Agency Administrator
Incident Business Management Responsibilities
Objectives

- Describe an Agency Administrator’s incident business management responsibilities.
- Describe interactions between an Agency Administrator and an Incident Business Advisor.
- Describe how to integrate the Incident Business Advisor into an existing and/or expanded incident response organization.
AA Business Management Responsibilities

- Provide financial oversight.
- Ensure unit’s business management requirements are established.
- Monitor incident business management activities.
Pre-Season

Knowledge of incident business management policy and procedures.

- Interagency Incident Business Management Handbook
- Geographic Area Supplements
- Agency Policy
Pre-Season (cont.)

Establish operating guidelines for incident business management.

- Service and Supply Plan
- Casual Hiring Process
- Payment Processes
- EERA Process
Pre-Season (cont.)

Assess unit’s capability to support an incident.

- Staff Qualifications
- Availability of Other Resources
During Incident

Incident Business Support Trigger Points Determine Need for:

- Buying Team
- Administrative Payment Team
- Incident Business Advisor
During Incident (cont)

IBA Role

- Address agency priorities and concerns.
- Provide business management advice.
- Provide written narrative.
- Facilitate communication.
During Incident (cont.)

Unit Organization

- Agency Administrator
- Fire & Other Staff
- Administrative Staff
- Incident Business Advisor
- Incident Management Team
During Incident (cont.)

IBA Interaction & Coordination

- Unit Organization
- Support Units
  - Expanded Dispatch
  - Cache
  - Buying Team
  - Administrative Payment Team
- Other Entities
  - Area Command
  - BAER Team
  - Review Teams
  - FEMA
  - Military & National Guard
  - Local/State Governments
  - Tribal Governments
  - Department of Corrections
Post Assignment

- Order Replacement IBA
- Transition with Out-Going IBA
- Complete IBA Performance Evaluation
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