

**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

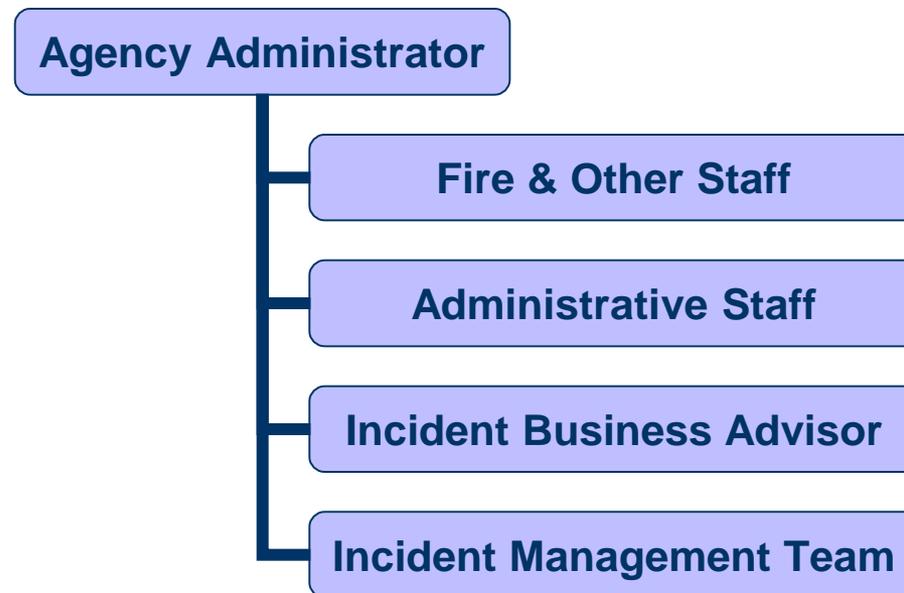
During Incident (cont)

IBA Role

- Address agency priorities and concerns.
- Provide business management advice.
- Provide written narrative.
- Facilitate communication.

During Incident (cont.)

Unit Organization



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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