

BLM ALASKA INCIDENT BUSINESS MANAGEMENT OPERATING GUIDELINES



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A. OPERATING GUIDELINES

This Operating Guideline provides general administrative procedures to support any IMT, Buying Team, Initial Attack Dispatch, Expanded Dispatch, and other business administration incident support staff assigned to an incident within the Bureau of Land Management (BLM), Alaska Fire Service (AFS) Zones. Objectives have been set for incident support at the Alaska Fire Service. They are as follows:

- Identify Individuals with delegated authorities and roles at AFS.
- Provide for consistent documentation from a Business Administration standpoint for managing incidents and creating cost-effective work practices.
- Provide contact information for local agency, Alaska Geographic Area and Interagency Business Management Coordinators and support staff.
- Provide incoming IMT with an in brief check list of AFS Zone (host unit) expectations of final documentation package.

Parallel references to this guide include, but are not limited to:

- NWCG Standards for Interagency Incident Business Management
- BLM Standards for Fire Business Management
- Interagency Standards for Fire and Fire Aviation Operations
- National Interagency Buying Team Guide
- Local Service and Supply Plans (SSP) and Alaska Geographical Area Supplement
- National Interagency Mobilization Guide

B. INCIDENT BUSINESS ADVISOR (INBA) RESPONSIBILITIES

- The INBA works directly for the (unit specific) Agency Administrator and serves as a liaison for business administration on an incident including the IMT, buying team, expanded dispatch, payment team, and any other support functions assigned to the incident.
- A qualified INBA will be ordered for all Type 1 or Type 2 federal incident(s). A local INBA-T may shadow the qualified INBA. The State Incident Business Specialist, or delegate, is responsible for fulfilling INBA responsibilities on their unit until an INBA arrives.
- The INBA for the agency with jurisdiction will make onsite visits to all established Type 1 and Type 2 incident command posts, rest & recuperation (R&R) facilities, staging areas, expanded dispatch locations, buying team locations and other incident support centers. Visits will be prearranged with respective personnel at each site. If onsite visits are not feasible, then the INBA will make contact by other means.
- The INBA will review questionable supply orders as requested by the buying team 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 State Incident Business Specialist for resolution. The State Incident Business Specialist can delegate to the INBA any of the designated roles listed throughout this document.

C. COST CONTAINMENT

- Cost containment is a high priority. In dealing with cost containment issues, it is important for the

INBA to be a partner with the IMT and State Incident Business Specialist for effective cost containment balances, taking into consideration, fire suppression tactics and strategies relative to the incident. This requires aggressive action to highlight inappropriate or questionable procurement requests as well as ineffective use of items under contract, plus exploration of alternatives, whereby joint IC, State Incident Business Specialist, and INBA decisions can be made.

- Focus on high-cost aviation resources, under-utilized equipment, extravagant or sensitive purchases and/or cause property accountability issues. INBA's should raise unresolved cost concerns to the local unit State Incident Business Specialist who will take the lead to involve other regional/state staff as needed to ensure a timely (within 24 hours) resolution of the issue.

D. COST SHARE AGREEMENTS

Financial Responsibility – In Alaska, BLM AFS, is responsible for all DOI agency costs.

Three key preparedness/protection agencies within Alaska are, DOI BLM AFS, Alaska Division of Forestry & Fire Protection DOF and the USDA Forest Service.

- There is no mechanism for billing between federal agencies for expenses incurred on wildfires on federal lands per the Interagency Agreement for Wildland Fire Management among the BLM, BIA, NPS, FWS and the USFS. Therefore, BLM & AFS retain fiscal responsibility for DOI & ANCSA Corporation lands in USFS Protection although there is no mechanism for funds exchange between the agencies. This arrangement does not diminish the role of Jurisdictional Agency Administrators in providing incident cost oversight.
- The default method for apportioning costs of in-state fires is based on the point of origin of the incident and the initial actions taken upon discovery.
 - When the initial actions upon discovery are an effort to extinguish the wildfire, the costs will be apportioned based on jurisdictional acres burned and the associated responsible fiscal party/s.
 - When the initial action upon discovery is surveillance or *site-specific protection, all costs incurred are attributed to the agency on whose land the wildfire originated and billed to the fiscally responsible party.
- BIA, FWS, NPS, and USFS may bill DOF to recover costs incurred in support of DOF for extended staffing requests and incident assignments. Costs must be documented on appropriate fiscal documents. (i.e., Resource Order, travel voucher, OF-288, CTR, fuel receipts) Billing will be processed by the respective regional offices.
- For more details on the billing process, Chapter 7 of Alaska's AOP and Exhibit D of the Master Agreement.

*Site-specific is defined as protection associated with a specific point, i.e. pipeline, historic cabin, etc.

E. PROCUREMENT

ALASKA DOES NOT UTILIZE VIPR

- Upon arrival on the unit, the incident Finance Section specifically the Procurement Unit Leader (PROC) will be given the local SSP and/or Geographical Area Supplement.
- No other personnel on overhead teams will be allowed to use purchase cards when procuring from local sources without previous agreement with the Buying Team Leader, INBA, or the State Incident Business Specialist.
- Buying teams and PROC's who are signing up equipment are required to obtain a block of Incident Only EERA numbers. Please contact appropriate agency procurement personnel.
- Land Use and Facilities Agreements - If no agreement exists, the IMT will coordinate with the local procurement office or INBA to determine appropriate use and rates. Land use agreements will be

negotiated and signed by warranted Contracting Officer only.

- BPAs will be paid by the office that set up the original agreement. (i.e.: paid by on call contracting officers in respect to each agency.)
- Performance evaluations for contractors will be collected by IMT personnel, turned in to finance, and included in the final documentation package.

F. EMERGENCY EQUIPMENT RENTAL AGREEMENTS

- All EERAs (Emergency Equipment Rental Agreement) must be signed by a warranted individual within their authority.
- Settlement of claims against EERAs shall be in accordance with the SIIBM, Chapter 20.

G. CONTENTS OF INCIDENT PAYMENT PACKAGES

When sending Interim or Final Payment to the home unit, incident payment packages must include the following:

- Batch coversheet
- Original Emergency Equipment invoice, OF-286, signed and dated by a vendor representative.
- Original shift tickets or vendor invoices, associated with the invoice.
- Copy of the agreement, information on the agreement must match information on the invoice and shift tickets. (Double check address, UEI, dates, etc.)
- Fuel and oil issue documentation, when applicable.
- Copies of work orders/repair orders, commissary issues, findings, and determinations for claims; and any other documents supporting additions or deductions to payments when applicable.
- If changes are made to line amounts, include supporting documentation to verify totals.
- Resource Order.
- Email complete payment package to: blm_ak_afs_firepayments@blm.gov
 - No more than 5 payment files per email.
 - Example: Batch coversheet + 5 payment files is acceptable.

H. BUYING TEAM PROCEDURES

- The buying team will work directly for the incident agency or INBA as delegated and provide procurement services for the incident agency. It is not unusual for one buying team to provide services for multiple incidents. The Buying Team Leader shall attempt to visit the incident command site at least once within the first four days of incident operations.
- Equipment resource requests will go directly from the Incident Management Team (IMT) to Dispatch by preferred method of communication established. Equipment requests will be filled through Dispatch. Requests will be filled either by local agency(s) or cooperators first before any stand-alone incident only EERA's are procured.
- All purchases should be documented on a buying team log daily to use in cost tracking. Please see the National Interagency Buying Team Guide for the formal recommended direction on consistent filling and uniform processes.
- Buying Team Lead will provide a written narrative of any outstanding issues or concerns.
- Buying teams shall receive a performance evaluation within 60 days of the end of the incident.
- BLM incidents managed by teams will have invoices paid for by a Buying Team up to the

Buying Teams authority. Any invoices and land use agreements that cannot be closed out by the Buying Team will be turned over to the incident agency for closeout.

- Outstanding equipment invoices needing payment will be submitted to the incident agency to ensure payment of those resources once the team is no longer in control of the fire.

I. INCIDENT REPLACEMENT REQUESTS

The process for property, loss, and damage (PLD) will occur as follows:

- NFES and the Supply Unit's identified standard chainsaw replacement parts will be processed through the Supply Unit or AFS Small Engine Shop without the need to involve the COMP.
- All other PLD will follow the claims process with the COMP. The OF-289 (PLD Report with attachment page) will be filled out by the claimant and witnesses.
- The incident supervisor and appropriate subject matter expert will fill out their portion of the second page of the OF-289 with their knowledge of the replacement and recommendations.
- The COMP will use the NFES catalog (or other appropriate source) to determine the replacement value.
- The INBA or Agency Administrator's delegated representative will make the final determination of approval or denial of the replacement.
- If the PLD claim is approved, the COMP will provide a copy of all the documentation to the appropriate individual for issuance of an S# with any limitations (such as not to exceed dollar amount).
- The COMP will coordinate distribution and file the replacement paperwork appropriately per documentation standards.

J. PROPERTY MANAGEMENT

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 issuances as well as check out and return procedures to ensure proper accountability. If necessary, the employee assigned to property management on the incident may be required to remain after the incident is closed out to ensure all property is recovered and/or properly disposed of.

- Replacement of non-standard items not procured through mandatory sources of supply 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.

K. RECYCLING

- Alaska Fire Service does not have a current recycling plan in place.

L. MEDICAL CARE AND COMPENSATION

- Notify the INBA and AA of any significant injuries or illnesses for all incident personnel, including contracted resources.
- All compensation for injury documents are protected by the Privacy Act and shall not be retained in

the incident records package. Original documents are forwarded to the employee's home unit, and any temporary copies are destroyed. Retain only the Incident Injury/Illness log in the incident records.

- Refer to the NWCG Standards for Interagency Incident Business for direction regarding occupational illness and disease.

M. CLAIMS

- At the end of the incident all actual and potential claims will be fully documented and turned over to the INBA.
- Before leaving the incident, the COMP 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 records should follow the NWCG Standards for Electronic Documentation.

N. COMMUNICATIONS AND INFORMATION SYSTEMS MANAGEMENT

Contact Dispatch as soon as possible for such needs on an incident. NOTE: Local personnel may be available to assist the incident's Computer Technical Specialist (CTSP) in setting up all ordered Automated Data Processing (ADP) equipment and supplies and the Communication Unit Leader (COML) in the initial design and setup of any fire communications required to include UHF/VHF radio, portable microwave, telephone, and data. They may assist with processes and hardware configuration that are needed outside the IMT's configuration or abilities and are a good resource for any IT or telecommunications questions the IMT or other team may need assistance with.

Use of temporary cell phones will be charged to fire on a case-by-case basis, depending on phone availability from agency. Phones will be checked out at incident on DI-105s and must be returned prior to resource demobilizing from incident.

O. RENTAL VEHICLES

- Vehicle rentals are not authorized unless specified on a resource order. For those personnel arriving by air transportation without an authorized rental vehicle, transportation should be provided by the incident or other arrangements. Incident Management Teams are expected to keep the number of rental vehicles to a minimum. AA's/INBA's should review and discuss rental vehicle numbers and needs with the IC prior to mobilization of an IMT.
- The National Emergency Rental Vehicle (NERV) program will be utilized for an additional rental vehicle needs. When any of the following items are met:
 - The vehicle is anticipated to be traveling off the maintained road.
 - The renter needs a 4x4 SUV or Pickup to meet the needs of the assignment.
 - Those will be ordered and coordinated through the delegated Dispatch Center.

P. CLOSEOUT

Prior to an IMT leaving from an incident, a closeout meeting will be scheduled and held with the Agency Administrator, or their representative, the INBA, and the Finance Section Chief. The meeting will cover any open resource packets, unusual situations and how the finance package is assembled.

- The INBA will provide to the agency administrator and State Incident Business Specialist a narrative statement to include: (1) any commendable performance, (2) processes and procedures which went well during the assignment, and (3) constructive ideas about improvements which could be made.
- When a Buying Team is present, a representative will attend the closeout of each IMT.
- An evaluation of Buying Team performance will be completed by the INBA or State Incident Business Specialist and forwarded to the Buying Team coordinator for the Geographic Area from which the team was mobilized.
- IMT's will ensure transfer of the e-Suite enterprise database and Firenet Finance files to the appropriate account holders with the incident agency. If transferring an incident from team to team, or at closeout of the incident, all Firenet Finance files will be downloaded to an external hard drive/usb and given to incident agency as a form of backup documentation.
- IMT's will provide a copy of the firenet account email addresses and/or QR codes to the incident agency and/or incoming IMT, ensuring the users have been granted the access to those accounts.

Q. DOCUMENTATION

- All documentation will follow the NWCG Standards for Electronic Documentation in the most current, updated format.
Electronic documentation will be in accordance with IBC Standards for Electronic Records Management for Incidents: <https://www.nwcg.gov/committees/incident-business-committee/correspondence>

Incident Business Contacts

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[Alaska Interagency Coordination Center \(AICC\) Website](https://fire.ak.blm.gov/aicc.php)

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