



GREAT BASIN COORDINATING GROUP

June 13, 2012

Agency Administrators & Fire Management Officers,

Attached is the Great Basin Incident Business Operating Guidelines which have been recommended by the Great Basin Incident Business Committee and approved by the Coordinating Group. Please implement as an interagency document and share with your local units for use in the 2012 Fire Season. Common Incident Business Operating Guidelines will promote efficiency and consistency for our Incident Management Teams.

Please direct any questions to your respective Incident Business Representative or, Carol Salo, Chair, Great Basin Incident Business Committee at (208) 373-3852 or csalo@blm.gov

Thank you.

Sue Stewart, Chair GBCG



**GREAT BASIN
INCIDENT BUSINESS
OPERATING GUIDELINES**

The following outlines standard Incident Business Operating Guidelines for the Great Basin 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).

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

Specific responsibilities are further defined in the IBA Delegation of Authority (EGBCC IB website).

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

Additional Reference Material: GB 2012 Chapter 10 Supplement

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

- AD Hiring authority has been delegated to the Finance Section Chief.
- Travel reimbursement for FS casual employees will be posted on the OF-288 per direction located at: http://www.fs.fed.us/fire/ibp/personnel/ad_travel_policy.pdf
- Final processing of OF-288's for DOI and FS casual employees will be in accordance with Appendix B of this document.

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 C for processing ASC-OWCP information to ASC-OWCP.

If State employee is injured refer to RMGB Supplement 2009-4 to pertinent state section in Chapter 50.

Acquisition

Additional Reference Material: GB 2012 Chapter 20 Supplement

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

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.

Questions regarding solicited equipment can be directed to the appropriate contracting officer or Steve Waters, Great Basin Contract Equipment Coordinator at (see appendix F).

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.

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.

Contractor Performance Evaluations

Performance evaluations for contractors will be collected by Finance personnel, sorted by Contracting Officer and mailed prior to the incident closeout. If timeframes do not allow for mailing, Finance personnel shall prepare the evaluations and hand them over to the host agency for mailing.

Buying Team Procedures

Provide an electronic copy of the Buying Team Log to the Agency Administrator or their representative along with a hard copy in the Buying Team package.

Provide a written narrative of any outstanding issues or concerns.

Supplemental Food and Drinks

The IMT will follow direction in the NWCG policy dated March 10, 2003 and Chapter 20 of the IIBMH, in regards to supplemental food and drinks. Fruits and vegetables should be in-season, available locally and reasonably priced to avoid excessive costs. Any supplemental food/drinks provided will require IC justification AND concurrence from the Agency Administrator.

Supplemental Vitamins and Minerals

In accordance with the NWCG memo dated March 22, 2006, no supplemental vitamins and minerals will be procured for use or distribution on the incident. This includes vitamins, minerals and other supplements, such as, but not limited to, EmergenC.

Restricted Items

The following items are either restricted from purchasing, or limited in some manner. Take into account local considerations (i.e., a remote location with limited services and supplies versus being in or adjacent to a full-service community where the needed resources are readily available) 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.
- Local purchase of newspapers for the incident will be limited to 5 per day per incident up to 250 personnel. Limit newspapers 1 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.
- Pillows, sleeping bags, and sleeping pads (other than regular GSA or fire cache type).
- WCF 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. Any exception must be approved in advance by the AA or IBA. 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 IBA.
- 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 IBA.
- Awards and or gifts of appreciation.

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

Specialty Items

The AA or IBA must approve rentals/purchasing of the following specialty items:

Cameras (digital and video)	Cellular Telephones
Satellite Telephones	GPS Units
Laptop Computers	Personal Digital Assistants
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. Accountable property should be procured by local agency personnel whenever possible.

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

Property Management

Additional Reference Material: GB 2012 Chapter 30 Supplement

Agency and rental vehicles are accountable property and will be tracked as such.

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.

The IMT is expected to place a high priority on property management. Included in this expectation is the need for the IMT to review property issuance and check out/return procedures to ensure proper accountability. The IMT will manage the durable and accountable/sensitive property obtained through the cache system. Every effort will be made to return cache items promptly at the end of the incident. Documentation of items remaining at the incident will be supplied to the incident agency at the incident closeout. Incident-funded accountable/sensitive property purchases must be approved in advance by the IBA or AA.

Incident replacements should follow direction in Chapter 30 of the IIBMH. Only an assigned IBA or the AA can authorize replacement of non-expendable or non-standard cache items. The incident agency may require that damaged property be turned in before replacement or a replacement authorization is issued. Items originally provided through use of preparedness funds being replaced due to normal wear and tear should be accomplished using home unit funds, not incident funds.

Ordinary Wear and Tear is defined as: Conditions under which equipment and/or supplies are subjected to under normal operations.

Cooperative Relations

Additional Reference Material: GB 2012 Chapter 10 Supplement

GB Chapter 50 Supplement to Chapter 50 of the IIBMH provides detailed information on incident business procedures when resources from the States of Idaho, Nevada, and Utah are utilized on Federal fires or when an MT 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

Additional Reference Material: GB 2012 Chapter 10 Supplement

Cost Accounting and Cost Share Agreements

Cost Savings Measures: Cost efficiency continues to be a primary objective for incident management teams. 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 will follow guidance in the applicable cooperative agreement.

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

ISuite Repository Requirements

IMTs are required to upload the I-Suite database 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. Any usernames/passwords necessary to access the database should also be provided to the host unit. 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:www.nwccg.gov/policies/records/index.html

At the end of the incident, the final incident package will be turned in at the closeout to the AA or IBA. 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:

INCIDENT BUSINESS CONTACTS

Title	Name	Office Phone	Home Phone	Cellular Phone
Incident Business Advisor (IBA)				
Agency Administrative Representative				
USFS Incident Business Specialist				
Incident Business Specialist				
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 – All federal incidents with FS expenses involving Type 1 and 2 IMT's are required to send daily accrual reports to the ASC-Incident Finance Branch. These accruals shall be send using the daily export and upload functions of I-Suite. Directions for creating the daily export can be found at http://www.fs.fed.us/fire/ibp/incident_payments/Isuite_export_finance.pdf

For those incidents not utilizing I-Suite, submit manual accrual information to ASC-Incident Finance Branch. Email to asc_ipc@fs.fed.us or fax to 1-866-816-9532.

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.

Payments - EERA's /IBPA's - The **using** agency processes payments for EERA's/IBPA'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 Forest Service Employees OWCP

HCM's Workers' Compensation (WC) section is 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.

Refer to 2011 Direction to IMT's regarding treating traumatic injuries at:

http://www.fs.fed.us/fire/ibp/personnel/PROCESS_FOR_TRAUMATIC_INJURIES.pdf

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 -
ASC-HRM Annex 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 866-339-8583, or mail 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 2 and then press 1 after the prompts to speak to a Workers' Compensation Agent.

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 D
Managing Fuel Issues on an Incident

Emergency Equipment Rental Agreements (EERA)/IBPA's issued to fuel tenders 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.

- **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.

- **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?**
 - State partners within the Great Basin geographic area 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." (CHECK VIPR contract to see if this is addressed.)

APPENDIX E
Great Basin Incident Business Committee

Agency	Name	Address	Email	Phone Numbers
BIA	Glenn Shafer	BIA - WRO 2600 N. Central Ave. , Ste 450 Phoenix, AZ 85004	glen.shafer@bia.gov	(602) 379-3782 v (602) 379-6763 f
BLM - ID	Carol Salo Chair	BLM - Idaho State Office 1387 S. Vinnell Way Boise, ID 83709	csalo@blm.gov	(208) 373-3852 v (208) 631-1625 c (208) 373-3850 f
BLM - NV	Brenda DeBerg Vice Chair	BLM – Nevada State Office 1340 Financial Blvd Reno, NV 89502	bdeberg@blm.gov	(775) 861-6574 v (775) 722-3055 c (775) 861-6668 f
BLM - UT	Tori Blunt	BLM – Utah 170 South 500 East Vernal, UT 84078	tori_blunt@blm.gov	(435) 781-4419 v (801) 879-2036 c (435) 781-4410 f
FS - R4	Lee Ann Evans	USDA Forest Service Intermountain Region 324 25th Street Ogden, UT 84401	levans@fs.fed.us	(801) 625-5565 v (801) 388-2236 c (801) 625-5594 f
FWS	Vacant			
NPS	Linda Turner	National Park Service Intermountain Region 12795 W. Alameda Pkwy Lakewood, CO 80225-0287	linda_turner@nps.gov	(303) 969-2948 v (720) 644-7816 c (303) 969-2037 f
ST - ID	Wendy Walter	Idaho Department of Lands 3284 W. Industrial Loop Coeur d' Alene, ID 83815-6021	wwalter@idl.idaho.gov	(208) 666-8648 v (208) 755-2924 c (208) 769-1524 f
ST - NV	Mary Wilde	Nevada Division of Forestry 2478 Fairview Drive Carson City, NV 89701	mwilde@forestry.nv.gov	(775) 684-2516 v (775) 443-7759 c (775) 684-2573 f
ST - UT	Jane Martinez	Utah Div. Of Forestry & Fire 1594 W. North Temple Suite 3520 Salt Lake City, UT 84114	janemartinez@utah.gov	(801) 538-5427 v (801) 541-6764 c (801) 533-4111 f
Secretary	Brandi Van Kleeck	BLM - Twin Falls District 400 W. F Street Shoshone, Idaho 83352	bvanKleeck@blm.gov	(208) 732-7259 v (208) 308-1050 c (208) 732-7327 f
BUYT	Barb Eschels BUYT Coordinator	NPS - LAME 601 Nevada Way Boulder City, NV 89005	barbara_eschels@nps.gov	(702) 293-8909 v (702) 449-9604 c (702) 293-8626 f
GB FEC	Steve Waters	USFS R4 1249 South Vinnell Way, Suite 200 Boise, Id 83709	swaters@fs.fed.us 208-866-7291 c	208-373-4326 v 208-373-4111 f

APPENDIX F
Great Basin Contracting Officers for Solicited Equipment

Equipment	Contract Area	CO	Mail Performance Ratings to	CO Location	Contact Info
Clerical Support Unit	Rocky Mountain & Great Basin (R2/4 combined)	Sue Huston	324 25th Street Ogden, UT 84401	FS - R4 Regional Office	801-625-5811 shuston@fs.fed.us
Communications Trailer	Nation-Wide	Deb Strickland	701 W 9th Street Juneau, AK 99801	FS - R10	907-586-7902 dstrickland@fs.fed.us
Crew Carrier Buses	Nation-Wide	Melinda Draper	3833 S. Development Ave Boise, ID 83705	FS-NIFC Boise	208-387-5610 mgdraper@fs.fed.us
Engine	Great Basin R4 only	Sue Huston	324 25th Street Ogden, UT 84401	FS – R4 Regional Office	801-625-5811 shuston@fs.fed.us
Fallers	Rocky Mountain & Great Basin (R2/4 Combined)	Sue Huston	324 25th Street Ogden, UT 84401	FS – R4 Regional Office	801-625-5811 shuston@fs.fed.us
Fuel Tenders	Rocky Mountain & Great Basin (R2/4 Combined)	Kim Luft	740 Simms Street Golden, CO 80401	FS - R2 Regional Office	303-275-5405 c-303- 981-0958 kluft@fs.fed.us
GIS Units	Nation-Wide	Shane LaValley	PO Box 7669 Missoula, MT 59802-4530	FS - WO Regional Office Missoula	406-329-3680 c-406- 370-7093 slavalley@fs.fed.us
Heavy Equipment/Transport	Great Basin R4 only	Janice Haener	1387 S. Vinnell Way Boise, ID 83709	BLM - Idaho ISO	208-373-3911 c-208- 631-1625 JHaener@blm.gov
Helicopter Operations Support Trailer	Rocky Mountain & Great Basin (R2/4 Combined)	Sue Huston	324 25th Street Ogden, UT 84401	FS – R4 Regional Office	801-625-5811 shuston@fs.fed.us
Mechanic Service Truck	Rocky Mountain & Great Basin (R2/4 combined)	Kim Luft	740 Simms Street Golden, CO 80401	FS - R2 Regional Office	303-275-5404 c-303- 981-0958 kluft@fs.fed.us
Potable/Gray Water & Trailer Mounted Hand Wash Stations	Rocky Mountain & Great Basin (R2/4 combined)	Kim Luft	740 Simms Street Golden, CO 80401	FS - R2 Regional Office	303-275-5404 c-303- 981-0958 kluft@fs.fed.us
Refrigerated Truck/Trailer	Nation-Wide	Leif Shjeflo	R6 Fire Contracting Team 1740 Ochoco Way SE Redmond, OR 97756	FS-R6	541-504-7380 c-541- 419-5675 lshjeflo@fs.fed.us
Skidders, Skidgens & Pumper Cats	Rocky Mountain & Great Basin (R2/4 combined)	Kim Luft	740 Simms Street Golden, CO 80401	FS - R2 Regional Office	303-275-5405 c-303- 981-0958 kluft@fs.fed.us
Support Water Tender	Great Basin R4 only	Sue Huston	324 25th Street Ogden, UT 84401	FS – R4 Regional Office	801-625-5811 shuston@fs.fed.us
Tactical Water Tender	Great Basin R4 only	Sue Huston	324 25th Street Ogden, UT 84401	FS – R4 Regional Office	801-625-5811 shuston@fs.fed.us
Weed Washing Units	Rocky Mountain & Great Basin (R2/4 combined)	Sue Huston	324 25th Street Ogden, UT 84401	FS-R4 Regional Office	801-625-5811 shuston@fs.fed.us
Interagency Fire Contract Administrator	Great Basin	Steve Waters	1249 S Vinnell Way Suite 200, Boise, ID 83709	FS/BLM R-4 Boise	208-373-4326 c-208- 866-7291 swaters@fs.fed.us