

Chronology of the Cost Summary Sheet
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February 4, 2005

Jan 2004 At the national incident business management workshop, the concept of developing a better tracking system for documenting costs spent on large fires was discussed and a small task group spent time generating some ideas.

Feb/Mar Region Six agreed to work on the development of a cost summary sheet that reflected the intent and spirit of a cost summary and alpha test it in the region with the National IMT's.

April 2004 Region Six finalized the 2004 Incident Business Management Guidelines that addressed business practices and included a new appendix for documenting incident management team financial decisions on Type 1 fires. The appendix is attached.

July 2004 PNW Team 2 went on its first assignment in the region to Pot Peak on the Okanogan/Wenatchee National Forest. I worked with the Finance Chief (Jamie Parker) and the Deputy Finance Chief (Teresa Wright) and we completed Appendix I for the first seven days and then had a meeting with IC and Deputy IC to provide our thoughts and feedback. Our conclusions were as follows:

1. The information is captured in other ICS documents or in our daily key decisions completed at the end of each day at a Command and General Staff Meeting. Our efforts were redirected to assure that we had a summary of key cost decisions to share with the Agency Administrator at the team close out.
2. We had not heard from the National Incident Business Management Working Team so we felt our decision was reasonable.
3. We went on three fire assignments and concluded that our summary of key cost decisions shared at the AA team close out was effective.
4. A cost containment review was conducted on Pot Peak while we were on assignment and the team continues to be concerned that as an agency we do not have a clear understanding of what cost containment is really about.

Aug 2004 A draft charter was sent to me to chair this effort. We had no other fire assignments this year.

Sept 2004 We did have a FEMA assignment but cost containment was not expressed as a priority when assigned to Hurricane Ivan.

Nov 2004 An independent review lead by Dick Ferraro et al came to the region and specifically spent time on the Okanogan/Wenatchee National Forest to continue to better understand cost decisions on large fires.

APPENDIX I
Incident Management Team Financial Summary

Incident Name: _____ **Date:** _____
Team Name: _____

WFSA Amount: (Amount authorized in the approved WFSA)

\$ _____

Cost to Date: \$ _____

Strategy:

(Briefly address the strategic goal for the day. Identify any unique weather, topography and or fuels issues)

Aviation Considerations:

(Validate previous day cost. Address utilization of aircraft)

Contingency Plans:

(Address any unique cost centers associated with contingency plans)

Support Cost:

(Get the following comparative financial information from the ICARS Cost Accountability Report and if outside typical norms address unique issues)

Camp Support Cost (Caterer, Showers, etc.) per Person _____

Ratio of Total Support Cost (Camp Personnel, Caterer, etc.) to Direct Cost

Cost Containment Decisions:

(Document cost containment decisions)

Jan 2005 In the Region, we dropped Appendix I and have recommended the enclosure of the following language. Our goal is to have this language in an interagency document for our geographic area.

Cost Containment and Documentation

Incident Management Teams will document and summarize key strategic decisions that affect incident costs. The documentation should include key decisions made by the Incident Management Team that increased or decreased the overall cost of the incident. The documentation will be presented to the Agency Administrator at the Incident Management Team close out.