

ROCKY MOUNTAIN INCIDENT BUSINESS OPERATING GUIDELINES

The following outlines standard Incident Business Operating Guidelines for the Rocky Mountain Geographic Area. 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 highlight the geographic area supplements to the handbook. These guidelines are provided to support Incident Management Team (IMT) operations and to provide consistency in incident business management operations.

Any changes to these guidelines will be negotiated with the Agency Administrator (AA) and the Incident Business Advisor (IBA) in advance.

Units should supplement these Operating Guidelines as necessary to address issues specific to their locations while conforming to the IIBMH.

Incident Business Advisor

- ✓ Is supervised by the Agency Administrator (AA).
- ✓ Serves as a liaison and advisor to the Agency Administrator, Incident Management Team, and other incident support functions.
- ✓ Provides advice and recommends alternatives with an emphasis on reviewing large cost centers
- ✓ Provides recommendations on incident business issues
- ✓ Completes an IBA Narrative. Narrative is submitted to the Agency Administrator at the end of the incident, with a copy to the host agency Incident Business Specialist.

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

In the absence of an IBA, the AA is responsible for coordinating incident business responsibilities on their unit. One or more fully qualified IBA's will normally be brought in to assist the Administrative Representative (AR) on Type I or II incidents.

Contact information for the Incident Business Advisor and Agency administrative staff is listed in Appendix A.

Personnel

RM/GB 2008-1 Supplement to Chapter 10 of the IIBMH (FSH 5109.34 R4 2008-1 Supplement).

- All Federal AD exception positions must be approved at the Regional/State level
- Agency Administrator must designate AD hiring official and may re-delegate to IMT. (See Appendix C)

Compensation for Injury and Agency-Provided Medical Care

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

If Forest Service employee is injured see Appendix D for processing ASC-OWCP information to ASC-OWCP.

If State employee is injured refer to RMGB Supplement 2009-4 to Chapter 50.

Acquisition

RMGB Supplement 2009-2 to Chapter 20 of the IIBMHB (FSH 5109.34 R4 2009-1 Supplement).

- Note to out of area IMT. The RM area contracts for tactical and support water tenders. Resource orders should identify type required.
- Requires fuel tender vendors to accept credit cards. Refer to Appendix D for information on how to manage these resources at an incident.

The RMGB 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
Portable Toilets	Potable Water
Tents	Gray Water
Hand washing Stations, Portable & Trailer mounted	

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

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 AR or IBA.

Land Use and Facility Agreements

If no agreement exists, the Incident Management Team will coordinate with the local agency's representative to determine appropriate use and rates.

Buying Team Procedures

RM/GB Supplement 2009-4 to Chapter 40 of the IIBMHB provides information on the Rocky Mountain/Great Basin Buying Teams.

Property Management

RM/GB 2008-3 Supplement dated April 7, 2008 to Chapter 30 of the IIBMHB (FSH 5109.34 R4 2008-3 Supplement) specifies:

- Rental vehicles shall be tracked as if they are accountable property.

All non-standard cache items must be approved by the AA. If the AA delegates this authority it should be documented in a unit supplement to this document.

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

RM/GB Supplement to Chapter 50 (2009-4) 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 Federal fire or when IMT is on a State fire.

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 with the responsible incident agency procurement official (identified in Appendix A).

Tort and Employee Claims: Upon arrival to the incident, the Comp/Claims Unit Leader will make contact with the incident agency claims liaison (identified in Appendix A) 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, defining what's 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

Cost efficiency continues to be a primary 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 AA.

Cost share agreements will follow guidance in the applicable cooperative agreement.

Cost Saving Measures Documented

IMT responsibility is to track and report costs as required by the incident agencies or as outlined in the cost share agreement. Finance Section should coordinate with operations and aviation to assure costs are tracked in ISuite in accordance with the cost share method utilized.

I-Suite Repository Requirements

IMTs are required to upload the I-Suite database (@NITC) at the end of their assignment. A CD copy of the data base should be made for the host unit and included in the Final Incident Package. The IMT shall not retain any of the ISuite 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 forwarded either by mail, or turned in at the closeout to the host unit/agency. The IBA will participate in the exit interview of each assigned IMT and Buying Team. The IBA will provide a verbal assessment of (1) commendable performance, (2) things that went well, and (3) things needing improvement. The host agency will provide a financial performance rating 60-120 days following the incident to the Incident Commander.

APPENDIX A
Incident Business and Agency Contacts

Authority/responsibility for Incident Business Administration practices is delegated to the following agency personnel: (If none are assigned to the Incident, leave block blank.)

Title	Name	Office Phone	Home Phone	Cellular Phone
Incident Business Advisor (IBA)				
Agency Administrative Representative				
Regional/State Incident Business Specialist				

AGENCY CONTACTS

Title	Name	Office Phone	Home Phone	Cellular Phone
Human Resources				
AD Hiring Contact				
Financial Management				
Acquisition/Contracting Contract Claims				
Information Resources (Computers)				
Telecommunications (Voice/Data Lines, Radios)				
Agreements				
Compensation/OWCP (HIPPA)				
Claims (Non-contract)				
Law Enforcement				
Fleet				
Safety				
Property Management				
HR-OWCP ASC				

APPENDIX B Accruals and Payments

Incident Accruals are required on any incident utilizing Forest Service paid resources. To assist the ASC incident finance staff in tracking accruals, please submit the summary and detail reports for ALL accruals via e-mail or fax to ASC-IF. Refer to "How to Code ISuite 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 Agreement, 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 IMT should not allow any FS hired casual to retain their original timesheet. Retain a copy of the transmittal in the incident records.

APPENDIX C
Delegation of AD Hiring Authority

File Code:

Date:

Route To:

Subject: Delegation of AD Hiring Authority

To: Incident Commander

I am delegating the authority to hire casual employees to the Incident Management Team, specifically to the Finance Section Chief, Time Unit Leader and/or Procurement Unit Leader.

All hiring of casual employees will be in accordance with the Interagency Incident Business Management Handbook and its supplements.

Responsibilities of the hiring official are:

- Ensure the proper paperwork is obtained and filled out completely
- Validate that the person is qualified for the position
- Provide the casual employee with all the information related to direct deposit and tax withholdings
- Be knowledgeable of the IIBMH as it relates to the AD Pay Plan and its use

For positions not listed in the Incident Position Matrix of the AD Pay Plan, the hiring official must submit a position description to the State/Regional level for approval to establish an Excepted Position.

The agency contact for questions related to AD hiring is _____

/s/

(Agency Administrator)

APPENDIX D Forest Service Employees OWCP

FS 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.

Incident Unit may identify the role and responsibilities of their local injury coordinator, i.e., For major incidents a separate unit may be established at Expanded Dispatch to handle all matters related to injuries or illnesses of incident personnel. All compensation forms will be forwarded to the designated agency contact and/or location, as soon as possible, for disposition.

APPENDIX E

Managing Fuel Issues on an Incident

Emergency Equipment Rental Agreements (EERA) issued to fuel tenders within the Rocky Mountain Geographic Area require the vendor to accept credit cards for payment of fuel at the work site. This new process has been established to eliminate the labor intensive work associated with the tracking and posting of Emergency Equipment Fuel and Oil Issues (OF-304).

- **How are fuel tender vendors able to accept a credit card at a remote location?**
 - It is up to the vendor to determine what system they will utilize at the incident to accept credit cards. We do not dictate the process they use, just that they accept major credit cards.
- **Is the IMT required to furnish a phone line and power to the fuel tender for the purpose of processing credit card transactions?**
 - No, there is no provision in the EERA that requires the government to furnish power or phone lines.
- **What if the customer's credit card isn't accepted for some reason and they have already filled up with fuel? How do they pay for it then?**
 - As with any commercial business, it is up to the vendor to determine how they handle their accounts payable.
- **What if the vendor utilizes a manual machine at the incident? Who will be held responsible if the credit card doesn't clear once they get back to town to run it electronically?**
 - As with any commercial business, it is up to the vendor to determine how they handle their accounts payable.
- **Will National Contracts be amended to require them to procure fuel with a credit card?**
 - Yes, the National contracts have been modified to include the requirement of procuring fuel with a credit card.
- **How will the IMTs procure fuel for miscellaneous items, such as generators for facilities or ground support?**
 - There are two options:
 1. If a member on the team has a government issued procurement card, they can make the purchase.
 2. Logistics and Finance must agree on the process utilized. The Buying Team or Procurement Unit leader can negotiate an agreement with the vendor to provide fuel for miscellaneous government owned/leased equipment and pay for the purchases on a daily/weekly basis. The preferred method is outlined in sample Government Authorized Fuel document attached.



GOVT. AUTHORIZED. Fuel.Log.excel.xls
FUEL.doc

APPENDIX E

Managing Fuel Issues on an Incident

- **How is a Casual Hire to procure fuel for their vehicle?**
 - If a casual hire is utilizing their POV, they will be reimbursed a mileage rate on their travel voucher, thus requiring them to procure their own fuel, like other government employees.
 - If the casual is utilizing a government leased/rented vehicle that does not have a fuel card they should check with Ground Support regarding the process set up for that incident.

- **How are State Cooperators going to purchase fuel?**
 - Our State partners within the Rocky Mountain and Great Basin geographic areas have agreed to pay for fuel with their agency issued credit cards. If cooperators fuel card is not accepted by the fuel contractor, utilize the process for government procured fuel.

- **If the incident camp is located near a commercial gas station is the IMT required to order a fuel tender under an EERA?**
 - No, if the ICP is located near a town where there is a commercial gas station, this would be a good cost saving measure to not order an on-site fuel tender.

- **Can the fuel vendor charge a higher rate than fuel that provided at local gas stations?**
 - The Rocky Mountain/Great Basin Supplement #2007-1 to Chapter 20 (Page 20 of 61) of the Interagency Incident Business Management Handbook states: "Fuel prices will be established at the current commercial rate."

- **How does the IMT deal with equipment from out of the areas that are not aware they need credit cards to procure fuel at the incident?**
 - According to Clause 3 of the Emergency Equipment Rental Agreement the Contractor should have a means of procuring their own fuel, as it is the Governments option to furnish operating supplies.
 - **CLAUSE 3.** Operating Supplies: As identified in Block 7, operating supplies include fuel, oil, filters, lube/oil changes. Even though Block 7 may specify that all operating supplies are to be furnished by the Contractor (*wet*), the Government may, at its option, elect to furnish such supplies when necessary to keep the equipment operating. The cost of such supplies will be determined by the Government and deducted from payment to the Contractor.

APPENDIX F
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

APPENDIX G
Rocky Mountain Incident Business Committee

Agency	Name	Address	Email	Phone Numbers
ST - WY	Lynda Berckefeldt	Wyoming State Forestry 1100 West 22 nd Street Cheyenne, WY 82002	lberck@state.wy.us	(307) 777-7300 v (307) 631-1025 c (307) 777-5986 f
ST - KS	Sandy Chandler	Kansas Forest Service 2610 Claflin Road Manhattan, KS 66502-2798	schandle@ksu.edu	(785) 532-3313 v (785) 313-3863 c (785) 532-3305 f
ST - SD	Brenda Even	SD Wildland Fire Suppression 4250 Fire Station Rd – Suite 2 Rapid City, SD 57703	brenda.even@state.sd.us	(605) 393-8115 v (605) 381-1428 pc (605) 393-8044 f
ST - CO	Janell Ray Vice-Chair 2009	Colorado State Forest Service 5060 Campus Delivery, Bldg 1053 Fort Collins, CO 80523-5060	janell.ray@colostate.edu	(970) 491-1063 v (970) 222-0367 c (970) 491-8438 f
BIA	Diane Cartney	BIA - Natural Resources Dept 115 4 th Ave SE, MC301 Aberdeen, SD 57401	Diane.Cartney@bia.gov	(605) 226-7621 v (605) 380-1567 (605) 226-7358 f
NPS	Karrie Davin	NPS, Intermountain Region 12795 West Alameda Lakewood, CO 80228	Karrie_Davin@nps.gov	(303) 969-2971 v (720) 785-4148 c (303) 969-2037 f
BLM - CO	Bev Derringer	BLM – Colorado State Office Fire & Aviation 2850 Youngfield Street Lakewood, CO 80215	beverly_derringer@blm.gov	(303) 239-3958 v (303) 619-9673 c (303) 239-3811 f
BLM - WY	Dave Johnson	BLM, Wyoming State Office P.O. Box 1828 Cheyenne, WY 82003	Dave_Johnson@blm.gov	(307) 775-6305 v (307) 286-8689 c (307) 775-6098 f
FS - R2	Denise Tomlin	USDA Forest Service Rocky Mountain Region 740 Simms Ave. Golden, CO 80401	dtomlin@fs.fed.us	(303) 275-5316 v (303) 378-0785 c (303) 275-5754 f
FWS	David Lucas	Fish & Wildlife Service Denver Federal Center PO Box 25486 Denver, CO 80225	David_C_Lucas@fws.gov	(303) 236-4456 v (770) 329-1685 c (303) 236-6958 f