



Incident Business Mini Guide for ICS Supervisors

Brought to you by:

Northern Rockies

Incident Business Committee

Updated 2020

In accordance with the NWCG Standards for Interagency
Incident Business Management (SIIBM)

Incident Business 101:

➤ **CTRs** - SIIBM Chapter 10 Exhibits 4

Document the hours you work. The CTR is for one person or one crew on the same resource-request number (C, O, E or A). Document everything, even if you had a long shift – over 16 hours. You're entitled to get paid for all hours, and your supervisor needs to be aware that rest/mitigation may be needed. Note in the Remarks field at the bottom any exceptions; such as no meal break taken and why, or hazard pay earned and why.

The items you MUST have on your CTR are: incident name, your name, your position (e.g. ENGB), O, C, E, A-#, date, hours, total hours, documentation in remarks, supervisor signature.

Follow Work:Rest. If exceeded, MITIGATE 2:1 and JUSTIFY.

- SIIBM Chapter 10-13

➤ **Hazard Pay** - SIIBM Chapter 10-18 and 5 CFR 550.901-907

Hazard pay is for those who engage in fireline activities. Indicate: "Firefighting on uncontrolled fireline."

➤ **Meals Periods** - SIIBM Chapter 10-12

Personnel on the fireline may be compensated for their meal periods if all three of the following criteria are met:

1. The fire is not controlled, and
2. the OSC says it is critical and orders it, and
3. it is approved by the next level supervisor and documented on CTR.

In those situations where incident support personnel cannot be relieved from performing work and must remain at a post of duty, a meal period may be recorded as time worked for which compensation shall be allowed, and documented on the CTR.

For personnel in support positions, and fireline personnel "after control of the fire, a meal period of at least 30 minutes must be ordered and taken for each work shift." (a minimum 30 minute break for shifts of 8 hours or more). Authority may differ for state employees. Follow your home agency direction.

➤ **Travel** - SIIBM Chapter 10-9

Travel to and from an incident should be arranged in a safe manner. You do not automatically get a free pass on excess hours and compensable meal periods because you were traveling. If you take a meal break where you ate outside of the vehicle or during a layover, you must show that break. You also have to abide by work:rest and excess hours mitigation and agency driving safety policies which disallow eating while driving.

Airline travel: you can be reimbursed for 2 checked bags.

➤ **Driving** – SIIBM Chapter 10-13 and National Incident Operations Driving Standards

Agency Employees – including federal casuals and state EFFs: "No driver will drive more than 10 hours (behind the wheel) within any duty day." "Multiple drivers in a single vehicle may drive up to the duty day limitation". "A driver shall drive only if they have had at least 8 consecutive hours off duty before beginning a shift."

Contractors: Must comply with DOT regulations. One driver may drive 11 hours; 14 hour maximum with two drivers.

Drivers must still adhere to work:rest even if they weren't driving the entire time.

You're the Supervisor!

➤ Responsibilities

When signing a CTR or shift ticket, LOOK AT IT! Do not just assume. If in doubt, ask your friendly Finance section before the issue arises if possible. Make sure your employee is following work:rest, excess hours, meal breaks, etc., and has used the "Remarks" field to provide proper documentation.

As a supervisor, do not commit government money for incident costs unless you have been approved to do so. Basically, no negotiating with the guidelines.

➤ Signing Shift Tickets – SIIBM Chapter 20

You, as the government representative supervising equipment, are responsible for the information written on a shift ticket even if the contractor does the writing. Shift Tickets must be completed in accordance with the contractor's agreement. The agreement will tell you how they are paid (hourly, daily, mileage, etc.). A shift ticket for daily-rate, operated equipment must show the name of the operator(s) each day and the actual hours worked. Not just "1 Day" or "0001-2400." This is for review of work:rest and length of assignment guidelines. If the equipment has a transport with a separate operator, the operator's name must also be included on the shift ticket.

The "Remarks" box should be used to document all other information, like the transport operator's name, any break-down time or period of unavailability, mileage, etc.

- SIIBM 20-35 has a shift ticket example

➤ Ordering

Order what you need without being excessive. Take into consideration the cost to the incident, the taxpayers and the return on your investment. If you can do the job with something else for less money, take that into consideration.

Examples could include: laundry, weed-washer, mechanic, ambulance. Think about your vicinity to a town. Do you really need a mechanic/laundry/ambulance/fuel truck ON SITE when you are 10 miles from a town? Probably not.

➤ Releasing Resources - National Incident Operations Driving Standards, and Mobilization Guides

When releasing your resources, ensure they meet the requirements for traveling. They need to have 8 hours off before they can drive, and must be able to get home before 2200. Due to safety reasons, this shouldn't be challenged. Give your resources the time to demob and get home safely.

Contractors: make sure they can meet DOT regulations for when you demob them.

- Example: Transports cannot demobilize equipment on MT highways on holidays.

I know the Answer... maybe?

➤ **Contractors** - SIIBM Chapter 20

The resource order, pre-use inspection, shift tickets, fuel tickets, general messages, release inspection, performance evaluations, and the Emergency Equipment Use-Invoice are all vital parts of a successful relationship between the contractor and the government.

These documents must be completed fully and accurately to assure proper and timely payment for the contractor, to provide information for correction of deficiencies or ultimately the removal of undesirable resources, and are necessary and will benefit the contractor in future awards of agreements. The performance evaluation is your way of communicating directly with the contracting officer. Use this as your opportunity to reflect the contractor's actual performance, good or bad.

Government employees who supervise contracted resources have an obligation to provide accurate documentation to assure the government fulfills its obligation. Make sure that you are familiar with the terms and conditions of the agreement. See Finance, a Procurement Unit Leader, a COTR or a Contracting Officer for questions or concerns.

➤ **Property** - SIIBM Chapter 30

The government cannot give government property to contractors. For example, if a contractor needs to use hose for a hose lay, that hose should come from supply rather than from the contractor's engine complement especially if that engine is close to demob or if the hose lay is intended for long term.

All government equipment used on a large incident should be issued an "S" number in case it gets damaged and needs repair or replacement. If repairs are needed, follow the process by using the OF-289 Incident Replacement Requisition form, and/or the appropriate agency property disposition form if accountable property is destroyed and needs to be surveyed. (The "appropriate agency" is the agency that owns the destroyed item and must properly manage disposal. See the NR Chapter 30 Supplement for details).

If your personal property is damaged or lost, you may be entitled to reimbursement after filing an Employee claim. Reimbursement is not guaranteed. File an employee claim with as much detail as you can provide. General rule is: If you don't want to lose it, don't bring it to fire camp.

- SIIBM Chapter 70, 70-3 and 70-4

➤ **Incident Replacement** - SIIBM Chapter 30-4

Incident replacement of government property items on an incident is determined by the host agency. The IMT may be delegated authority to authorize replacement of consumable and durable, NFES (standard cache) items. Through written documentation (OF-315, ICS-213, OF-289), there must be clear evidence the incident caused unusual damage (above normal wear and tear) to get an item replaced. The nature of the job elevates the level of normal wear and tear for most of our equipment. Example: chainsaws are expected to get hard use on a fire and home unit funds are appropriated for this.

➤ **Claims** – SIIBM Chapter 70

Under no circumstance should claims be encouraged; comments should not be made on the merits or liability of a claim. DO NOT advise a claimant to seek or not to seek legal counsel, refuse to accept a claim or guarantee compensation of a claim. Everyone has the right to file a claim. You may need to provide documentation, statements, etc.

References:

Northern Rockies Business Committee site

https://gacc.nifc.gov/nrcc/nrcg/committees/business_committee.htm

NWCG Standards for Interagency Incident Business Management

the “yellow” book – April 2018 version is the newest

<http://www.nwcg.gov/sites/default/files/publications/pms902.pdf>

Forest Service National Incident Business Practices site

<https://www.fs.usda.gov/managing-land/fire/ibp>

Bureau of Land Management: BLM Standards for Fire Business Management (Orange Book)

<https://gacc.nifc.gov/nrcc/dc/mtmcc/IncidentBusiness.html>

NWCG Incident Business Committee

<http://www.nwcg.gov/committees/incident-business-committee>

State information

MT Fire Business:

<http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business>

ID Information:

<https://www.idl.idaho.gov/fire-management/incident-business/>

ND Information:

<https://www.ag.ndsu.edu/ndfs/>

Contacts for your zone

<https://gacc.nifc.gov/nrcc/nrcg/committees/business/Members.pdf>