**Lend/lease Strategy**

**(Temp Loan** from one incident to another**)**

**Definition**

An agreement between IMTs to allow for the use of assigned resources **from one incident to another incident** for a short-term mission (**generally not to exceed one to three operational periods; validated each day by Operations**).

**Description**

The lend/lease of resources fill a critical short term operational need between large incidents. This allows Incident Commanders (ICs) to share resources, to increase efficiencies, and to simplify the process. The process defined below is not intended for use on small incidents or IA where I-Suite is not utilized.

**Implementation Procedures**

* **ROSS** - Resources are **not** **reassigned** in ROSS. Resource remains assigned to the initial incident. (No resource order will be generated so no new resource number). Incident Dispatch/Expanded Dispatch is not required to make any edits on the initial resource order to track lend/lease resources.
  + If an incident is within 2 – 3 days of demobilizing; resources from that incident should be reassigned and not use the lend/lease strategy.
* **Inspections** - Lend/lease contract resources previously inspected by sending incident should **not** be **re-inspected** by receiving incident.
* **I-Suite –** Resource will **not** be moved in I-Suite;
  + **Sending Incident** will continue to post time in their database. A new incident will be added to the database so that costs are accurately captured for both incidents. In the remarks block of the Of-288 or OF-286, note that the resource was lend/lease. This will serve as the documentation for use of multiple incident codes on the invoice.
  + **Receiving Incident** will add an I-Suite COST entry: “Resource on loan from XX Incident”. If there is a need to have individual lend/lease resources listed in the database so they can be assigned on the IAP the COST has the option to enter each resource separately.
* **Capturing Costs** - Finance Chiefs will coordinate to ensure costs are included in the receiving incident data base as a line item, **not actual posted time**. The estimated system rates can be used if actuals are not available.
* **Length of assignment** - will not be affected by lend/lease – all days count toward the original assignment length.
* **Demob** – The sending incident is responsible to collect all documentation and process the final invoice to demob the resource.
* **Hard Copy Documents** - all original documents (Shift tickets, CTRs, etc.) will be sent to sending incident.
  + **Lend/Lease File** – Both the send and receiving incidents will set up a file for the lend/lease resources. At a minimum it should contain the following:
    - A list of the resources ***(Resource Order#; vendor name; dates of use; etc.)***
    - Aircraft Use Summary sheets **(*if used*)**
    - Copy of the Of-286/Of-288 ***(optional; this would be provided to the receiving incident at the end of the lend/lease period. Although it would be very beneficial for documentation purposes it may not always be possible to accomplish.)***
* **Aviation** – The Aircraft summary reports will document all lend/lease activities and will include a cost breakdown by Incident code. A copy of these summary reports can be provided to the State to support any bills associated with the lend/lease resource. COST should make a duplicate copy of any lend/lease summary reports and keep them in a separate file in the COST documentation section of the final fire package.
* **Communication** between IMTs is key!
  + The IC makes the final decision on whether or not to participate in a lend/lease strategy. It is their responsibility to ensure that the information is shared with their Command and General staff.
  + Finance chiefs must coordinate with each other and with their team to ensure costs are accurately captured; time is posted and all documentation is provided to the sending incident.
  + Operations need to ensure that Finance is informed when the lend/lease ends so that all the documentation can be forwarded to the sending incident in a timely manner.

**Examples**

***FS incident loans 3 crews to State incident***

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| --- | --- | --- |
| **Application** | **FS incident (sending)** | **State incident (receiving)** |
| ROSS | Crews stay assigned to FS incident |  |
| I Suite – DATA ADMIN | Add State Incident to database |  |
| I Suite – RESOURCES |  | If resources check in, **do not** add resource to database  Resources are added to the database by Finance (COST) see instructions below |
| I Suite – TIME | Post time to State incident added to database upon crews return. In remarks of OF-286 or OF-288 note that this is a Lend/lease resource | **Do not** post any time and have crews take back CTRs or Shift tickets to FS incident |
| I Suite – COST |  | ***Coordinate with FSC/COST of FS Incident***  **Option 1:**  Add a single line item “Resource loan from XX Incident”  Enter a total daily cost for all the resources which can be obtained from the FS incident  **Option 2:**  Add a line for each resource. Example for name could be ABC dozer and “Resource loan from XX Incident” should be added in remarks. Enter daily cost for each resource which can be obtained from the FS incident |
| Injuries | Assist as needed to make sure documentation is forwarded and completed | Fill out appropriate forms to capture event, ask FS incident for assistance for federal resources, if needed |

**NOTE**: When the lending incident enters the accounting code for the receiving incident into I-Suite, the system will generate two OF-286 invoices and another column of time on the OF-288. The lending incident will submit **ALL** pay documents through their payment system. The lending incident is responsible for any payments made to the vendors. If necessary, the lending incident agency will submit a bill to the receiving incident agency through standard billing processes.

***FS incident loans 2 Helicopters to State incident***

|  |  |  |
| --- | --- | --- |
| **Application** | **FS incident (sending)** | **State incident (receiving)** |
| ROSS | Aircraft stay assigned to FS incident |  |
| I Suite – COST | ***Coordinate with FSC/COST of State Incident***  Aircraft summary reports will identify the resource as lend/lease and include a breakdown of the costs by incident  Provide State Incident with a copy of the Daily Summaries of Aircraft flown on State Incident  To facilitate documentation, make a copy of all Aircraft summary reports for Lend/lease resources and file them separately in the COST documentation box. | ***Coordinate with FSC/COST of FS Incident***  Add aircraft to database  Enter cost information from the Daily Summaries provided by the FS Incident |

*These examples would also apply if resources were loaned from:*

* *State Incident to Federal Incident*
* *State Incident to State Incident*
* *Federal Incident to Federal Incident*

*The only criteria is that I-Suite must be used by both incidents.*