

# Agency Administrator Incident Business Management Responsibilities

## Presentation Aids & Cues

The purpose of this session is to develop an awareness of an Agency Administrator's responsibilities for incident business management. This session may be stand-alone or presented in conjunction with other training targeting Agency Administrators.

**Target Audience:** Agency Administrators, Fire Management Officers, Administrative Representatives, Area Commanders, Incident Commanders

**Presenter Prerequisite:** The presenter should be a qualified Type 1 or Type 2 Incident Business Advisor and have completed several IBA assignments in different geographic areas.

**Materials:** Personal computer with projector and presentation software, flip chart, flip chart paper with pens.

### References:

Presenter should have a copy of the applicable reference available for the session.

- Interagency Incident Business Management Handbook
- Interagency Fire & Aviation Operations Standards (Red Book) (BLM, NPS, FWS & FS)
- Agency specific policy

### Presentation Tips

- Relate the audience to the topic
- Determine experience level of participants and adjust presentation accordingly
- Stay on point with participant guide and viewgraphs (refer to appropriate participant guide page periodically)
- Familiarize yourself with presentation and handouts prior to presenting
- Find opportunities for group interaction
- Incorporate experience of others

### Agency Administrator (AA) Package:

Presenter or host unit determines format in which to distribute materials to participants e.g., small 3-ring binder, pocket folder, etc., obtains current documents, and prepares package for each participant.

- Participant Session Outline
- PowerPoint Slides in "Handouts" Format
- Federal Fire & Aviation Operations Action Plan
- Cost review team recommendations

- Operating Guidelines Outline (Tool Kit – IIBMH)
- Unit Organization Chart
- IBA Narrative Template
- IBA Evaluation Form Example
- Participant Session Evaluation

AA Package materials can be found at: <http://www.nwcg.gov/committees/incident-business-committee/resources>

**Handouts:**

Presenter is responsible for gathering these materials.

- Sample IBA narratives
- Agency specific information e.g., geographic area supplements, agreements

**Participant Roster:** Presenter should obtain a participant roster and submit to the host unit to document attendance.

**Evaluations:**

Participants complete session evaluation.

Presenter completes evaluation and provides copy to:

Incident Business Committee Chairperson  
NIFC  
3833 S. Development Avenue  
Boise, ID 83705

AGENCY ADMINISTRATOR  
INCIDENT BUSINESS MANAGEMENT RESPONSIBILITIES

SESSION EVALUATION

*To be completed by the session coordinator and presenter (if different).*

The Incident Business Practices Working Team is interested in obtaining your candid evaluation of this session. Your evaluation of the factors listed below and any other suggestions will be valuable guides for improving the session.

**Location Presented:** \_\_\_\_\_ **Dates Presented:** \_\_\_\_\_

**Your Name:** \_\_\_\_\_ **# of Participants in the Session:** \_\_\_\_\_

**Presentation Related Material:** (understandability, completeness, technical errors).

Consider any or all of the following items:

1. Objectives
2. Presenter materials
3. Participant package
4. Handouts
5. Audio/video aids
6. Group Interaction
7. Time Allotted

**Comments:**

**Please give us your feedback on any or all of the following:**

1. Did the session follow the participant guide?
2. Were the session materials relevant to the associated position?
3. What aspects of the session did you find most valuable?
4. What aspects of the session did you feel needed to be strengthened?
5. Did the presentation stimulate interaction between participants? Were they involved and interested?
6. What else should be included?
7. What questions were asked that were not covered in the presentation material?

**Comments:**

