



## Southwest Area Lend/Lease Procedures (updated Jan 26, 2015)

The Southwest Area Lend/Lease Program is an informal agreement between incidents that provides a procedure to share critical resources for short periods of time to fill critical operational needs. This is an effective and efficient way of managing resources that are either unavailable, or where incidents only need identified resources for a limited time. Typically, Lend/Lease should not exceed 48-72 hours (validated each day by Operations). Lend/Lease of resources should only be used when two or more IMTs are assigned within the same local dispatch area, or in the event of a close proximity boundary incident in the adjacent dispatch area. In this case, it is critical for good communication to occur between the 2 affected dispatch centers and the SWCC. Resource orders are not initiated by the receiving incident. Tracking of these resources is done on a separate spreadsheet maintained by the local dispatch center. The Lend/Lease resource spreadsheet data will be shared with the SWCC and Geographic MAC Group daily.

### **Roles and Responsibilities**

#### **Plans, Operations and Aviation:**

- Will coordinate amongst affected incidents on resources shared/lent.
- Coordinate with Finance on resources being shared/lent.
- Complete the attached spreadsheet and submit to the Dispatch Center Manager and or Designee daily for accountability and tracking for billing purposes.
- Coordinate with the Southwest Multi-Agency (MAC) Coordinator or SWCC when MAC is activated and there is no Area Command in place.
- Ensure emergency notifications to resources occur immediately.
- Ensure Lend/Lease does not exceed 48-72 hours. If lend/lease exceeds 48-72 hours discussion regarding re-assignment of the resource should occur through appropriate channels.

#### **Finance:**

- Finance Section Chiefs will coordinate to ensure costs are included in the receiving incident database as a line item, not actual posted time. I-Suite entry will read "resource loan from incident xx." The original incident will post time using the Fire Code from the receiving fire. The receiving incident will mark the line item to "exclude" as accrual (accrual will be

determined via the sending incident data base).

- All standard documentation (excess shift lengths, CA-1, etc.) will be completed by the receiving incident and sent to the sending incident.
- Provide resources used on multiple incidents a copy of the spreadsheet identifying the lend/lease. This document authorizes the charges and serves as supporting documentation in lieu of the resource order.
- Document on invoice or OF-288 "Lend/Lease Authorized."

**Dispatch:**

- ROSS should not be impacted by the lend/lease program. Copies of the spreadsheet showing movement of resources will be provided to dispatch daily after the event has occurred

**Geographic Area Coordination Centers (GACC)**

- Coordinate with National Interagency Coordination Center (NICC) when call when needed (CWN) aircraft are involved.

**Incident Business Advisor:**

- Ensure the Southwest Lend/Lease Policy documentation occurs when sharing resources.
- Review spreadsheets and ensure the Dispatch Center Manager or designee has received a copy.

**Area Command:**

- Coordinate with GMAC Coordinator when resources are being lent or reassigned.

**General:**

- Length of assignment will not be affected by lend/lease, all days count towards the original assignment length.
- Lend/Lease contract resources previously inspected by the sending unit should not be re-inspected by the receiving unit.
- Lend/Lease does not impact those resources hired as "Incident Only" or on a Dispatch Priority List (DPL). If resources are re-assigned discussions should occur to ensure policies are met.

**Emergency Notifications:**

- Will be processed according to mobilization guide or through established local unit notification procedures.

**Reassignment of Resources:**

- Incidents, Area Command and GMAC will follow normal dispatch procedures for the reassignment of resources.

**Documentation:**

- Copies of the spreadsheet will be maintained in both the sending and receiving finance section packages.
- Copies will also be maintained by the local dispatch center.