responders who need them to perform their duties on the incident. It is not appropriate to authorize rental vehicles for responders who only need transportation to/from the ICP where the vehicle isn't necessary for the performance of their incident position or duties. Other transportation arrangements should be made to get those responders to ICP.

Rental vehicles must be assigned judiciously and shall not be reassigned to other incidents or off-forest without coordination through Dispatch. The USFS utilizes the National Emergency Rental Vehicle (NERV) agreement or the agency's travel program, depending on the type of vehicle required. For details on the use of this program, follow the current guidance on the [NERV website](#).

Responders who travel to incidents should follow their agency's guidance and utilize their agencies' travel reservation system and agency-issued travel credit cards as appropriate. Federal travelers (including casuals) shall assure that the federal agency name (USDA for Forest Service) is included on their rental car invoice.

Every responder who utilizes a rental vehicle will be held accountable for its responsible use. Responders shall ensure completion of all necessary paperwork, shift tickets, inspection forms and accident documentation where necessary. Responders may be required to send the payment paperwork to the appropriate payment official for NERV rentals. Responders shall work with Ground Support to document any damage that occurs. They must leave their contact information for follow-up when needed. If Ground Support pool vehicles are hired using an EERA, the OF-286 invoices shall be finalized by the IMT upon demobilization. Ground Support and IMT vehicles will not remain at the incident or be transferred to the host unit unless specifically requested by the AA or INBA/AAR and coordinated with Dispatch. Finance and Logistics will coordinate to return all rental vehicles and to finalize vehicle invoices upon demobilization.

#### Privately-Owned Vehicles (POV)

POV use should be limited to mobilization and demobilization. POVs shall not be used for on-incident operations. POV use will be reimbursed according to the responder's agency travel policy. Mileage reimbursement includes fuel, wear and tear, maintenance, and insurance. Damage to POVs is not covered under the Military and Civilian Employees Claims Act. Damage claims will be submitted through the employee's private insurer.

#### UTV/ATVs

NRCG direction for ordering and use of UTV/ATVs can be found on the [NRCG website](#). Every UTV/ATV managed by Ground Support and assigned to responders must be documented by date and time. All damage must be reported immediately, documented in writing, photographed, and investigated.

## **20 – ACQUISITION**

### **Incident Acquisition Procedures**

#### Ordering

All orders for supplies and/or services for an incident shall be processed through the Logistics Section's Ordering Manager, then through the local dispatch center or expanded dispatch prior to purchasing or committing to a transaction or agreement with a vendor. Orders shall follow the processes established by the local dispatch center.

Incident acquisitions are expected to follow agency procurement policy and the guidelines outlined in the R1 Service and Supply Plan – Appendix D. A listing of local vendors and service providers will be shared by the Forest Incident Business Specialist at IMT in-briefing. These documents are intended to work hand in hand.

Prior to the assignment of a BUYT, dispatchers will process procurement needs through the identified local micro-purchaser(s) or At Incident Management Support (AIMS) for requests exceeding the micro purchase threshold or requiring an agreement. NFES cache items will be obtained through the cache system. Dispatch may request review of orders or provide copies of orders to the Forest Incident Business Specialist or the Incident Business Advisor if one is assigned, as needed and appropriate.

Always follow the appropriate procurement process; individual/personal purchases made outside the process are not authorized and will not be reimbursed.

Preseason competed agreements are the first source of supply if agency-owned equipment is not available (including local government cooperators). If local and neighbor DPLs have been exhausted, or specialized equipment currently not under a competitive award is needed, an incident-only EERA may be implemented.

#### Ordering Restrictions:

The following items are either restricted from purchasing, or limited in some manner, during incident operations. See Appendix D: R1 Service and Supply Plan for further restrictions:

- Rapid Extraction Modules (REM): Order only with specific AA written concurrence and within [NRCG direction](#).
- Medical “trailers” with physician.
- Procuring motel rooms or other commercial lodging for overhead or other personnel located in an area where an incident camp exists is prohibited with the following exceptions:
  - Personnel who are ordered by the host unit and work outside the scope of the IMT.
  - Lodging is required to provide daytime sleeping area for night shift personnel.
  - Lodging is required to provide a safe and healthful environment for injured personnel who are recuperating on doctor’s orders.
  - Lodging is required to provide a healthy environment for incident personnel based on inclement weather or other adverse conditions approved by the AA/AAR.
  - Lodging is required to meet a previously approved Reasonable Accommodation, upon AA approval.
- Personal care or comfort items including toiletries. These items should be handled as commissary items - not stocked in the Medical Unit. Items issued in cache-issued Medical Kits *may* be purchased to replenish items used. A complete listing of kit contents may be found in the [NRK Catalog](#).
- Flat-screen televisions or other digital or electronic equipment purchase or rental that go beyond the AA Leader’s Intent for video production, virtual public meetings, or other presentations. (This includes rental requests for private companies under agreement).
- Supplemental foods outside the scope of *NWCG RMC Memo No. 21-01*: [Supplemental Food and Drink Guidance](#).

#### **Government Purchase Cards (GPC) and Procurement Support**

Purchasers must closely communicate with the AAR/INBA to ensure appropriateness of orders and to resolve any issues and address questionable requests. Purchasers must follow agency GPC policies for reporting and reconciliation. All purchases should be documented and tracked using the National Buying Team [Spreadsheet](#). The spreadsheet is recommended for all purchasers to accomplish the cost tracking requirements and potential transition to an incoming buying team.

#### **Procurement Support: Complex Incidents**

Buying Teams will be brought in whenever the Incident procurement support needs warrant it. These Buying Teams may support multiple Incidents across the Geographic Area. Local micropurchasers may be needed to support these efforts and may also provide a good training opportunity for local purchasers. INBAs and BUYLs should work together to ensure the needs of the Incident and local Unit are met.

#### **Unoperated Equipment**

Unoperated rental equipment, such as generators, light towers, dumpsters, vehicles, and portable toilets

must be tracked by the IMT. Regardless of procurement method, logistics personnel must complete shift tickets reflecting the start and end dates or sign a vendor-generated daily invoice.

- A Commercial Agreement is the preferred method for unoperated equipment rental. When the BUYT pays for items on Commercial Agreements, the BUYT will require field documentation of the equipment arrival and departure dates.
- Items procured through EERAs will require a finance-generated OF-286 which will be submitted to ASC-IF for payment. Some items may be paid by ASC directly from the vendor-generated invoices. Follow the guidance in the ASC-IF annual payment procedures guide carefully to assure that all documentation is submitted if using only the vendor-generated invoices.

If a question arises regarding whether an item is paid by a BUYT or via OF-286, Finance must resolve it prior to demobilization.

### **Emergency Facilities and Land Use Agreements (LUA)**

Land Use Agreements shall be ordered and signed prior to government use of any privately-owned land or facility. No private lands will be utilized without a signed LUA in place or verbal approval by a warranted contracting officer. A [Land Use Agreement Intake Form](#) will be completed by the requestor and sent to dispatch with the order. **Property owners must be registered in the System for Award Management ([SAM.gov](#)) to receive payment from the federal government.**

IMTs shall not comment, promise, or make the determination on appropriate use, rehab, payment, etc. of lands outside of the terms and conditions of the signed LUA. All negotiations, updates, and changes will be handled by a warranted contracting officer. A list of all LUAs may be requested by the INBA. Direction for the establishment of LUAs in the Northern Rockies is posted in the [NRCG LUA Guide](#).

The IMT will provide pre-use and post-use inspections, photos of the rented area/land/facility, and upload the files to FireNet. IMTs will close all LUAs, complete the final inspections, complete the payment processing paperwork, and obtain the landowner(s)' signatures.

### Airports

LUAs may be negotiated if airport use is above and beyond normal operations, or if government use prohibits the airport from continuing normal operations. Otherwise, a commercial payment may be made to compensate the use, the same as any civilian customer who uses the airport. Normal use can be considered as: landing, staging, minor use of facilities, and parking. All airport use must be addressed and documented.

### Water Use

Involve the AAR, INBA, and a warranted contracting officer immediately when water access is needed. It is imperative that use and access of water follow the guidelines in the NRCG LUA guide.

The USFS follows all state and local laws for water use. Temporary use of water for emergency fire suppression does not require a permit or prior approval from the state. Use must cease when the water is no longer required to meet the emergency. A LUA must be written for **access** to a dip/draft site, or diversion of water and specify that the rate includes use of the water. The LUA may not be written **solely** for the volume of water used.

Municipal water from a metered hydrant is the exception. A per-gallon rate may be negotiated for water

from county and city sources. In these instances, the IMT must have tracking measures in place to ensure accurate information for payment. Further direction is available in the [Land Use Agreement Guide](#).

### **Unique Items**

#### Hazardous Waste

It is the responsibility of the IMT to coordinate disposal of hazardous waste and/or hazardous material (including unused mixed fuel) with the forest HazMat representative or Safety Officer. A list of disposal options or locations will be provided. Payment for those services will be coordinated with the BUYT or micro-purchaser if appropriate.

#### Donations

Minor “thank you” donations for firefighting personnel from the community are welcome and acceptable to show appreciation. These items may include posters, cards, personal care items, etc.

Donations for items for which our firefighters are compensated, or are expressly prohibited under ethics guidelines, are unacceptable (ex: clothing, gifts, tickets, money, etc.) and should be handled respectfully, graciously but firmly. Provide information to the donor about how our firefighters are adequately supported by the government so the public is aware the donation is appreciated but unnecessary. These donations can be redirected to support organizations such as the Red Cross, evacuation centers, local fire departments or, in the case of cash donations to organization such as the Wildland Firefighter Foundation, Eric Marsh Foundation, or the National Fallen Firefighters Foundation.

### **Military**

Reference Chapter 50 of the NRCG Supplements to the SIIBM for Montana, Idaho or North Dakota National Guard use on incident, and the [Military Use Handbook](#) for the use of Department of Defense resources on incident.

### **EERA and I-BPA Administration**

#### ***Payments***

The finance section is expected to follow BUYT and/or ASC-IF payment procedures including interim and final payment disposition for the submission of all payment packages. The AAR/INBA may request to review packages as time allows, this will be coordinated in advance with the Finance Section Chief.

Unresolved issues or invoices not completed at incident closeout will be discussed with the AAR/INBA to plan for completion. An IMT Finance representative may be asked to remain on the forest to complete incident payment packages and facilitate necessary follow-up.

## **30 - PROPERTY MANAGEMENT**

### **Forest Service Sensitive Items**

The following items are considered sensitive and will be tracked with a Property Transfer form ([AD-107](#)): computers, computer equipment, radios, cameras, binoculars, flight helmets, chainsaws, pumps, cell phones and any other items that are characterized as sensitive in FSM 6400, [FSH 6409.31](#). Not all items may be procured with incident funding.

USFS fire suppression appropriations (WFSU) may be used to procure needed Information Technology

(IT) equipment and supplies for incident support. However, computers shall not be purchased using suppression funds. The rules governing peripheral equipment (printers, scanners, plotters, router hubs, etc.) and supplies (cables, thumb drives, etc.) state that, if purchased, the items are to be returned to the host unit fire cache to be used only to support fire suppression and not to be disseminated for general unit use. Nor can these supplies be removed from the incident by IMT members. All IT equipment procured will be returned directly to the forest's IBS at the end of the incident. When IMT owned (government owned) equipment is lost, damaged, destroyed or otherwise rendered unusable on an incident, an IMT member must follow Incident Replacement direction for an authorized repair or replacement.

### **Durable and Accountable Property**

The R1 forests adhere to the SIIBM and Northern Rockies Chapter 30 Supplement governing property management requirements for all incidents, regardless of whether an IMT is assigned or not.

The IC/IMT will manage all property obtained through the cache system. All cache items will be promptly returned at the end of the incident unless specifically requested to remain on site by the host unit. Documentation of items remaining on the incident, and their current location, will be supplied to an incoming IMT, or to the District Fire Management Officer, AAR, or INBA. Unused consumable and/or durable NFES supply items must be returned to the cache within 30 days of control of the incident.

At the end of each IMT's tour, all property must be accounted for, and location documented. Any lost, damaged, or destroyed property items that will be replaced will become part of the IMT's Loss Tolerance cost and will be documented on an [AD-112](#). All remaining property will be transferred to the incoming IMT on an [AD-107](#). At the close of the incident, the last IMT will document, using the AD-112, any lost, damaged, or missing property. All current property in inventory will be transferred using an AD-107 to the host agency or return to the cache as appropriate.

Upon determination that an item cannot be accounted for, the person responsible for accountability will immediately notify the LSC who will notify the AA/AAR or INBA. During the demobilization process, AD-112s will be processed when items are not returned to supply. The employee's incident supervisor will sign these forms.

Government property and/or supply items issued to contractors/vendors shall be rare (and only within the parameters of their agreements) and must be returned to the incident prior to demobilization. The SPUL shall utilize an AD-107 (including value of each item) to ensure they are returned. When items are not returned, the transfer forms will be given to the FSC or PROC to become part of the I-BPA documentation and an appropriate amount shall be deducted from the contractor's invoice.

### **Incident Replacement & Property Loss or Damage**

Teams should follow their IMT protocols to ensure the NR's OF-289 is filled out correctly and the appropriate reviews have been accomplished. Approval to replace government property will typically be provided by the assigned INBA or Zone IBS. Approval will include written documentation to the home unit and shall be limited to replacement of government property items that have been destroyed or rendered otherwise unserviceable while being used on the incident. ***Replacement shall not be authorized using incident funds for loss or damage from normal wear-and-tear.*** Written documentation shall include, General Message, Supply Resource Order and the approved [NR OF-289](#).

The IMT may approve incident replacement for consumable items that are used on the incident. These items may be replaced at the incident, if time allows, or may be replaced by the responders at their home unit with an approved Supply Resource Order (S#).

IMTs may not authorize replacement of durable or non-standard cache items without a specific delegation of authority issued to the FSC from the AA, INBA, or IBS with a designated approval threshold. This will be established on a case-by-case basis.

#### Chainsaws and parts

Requests for chainsaw parts, saw repairs, etc. will be discussed as needed with Subject Matter Experts (SMEs) and/or Operations for determination. It is expected that chainsaws that are purchased for firefighting are going to experience a high level of use. Generally, chainsaw powerheads will not be replaced with suppression funding as a loss of powerhead function is normal wear and tear. Replacement should be funded with home unit funding sources or the USFS Essential Equipment Program. Required forms for chain saw parts or repairs are located at: [Northern Rockies Saw Parts order form and corresponding list of authorized parts](#). Approval discrepancies may be elevated to the AA/INBA for further documentation and determination.

#### Radios

***Since the implementation of FITRA the USFS may not purchase radios for any purpose from any source. Destroyed or lost radios must be replaced at the home unit.*** Any requests for radio replacement parts must be referred to the IMT's Communications Unit Leader (COML), or host unit radio technician for completion of the SME section of the NR OF289. All radios purchased by the USFS from Bendix King have a 5-year warranty. Warranties will be voided if replacement parts are not Original Equipment Manufacturer (OEM).

When/if radio parts are approved for replacement at the home unit, the resource order should reflect “*replace with OEM parts only*” in the documentation section so that the purchasers obtain the correct parts. This will result in a cost savings to the fire and to the government by preserving the warranty. The actual purchase should be completed by an authorized radio technician.

#### Bear Resistant Items

Most R1 forests have [Bear Food Storage](#) orders. Bear resistant items are required as part of ICP setup, spike camps, etc. IMTs will first contact the local district for these needs. Districts may have these items in their local caches (not in Northern Rockies Cache (NRK)). If needed, requests for bear-proof dumpsters should be through a rental process and not purchase. Non-standard items can also meet the needs of the incident and should be considered, for example, horse trailer for garbage storage which can be hauled in/out if bear resistant dumpsters are unavailable. For spike camps or other remote locations, bear-resistant coolers are available in the NRK. They are not to be purchased until or unless the NRK can no longer provide them. If purchased, they should be marked and returned to the local unit at the end of the incident.

For the safety of all responders, bear spray cannisters are NOT considered consumable items. Any bear spray that is purchased for the incident must be issued to responders and tracked by Supply. All cannisters (including empty) must be returned to supply and the host unit.

When transporting in vehicles or aircraft, bear spray cannisters must be secured in a Safety Container, like

a “Kozee-Tote” or another similar brand. Check with the host unit for guidance.

## **Waste Management at Incident Base**

### Waste Reduction

IMTs are expected to take actions to reduce waste as much as possible, particularly cardboard, paper, and plastic bottles. Consideration of alternative solutions to use of single serve bottled beverages is desired. Use of refillable canteens with a potable water tender as appropriate and available should be considered. Electrolyte alternatives are available in powder or tablet forms. Additional oversight to ensure cleanliness standards and distribution of electrolyte alternatives may be required.

### **Recycling:**

Reference the following links for recycling information by state: [Montana](#), [Idaho](#), [North Dakota](#).

- Consult the [Greening Fire Team website](#) for details on sustainability and fire. Consider agreements for recycling vendors to assist logistics with waste management.
- Consider using printed maps for multiple days until a significant change requires reprinting. Use electronic maps under QR codes as much as possible. See Appendix E for area and cache recycling information.

## **40 – INCIDENT BUSINESS COORDINATION**

### **Incident Management Team Coordination**

The AAR/INBA will provide the Logistics and Finance Sections, Expanded Dispatch, and an assigned Buying Team a copy of this IBOG and any supplemental information as well as an in-briefing with incident details and expectations. This information will be used as the basis to complete the [Finance and Logistics Evaluation](#) (as well as input to the IMT evaluation completed by the line officer).

As soon as possible, the IMT, host unit and support centers (Expanded Dispatch, BUYT, etc.) will provide contact information to facilitate communication between the entities. The host unit will also provide the IMT with a list of staff who need to access their virtual meetings.

### **Email Accounts**

Any email accounts needed to support an incident shall comply with the National Multi-Agency Coordinating Group (NMAC) Memo “Use of FireNet.gov for Official Electronic Messaging” (FMB Memorandum 23-003) and FireNet.gov processes for creating incident email accounts and naming conventions provided at [Firenet.gov](#).

### **Closeout Instructions**

The FSC will contact the AAR/INBA/IBS after the IMT has been notified of release from the incident to establish a date and time for transition to the incoming IMT and/or to closeout with the host agency. Follow-up after the incident between the host agency and the FSC may also occur to provide information and resolve issues. Transition will include a review of any outstanding issues and the electronic files in FireNet, with access provided to the appropriate incoming IMT members.

The AAR/INBA/IBS should participate in the exit interview of each assigned IMT providing a verbal and written assessment utilizing the NRCG IMT Finance Evaluation form.

The AAR/INBA/IBS may review final finance fire packages focusing on accuracy and completeness. Random sampling may be used to accomplish this, or a full review of the finance package may be completed.

Some specifics for Logistical close out include:

- Assure that the start and end dates for unoperated resources like light towers, generators and other equipment have been documented on shift tickets. Assure appropriate paperwork is prepared for payment.
- Identify in the Demob Plan a single point of contact who will be responsible for demobbing all unoperated logistical resources.
- Land Use Agreements should have the final inspection including post-use photos completed and invoice closed when it is determined that the agreement is no longer needed.
- Notification to shut off utilities will be submitted on a general message through Expanded Dispatch to the BUYT.

### **Incident Records Management**

IMTs will follow current NWCG and agency direction and policy for [Incident Records Management](#). ***The USFS requires 100% electronic filing*** and follows records management standards set by the National Archives and Records Administration (NARA). ***All files and folders will be electronic.*** No paper doc box is required, however if an incident is a cost-share with a state, or if a Fire Management Assistance Grant (FMAG) has been assigned, a paper doc box may be necessary for the state's records, however this should be the exception and not the rule.

**The files are ongoing and will not be separated by Initial Attack or Extended Attack, or by successive IMTs assigned. This differs from direction in the NWCG [PMS 277](#). Do not follow direction in PMS 277 indicating the use of "Draft eDOC Boxes" by IMT, or the separation of folders within each channel by IMT.** Create only a single, ongoing set of records using the channels as working documents, followed by filing in the Final eDoc Box. Each assigned IMT shall continue with the existing file flow.

The Finance Channel in the [FireNet](#) Teams incident folder structure contains a "Final Finance eDoc Box" folder, and all finance records will remain in this channel. IMTs may use the Final Finance eDoc Box folder in the Finance Channel but IMTs will not move finance records to the General Channel "Draft eDOC Box" or to the General Channel "Final eDoc Box."

- Paper records created during the IMT's tenure on the incident shall be scanned and uploaded into the appropriate electronic folder. Scanned documents must be clearly marked "Scanned" upon completion of the scanning process. This includes all ICS-213 General Message Forms and ICS-214 Unit Logs. Coordinate with the IBS/INBA on disposition of scanned hardcopy documents.
- All electronic files shall be named appropriately, not left in a folder with the file name assigned by the scanning device.
- Incident Documentation boxes will follow [Incident Records Management guidance](#)
- Electronic files will be maintained in FireNet according to current standards (as defined above for the Finance Channel).
- Assure that the Forest IBS is listed as an "owner" on the FireNet Teams folder structure. If the IBS

is already an owner before the IMT assumes command, assure that the IBS is not removed from access.

- IMT members must be aware that they will be disconnected from the FireNet Team folders at the time of their IMT demobilization. They should have no expectation of access after demob.
- GIS data files and Information photos and videos may be too large to be downloaded from FireNet to the host unit's server. These files should be transferred to the host unit using an external hard drive. All other files may remain in FireNet to be downloaded at the end of the incident.
- All incident records users must be aware of, and protect personally identifiable information (PII), including dates of birth collected by the Demob Unit to acquire airline tickets. Best practice is to refrain from collecting PII and refrain from uploading any PII data to FireNet.

### **e-ISuite**

**The use of e-ISuite Enterprise is preferred, unless internet access is prohibitive.**

The Plans section shall ensure they demob all resources in e-ISuite, including their IMT members.

The IMT is required to assure that local personnel, including the Forest IBS are listed as users. The ITSS and the FSC will ensure that local personnel can access the incident in Enterprise before they demob. IMT members will be removed as users from the incident upon demob.

### **Buying Team Coordination**

Procurement personnel (or dispatchers) should consult with the INBA before ordering or purchasing items of questionable need, nature, or quantity. All procurement will be supported by a resource order and General Message. Purchasers assigned to the incident will retain the original purchase documentation and provide a copy of the documentation to the incident file.

BUYT records will be located in the FireNet Incident Team Folder, Buying Team Channel. FSCs must ensure that Buying Team Leaders have "owner" access to the FireNet team and request that FireNet activate the year.incident.buying@firenet.gov email address for their specific Incident. This can be accomplished by updating the Incident Account Tracker and providing the BUYL's FireNet email address.

## **50 – INTERAGENCY COOPERATIVE RELATIONS**

USFS Cooperative Law Enforcement agreements cover counties within Montana and Idaho.

If the incident requires Law Enforcement for USFS-ordered roadblocks, security, etc., the resources may be ordered under the USFS Coop Law agreement for the county where the incident is occurring.

Requests must carefully follow ordering protocols and time documentation outlined in Addendum A of the agreement and documented on a Resource Order. Dispatchers or Expanded Dispatchers will place the orders accordingly. IMTs will not take action outside the ordering process by directly contacting law enforcement officers from any agency in an attempt to fill the need.

### **State of Montana:**

If the County Sheriff has additional jurisdictional needs, MT-DNRC has established a county sheriff to county sheriff mutual aid agreement, called the Montana Sheriff's and Peace Officer's agreement (often referred to as the STAR agreement). The Montana Highway Patrol has a separate agreement. These agreements can be found on the [DNRC Plans and Agreements website](#) and can be used on USFS

incidents.

#### **State of Idaho:**

Cooperative agreements have been established with local entities, and procedures are outlined in the specific agreements. Regional direction for Fire Suppression Billing Language for Cooperative Law Agreements has been included in each county's annual operating plan. For copies of these agreements see the State of Idaho Wildland Fire [Incident Business website](#).

#### **State of North Dakota:**

North Dakota agreements can be found on the state's Wildland [Fire Management website](#).

#### **Payment Processing for Local Government Fire Forces**

Cooperative agreements with local fire departments will be provided to IMTs as needed.

Upon demobilization, **all local government fire responders will be given their original finance paperwork, including Crew Time Reports, Shift Tickets, OF-288 Incident Time Reports and OF-286 Emergency Equipment Use Invoices.** Only electronic versions will remain in the Incident Finance Package. Do not shred these documents prior to demobilization.

## **60 - ACCIDENT INVESTIGATION AND REPORTING**

For accident investigation and reporting requirements, please coordinate with the incident Safety Officer and reference agency-specific policy. For federal agencies see the Interagency Standards for Fire and 3 Fire Aviation Operations (Red Book). For injury reporting requirements, reference [SIIBM](#) Chapter 10. For the Motor Vehicle Accident Report, SF-91, and the Statement of Witness, SF-94, reference [SIIBM](#) Chapter 70.

## **70 – CLAIMS**

Claims against the government need to be documented as soon as possible. The IMT will not send claims directly to ASC, rather send to the host unit Claims Liaison.

#### **Tort/non-Tort Claims**

Written claims received at the incident or sent to the host unit directly should be date stamped immediately and routed to the host unit Claims Liaison (or if unavailable, IBS) for submission to ASC-Claims. If someone calls or visits a FS office, they may be referred to ASC Claims at 877-372-7248, option 1 or can be instructed to send the claim directly to ASC-Claims via [email](mailto:SM.FS.ascclaims@usda.gov) [SM.FS.ascclaims@usda.gov](mailto:SM.FS.ascclaims@usda.gov)) or via fax to 866-341-1541 or hard copy at:

ASC B&F Claims Branch.  
4000 Masthead Street NE  
Albuquerque, NM 87109

A Claims Log, a copy of the claim(s) in the appropriate Claims envelope (electronic folder), along with all the documentation, will be included in the incident finance package. If no documentation has been filed, the IMT should still note the discussion or potential and provide documentation. Unit Logs are not sufficient for this purpose.

***Requests for Incident Replacement of government property are not claims and should not be filed in claims envelopes, or electronically under claims. The standard FireNet folder structure has Incident Replacement on the Logistics Channel under Supply. They should not be included on a Claims Log and should not be issued a “C” number for a claim.***

### **Employee Claims**

When property is damaged or destroyed, IMTs must first determine if the property is personal or government. IMTs do not have the authority to approve personal property claims or to authorize expenditure of funds to replace personal items. Damaged personal property is not Incident Replacement, it's an employee claim. The [SIIBM](#) Chapter 70 addresses personal property loss or damage claims.

For employee claims, only copies of the paperwork will be retained in the incident package. The affected employee will take home any original paperwork for adjudication at his/her home unit. USFS employees must file within 2 years from the date of damage or loss and should use form [AD-382](#) – Employee Claim for Loss or Damage to Personal Property. They will be directed to an [internal FS SharePoint site](#) to submit their claim. Other federal or state employees must follow their home unit's procedures.

### **Contract Claims**

Contract claims may only be adjudicated by a warranted USFS contracting officer (CO). Every attempt should be made to settle contract claims at the incident. Contract claims are not Tort claims. They are settled by a USFS CO.

- For claims not associated with an incident (e.g., DPL violations, rejections, protests, or administrative errors), claimants may communicate directly with their signatory contracting officer for settlement.
- For claims not settled at the incident, or that arise after the incident has closed, claims will be routed to the signatory contracting officer for settlement. This includes pre-season awards and incident-only EERAs.
- For incident-only EERAs, the following standardized language will be included in the “Special Provisions” area to address the “successor CO” for claims settlement:
  - ***Any warranted procurement personnel may settle claims on matters pertaining to this agreement that are within their warrant authority.***

## **80 - COST ACCOUNTING AND REPORTING**

IMTs are responsible for tracking all incident costs, from the start of incident, through their tenure. Costs will not be separated by teams or management level. It is imperative that Cost Unit Leaders (COST) create, document, and file their methodology for calculating any off- site or support costs so subsequent teams, or the host unit can follow. If an IMT is managing multiple incidents, the IMT and COST must follow the incident host's direction for cost separation and tracking.

### **Automated Cost Accounting**

The forest will provide the FSC/COST with a list of daily e-ISuite Cost Reports to be emailed. In

addition, the following reports should be saved electronically every day:

1. Summary for Current Day
2. Group Category Summary
3. Detail by Resource: Non-Overhead and Overhead
4. Aircraft Detail Report
5. Custom Reports, as needed for data-truthing and cost analysis.

### **Cost Share Agreements**

The Northern Rockies has developed [Cost Share Methodologies](#), [Cost Share Templates](#), and Decision Document templates for decision documentation. The AAs will select from the available methodologies as identified in the statewide Master Agreement when establishing a CSA.

FSH6509.11g Chapter 50 identifies appropriate review and second level review authorities for the CSA. A Zone IBS or assigned INBA can assist the AAs through this process.

The capabilities of the USFS and state accounting systems must be considered, including timeframes, and splitting costs. Reconciliation of fire billing where CSAs are applied are limited to the capabilities of the accounting systems.

### **IMT Responsibilities**

The IMT will not negotiate a Cost Share Agreement but may work with the AAR/INBA/IBS on e-ISuite capabilities relative to potential CSA specifics and with the AAs to define fire location relative to jurisdiction or protection area boundaries. If a Cost Share Agreement has been developed, or if an IMT is managing multiple incidents with separate cost shares, the IMT and COST must follow the incident host's direction for cost tracking. (e-ISuite is the preferred method, not external spreadsheets).

It is imperative that all parties understand the selected cost share methodology and cost share tracking requirements. Present any questions or concerns to the INBA as soon as possible. If necessary, additional resources (another COST) may be needed to properly track expenditures.

Separate reports, systems, tracking outside of e-ISuite is discouraged as this may or may not be continual and sustained by future COST or Finance personnel. COST unit leaders are expected to be proficient in e-ISuite.