



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.



GREAT BASIN INCIDENT BUSINESS OPERATING GUIDELINES

CENTRAL IDAHO INTERAGENCY FIRE CENTER

Department of Agriculture

U.S. Forest Service, Region 4

Salmon-Challis National Forest

Department of the Interior

Bureau of Land Management, Idaho State

Idaho Falls District

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) in advance.

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

The Salmon-Challis NF and the Idaho Falls District BLM function as interagency organization, and combine those efforts in the Central Idaho Interagency Fire Center (CIIFC). These guidelines have been supplemented as necessary to address issues specific to this unit.

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.

Hiring authority will be retained by the host unit.

Appendix H outlines the Salmon-Challis National Forest training and driving requirements.

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)
Satellite Telephones
Laptop Computers
Handheld Radios
Fax Machines (purchase only)
Golf Carts
ATVs/UTVs

Cellular Telephones
GPS Units
Personal Digital Assistants
Printers (purchase only)
Scanners (purchase only)
Copy Machines (purchase only)

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 IIBM. 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 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 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

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.nwcg.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 A1

**Incident Business and Agency Contacts
USDA Forest Service
Salmon-Challis National Forest**

Authority/responsibility for Incident Business Administration practices is delegated to the following agency personnel: **(When an Incident Business Advisor is assigned to a specific incident, include their information.)** Area Code 208 unless stated otherwise

Title	Name	Office Phone	Cellular Phone
Agency Administrator	Frank Guzman	756-5111	303-8100
Administrative Officer	Kimberly Nelson	756-5557	303-8128
Incident Business Advisor (IBA)			
Regional Incident Business Coordinator	Lee Ann Evans	801-625-5565	801-338-2236
Human Resources	ASC Albuquerque Service Center	877-372-7248 option 2	
AD Hiring Official North Zone Central Idaho Dispatch	Tanya Hecker	756-5541 756-5157	303-8108 303-8103
AD Hiring Official South Zone	Donna Leuzinger Lisa Hurless (backup) Stacy Baker (backup)	879-4102 879-4120 879-4100	
Injury Liaison North Zone	Tanya Hecker	756-5541	303-8108
Injury Liaison South Zone	Lisa Hurless (backup)	879-4120	
Financial Management	ASC Incident Finance	877-372-7248 option 1	
Contracting Officers	Judy Martin Kellie Shaw	557-5841 557-5766	313-7022 313-3852
Information Resources (Computer Help Desk)	CHD	866-945-1354	
Telecommunications (Voice/Data Lines, Radios)	Jason Bruce Bob DeLange First call CHD for a ticket #	756-5194 879-4145	215-4455 215-4518 866-945-1354 option 1
Agreements	Trinity Bigger	557-5834	
Compensation/OWCP (HIPPA)	ASC/HRM/WC	877-372-7248 option 2 option 5	

APPENDIX A1 (continued)

Incident Business and Agency Contacts
 USDA Forest Service
 Salmon-Challis National Forest

Title	Name	Office Phone	Cellular Phone
Claims Liaison (Non-contract)	Teresa Johnson	756-5183	
Law Enforcement	<i>North Zone</i> John Perry	756-5114	303-8114
	<i>South Zone</i> Karl Stoker	838-3216	303-8116
Transportation	<i>South Zone</i> Dean Morgan <i>North Zone</i>	879-4157	833-6038
Fleet	Larry Sinclair	756-5228	756-7725
Safety	Denise Camper	879-4104 Challis 756-5164 Salmon	
Property Management	Lori Rowbury	557-5815	
Buying Team Lead	Mardi Rhodes	756-5112	993-0637
Fire Cache North Zone	Tony Ulvestad	756-5450	
Fire Cache South Zone	Al Finley	879-4149	
CIC Dispatch		756-5157	
On Call Dispatch			303-8103
Budget Officer	Shirley Kelley	756-5179	731-5581
Cost	Denise Camper	879-4104 Challis 756-5164 Salmon	
	Tanya Hecker	756-5541	
IBA Trainee	Tanya Hecker	756-5541	303-8108

APPENDIX A2

Incident Business and Agency Contacts
 DOI Bureau of Land Management
 Idaho Falls District

Authority/responsibility for Incident Business Administration practices is delegated to the following agency personnel: **(When an Incident Business Advisor is assigned to a specific incident, include their information.)** Area Code 208 unless stated otherwise

Title	Name	Office Phone	Cellular Phone
Incident Business Advisor (IBA)	Kendra Leatherwood	524-7656	
Agency Administrative Representative	Joe Kraayenbrink, IFD DM	524-7540	709-2351
Regional/State Incident Business Specialist	Carol Salo, ISO	373-3852	631-1625
Incident Business Specialist	Kendra Leatherwood	524-7656	
Support Services Manager	Mickey Moen, IFD	524-7516	709-2389
AGENCY CONTACTS			
Title	Name	Office Phone	Cellular Phone
Fire Management Officer	Rick Belger, IFD	524-7601	709-2401
Asst Fire Management Off.	Jeff Knudson, Salmon	756-7197	940-1107
Dispatch Center Manager	Paul Sever, Salmon	756-5448	303-8101
Human Resources	Kim Mathews, IFD	524-7511	709-2388
AD Hiring Contact	LaDeana Moffet Sharon Nagel, IFD	524-7658 756-5438	720-9942
Financial Management	Torri Torrey, IFD	756-5488	-
Acquisition/Contracting Contract Claims	Sharon Nagel, IFD Pat Fort, ISO	756-5438 373-3910	720-9942 -
Information Resources (Computers)	Cheryl Bidstrup	756-5487	- -
Telecommunications (Voice/Data Lines, Radios)	Glenn Riddle, IFD	524-7580	709-2406
Agreements	Chris Shaver, ISO Kevin Conran (rural), IFD	373-3817 524-7602	- 709-2410
Compensation/OWCP (HIPPA)	Kim Mathews, IFD	524-7511	709-2388
Claims (Non-contract)	Kim Mathews, IFD	524-7511	709-2388
Law Enforcement	Dave Spain, Salmon and Challis Jeff Long, Idaho Falls Jeff Roberts, Pocatello	879-6265 524-7548 478-6361	303-0501 709-2350 709-6551
Fleet/Property Management	Wes DeVall, IFD	524-7656	709-2409
Safety	Russ Brengman, IFD Dave Swanson, Salmon	524-7611 756-5422	709-2404 940-1043

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 sent 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 - E E R A's /IB PA'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 Hir es (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.

Agency Provided Medical Care will not be utilized on the Salmon-Challis National Forest.

Appendix G provides information on priority medical appointments for wildland firefighters at the Steele Memorial Medical Center in Salmon, Idaho.

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

APPENDIX G
Priority Medical Appointments

May. 15. 2012 4:28PM CLINIC RECEPTION

No. 5849 P. 2



STEELE MEMORIAL MEDICAL CENTER-
CLINIC

805 Main street ~ SALMON, IDAHO 83467 ~ (208)756-6212 ~ FAX (208) 756-6336

May 15, 2012

Steele Memorial Medical Center
Industrial Medicine Program
Forest Service

The Steele Memorial Medical Center Industrial Medicine Program's goal is to optimize medical care services provided to employees of the Forest Service. This is done through priority physician appointments for the Forest Service employees, timely communication between the health care providers and the Forest Service management, and expedited employee return to work in both limited duty and full duty capacities. It is expected that this goal will have a positive impact on reducing lost work days and reducing medical costs for injured Forest Service employees.

Priority physician appointments will be made available to injured Forest Service employees. Management will be able to contact Heather Yeazle RN. She will arrange same day or next day appointments, as required by the employer and employee. The employer will also be provided with the direct telephone numbers for Heather Yeazle RN, and Beth Miller, Steele Memorial Director.

Timely communication between the treating medical provider and Forest Service management will take place on an ongoing basis. At the time of each employee medical appointment, Forest Service management will be contacted by telephone, email, or other appropriate method to provide them with a diagnosis, work restrictions, treatment and follow-up plans, and expectation for recovery. In addition, work restrictions will be put in writing and provided to both the employee and employer. If treatment of an injured employee requires referral to a medical provider outside of the Steele Memorial Medical Center system, we will communicate with that provider after each appointment so that we can continue to provide the above information.

It is our plan, both by visiting the work place and speaking with management, to gain a better understanding of working conditions at your facility, and the physical job requirements of Forest Service employees. In doing so, we expect to provide more useful information to management with respect to return to work in both limited duty and full duty capacities.

Beth Miller
Clinic Director
(208)756-5775

Heather Yeazle, RN
(208)756-5779

Thank you,



Beth Miller

APPENDIX H
Forest Service Training/Driving Requirements



United States
Department of
Agriculture

Forest
Service

Salmon-Challis
National Forest
Supervisor's Office

1206 S. Challis
Salmon, ID 83467
208 756-5100

File Code: 5130

Date: February 29, 2012

Route To:

Subject: Fire Line Refresher Training and Drivers

To: Incident Management Teams

The Standard Operating Procedure (SOP) for the Salmon-Challis National Forest regarding Fireline Drivers follows the Interagency Standards for Fire and Fire Aviation Operations, (Redbook) requirements for **Non-Escorted Visits** to the fireline, Chapter 07-18-19, which states;

Non-Escorted Visitors must have a minimum physical fitness level of "light".

Must have Personal Protective Equipment (PPE), adequate communications and radio training and complete the following training:

Introduction to Fire Behavior (S-190)

Firefighter Training (S-130)

Annual Fireline Safety Refresher Training

Deviation from this requirement must be approved by the IC for other non escorted support personnel involved in vehicle operations or other support functions on established roadways and working in areas which pose no fire behavior threat.

Your assistance ensuring that drivers who do not meet the above requirements do not engage in fireline driving operations is needed.

Drivers who do not meet the above requirements and have a Government Drivers License, Letter of Authorization to drive a government vehicle, or only have the State Driver's license and Defensive Driving course can be used for any other driving assignments and we encourage such use accordingly.

Thank you for your assistance in applying our policy.

/s/ Frank V. Guzman
FRANK V. GUZMAN
Forest Supervisor

APPENDIX I 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 WFDSS, 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, 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 J
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 K
Delegation on AD Hiring Official

File 5100

Date: February 29, 2012

Code:

Route

To:

To: Salmon-Challis National Forest & Incident Management Teams

Delegation of authority to hire AD casual employees for local or national incidents is delegated only to the following positions:

Tanya Hecker, Incident Business Specialist, Donna Leuzinger, Challis River Clerk, Lisa Hurless, Challis Services Support Specialist, Stacy Baker, Challis Customer Service Representative and regular employees of the Central Idaho Dispatch Center as designated by the Dispatch Center Manager.

All hiring of AD casual employees will be in accordance with the Interagency Incident Business Management Handbook, FSH 5109.34, Chapter 10-Personnel, 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

The agency contact for questions related to AD hiring is Tanya Hecker, (208) 756-5541.

/s/ Frank V. Guzman

FRANK V. GUZMAN

Forest Supervisor