# Northern Rockies Incident Business Committee

## 2019 Finance Webinars

**Recorded Sessions**

### Monday, May 13, 2019

**General Session**

**General Session Webinar Link**

- 2019 Northern Rockies (NR) updates.
- Rapid Extraction Module Support (REMS)
- NR Incident Business Committee (IBC) website and toolbox updates.
- Contract Administration Updates

**Incident Business Interagency Cooperation: A Look Behind the Curtain**

**Incident Business Interagency Cooperation Webinar Link**

- Why are Cooperative Fire Agreements important? *What is in them, who works on them, where to find them, and the tiers of agreements*
- What are Fire Offset/Exchange Agreements? *Agency types, different exchanges, ID and MT specifics, and how it affects a IMT*
- What is a FMAG and how does it affect incident management? *Request process, who can request, how FEMA decides, and what does the IMT need to know*
- How are Cost Share Agreements settled/reconciled? *Considerations, how they are settled in MT & ID, other state methods, and common issues*

### Tuesday, May 14, 2019

**Incident Business Advisor (INBA) Refresher**

**Incident Business Advisor Refresher Link**

- Role of the INBA – delegation from Agency Administrator (AA), supervising BUYT, cost oversight, appropriation use, incident replacement
- INBA Attitude, kit contents, personal safety, check-in/check-out, and working with a trainee
- Where to find the answers
- Day job vs. Incident Assignment
- Keeping people out of trouble: ratifications, medical unit supplies
- Cost shares: templates and rationale, authority
- A day in the life of an INBA
- INBA documentation package

### Wednesday, May 15, 2019

**Incident Rental Vehicles**

**Incident Rental Vehicle Webinar Link**

- National Emergency Vehicle Rental (NERV) BPA overview
- Northern Rockies SOP for NERV implementation
- MT DNRC Emergency Off-Road Vehicle BPA
### Wednesday, May 15, 2019

**Dispatch 101 for Finance & Logistics**  
*Amy Lancaster, Center Manager – BLM – Miles City Interagency Dispatch*  
*David Lee, Assistant Center Manager – BLM – Miles City Interagency Dispatch*

**Dispatch 101 Webinar Link**

- What happens when dispatch gets a fire report and initial attack.  
- The different dispatch programs and how they are inter-related.  
- Extended attack and support orders.  
- Ordering established IMTs, expanded dispatch, and common issues.  
- Impacts of Agency Administrator decisions.

### Thursday, May 16, 2019

**Beginner EQTR**  
*Fauzia Massey, Incident Business Specialist – USFS Custer Gallatin NF & Dakota Prairie Grasslands*

**EQTR Webinar Link**

- Equipment Time Recorder Basics  
- Procurement Types  
- Contracts: Introduction  
- Payment Centers

**Intermediate EQTR**  
*Fauzia Massey, Incident Business Specialist – USFS Custer Gallatin NF & Dakota Prairie Grasslands*

**Included in link above**

- e-ISuite screens  
- Posting State resources  
- Posting adjustments

**Advanced EQTR**  
*Fauzia Massey, Incident Business Specialist – USFS Custer Gallatin NF & Dakota Prairie Grasslands*

**Included in link above**

- Double Shift Calculations  
- Posting Heavy Equipment Task Force (HETF)  
- Invoicing: Preparing for Payment

**Local Incident Procurement Refresher**  
**Local Incident Procurement Webinar Link**

**USFS and DOI micro-purchasing**  
*Jeffrey Gardner, Fire Contracting Officer - USFS Northern Region, Aerial Fire Depot*  
*Meg Masse Geary, Fire Business – BLM Eastern Montana Dakotas District Office*

- Updates related to micro-purchasing to support local incidents.

**State of Idaho Incident Procurement/Acquisition**  
*Michaelle Sande, Buyer – Idaho Department of Lands*

**Included in link above**

- Pre-Season Agreements and Incident Only EERAs, Land/Facility Payments, Agency and Contract Payments, Claims  
- Use of Purchase Cards, Buying Team Procedures

**State of Montana Incident Procurement/Acquisition**  
*Rhea Blankenship, Buying Team Leader – Montana Department of Natural Resources & Conservation*

**Included in link above**

- Pre-Season Agreements and Incident Only EERAs, Land/Facility Payments, Agency and Contract Payments, Claims  
- Use of Purchase Cards, Buying Team Procedures