



AAR FROM 2018 SEASON + 2019 HOW WE OPERATE

We will discuss AAR items folks submitted, note on flip chart items needing further discussion, we will then discuss how we operate with other Units. Hopefully this will prompt questions and further discussion.



AAR for 2018

- Put Camp-in-a-box agreement on R5 Procurement Site
- Incident Only EERA's written with all options available: ie. Ambulances 24/12/any EMTs
- Location of equipment/fallers vs location on agmt, ie. resources want to get paid from where equipment/faller is located.
- Resources ordered double shift: need timeframe to notify contracted resource when they are switched from Dble to single shift(not just briefing)
- Resources coming in with only emailed versions of RO, expecting to be able to print at incident.
- Days off prior to 14, 1 after 7 – does it re-set availability?



AAR Continued

- e-Isuite: Cost UL asked to perform Cost Apportionment duties (R6)
- Database splitting: adding other fires in database (fires for cost recovery during incident that team is currently on)
- e-Isuite is the estimating program of record, work with AA's and stakeholders to help them understand benefits and limitations of e-Isuite.
- Meet with Plans to clarify COST and e-Isuite??????
- ODF contract crews-issues were hours, meals and lodging. Developed 213 outlining contract provisions and will review with crews upon check-in and request they sign and place in files.
- When heavy equipment changes shift or released, a 213 should be generated by PLANS, a copy goes to finance.



AAR Continued

- Split Camps: make sure to staff up in finance in order to collect time documents. Consider creating a "Finance IAP" or Finance Document to provide to finance folks assigned to other camps.
- Shared database: to overcome challenges with shared databases, prepare a matrix or some document that outlines the business practices and expectations of how each team will operate.
- Issues with IBA's not being current on business practices. Looking for Region to put on 1-2 day class as refresher, other than this meeting, in order to get info to all. Maybe Webinar.
- Price gouging by some fuel vendors at remote camps



AAR Continued

- ▶ VIPR contracts had expired while on an incident, some vendors didn't get renewed so had to be released. Need to keep an eye on this and notify LOGS or whomever the resource is working for in order to get replacement.
- ▶ Remote Camps! Challenge with staffing. A "Finance" IAP was created to for finance personnel to give direction on what they should be doing, contacts of team members at those locations and resources assigned. Remote demob a challenge with other camp 2 hours away and in different databases.
- ▶ ODF contract crews not following their contract, doing meals on their own, working excessive shifts. Developed a 213 with specific language from their contract. The goal was for them to read over and sign when crews check in.
- ▶ Wing team brought into Medford to assist with payments for all large fires in Oregon. Worked very well with processing of numerous payments.



AAR Continued

- ▶ Finance packages were requested to be copied for ODF; Time consuming
- ▶ R6 has lots of moving parts; rental car agreement, VIPR terms, computers, split database
- ▶ Per diem for vendors when no meals/lodging are provided. Ran in to this in Oregon.
- ▶ Coordinate with CCC rep everyday or two
- ▶ Plug CCC items into e-Isuite as each/daily/mileage (not hourly)
- ▶ Ask each CCC crew where they are from (need to estimate mileage and time to and from incident)
- ▶ Verify contract crew hours. Starting and ending times. Only crew boss and trainee get briefing time. Stay on top of CTR's. Verify Per Diem if they are claiming it.
- ▶ Make sure to get documentation from OPS on retaining transports.
- ▶ Ask Contractor/cooperator if they got any fuel at incident (didn't pay with credit card).



AAR Continued

- Some cooperators come wet. Some come dry. Check agreement.
- Contractors get copies of invoices, cooperators get originals.
- Check cooperator agreement. Some cooperators get different documentation to take back with them to their home unit.
- Verify VIPR contract/cooperator agreement is current.
- Ask contractor/cooperator if they came from another incident.
- Check inspection sheets. See if they failed or not.
- Ask for contract/agreement, resource order, manifest, any travel documentation (shift tickets, receipts) when they get to incident. Also ask for inspections.



General Staff Coordination

- ▶ **OPERATIONS:** This function is where the tactical fieldwork is done and the most resources are assigned. OPS will develop and manage the OPS Section to accomplish the incident objectives set by the Incident Commander.
- ❖ **OPERATIONS - AIR**
 - Ensure that daily reporting docs for air resources, air bases, Heli-tack crews and any contract resources are identified and submitted to Cost and Time. Are Heli-tack crews being supported by camp or on per diem for meals and lodging.
- ❖ **OPERATIONS - GROUND**
 - Extended shifts mitigation – some teams work closely with OPS to prepare mitigation documents for extended shifts (use IAP for validation on assigned day)
 - Retention/release of transports –ensure proper documentation is on file and goes into contractor envelope for payment purposes.



General Staff Continued



OPERATIONS:

- Operational Shifts – verify as needed especially when moving to night shift; breakdowns and extended shift documentation.
- Contract Crews – look over their contracts and ensure they are in compliance with on shift time, number attending briefing, **created 213 to go over with crew boss at check in
- All that Heavy Equipment, Dozer, water tender etc.
- Performance Evals and release of heavy equipment - ensure performance evals are completed and turned in; coordinate on notification and release of heavy equipment **created 213
- Have them check with Finance on LUA's.
- Have them check for any potential claim. ASC wants potential claim information.
- What about Demob! We need to know the night before.



General Staff Continued

- ▶ **PLANNING:** This function collects, evaluates, and displays incident intelligence and information.

They prepare and document Incident Action Plan.

Conduct long-range and/or contingency planning.

Develop plans for demobilization

Maintain incident documentation

Track resources assigned to the incident

- ❖ **Resources UL:** Conducts all check-in activities and maintains the status of all incident resources. This unit plays a significant role in preparing the IAP.
 - We need to coordinate with Check-in, if they collect manifests, we need them.
 - We need manifests and check-in information about the resource.



General Staff Continued

- Are they inputting in e-Isuite? If so, are they inputting a check-in date?
- We need a copy of the IAP, and corrected IAP.

- ❖ **Situation UL:** Collects and organizes incident status and information and evaluates, analyzes and displays that information for use by ICS personnel and agency dispatchers. They also develop maps and projections.
 - Cost provides Situation with daily cost for the 209.
 - You can get a map from them to share with your unit.
 - May want to verify how Situation inputs agencies on 209 from e-isuite.
- ❖ **Documentation UL:** They maintain accurate and complete incident files.
 - Most of our Finance files are separate, but the rest need to be filed accordingly.



General Staff Continued

- ❖ **Demob UL:** They prepare demob plan and schedule. They assist the C&G in ensuring an orderly, safe, and efficient movement of personnel and equipment from the incident.
 - We need to discuss with them our workload timeframe so we can close out paperwork in a timely manner.

 - AND THERE IS COMMAND STAFF:
 - IC----make sure there are no surprises for them
 - SOFR---work with them on injury trends
 - IOFR----they might want you to discuss cost with a newspaper
 - LOFR---they know all the cooperating agencies, get contacts.