

PARTICIPANT GUIDE

Agency Administrator Incident Business Management Responsibilities

I. REVIEW SESSION OBJECTIVES

1. Describe an Agency Administrator's (AA) incident business management responsibilities.
2. Describe interactions between an AA and an Incident Business Advisor (IBA).
3. Describe how to integrate the IBA into an existing and/or expanded incident response organization.

The purpose of this session is to develop an awareness of an Agency Administrator's responsibilities for incident business management.

Agencies have been provided policy and direction to meet goals of fiscal integrity through the Federal Fire & Aviation Operations Action Plan (FFAOAP).

“Agencies will ensure their capability to provide cost effective fire management programs in support of land and resource management plans through appropriate planning, staffing, training, equipment and management oversight.”

II. AGENCY ADMINISTRATOR BUSINESS MANAGEMENT RESPONSIBILITIES

The incident agency is responsible for establishing business management requirements and monitoring the quality and/or progress of incident business management throughout the incident.

The Agency Administrator is responsible for incident business management practices, which includes financial oversight and involvement during incident activities.

Incident business management oversight and accountability includes the following:

- Work/Rest Policy

- Federal Emergency Management Agency (FEMA)
 - Presidential declared disaster (All-Risk)
 - State fire assistance grants
- Cost share agreements
- Interagency agreements and billing procedures
- Cooperative agreements
- Claims
- Injury compensation documentation and treatment
- Property management and accountability
- National Guard and Military
- Pay issues (regular government and casual)
- Acquisition issues
 - Emergency Equipment Rental Agreements
 - Land Use Agreements
 - Contracts and services
- Incident cost centers
 - Aircraft
 - Cache
 - Equipment
 - Mobilization/Demobilization centers
- Use of funds relative to:
 - Rehabilitation
 - Suppression
 - Severity
 - Acquisition

PRE-SEASON

Units are responsible to have the appropriate tools in place, obtain current policy and procedures, and to identify a course of action in the event of an incident.

A. Knowledge of Incident Business Management Policy and Procedures (agency and interagency).

The Interagency Incident Business Management Handbook (IIBMH) provides interagency policy, direction, and guidance and is a critical tool for incident management. The IIBMH is an NWCG publication that is used by the federal wildland firefighting agencies and state, tribal, and local government

organizations. Agencies and geographic areas can supplement the IIBMH with specific direction, annual updates, and other information. The IIBMH, links to geographic area supplements, and other business management information can be found at: <http://www.nwcg.gov/committees/incident-business-committee/publications>

B. Operating Guidelines for Incident Business Management.

The unit is responsible to establish procedures to handle the incident business management workload generated by incident response. Procedures should cover acquisition, payments, hiring, injury reporting and treatment, claims, property management and cost compilation. The guidelines provide expectations and information specific to your unit and local area.

C. Local Unit Support for Incident Response.

The Agency Administrator is responsible to assess the unit's capability to support an incident and determine an action plan for incident response. Identify qualifications, experience and availability of staff. Your unit's administrative staff will be expected to interface with incident management teams and other support units and provide procurement support and administrative oversight and guidance.

DURING INCIDENT

A. Incident Business Support

Recognize trigger points that may determine the need to order additional incident business support, e.g., Buying Team, Incident Business Advisor, Administrative Payment Team.

Trigger points may include:

- Need for Type 1 or 2 Incident Management Team (IMT).
- Unit capability to support IMT(s).
- Need for Area Command.
- Incident complexity and potential business management issues, e.g., cost share agreements, support teams, FEMA declaration, use of Military or National Guard.

Agencies may identify thresholds for ordering specific resources, e.g., an Incident Business Advisor (IBA). Some geographic areas automatically dispatch Buying Teams with Incident Management Teams.

B. Incident Business Advisor Role

A qualified IBA has experience working with the incident command structure, knowledge of support unit responsibilities, and experience with financial/business management.

An IBA serves as a liaison and advisor to the Agency Administrator, Area Commander and Incident Management Team. An experienced IBA is a valuable resource for an AA and can assist in facilitating resolution of business management issues and provide oversight for, coordination of and advice regarding cost management and cost containment. The IBA facilitates coordination and interaction between the support units and coordinates the flow of business management practices, issues and decisions. Duties may include:

- Address agency priorities and concerns.
- Provide advice as to the need for additional business support units.
- Meet with incident agency staff to identify and discuss issues and share information.
- Provide updates of incident business management issues as necessary.
- Provide a written narrative that documents decisions, issues, and recommendations.
- Communicate the unit's incident business operating guidelines issues and concerns to incident personnel.
- Facilitate communication between IMT and incident support units.
- Establish a schedule that facilitates attendance at briefings, planning meetings, staff meetings, transitions and close-outs.

D. Unit Organization

For the most effective use of the IBA, the Agency Administrator should include the IBA as a member of their staff. IBA participation at staff meetings, Wildland Fire Situation Analysis (WFSA) revisions, cost share discussions, conference calls, etc. will benefit the agency and enhance IBA performance.

The IBA reports to the Agency Administrator or designee, e.g., Administrative Representative.

The AA provides a briefing to the IBA that includes:

- Priorities, goals and objectives for management of the incident.
- Expectations, roles, and responsibilities specific to the assignment. (This is the basis for the IBA's performance rating.)
- Initial instructions concerning business management priorities.
- Information about agencies involved and political concerns.
- Agency requirements for regional and/or national reviews.
- Expected timeframes for briefings, planning meetings, and agency staff meetings.
- Agency contacts.

The IBA facilitates incident agency business management issues with the incident agency, support units and other entities.

The AA is responsible to establish IBA performance expectations based on the incident assignment and unit needs. If there is multiple jurisdictional involvement, IBA expectations should be developed by AAs from all agencies involved.

POST ASSIGNMENT

The AA determines the need for replacement resources. If necessary, order a replacement IBA and provide opportunity for transition with the out-going IBA.

The Agency Administrator and appropriate staff meet with the IBA at the end of the incident assignment to review and discuss issues, concerns, recommendations, and actions identified in the IBA narrative. The AA completes a written performance evaluation for the IBA.

III. REVIEW SESSION OBJECTIVES.