



## **Bureau of Land Management Colorado Incident Business Operating Guidelines**

The following document outlines standard Incident Business Operating Guidelines for the Bureau of Land Management (BLM) within Colorado. These guidelines emphasize the critical financial and administrative procedures to be followed on incidents and are intended to complement the Interagency Incident Business Management Handbook (IIBMH), which provides national direction and highlights the geographic area supplements to the handbook. The BLM provides these guidelines to support Incident Management Team (IMT) operations and to provide consistency in incident business management operations.

The Agency Administrator (AA), the Incident Business Advisor (INBA) and the State Incident Business Lead will negotiate any changes to these guidelines.

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## **Incident Business Advisor**

The Incident Business Advisor (INBA) reports to and is supervised by the Agency Administrator (AA). The primary duty of the INBA is to provide the AA with an overview of business administration of the incident, to identify any significant issues on the incident, and to make suggestions for improvements when needed. The INBA is a subject matter expert in fire business management with national, regional and local knowledge. The INBA Delegation of Authority (Appendix B) further defines specific responsibilities.

An INBA must be assigned to any wildfire with costs of 5 million dollars or more. If a qualified INBA is not available, the approving official will appoint a financial advisor to monitor expenditures. Other considerations for ordering an INBA include:

- No qualified personnel on the unit.
- Incident business complexity exceeds qualification level on unit personnel.
- Unit personnel's regular duties preclude involvement as the INBA to the extent needed.
- Multi-agency involvement (local, county, State, Federal, National Guard, U.S. Military, Tribal Government, and the Federal Emergency Management Agency).
- Anticipation of complex incident business management (aircraft, cost share agreements, military equipment, buying teams, payment teams, etc.).
- Multiple incidents or Incident Management Teams on the Unit.
- Impact on unit is anticipated to be of long duration.
- Politically sensitive incident.

In the absence of an INBA, the AA is responsible for coordinating incident business responsibilities on their unit.

Appendix A lists contact information for the INBA and Agency administrative staff.

## **AD Hiring and Support**

All Federal Administratively Determined (AD) exception positions must be approved at the appropriate State/Regional level (Contact INBA for additional information).

Casuals (ADs) hired by the Department of Interior (DOI) – OF-288 and other required documentation will be given to the employee upon demobilization for submission through their home units.

All DOI AD travel will be processed by the home unit and not by the IMT on the OF-288.

Casuals hired by the Forest Service (FS) – OF-288 and other required documentation should be submitted directly from the incident to the Albuquerque Service Center (ASC).

FS Casuals will have incidental travel paid in accordance with the current FS AD Pay Plan for Emergency Workers. Travel reimbursements may be paid on an OF-288 under the Pay Plan rates or through ETS2 under the Federal Travel Regulations.

Subsistence guidance for ADs:

- AD employees will be subsisted by the Agency whenever possible.
- ADs are expected to be self-sufficient and may have to incur out-of-pocket expenses. Out-of-pocket expenses must be authorized in advance before reimbursement can be made. If out-of-pocket expenses are incurred while on incident where adequate food and lodging are being provided, a justification from the IMT Finance Section Chief (FSC) or hiring unit is required in order to be reimbursed for those expenses. The agency may provide lodging and meals as dictated by the situation.
- Transportation of ADs to and from incidents and/or pre-authorized pre-season training will be coordinated through dispatch. The Resource Order and on the Single Resource Casual Hire Information Form (PMS 934) indicates the ADs method of transportation. The Agency will usually arrange and pay for air transportation.

The DOI and the FS AD Instructional Memos can be found at:

[https://gacc.nifc.gov/rmcc/incident\\_busn\\_management.php](https://gacc.nifc.gov/rmcc/incident_busn_management.php)

## **Work Rest Guidelines**

To maintain safe and productive incident activities, incident management personnel must appropriately manage work and rest periods, assignment duration and shift length for personnel including Casuals, contracted crews, and Emergency Equipment Rental Agreement (EERA) resources.

Work shifts that exceed 16 hours and/or consecutive days that do not meet the 2:1 work/rest ratio should be the exception and no work shift exceed 24 hours. However, in situations where this does occur (e.g., initial attack), personnel will resume 2:1 work/rest ratio as quickly as possible and mitigate where possible.

The Incident Commander (IC) or AA must justify work shifts that exceed 16 hours and those that do not meet the 2:1 work to rest ratio. Justification will be documented in the daily incident records or with employee time records on initial attack.

## **Compensation for Injury and Agency-Provided Medical Care**

If a DOI employee is injured, submit all paperwork to the Colorado State Office (COSO), Office of Workers' Compensation Programs (OWCP):

COSO OWCP Specialist  
2850 Youngfield Street  
Lakewood, CO 80215

If a Forest Service employee is injured, refer to (Appendix E) for processing ASC-OWCP.

If a State employee is injured, refer to Rocky Mountain Area (RMA) Supplement to pertinent state section in Chapter 50.

Additional Information is provided in the RMA Agency Payment Tool Kit (Appendix E).

## **Acquisition**

Additional Reference Material: RMA Chapter 20 Supplement.

Placing orders for tactical and support water tenders require the identification of the type of tender on the resource order.

Property procured by the incident staying on the local unit should be communicated to the local incident procurement staff.

The IMT will not sign up any resources that did not go through proper dispatch channels unless prior approval is obtained from the AA, State Business Lead, or INBA.

Most items under equipment hire have been competitively solicited and should not be signed up pre-season outside of the national solicitation process until the Dispatch Priority List (DPL) has been exhausted. If that is the case, you may then sign up resources as an Incident Only EERA utilizing the specifications and terms and conditions in the national solicitation templates posted at: <http://www.fs.fed.us/business/incident/solicitations.php> or the Chapter 20 Supplement: Equipment Specification Guide.

Also, utilize the 90 percent rates posted at <http://www.fs.fed.us/business/incident/viprreports.php> or the Chapter 20 Supplement: Incident Rates Only Guide. Resources should be ordered in accordance with the National Mob Guide for these types of equipment.

These resources should be ordered through our Resource Ordering System (ROSS). When equipment resources are not found in ROSS, expanded dispatch may elect to have the Buying Team or local procurement locate and fill the resource order.

## **Land Use and Facility Agreements**

If no agreement exists, the IMT will coordinate with the local AA or INBA to determine appropriate use and rates.

All non-federal facilities and land used by the incident will be under agreement, including no cost agreements. Any exceptions will be approved by the AA or INBA.

All rental equipment, with the owner's concurrence, will have a lease purchase clause inserted in the procurement document to allow maximum flexibility to meet cost effectiveness goals.

Land Use Agreement Template (Appendix D).

## **Contractor Performance Evaluations**

Performance evaluations for contractors will be collected by finance personnel, sorted by the Contracting Officer and mailed prior to the incident closeout. If time does not allow for mailing, finance personnel will prepare the evaluations and give them to the host agency for mailing.

## **Buying Team Procedures**

RMA Supplement to Chapter 40 of the IIBMH provides information on guidelines and procedures of a buying team in Rocky Mountain Region.

The INBA will consult with the AA, Incident Management Team and the Buying Team Leader to determine when to release a Buying Team.

## **Supplemental Food and Drinks**

The IMT will follow direction in Chapter 20 of the IIBMH, in regards to supplemental food and drinks. Any supplemental food/drinks provided will require Incident Commander (IC) justification AND concurrence from the AA. The only acceptable justification is to meet the expanded nutritional needs of firefighters performing prolonged or arduous work.

Supplemental foods are not authorized for mobilization centers, staging areas or personnel not engaged in work on the incident. No other supplemental food or drink is authorized. Purchasing jerky products, chips, gum, soda-pop, “designer drinks” and so-called “energy” drink (containing caffeine, guarana, ephedra, and other stimulants), etc., are not allowed.

Refer to the National Wildfire Coordinating Group (NWCG) Memorandum No. 16-010 for Supplemental Food and Drink Guidance for further information, it can be found at:

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

## **Telephones**

IMTs will be authorized use of their government cell phones when ordered and should be documented on the resource order. When fire activity occurs at remote locations where cellular telephone coverage is non-existent, the following policy is established for Incident Resources that are not attached to IMT:

- Where possible the agency will establish landlines for incident use.
- If cell phone use is deemed appropriate and necessary for the assignment, the agency may provide cellular telephones and/or satellite cell phones.
- No cell phone purchases shall be made using an Incident Job Code.
- Federal employees cannot be reimbursed for use of a personal cell phone. The incident may purchase minutes for incident only procured cell phones.

## **Purchase/Rental of Personal Property**

In accordance with the Federal Acquisition Regulations, the decision to rent or purchase property should be made on a case-by-case basis through evaluation of comparative costs and other factors. The following are factors that should be considered:

- Estimate the length of time the equipment will be used.
- Cumulative rental payments for the estimated period of use.
- Net purchase price.
- Transportation and installation costs.
- Maintenance and other service costs.
- A rental with purchase option should be used (i.e., fax machines).
- Cost of handling and disposal following the incident.

The length of time the equipment will be utilized is often unknown. The use of day/week rental rates may help lower overall costs.

Note: All equipment and personal property purchased will be transferred to the fire cache and will not be retained on or by the Unit. All rental of equipment, with owner's concurrence, will have a lease purchase clause inserted in the procurement document.

## **Rental Vehicles**

The RMA Enterprise Rental Car Blanket Purchasing Agreement (BPA) and the Standard Operating Procedures (SOP) can be found at:

[https://gacc.nifc.gov/rmcc/administrative/fire\\_business/enterprise\\_BPA\\_procedures.pdf](https://gacc.nifc.gov/rmcc/administrative/fire_business/enterprise_BPA_procedures.pdf)

The RMA Enterprise Rental Car BPA must be used for ALL rentals where an off-road vehicle is requested, and may also be used for standard vehicle rentals. All off-road vehicle rentals will be administered through the RMA Coordination Center; this is to ensure that all procedures are followed correctly, vehicles are tracked closely, and to maximize the efficiency of utilizing these vehicles, since there is a substantial additional cost to the government.

The RMA Enterprise Rental Car BPA is the preferred method to use over car rentals arranged through emergency travel agencies, as the rates, damage thresholds, cleaning fees and delivery/drop-off charges have been pre-negotiated. Travelers renting cars outside the BPA are responsible for ensuring they follow the General Expectations for Incident Rental Vehicles section of the RMA Enterprise Rental Car SOP, and all renters must request the Government Administrative Rate Supplement insurance coverage.

Standard rental for employees without dispatch centers, buying team members, or other shall, only place a government-issued charge card using the BPA, authorized officials. Employees without charge cards are NOT authorized to order vehicles for themselves.

Individuals renting vehicles through the government travel process should be the exception, not the rule, and will remain the responsibility of the individual. In order to ensure travel

reimbursement for rental vehicles, the individual traveler is required to have approval to use a rental car noted on their resource order. Individuals who rent a vehicle without having been pre-approved on their resource order run the risk of not being reimbursed and being personally liable for the cost. Damage to a vehicle rented through the agency travel process will be handled through the process established by travel regulations.

## **Restricted Items**

The following items are either restricted from purchasing, or have defined limitations. Take into account the remoteness of the base camp or the distance to a cache when applying this direction. Assigned Supply Unit Leaders and/or Buying Teams will refer to this list when purchasing supplies and services for incident operations.

- Alcoholic beverages of any type are prohibited.
- EpiPens are the responsibility of each individual and should be issued as a personal prescription.
- Local purchase of newspapers for the incident is limited to five per day, per incident, up to 250 personnel. Limit newspapers one for every 50 personnel per day on incidents with over 250 assigned personnel.
- Orders for specific magazines, newspapers, or other literature.
- Clothing, buttons, stickers, hats, etc., with special or specific printing, coloring, or logos are prohibited.
- Pillows, sleeping bags, and sleeping pads (other than regular General Services Administration (GSA) or fire cache type).
- Working Capital Fund and GSA vehicle modifications/repairs will be coordinated through the local fleet manager.
- Use of motels, hotels, or other commercial lodging should be rare for personnel assigned to an incident base. The AA or INBA must approve any exception in advance. If the request is not approved, employees will not be reimbursed for any expenses incurred and their home unit notified of the denial.
- Fees for the use of recreational facilities (i.e., hot springs).
- Massage or other therapist services.
- Chairs – Utilize local cache resources before renting from an outside source.
- Trailers and motor homes will be for office use only. They will not be used for sleeping quarters.
- Cots, other than those ordered through the cache system, will be justified (i.e., health and safety reasons) and approved in writing by the IC and INBA.
- Awards and or gifts of appreciation.
- Plants and flowers.
- Any service/supply not deemed necessary for suppression of the fire or essential to the incident. If it is not clear, consult the AA or INBA.

All purchased equipment will be transferred to the appropriate fire cache at the end of the incident. Logistics Unit in conjunction with the Buying Team will ensure the local unit is aware of any property item procured for tracking purposes.



## Specialty Items

The AA or INBA must approve rentals/purchasing of the following specialty items and as a guideline, the following items will be tracked with a DI-105(BLM)/AD-107(USFS):

Cameras (digital and video)	Cellular Telephones
Satellite Telephones	GPS Units
Laptop Computers	IPad/other "Tablet" type units
Handheld Radios	Printers (purchase only)
Fax Machines (purchase only)	Scanners (purchase only)
Golf Carts	Copy Machines (purchase only)
ATVs/UTVs	

Procurement officials must follow agency regulations when purchasing/renting any of the above items. Local agency personnel whenever possible should procure accountable property.

All purchased equipment and will be transferred to the appropriate fire cache at the end of the incident. Logistics Unit in conjunction with the Buying Team will ensure the local unit is aware of any property item procured for tracking purposes.

## Property Management

Use of personal or home unit cell phones, computers, and satellite phones will not be reimbursed. Home unit project funds are to be used to cover any use charges, loss or damage. If needed for assignment, the incident unit will obtain cellular phones. Orders for cellular phones will be transmitted through dispatch and will be filled per agency regulations. If the resource is ordered with cell phone or laptop, then the home unit can charge the incident for incident related costs only.

IMTs or other incident personnel (e.g., INBA) may authorize replacement of non-National Fire Equipment System or non-standard cache items if delegated authority by the incident agency. If no delegation exists, documentation is provided to the incident agency for review and determination. Written documentation is provided to the home unit, authorizing replacement of government property items that have been destroyed or rendered otherwise unserviceable while being used on the incident.

Replacement of non-standard items not procured through mandatory sources of supply (Chapter 20) may be authorized up to a dollar limit identified through these sources; costs beyond this amount should be covered by home unit program dollars. Prototype equipment will not be replaced with suppression funds. The incident agency may require the damaged property be turned in before replacement is authorized.

**The incident supply cache will not replace any contractor equipment. Contractors must go through the contract claim process for replacement of lost or damaged items.**

Incident replacements should follow direction in Chapter 30 of the IIBMH. Only an assigned INBA or the AA can authorize replacement of non-expendable or non-standard cache items. The incident agency should require that damaged property be turned in before replacement or a replacement authorization is issued. **Items being replaced due to normal wear and tear should not be replaced with incident funds.**

Ordinary wear and tear is defined as conditions under which equipment and/or supplies are subjected to under normal operations.

During the demobilization process, Agency specific forms (e.g., BLM DI-103, Forest Service AD-112) will be processed when items are not returned to supply. The employee's supervisor will always sign these forms.

All lost, damaged, or destroyed property items to be replaced as part of the incident's cost shall be described as such on a DI-103/AD-112, or assigned to the incident for rehab or mop up (manifest to the Agency). All property left with the Agency at the close of the incident will be properly transferred to the fire cache on a DI-105/AD-107.

## **Cooperative Relations**

Additional Reference Material: RMA Chapter 10 Supplement and RMA Chapter 50 Supplement provide detailed information on incident business procedures when resources from the states of Wyoming, Colorado, Kansas, Nebraska and South Dakota are utilized on Federal fires or when an IMT is on a State fire. Refer to Appendix E of this document.

## **Claims**

**Contract Claims:** The Procurement Unit Leader with delegated authority is responsible for settling contract claims at the incident. If there is not a Procurement Unit Leader available, the Buying Team Leader may settle claims within their delegated authority. At the end of the incident, all actual and potential claims will be fully documented, submitted to, and reviewed, by the responsible incident agency procurement official.

**Tort and Employee Claims:** Before leaving the incident, the Comp/Claims Unit Leader will audit the documentation and prepare a log of all claims, defining what is included and what is left to collect on each claim. The case files should be enclosed in an Incident Claims Case File Envelope (OF-314). The log and envelopes will be given personally to the incident agency claims liaison at the end of the incident.

## Cost Accounting and Cost Share Agreements

### **Additional Reference: Rocky Mountain Coordinating Group Agency Payment Toolkit (Appendix E)**

**Cost Savings Measures:** Cost efficiency continues to be a primary objective for IMTs. Cost containment efforts should focus on high cost resources, under-utilized equipment, extravagant purchases, sensitive items, and property accountability issues.

Specific cost saving measures will be documented and provided to the AA.

**Cost Shares:** Cost Share Agreements (CSAs) should be drafted as early in the incident as possible. CSAs will follow guidance from the Colorado Statewide Wildland Fire Management Annual Operating Plan, found at <https://gacc.nifc.gov/rmcc/administrative/docs/COAgreement.pdf>.

It is the IMT's responsibility to track and report costs as required by the incident agencies or as outlined in the CSA. The Finance Section will ensure costs are tracked in e-ISuite in accordance with the cost share method utilized.

**Incident Accruals** – All federal incidents with FS expenses involving Type 1 and 2 IMTs are required to send daily accrual reports to the Albuquerque Service Center-Incident Finance (ASC-IF). These accruals will be sent using the daily export and upload functions of e-ISuite. Directions for creating the daily export can be found at [http://www.fs.fed.us/fire/ibp/incident\\_payments/Isuite\\_export\\_finance.pdf](http://www.fs.fed.us/fire/ibp/incident_payments/Isuite_export_finance.pdf)

For those incidents not utilizing e-ISuite, submit manual accrual information to ASC-IF. Email to [asc\\_ipc@fs.fed.us](mailto:asc_ipc@fs.fed.us) or fax to 1-866-816-9532.

Refer to “How to Code e-ISuite Accruals” and additional information on accruals posted at: [http://www.fs.fed.us/fire/ibp/incident\\_payments/incident\\_payments.html](http://www.fs.fed.us/fire/ibp/incident_payments/incident_payments.html)

## e-ISuite Repository Requirements

IMTs are required to upload the e-ISuite database at the end of their assignment. A few issues have surfaced affecting the user's ability to complete the file transition process. Therefore, while the e-ISuite development team works to correct the transition file issues, it is requested that IMTs do the following:

- Continue the process to create a data transfer file and complete the data transfer to Enterprise: [https://famit.nwcg.gov/sites/default/files/eisuite\\_QRC\\_Data\\_Transfer%2020170112.pdf](https://famit.nwcg.gov/sites/default/files/eisuite_QRC_Data_Transfer%2020170112.pdf)
- Upload a database backup at team transition and incident close out to the e-ISuite Data Repository Site: <https://isuite.nwcg.gov/Repository/index.html>

A standard National Aviation Plan user account with access to upload to the data repository is required. For instructions, click the following link: <https://famit.nwcg.gov/applications/eISuite>

## Closeout

The final finance package will meet the uniform filing scheme for incident records packages, located at: <https://www.nwcg.gov/committees/incident-business-committee/resources>

**Payment package documentation requirements may be different depending on the jurisdictional agency of the incident. It is critical that requirements are verified with the Incident Agency.**

For BLM jurisdictional incidents, the IMT should send the payment packages to the local office (as directed) for processing. For Forest Service jurisdictional incidents, the IMT should send the payment packages directly to the ASC. All national contract payments (caterers, showers and crews) and Forest Service sponsored AD payments, regardless of jurisdictional ownership will be sent to ASC for payment.

Albuquerque Service Center  
Incident Finance  
101B Sun Avenue NE  
Albuquerque, NM 87109

Any packages not closed out or other outstanding issues will be discussed at the finance package transition, immediately prior to the IMT closeout.

**At the end of the incident, the Final Incident Package will be turned in at the closeout to the AA or INBA, or the Local or State business lead of that district.**

The host agency will provide a financial performance rating 60-120 days following the incident to the IC.

The following local BLM Incident Business employees are to be notified and included in the financial closeout of the incident depending on the Fire Unit; always include the State Incident Business Lead:

<p>Colorado State Office  Serena Wicka  State Incident Business Lead  Lakewood, CO  Work: 303-239-3958  Cell: 303-242-1674  Email: swicka@blm.gov</p>	<p>Front Range Interagency Fire Unit  Shelley Freer  Incident Business  Canon City, CO  Work: 719-269-8568  Cell: 719-426-0039  Email: sfreer@blm.gov</p>
<p>Northwest Colorado Fire Unit  Valerie Kamzalow  Incident Business  Craig, CO  Work: 970-826-5011  Cell: 970-629-2792  Email: vkamzalo@blm.gov</p>	<p>Southwest Colorado Fire Unit  Lori Veo  Incident Business  Montrose, CO  Work: 970-240-5356  Cell: 970-596-1510  Email: lveo@blm.gov</p>
<p>Upper Colorado River Interagency Fire Unit  Liz Hahnenberg  Incident Business  Grand Junction, CO  Work: 970-257-4819  Cell: 970-756-5542  Email: eahahnenberg@fs.fed.us</p>	<p>Upper Colorado River Interagency Fire Unit  Courtney Murray  Fire Administrative Assistant  Grand Junction, CO  Work: 970-257-4805  Cell: 970-366-6636  Email: courtneyjmurray@fs.fed.us</p>

## Appendix A – Incident Business and Agency Contacts

Authority/responsibility for Incident Business Administration practices is delegated to the following agency personnel:

**To be filled out upon arrival of IMT and/or INBA**

**Incident Specific Contacts:                      Name    Phone Number**

Incident Business Advisor (INBA)		
Agency Administrator (AA)		
Duty Officer		
AD Hiring Contact		
Acquisition/Contracting		
IT Contact		
Law Enforcement		
Fleet Contact		
Safety Contact		

**BLM Colorado Agency Managers**

Northwest District Office, Grand Junction, CO			
Title	Name	Office	Other
<b>District Manager</b>	Andrew Archuleta	970-876-9095	DM to NW and UCR Fire Units
<b>Associate District Manager</b>	Alicia Austin Johnson	970-244-3015	
<b>Little Snake Field Manager</b>	Bruce Sillitoe	970-826-5089	
<b>Kremmling Field Manager</b>	Stephanie Odell	970-724-3001	
<b>CO River Valley Field Manager</b>	Larry Sandoval		
<b>White River Field Manager</b>	Kent Walter	970-878-3802	

Rocky Mountain District Office, Canon City, CO			
Title	Name	Office	Other
<b>District Manager</b>	Tom Heinlein	719-269-8554	
<b>Associate District Manager</b>	Vacant		
<b>Royal Gorge Field Manager</b>	Keith Berger	719-269-8515	
<b>San Luis Valley Field Manager</b>	Melissa Garcia	719-852-7074	
<b>Gunnison Field Manager</b>	Elijah Waters	970-642-4941	

Southwest District Office, Montrose, CO			
Title	Name	Office	Other
<b>District Manager</b>	Joseph Meyer	Montrose: 970-240-5315 Grand Junction: 970-244-3066	DM to SW Colorado Fire Unit
<b>Associate District Manager</b>	Dana Wilson	970-240-5430	
<b>Tres Rios Field Manager</b>	Connie Clementson	970-882-6808	
<b>Uncompahgre Field Manager</b>	Greg Larson	970-240-5338	
<b>Grand Junction Field Manager</b>	Kathryn Stevens	970-244-3010	
<b>National Conservation Area Manager</b>	Collin Ewing	970-244-3049	

## BLM Colorado Incident Contacts by Fire Unit

Colorado State Office (COSO), Lakewood, CO				
Title	Name	Office	Cell	Other
<b>State Fire Management Officer</b>	Todd Richardson	303-239-3879	303-968-7358	
<b>Deputy State Fire Management Officer</b>	Brian Achziger	303-239-3687	720-587-9544	
<b>State Aviation Manager</b>	Clark Hammond	303-239-3809	720-305-8841	
<b>State Fuels Program Manager</b>	Sam Dearstyne	303-239-3693	970-210-1372	
<b>State Fire Planner</b>	Gwenan Poirier	303-239-3689	303-945-6709	
<b>Prevention and Mitigation</b>	Carmen Thomason	307-352-0320		
<b>State Incident Business Lead</b>	Serena Wicka	303-239-3958	303-242-1674	
<b>Radio Program Contact</b>	Terry Kidd	970-244-3199		
<b>Compensation/OWCP (HIPPA)</b>	Cynthia Felkins	303-239-3946	970-250-0744	Statewide contact
<b>Fleet</b>	Andrew Childs	303-239-3612		
<b>Safety</b>	Currently Vacant			
<b>Acquisition/Contracting</b>	Felicia Salazar	303-239-3636	303-842-3444	
<b>Human Resource Officer</b>	Nikki King	303-239-3920		

Northwest Colorado Interagency Fire Unit, Craig, CO				
Title	Name	Office	Cell	Other
<b>Fire Management Officer</b>	Colt Mortenson	970-826-5036	970-367-6233	
<b>Deputy FMO- Operations</b>	Jimmy Michels	970-826-5012	970-749-7399	Meeker Office: 970-878-3821
<b>Deputy FMO- Fuels</b>	Toni Toelle	970-826-5030	970-761-0124	
<b>Fire Business</b>	Valerie Kamzalow	970-826-5011	970-629-2792	
<b>Contracting</b>	Shannon Young	970-244-3061	970-250-5867	COSO Employee
<b>Craig Dispatch Center Manager</b>	Nick Janota	970-826-5037	970-629-3583	

Rocky Mountain Interagency Fire Unit, Canon City, CO				
Title	Name	Office	Cell	Other
<b>Fire Management Officer</b>	Ty Webb	719-269-8560	719-429-3172	
<b>Deputy FMO- Operations</b>	Paul Minow	719-850-2386	719-850-2386	
<b>Deputy FMO- Fuels</b>	Glenda Torres	719-269-8582	719-429-1707	
<b>Fire Business</b>	Shelley Freer	719-269-8568	719-426-0039	
<b>Contracting</b>	Richard Valdez (Canon City)	719-269-8518	719-377-8723	COSO Employee
<b>BLM Lead Pueblo Dispatcher</b>	Eric Toft	719-553-1600	719-221-2116	

Southwest Colorado Fire Unit, Montrose, CO				
Title	Name	Office	Cell	Other
<b>Fire Management Officer</b>	Brandon Lewis	970-240-5351	970-593-5359	
<b>Deputy FMO</b>	Randy Chappel	970-240-5373		
<b>Fuels Program Manager</b>	Brad Pietruszka	970-882-6820		
<b>Fire Business</b>	Lori Veo	970-240-5356	970-596-1510	
<b>Contracting</b>	Tara Hough (Montrose)	970-240-5335		COSO Employee
<b>Montrose Dispatch Center Manager</b>	Becky Jossart	970-240-5359	970-596-7414	

Upper Colorado River (UCR) Interagency Fire Unit, Grand Junction, CO				
Title	Name	Office	Cell	Other
<b>Fire Management Officer</b>	Rob Berger	970-257-4809	970-615-0570	
<b>Deputy FMO- Operations</b>	Josh Tibbets	970-257-4823	970-628-5261	
<b>Deputy FMO- Fuels</b>	Lathan Johnson	970-244-3120	970-640-9165	
<b>Fire Business</b>	Liz Hahnenberg	970-257-4819	970-756-5542	
<b>Contracting</b>	Shannon Young (Grand Junction)	970-244-3061	970-250-5867	COSO Employee
<b>Grand Junction Dispatch Center Manager</b>	Don Scronek	970-257-4817	970-210-4669	

## Appendix B – Incident Business Advisor Delegation of Authority

Date: \_\_\_\_\_

Route To: \_\_\_\_\_

Subject: **Delegation of Authority, Incident Business Advisor (INBA)**

To: **Incident Business Advisor, (Host Agency)** \_\_\_\_\_

This letter authorizes (*name*) \_\_\_\_\_ to act as an Incident Business Advisor (INBA) for the \_\_\_\_\_ (*unit name*). The INBA works as a liaison and advisor between the \_\_\_\_\_ (Agency) and the Incident Team(s) (IMT) for all issues related to incident business management.

Specific responsibilities include:

- Maintains close communication with the Incident Commander, Finance Section Chief, and other members of the Incident Management Team, Area Command Team, and other administrative sections within the host agency.
- Coordinates with Finance Section Chief for a daily flow of information. This will include a report of current progress of incident business administration operations and copies of the current cost projections and obligations.
- Attends incident planning meetings. Represents the agency and assists the Incident Management Team in strategic planning, transitions or significant changes in status.
- Provides guidance to administrative representative or agency administrator for the need to assign a Liaison to ensure all payment packages are complete prior to transmittal to a Payment Center.
- Represents the agency in cost management activities and works with the team to ensure cost control measures and other fiscal controls are in place. Specifically, the INBA will monitor, track and document their involvement in cost containment items such as WFSAs, Cost Share Agreements, and daily costs/obligations COST reports. Special emphasis will be placed on reviewing large cost centers.
- Will review questionable orders as requested by the Buying team or Expanded Dispatch, and hold 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.
- Provides advice to the agency and the Incident Management Team(s) concerning local, regional and national incident business management policies. The INBA will provide communication links, guidance, and advice to facilitate efficiency in business management practices.
- Reviews incident business administration practices to ensure compliance with approved practices, and obtains necessary information or interpretations of laws, regulations, and agreements as needed to efficiently and effectively accomplish administrative practices.
- Specifically monitors business administration activities at Expanded Dispatch, Buying Teams, ICP or any other sites that may support the incident. The INBA has full access to any and all administrative functions of the incident, and is expected to make frequent site visits to all support locations.
- Verify the Incident Management Team has an established process to ensure that property is tracked, recovered, and/or disposed of properly on the incident
- Advises the Incident Commander, Agency Administrator, agency administrative representative and/or interagency coordinating groups such as MAC and Area Command teams of the need for special support units such as Buying Units, Payment Liaison Teams, Claims Teams, or other support as needed.
- Participates in the Incident Management Team initial briefings and exit meeting and provides a critique of team incident business activities to both the Agency Administrator and the team.
- Represents the agency in other related activities as needed and identified by the Agency Administrator or as requested by the Incident Commander or Area Command.
- Provides briefings to the Agency Administrator, MAC, Area Command and Administrative Representative, as needed.
- Provides a final written narrative that includes the following:
  - Procedures and processes that worked well
  - Areas that need improvement and recommendations
  - Documentation of decisions, policy established or changed
  - Incident Agency follow-up needed

The Agency Administrator is the primary point of contact, but coordination will be maintained with \_\_\_\_\_.

/s/ \_\_\_\_\_  
(Agency Administrator)

cc: Unit Managers  
Incident Management Team



## Appendix C – Rocky Mountain Area Claims Matrix

ROCKY MOUNTAIN AREA					
Common Claim Examples	Employee Claim for Loss or Damage to Personal Property, DI-570 or AD-382	Motor Vehicle Accident Report, SF-91	Statement of Witness, SF-94	Claim for Damage, Injury or Death, SF-95	Fire Property Loss or Damage Report, OF-289
Federal Employees Personal Property	Should be completed for all Employee Claims for personal property loss or damage.				
State Employees Personal Property	The state may have their own form or process, but either of these forms may be used to formally begin the claim process.				
Contractor Equipment or Property			Statement of Witness form may be completed for vehicle accidents and other property loss or damage.	Claim for Damage form should be completed by private property owners to start the process of filing either a Tort or Non-Tort Claim.	
Private Land Owner Property Damage				Claim for Damage form should be completed by private property owners to start the process of filing either a Tort or Non-Tort Claim (FS only).	
POV Damage – Responsibility of vehicle owner and personal insurance company.		Motor Vehicle Accident Report form should be completed for all vehicle accidents for documentation of accident.	Optional Form: Statement of Witness form may be completed for vehicle accidents and other property loss or damage.	Claim for Damage form should be completed by the owner(s) to start the process of filing a Tort or Non-Tort Claim (FS only).	
Cooperator/Local Govt. Vehicle Damage		Motor Vehicle Accident Report form shall be completed for all vehicle accidents for documentation of accident.	Statement of Witness form may be completed for vehicle accidents and other property loss or damage.		Form should be completed at incident. Repair or replacement of damage per State and/or local guidelines.
Rental Vehicle Damage		Motor Vehicle Accident Report form should be completed for all vehicle accidents for documentation of accident.	Statement of Witness form may be completed for vehicle accidents and other property loss or damage.	Claim for Damage form should be completed by owner to start the process of filing a Tort or Non-Tort (FS only) Claim. (Subrogation Claim by the rental car company).	Form should be completed at incident.



Fill in the following drawing showing the land/facilities under agreement. Include buildings, roads, paved areas, utility lines, fences, ditches, landscaping and any other physical features which help describe the area.



**ADDITIONAL CLAUSES:**

The Attached Federal Acquisition Regulation (FAR) Clauses apply to this agreement.

<b>OWNER / OWNER'S AGENT SIGNATURE:</b>	<b>DATE:</b>	<b>CONTRACTING OFFICER'S SIGNATURE:</b>	<b>DATE:</b>
<b>PRINT NAME AND TITLE:</b>	<b>PRINT NAME AND TITLE:</b>		
<b>PHONE NUMBER (if different from Owner's):</b>	<b>PHONE NUMBER:</b>		



## Appendix E - Rocky Mountain Coordinating Group Agency Payment Tool Kit

<b>ROCKY MOUNTAIN AREA AGENCY PAYMENT TOOL KIT</b>					
<b>AGENCY</b>	<b>ADs</b>	<b>PAYMENTS for AGENCY FIRE</b>	<b>TRAVEL</b>	<b>EQUIPMENT</b>	<b>WORKERS COMPENSATION</b>
BUREAU OF INDIAN AFFAIRS	Sent back with the AD for the home unit to process	Processed by the incident agency and/or a payment team	Home unit processes	NA	Original paperwork goes home with the Crew Boss or mailed to the home unit. POC: Employee home unit
BUREAU OF LAND MANAGEMENT	Sent back with the AD for the home unit to process	Processed by the incident agency and/or a payment team	Incidental expenses; and Maximum of 15 meals per emergency incident can be claimed on the OF-288. If the casual employee incurs a travel expense other than those listed above expenses must be filed at the home unit.	NA	Original paperwork is sent directly to the POC: CO State Office, Attn: COSO OWCP Specialist; 2850 Youngfield St, Lakewood, CO 80215
NATIONAL PARK SERVICE	Sent back with the AD for the home unit to process	Processed by the incident agency and/or a payment team.	Home unit processes	NA	Mail original paperwork to the home unit. POC: Employee home unit compensation coordinator
U.S. FISH & WILDLIFE SERVICE	Sent back with the AD for the home unit to process	Processed by the incident agency and/or a payment team	Home unit processes	NA	Mail original paperwork to the home unit. POC: Employee home unit compensation coordinator
U.S. FOREST SERVICE	Uploaded to ASC via eSuite. Original OF-288 with signatures sent overnight to ASC Albuquerque Service Center Incident Finance-Casual Pay 101B Sun Avenue NE Albuquerque, NM 87109 (877) 372-7248	Original invoice with deductions if applicable & agreement are sent overnight to ASC from the incident. USDA Forest Service ASC-Incident Finance-EERA 101B Sun Ave NE Albuquerque, NM 87109 (877) 372-7248 <b><i>(Does not apply to Cooperator Invoices)</i></b>	ADs processed on OF-288 via eSuite in accordance with 2017 Casual Hire Travel Process; agency employees processed by home unit. (877) 372-7248	NA	eAuthenticated Forest Service employees can centrally access eSafety via one link on the ConnectHR dashboard. If you are a non-eAuthenticated user, you will access eSafety by clicking a URL link provided by your supervisor. Otherwise, original CA-1 or CA-2 faxed to 866-339-8583 and FedEx'd to USDA Forest Service, ASC-Human Resource Management, 3900 Masthead Street, NE-WC Annex, Albuquerque, NM 87109. (877) 372-7248 option #2

## ROCKY MOUNTAIN AREA AGENCY PAYMENT TOOL KIT

STATE	STATE EMPLOYEES	PAYMENTS	TRAVEL	EQUIPMENT	WORKERS COMPENSATION
<p><b>COLORADO</b> Colorado Division of Fire Prevention and Control, Building 1049 5060 Campus Delivery Fort Collins, CO 80523- 5060 Questions contact: Erin Claussen Work: (970) 491-8497 Cell (303) 263-5937 Fax (970) 491-3445</p>	<p>Original Firefighter time reports (OF-288) are given to Colorado State employees (not entitled to Hazard Pay) and cooperator resources at demobilization.</p>	<p>I-BPA &amp; EERA invoices will be processed for payment through the CDFPC Office in Fort Collins for Colorado State EFF fires. Multi-Jurisdictional fires on both private and federal land - payment office will be determined on a fire by fire basis.</p>	<p>Home unit processes</p>	<p>Original Emergency Equipment Use Invoice (OF-286) with pink copies of Emergency Equipment Shift Ticket (OF-297) must be given to all Colorado State and cooperator resources at demobilization.</p>	<p>Injured employee notifies home unit supervisor by fax or email. Colorado cooperators should notify home unit as identified on CRRF.</p>
<p><b>KANSAS</b> Kansas State University (KSU) /Kansas Forest Service (KFS) 2610 Claflin Road Manhattan, KS 66502-2798 Questions contact: Aimee Hawkes Work: (785) 532-3302 Fax: (785) 532-3305</p>	<p>Original firefighter time reports (OF-288) are given to KSU/KFS employees (not entitled to hazard pay) and cooperator resources at demobilization. State Employees are paid by KSU/KFS</p>	<p>For all fires KSU/KFS assists on, invoices will be processed by KSU/KFS. In-state fires are billed to jurisdictional agency. Out-of- state fires are billed to Region 2 USDA Forest Service.</p>	<p>KSU/KFS will pay for all travel based on the State of Kansas allocation and guidelines. Travel will be included in the invoicing for payment.</p>	<p>Cost of equipment used will be billed per KSU/KFS Schedule of Charges for mileage charge. Includes vehicles and trailers.</p>	<p>Employee or incident personnel need to contact home office, KSU/KFS, 785-532-3300 when injury or illness occur. KSU/ KFS will work with employee /incident personnel to provide notification to KSU/KFS Human Resource Department within 10 days of injury. KSU/KFS office will work with KSU/KFS to file workers compensation. Kansas cooperators should notify home unit.</p>
<p><b>SOUTH DAKOTA</b> SD Wildland Fire Division Fire Business Staff 3305 West South Street Rapid City, SD 57702-8160 Questions Contact: Brenda Even Work: (605) 393-8115 Cell: (605) 430-0044 or Samantha Vadnais Work: (605) 393-8157 Cell: (605) 430-5675</p>	<p>Original Crew/Equipment Time Reports (AS-DCF100/96) &amp; Firefighter time reports (OF-288) are given to all South Dakota state, private contractor and cooperator resources (not entitled to hazard pay) at demobilization.</p>	<p>All I-BPA &amp; EERA invoices will be processed by SD Wildland Fire, for fires that are on state, private and county land. Payment on multi-jurisdictional fires when state/private land is included, will be determined on a fire by fire basis.</p> <p>South Dakota State, VFD, and Contractor resource Invoices should be forwarded to SDWF for payment. State, Cooperator, and Contractors should bring all original paperwork home, for processing.</p>	<p>Home unit processes</p>	<p>Original Crew/Equipment Time Report's (AS-DCF100/96) &amp; Firefighter time reports (OF-288) are given to all South Dakota state, and VFD personnel assigned to the incident as overhead or operating a piece of equipment, upon demobilization.</p> <p>Original Crew/Equipment Time Reports (AS-DCF100/96) &amp; Emergency Equipment Use Invoice (OF-286) are given to all South Dakota state, private contractors, and VFD resources at demobilization.</p>	<p>Electronic First Report of injury form need to be complete and submitted to our Bureau of Human Resources within 72 hours, by employee or Chief of Party. On in- state fires cooperators follow the same rules as state employees, on out-of-state fires they are under their departments work comp policy. All contractors fall under their own policy. Any questions contact Brenda Even.</p>
<p><b>WYOMING</b>  Wyoming State Forestry Division 5500 Bishop Blvd Cheyenne, WY 82002  Questions contact: Lynda Berckefeldt Office: 307-777-7300</p>	<p>Original Firefighter time reports (OF-288) are given to all Wyoming State and cooperator resources at demobilization. (not entitled to hazard pay)</p> <p>Original Crew Time Reports (SF-261) for last day of travel.</p>	<p>All I-BPA &amp; EERA invoices will be processed by Wyoming State Forestry Division for fires that are on state, private and county land qualifying as Emergency Fire Suppression Fires (EFSA). Payment on multi-jurisdictional fires when state/private land is included, will be determined on a fire by fire basis. Out of State Fires - Billings should go to the Fire Business Manager at Wyoming State Forestry - they should not go directly to the Federal payment centers.</p>	<p>Home unit processes</p>	<p>Original Emergency Equipment Use Invoice (OF-286) with pink copies of Emergency Equipment Shift Ticket (OF-297) must be given to all Wyoming State and cooperator resources at demobilization.</p>	<p>Wyoming Cooperators/State employees are covered under Wyoming Workers Comp. Injury must be reported to firefighters employer within 72 hours of the injury and reported on Wyoming Report of Injury.</p> <p>Contact Wyoming Workers Comp at 307-777-7441 for assistance</p>