

PRESENTER GUIDE

SESSION: Agency Administrator Incident Business Management Responsibilities

SUGGESTED TIME: 2 Hours

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.

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<p>PRESENTER SHOULD ASCERTAIN INCIDENT MANAGEMENT EXPERIENCE LEVEL OF PARTICIPANTS AND ADJUST THE AMOUNT OF INFORMATION AND LEVEL OF DETAIL ACCORDINGLY.</p>	Viewgraph 1
<p>I. REVIEW SESSION OBJECTIVES</p> <p>The purpose of this session is to develop an awareness of an Agency Administrator’s responsibilities for incident business management.</p>	Viewgraph 2 Participant Guide pg. 0.1
<p>Agencies have been provided policy and direction to meet goals of fiscal integrity through the Federal Fire & Aviation Operations Action Plan (FFAOAP).</p>	Current FFAOAP – Included in AA Package
<p>“Agencies will ensure their capability to provide cost effective fire management programs in support of land and resource management plans through appropriate planning,</p>	

staffing, training, equipment and management oversight.”

THROUGHOUT THE PRESENTATION PROVIDE OPPORTUNITY FOR THE PARTICIPANTS TO DISCUSS EXPERIENCES THAT RELATE TO THEIR INCIDENT BUSINESS MANAGEMENT RESPONSIBILITIES.

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

Viewgraph 3
Participant Guide
pg. 0.1

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<ul style="list-style-type: none"> – Contracts and services • Incident cost centers <ul style="list-style-type: none"> – Aircraft – Cache – Equipment – Mobilization/Demobilization centers • Use of funds relative to: <ul style="list-style-type: none"> – Rehabilitation – Suppression – Severity – Acquisition <p>PRESENTER SHOULD SELECT 4-5 OF THESE TOPICS AND DISCUSS RELEVANCE TO THE AA AND SPECIFIC AGENCY.</p> <p>REFER PARTICIPANTS TO COST REVIEW TEAM RECOMMENDATIONS TO HIGHLIGHT BUSINESS MANAGEMENT AND OTHER AREAS FOR WHICH THE AA IS RESPONSIBLE.</p> <p>PRE-SEASON</p> <p>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.</p> <p>A. Knowledge of Incident Business Management Policy and Procedures (agency and interagency).</p> <p>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</p>	<p>Included in AA package</p> <p>Viewgraph 4 Participant Guide pg. 0.2</p>

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<p>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</p> <p>ASK THE PARTICIPANTS HOW MANY OF THEM HAVE A COPY OF THE IIBMH OR HAVE ONE ACCESSIBLE.</p> <p>DISCUSS HOW THE IIBMH IS THE FRAMEWORK FOR INCIDENT BUSINESS MANAGEMENT POLICY.</p> <p>PRESENTER SHOULD HAVE A CURRENT IIBMH AVAILABLE FOR THE SESSION.</p> <p>B. Operating Guidelines for Incident Business Management.</p> <p>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.</p> <p>BRIEFLY DISCUSS EXAMPLES OF PRE-SEASON DOCUMENTS E.G., SERVICE AND SUPPLY PLAN, OPERATING GUIDELINES, GEOGRAPHIC AREA SUPPLEMENTS FOR EQUIPMENT RATES AND COSTS, EMERGENCY EQUIPMENT RENTAL AGREEMENTS (EERAs), INTERAGENCY AGREEMENTS, ETC.</p> <p>ASK PARTICIPANTS WHAT PRE-SEASON INCIDENT BUSINESS RELATED ACTIONS THEIR UNIT TAKES. LIST THESE ON A FLIP CHART.</p>	<p>Viewgraph 5 Participant Guide pg. 0.3 Sample Operating Guidelines – included in AA package</p>

NOTE THAT DIRECTION TO PREPARE PRE-SEASON BUSINESS MANAGEMENT DOCUMENTS IS IN THE FEDERAL FIRE & AVIATION OPERATIONS ACTION PLAN.

DISCUSS THAT CHAPTER 40 OF THE IIBMH PROVIDES MORE INFORMATION REGARDING OPERATING GUIDELINES.

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.

SUMMARIZE THE PRE-SEASON ACTIONS THAT INCLUDE PREPARING OPERATING GUIDELINES AND DETERMINING LOCAL RESOURCES AVAILABLE TO IMPLEMENT THE GUIDELINES.

DISCUSS ADMINISTRATIVE ISSUES/CONCERNS WITHIN THE AA'S ORGANIZATION THAT MAY IMPACT ABILITY TO SUPPORT AN INCIDENT (POSITION VACANCIES, EXPERIENCE LEVEL, NEW BUSINESS PROCESSES).

DURING INCIDENT

A. Incident Business Support

Recognize trigger points that may determine the need to order additional incident business support, e.g., Buying

Viewgraph 6
Participant Guide
pg. 0.3

Viewgraph 7
Participant Guide
pg. 0.3

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.

DISCUSS POLICY SPECIFIC TO THE PARTICIPANT'S AGENCY(S).

FOR EXAMPLE, THE STANDARDS FOR FIRE AND AVIATION OPERATIONS (RED BOOK) AND THE FEDERAL FIRE & AVIATION OPERATIONS ACTION PLAN (DOI & USFS) DESCRIBES DOLLAR THRESHOLDS FOR ORDERING AN IBA (BLM, NPS, FWS, USFS).

PRESENTER SHOULD HAVE A COPY OF THE 'RED BOOK' AND OTHER AGENCY SPECIFIC POLICY/DIRECTION AVAILABLE FOR THE SESSION.

SOME GEOGRAPHIC AREAS UTILIZE SPECIALIZED BUSINESS MANAGEMENT RESOURCES TO ADDRESS LOCAL REQUIREMENTS, E.G., COST

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<p>APPORTIONMENT TEAM (CAT).</p> <p>B. Incident Business Advisor Role</p> <p>A qualified IBA has experience working with the incident command structure, knowledge of support unit responsibilities, and experience with financial/business management.</p> <p>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:</p> <ul style="list-style-type: none"> • 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. 	<p>Viewgraph 8 Participant Guide pg. 0.4</p>

IF MULTIPLE JURISDICTION INVOLVEMENT, AA'S SHOULD DISCUSS UTILIZATION OF ONE IBA THAT IS RESPONSIBLE TO ALL AGENCIES. IF AN AREA COMMAND IS ESTABLISHED, AN AREA COMMANDER MAY ORDER AN IBA.

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.

Viewgraph 10
Participant Guide
pg. 0.5

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<p>The IBA reports to the Agency Administrator or designee, e.g., Administrative Representative.</p> <p>DISCUSS UNIT ORGANIZATION CHART AND WHO THE IBA NORMALLY REPORTS TO.</p> <p>The AA provides a briefing to the IBA that includes:</p> <ul style="list-style-type: none"> • 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. <p>The IBA facilitates incident agency business management issues with the incident agency, support units and other entities.</p> <p>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.</p> <p>DISCUSS EXAMPLES OF PERFORMANCE EXPECTATION, INCLUDING INVOLVEMENT</p>	<p>Included in AA Package</p> <p>Viewgraph 11 Participant Guide pg. 0.5</p>

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<p>WITH BUYING AND PAYMENT TEAMS, REVIEW OF AGREEMENTS, ASSIGNMENT OF A TRAINEE, ETC. FOCUS ON ITEMS THAT ARE REALISTIC FOR AN IBA TO ACCOMPLISH.</p> <p>IF OPPORTUNITY ALLOWS, PRESENTER MAY CHOOSE TO PROVIDE A PANEL OR FACILITATE A DISCUSSION WITH AN AA WHO HAS ORDERED AND UTILIZED AN IBA ON THEIR UNIT.</p> <p>POST ASSIGNMENT</p> <p>The AA determines the need for replacement resources. If necessary, order a replacement IBA and provide opportunity for transition with the out-going IBA.</p> <p>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.</p> <p>REVIEW THE IBA NARRATIVE AND EVALUATION FORM.</p> <p>PRESENTER SHOULD PROVIDE EXAMPLES OF ACTUAL IBA NARRATIVES.</p> <p>III. REVIEW SESSION OBJECTIVES.</p> <p>HAVE PARTICIPANTS COMPLETE SESSION EVALUATION.</p>	<p>Viewgraph 12 Participant Guide pg. 0.6</p> <p>Viewgraph 13</p> <p>Included in AA package.</p>

AGENCY ADMINISTRATOR PACKAGE

- Participant Session Outline
- PowerPoint Slides in “Handouts” Format
- Federal Fire & Aviation Operations Action Plan
- Cost review team recommendations
- Operating Guidelines
- Unit Organization Chart
- IBA Narrative Template
- IBA Evaluation Form Example
- Participant Session Evaluation