



NORTHWEST COLORADO FIRE MANAGEMENT UNIT

INCIDENT BUSINESS

OPERATING GUIDELINES

2012

DISPATCH CENTER:

Craig Interagency Dispatch, Craig, Colorado

ADMINISTRATIVE OFFICES:

BLM- Kremmling Field Office, Kremmling, Colorado

BLM- Little Snake Field Office, Craig, Colorado

BLM- White River Field Office, Meeker, Colorado

**US FISH AND WILDLIFE SERVICE- Arapaho National Wildlife Refuge,
Walden, Colorado**

**US FISH AND WILDLIFE SERVICE- Browns Park National Wildlife
Refuge, Maybell, Colorado**

These Operating Guidelines were developed by the Business Committee of the Northwest Colorado Fire Management Unit (NWCFMU), established on January 18, 2005 by the Board of Directors of the Unit. The Bureau of Land Management (BLM) and Fish and Wildlife Service (FWS) Fire Management Officers (FMO) for the NWCFMU provide overall direction and oversight of wildland fire management within the Browns Park and Arapaho National Wildlife Refuges, and the Little Snake, White River, and Kremmling Field Offices.

These Operating Guidelines are provided to ensure consistency in the incident business management operations throughout the NWCFMU, and to provide general administrative procedures to support initial response through Type 1 incidents.

These Operating Guidelines are intended for use by an Incident Management Team, Buying Team, Dispatch, Expanded Dispatch, and other business administration incident support staff assigned to an incident within the NWCFMU.

Deviations from these Guidelines will be negotiated with the Incident Business Representative and Agency Administrator in advance.

Agency Incident Business Representatives

BLM: Valerie Kamzalow, work phone (970) 826-5011; cell phone (970) 629-2792, is the Incident Business Representative for the BLM.

Fish and Wildlife Service: Christine Larue, work phone (620) 486-2393, is the Incident Business Representative for the FWS.

Contact information for the Incident Agency Incident Business Representative and Administrative Staff is listed in Appendix A.

An off-unit Incident Business Advisor may be called in to assist during periods of excessive fire activity.

Incident Business Representative and Incident Business Advisor Responsibilities

The role of the Incident Agency Business Representative and the Incident Business Advisor is to serve as an advisor and liaison between the Host Agency Administrator and Incident Management Team.

- Provides recommendations on incident business issues
- Provides advice and recommends alternatives with an emphasis on reviewing large cost centers

Specific responsibilities are further defined in the Delegation of Authority (Appendix D).

Personnel

Refer to the Rocky Mountain/Great Basin Coordinating Group (RM/GBCG) 2012-1 Supplement to Chapter 10 of the Interagency Incident Business Management Handbook (IIBMHB).

- Designated AD hiring officials is Valerie Kamzalow (BLM).
- All Federal AD exception positions must be approved at the state or regional office level.

Compensation for Injury and Agency-Provided Medical Care

If a DOI employee is injured, submit all paperwork to the employee’s home unit as soon as possible.

If a Forest Service employee is injured, see Appendix C for processing OWCP information to the Albuquerque Service Center, Human Capital Management-Workers’ Compensation office.

If a State employee is injured, refer to the RM/GBCG Supplement 2012-3 to Chapter 50 of the IIBMHB.

Note: AD’s are considered employees of the agency that hired them.

Acquisition

Refer to the RM/GBCG 2012-4 Supplement to Chapter 20 of the IIBMHB.

- The Rocky Mountain area contracts for tactical and support water tenders. Resource orders should identify type required.

The RM/GB geographic areas have solicited and produced best value dispatch tables for the following resources by zone dispatch center.

Engines	Tactical Water Tenders
Support Water Tenders	Buses
Refrigerated Trucks/Trailers	Clerical Support Trailers
Potable Water	Tents
Gray Water	Hand washing Stations, Portable & Trailer mounted

The Incident Management Team will not sign up any non-dispatched equipment that shows up at the incident (for example "fire chasers") unless prior approval is obtained from the Incident Agency Business Representative or Incident Business Advisor.

Land Use and Facility Agreements

Refer to the NWCFMU Service and Supply Plan for existing agreements. If no agreement exists, the Incident Management Team will coordinate with the Incident Agency Business Representative or Incident Business Advisor to determine appropriate use and rates.

Supplemental Foods

The NWCFMU follows the established NWCG policy and does not have a more stringent policy.

Buying Team Procedures

The RM/GBCG Supplement 2012-4 to Chapter 40 of the IIBMHB provides information on the Rocky Mountain/Great Basin Buying Teams.

Property Management

Rental Vehicles

The RM/GBCG 2012-2 Supplement to Chapter 30 of the IIBMHB specifies that rental vehicles are considered accountable property.

Incident Replacement

No contractor equipment will be replaced through the incident supply cache. Contractors must go through the contract claim process for replacement of lost or damaged items.

Cooperative Relations

The RM/GBCG Supplement to Chapter 50 of the IIBMHB provides detailed information on incident business procedures when resources from the States of Colorado, Idaho, Nevada, South Dakota, Utah and Wyoming are utilized on a Federal fire or when the Incident Management Team is assigned to a State fire.

Claims

Contract Claims: The Procurement Unit Leader, within their delegated authority, is responsible for settling contract claims at the incident. If there is not a Procurement Unit Leader available, a member of the Buying Team 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 with the Incident Agency Incident Business Representative.

Tort and Employee Claims: Upon arrival to the incident, the Comp/Claims Unit Leader will make contact with the Incident Agency Incident Business Representative to determine the expectations and discuss the requirements of the claims process. Before leaving the incident, the Comp/Claims Unit Leader will audit the documentation and prepare a log of all claims, detailing what has been completed and what is still lacking on each claim. The claims files should be enclosed in an Incident Claims Case File Envelope (OF-314). The log and envelopes will be given to the Incident Agency Incident Business Representative at the end of the incident.

Cost Accounting and Cost Share Agreements

The Incident Management Team has the responsibility to track and report costs as required by the incident agency or as outlined in the cost share agreement. The Finance Section should coordinate with operations and aviation to assure costs are tracked using I-Suite in accordance with the cost share agreement.

Cost efficiency should to be an important objective for incident management teams. 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 Agency Administrator.

I-Suite Repository Requirements

Incident Management Teams are required to upload the I-Suite database (@NITC) at the end of their assignment. A thumb drive copy of the data base should be made for the Incident Agency Host Unit and included in the Final Incident Package. The Incident Management Team shall not retain any of the I-Suite information.

Closeout

The final Finance Package will meet the uniform filing scheme for incident records packages, which can be found at: <http://www.nifc.gov/records/index.html>

At the end of the incident, the final incident package will be turned in at the closeout to the Incident Agency Host Unit. The Incident Agency Incident Business Representative or Incident Business Advisor will participate in the exit interview of each assigned Incident Management Team and Buying Team. The Incident Agency Incident Business Representative or Incident Business Advisor will provide an assessment of (1) commendable performance, (2) things that went well, and (3) things needing improvement. The Incident Agency Host Unit will provide a financial performance rating 60-120 days following the incident to the Incident Commander.

APPENDIX A
Agency Contacts

BLM				
<u>Name</u>	Title	Office Phone	Cell Phone	Location
Jim Cagney	Northwest District Manager	970-244-3066	970-712-8945	Grand Junction, CO
Dave Rosenkrance	Northwest District Associate Manager	970-244-3015	970-210-1456	Grand Junction, CO
Dave Stout	Kremmling Field Manager	970 724-3001	970 531-3507	Kremmling, CO
Wendy Reynolds	Little Snake Field Manager	970 826-5089		Craig, CO
Kent Walter	White River Field Manager	970 878-3802	970-638-0377	Meeker, CO
Valerie Kamzalow	Incident Business Program Lead	970-826-5011	970 629-2792	Craig, CO
Mark Howerton	Cache Manager	970-826-5041	970 326-8602	Craig, CO
Patty Luby	Administrative Officer	970 826-5088	970 756-4985	Craig, CO
Linda Berkey	Personnel Specialist/OWCP	970 244-3060	970 250-0744	Grand Junction, CO
<i>Vacant</i>	Contract Specialist	970 826-5052		Craig, CO
Sara Dawson	Contract Specialist	303-239-3764	Work 303-842-3444 Personal 720-936-1812	Denver, CO
Epy Garcia	Supply Technician	970-724-3060		Kremmling, CO
Ed Hendricks	BLM Ranger	970 826-5006	970-326-8389	Craig, CO
Don Miller	BLM Ranger	970 878-3870		Meeker, CO
Darren Entrican	BLM Ranger	970 724-3029	970 531-2858	Kremmling, CO
Andy Cohle	IT Specialist	970 826-5013	970-620-0604	Craig, CO
<i>Vacant</i>	IT Specialist	970 878-3841		Meeker, CO
Steve Brooks	Telecomm Specialist	970 826-5016	970-620-0641	Craig, CO

Fish and Wildlife Service				
<u>Name</u>	Title	Office Phone	Cell Phone	Location
Ann Timberman	Arapaho National Wildlife Refuge Manager	970 723-8202	970 819-0541	Walden, CO
Chris Dippel	Browns Park National Wildlife Refuge Manager	970 365-3613	970 756-0557	Maybell, CO
Christine LaRue	Colorado Fire Management District Administrative Officer	620-486-2393 Ext. 221		Stafford, KS
Terri Follett	Management Analyst, Arapaho National Wildlife Refuge	970 723-4677	970 846-8017	Walden, CO

APPENDIX B
Accruals and Payments

Incident Accruals are required on any incident utilizing Forest Service paid resources. To assist the Albuquerque Service Center-Incident Finance staff in tracking accruals, please submit the summary and detail reports for ALL accruals via e-mail or fax to ASC-Incident Finance. Refer to “How to Code I-Suite Accruals” and additional information on accruals posted at: http://www.fs.fed.us/fire/ibp/incident_payments/incident_payments.html. Directions for creating the daily export can be found at: http://www.fs.fed.us/fire/ibp/incident_payments/Isuite_export_finance.pdf

Payments - EERA's

The **using** agency processes payments for EERA's regardless of who initiated the agreement.

1. **DOI Incidents** – Provide completed Emergency Equipment Use Invoice along with the Contract, Shift Tickets and Inspections to the incident unit.
2. **FS Incidents** – Mail payment package direct to ASC-Incident Finance along with transmittal document as outlined in ASC Incident Finance Branch Payment Procedures posted at http://www.fs.fed.us/fire/ibp/incident_payments/incident_payments.html. Retain a copy of the transmittal in the incident records.

Payments – Casual Hires (AD's) - The hiring agency processes the individual casual payments, regardless of the incident jurisdiction.

1. **DOI Casual Hires** – Original OF-288's will go back with the AD to their home unit for payment.
2. **FS Casual Hires** – Submit completed OF-288 along with transmittal letter as outlined in the ASC Incident Finance Branch Payment Procedures posted at http://www.fs.fed.us/fire/ibp/incident_payments/incident_payments.html. The Incident Management Team should not allow any FS hired casual to retain their original timesheet. Retain a copy of the transmittal in the incident records.

APPENDIX C
Forest Service Employees OWCP

Forest Service Human Capital Management-Workers Compensation (HCM-WC) now manages all FS Workers' Compensation Claims. HCM's Workers' Compensation (WC) section is now the point of contact for processing and managing all FS employees' work-related injury/illness claims. These changes are designed to provide better and more consistent service to injured workers. The Workers Comp section is also solely responsible for maintaining compensation files, working with the Office of Workers' Compensation Programs (OWCP) and counseling employees.

The following is specific to Forest Service employees, regardless of incident jurisdiction:

- Enter the following address as the Agency Address on all OWCP forms:
USDA Forest Service - HCM
Mail Stop 118-WC
3900 Masthead St., NE
Albuquerque, NM 87109

- Complete OWCP forms as outlined in the Interagency Incident Business Management Handbook and fax to the WC Section at 505-563-9981, or mail it overnight via Fed Ex to the address listed above. If forms are faxed, mail the original form to the address below using regular mail. **This needs to be completed within two (2) days of the employee filing the claim.**

- For advice and assistance, employees or Incident Compensation for Injury Specialists may call the Contact Center at 877.372.7248; press 2 for HCM; then press 5 to speak to a Workers' Compensation Agent. For more information, go to the Workers' Compensation Section on the HCM Intranet.

In the event of an Emergency... Workers' Compensation staff is available 24 hours/7 days a week. Call 505.280.7691 to speak to a specialist.

APPENDIX D
INCIDENT BUSINESS ADVISOR DELEGATION OF AUTHORITY

Date:

Route To:

Subject: Delegation of Authority, Incident Business Advisor

To: Incident Business Advisor, _(Host Agency)_____

This letter authorizes (*name*)_____ to act as an Incident Business Advisor (IBA) for the _____ (*unit name*) and Incident Management Teams assigned to incidents on the _____ (Agency). The IBA works as a liaison and advisor between the _____ (Agency) and the Incident Team(s) for all issues related to incident business management.

Specific responsibilities include:

- Maintaining 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.
- Coordinate 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 IBA 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 IBA, 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 IBA 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 IBA 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.
- May serve in the same role as identified above in BAER and post fire activities.
- Provides briefings to the Agency Administrator, MAC, Area Command and agency administrative representative, as needed.
- Other: _____

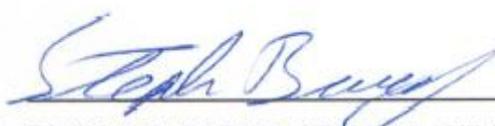
The Agency Administrator is the primary point of contact, but coordination will be maintained with _____.

(Agency Administrator)

cc: Unit Managers
Incident Management Team

NORTHWEST COLORADO FIRE MANAGEMENT UNIT
2012 OPERATING GUIDELINES

 DATE 11 APRIL 2012
NORTHWEST COLORADO ASSOCIATE DISTRICT MANAGER

*Acting
Project
Leader*  DATE 5/9/12
BROWNS PARK NATIONAL WILDLIFE REFUGE MANAGER

charles mathis Digitally signed by charles mathis
DN: cn=charles mathis, o=Arapaho NWR, ou,
email=charles_mathis@fwi.gov, c=US
Date: 2012.05.09 15:44:41 -06'00' DATE 09 MAY 12
ARAPAHOE NATIONAL WILDLIFE REFUGE MANAGER