

## **S-260: Interagency Incident Business Management**

### **UNIT 8 – PROPERTY MANAGEMENT**

This unit will cover:

- Types of government property
- Property management responsibilities

There are three types of government property, and all three are identified according to incident agency marking policies.

Types of government property include:

- Accountable
- Durable
- Consumable

Accountable property is what the government labels big-ticket items—either because of the high dollar amount (like engines) or because people covet these items (like laptops).

Those coveted materials are actually a subset of accountable property called sensitive or trackable property. So, there are three ways of looking at accountable property:

- Accountable property
- Sensitive or trackable property
- Both accountable and trackable

#### **Accountable Property**

Accountable property is defined by its purchase price, which is a price exceeding the dollar limits established by the incident agency. Accountable items include:

- Chain saws
- Radio kits
- Vehicles
- Heavy equipment

#### **Sensitive or Trackable Property**

Included in accountable items is property considered sensitive, also referred to as trackable property. While trackable property falls within the accountable category, it does not meet the same dollar amount. Sensitive items are maintained by a cache and tracked due to their value. Items include:

- Cameras
- Laptops
- Global positioning system (GPS) units
- Satellite phones

## Accountable and Trackable Property

Even though accountable and sensitive property may have different purchase prices as established by state and federal agencies, they are both tagged with an agency identification number according to incident agency guidelines. Furthermore, they are both expected to be returned to the government.

Durable property consists of items that do not have the same high dollar value as accountable property, but they are materials with a life expectancy greater than one incident, such as:

- Sleeping bags
- Nozzles
- Headlamps
- Tools
- Tents

Durable property is often marked with paint, etching, bar codes, or metal plates identifying which agency it belongs to.

Consumable property is rightly named since it includes items that are meant to be used up during the course of the incident.

These materials are not returned; therefore, they are not marked. Examples of consumable property include:

- MREs
- Plastic belt canteens
- Fuel
- Oil
- Batteries

Match each item with its property type. You may use a category more than once.

- |               |                 |
|---------------|-----------------|
| • Consumable  | MRE             |
| • Durable     | Tent            |
| • Accountable | Radio Kit       |
| • Sensitive   | Satellite Phone |
| • Consumable  | Batteries       |
| • Sensitive   | Laptop          |

The following is a list of positions with incident property management responsibilities:

- Agency administrator
- Buying team leader
- Incident commander (IC)
- Supervisors

- Incident personnel
- Supply unit leader

Agency administrators have signatory authority. They are responsible for providing agency property management guidelines and procedures to incident personnel.

Agency administrators inform the incident management team of:

- What they consider to be accountable property
- How they want accountable property managed
- What the allowed loss tolerance is for that particular fire

A buying team leader:

- Usually interfaces with an administrative officer
- Follows the guidelines established by the incident agency for purchasing accountable property
- Uses taxpayer dollars, turning private property purchases into government property
- Reports the purchase of accountable property to the incident agency

If guidelines are not in place for the incident, the buying team leader works with the incident agency to establish them. The buying team leader's responsibilities include:

- Providing guidance and ideas to the incident agency
- Informing the incident agency of the dollar amount threshold for making items accountable
- Telling the incident agency how to mark property to keep track of it

Once items are purchased for an incident, they become the property of that agency.

The next two descriptions of property management responsibilities might be short, but they are equally as important.

All incident personnel are responsible for the care, use, and custody of private or government property.

Additionally, incident personnel are responsible for:

- Returning nonconsumable property
- Reporting lost or damaged property
- Ordering, using, and returning property in a cost-effective manner

If personnel assigned to the incident used their home unit's electronic devices—phones, laptops, GPS units, etc.—these items must be:

- Necessary to perform the duties of the job
- Requested by the incident agency
- Documented on a resource order
- Subject to the home unit's protocol on electronic devices

Supply unit leaders are the doors through which government property enters and exits.

They are responsible for ordering, receiving, and storing equipment, as well as recovering lost or

damaged property. They also ensure property marking procedures are completed in conjunction with established incident agency protocol.

Additionally, supply unit leaders are responsible for documenting when orders are:

- Received
- Issued
- Transferred
- Returned
- Lost, damaged, or stolen

Match each personnel with the corresponding property management responsibility.

- |                        |  |
|------------------------|--|
| • Agency administrator | Informs the incident management team what is considered accountable property |
| • Buying team leader   | Reports the purchase of accountable property to the incident agency          |
| • Incident commander   | Has overall responsibility for maintaining property management program       |
| • Supervisors          | Ensure personnel adhere to procedures for property accountability            |
| • Incident personnel   | Report lost or damaged property  |
| • Supply unit leader   | Documents when orders are received   |

When it comes to government property, there are three main classifications. But, regardless if property is accountable, durable, or consumable, all incident personnel have a hand in managing it.

In this topic, we covered:

- Types of government property
- Property management responsibilities

This topic discusses property security and accountability controls.

As you go through this topic, look for information about:

- Property security storage
- Property accountability controls
- Fire loss tolerance

Unfortunately, theft and the temptation to rip off the incident's cache of goods and equipment are very real issues. To minimize the loss of agency property, designated storage areas are often set up to protect against idle hands.

There are two types of storage at incidents:

- Government-owned property storage
- Personal property storage

## **Government-Owned Property Storage**

For government-owned storage, a specific area is designated at the incident base, also known as supply. If you need to find the supply tent, look for the orange hurricane fence with stacks and stacks of boxes.

Incidents attempt to separate government property from the rest of the camp, and access to the area is restricted at all times and under watch by security.

## **Personal Property Storage**

Personal property storage facilities are not always secure for personal gear, even though logistics tries to provide security. Because security is not guaranteed, don't bring anything to the incident that you are not willing to lose.

If it is necessary for individuals to store personal property, then they are issued a Firefighter Personal Property Tag, SF-260.

A government-owned property storage area is:

- restricted at all times
- open only during certain hours
- typically not supervised
- there for storing private property as well

All property and supplies obtained during the course of an incident are under the control of the incident agency.

Issuing, transferring, and returning property, including damaged or loss items, on the incident need to be documented in writing. The incident agency has established procedures for doing so, such as using the Interagency Incident Waybill, OF-316.

The waybill is the responsibility of the Shipped From unit—typically filled out by a buying team, cache manager, or supply unit leader (SPUL). An incident can also delegate a person to handle this duty. Have a look at an example in the exhibit section of Chapter 30 in the SIIBM.

When it comes to issuing, transferring and returning government property, the Interagency Incident Waybill, OF-316, is the star of accountability controls.

The remainder of this topic covers common property management procedures and fire loss tolerance, including:

- Accountable property list
- Issues
- Transfers
- Returns

- Damaged or lost property

To begin managing property, the incident base creates and maintains an inventory list of accountable and sensitive property on a spreadsheet or even notebook paper.

Inventory is listed by:

- Description
- Serial number
- Property accountability number

To put this in context, once the buying team acquires accountable property, it reports that property to the incident agency. The incident agency has established marking and identification procedures, and the supply unit leader follows those guidelines for marking inventory.

To understand issues to personnel, let's look at a transfer scenario:

An incident agency orders supplies from a fire cache to be used by incident personnel.

People at the cache fill the order while documenting quantity, catalog number, and shipping information on the Interagency Incident Waybill, OF-316, because they are transferring resources to the agency.

Then, when durable and accountable property is issued to personnel, it's recorded again on a waybill, documenting transfer.

By the way, personnel may also encounter an automated process for tracking and issuing property versus manually completing the OF-316. (Personnel are assigned a barcode to be used for issuing, tracking, and returning property.)

After items are issued to personnel (that is, transferred from supply to people), they can then be transferred between:

- Personnel
- Crews
- Incidents

Transferring assigned equipment to another person relieves the original personnel of accountability as long as the transfer is documented properly.

In order to transfer items to another person:

- Obtain and record the name and signature of the individual to whom the property is being transferred
- Notify the person's supervisor
- Give the documentation to the supply unit leader

If a waybill is unavailable, document the transfer in writing on any suitable piece of paper.

To effect a mass transfer of property between crews, the crew supervisor needs to:

- Ensure accurate accounting of property

- Document names of individuals accepting the property
- Notify the supply unit leader of the transfer

Much like transferring items from person to person, transferring between crews follows the same protocol. It's just on a larger scale.

Document, document, document, and tell supply.

When property is transferred directly from one incident to another, the supply unit leader:

- Documents all items to be released using an Interagency Incident Waybill, OF-316
- Reports the transfer(s) to the incident agency
- Reports the transfer(s) to the servicing cache upon completion of the documentation

The documentation should consolidate groupings of similar items and include the:

- National Fire Equipment System (NFES) number
- Item number, quantity, and description
- Property number, if the property is accountable or trackable
- Receiving incident name, incident number, and resource order or request number

The cache credits the issuing incident for these items and assigns them to the receiver.

Identify TWO procedures that need to take place when property is transferred from personnel to personnel or from crew to crew.

- Document names of individuals accepting the property
- Notify the supply unit leader of the transfer
- Make sure items have a bar code
- Report the transfer to the cache
- Report accountable property to the incident agency

If accountable and durable property items are returned:

- They must be inspected and compared with the quantities recorded on an interagency incident waybill.
- Excess or unusable property should be reported to the supply unit.
- Shortages and/or damages are noted in the remarks section of the waybill.

If accountable and durable property is damaged or loss:

- The individual responsible for—or assigned to—the property must document the loss or damage on the Property Loss or Damage Report, OF-289.
- Incident commander (IC) or logistics chief reviews, signs, and takes any follow-up action.
- All reports of loss or damage are submitted to the incident agency.

The OF-289 is the form used for detailing property loss or damage. It is:

- Intended to be used for government property damage—not personal or private property
- Intended to be used for damaged government property from home units
- Used to determine if the incident agency is going to pay for damaged property or not,

according to fire loss tolerance guidelines

Other useful documentation in assessing fire loss tolerance includes:

- Photos
- Sketches
- Accident reports

The permissible percentage of property lost, damaged, or consumed by a fire is referred to as performance threshold, and it's based upon a percentage of durable property.

Incident agencies and incident management teams (IMTs):

- Follow fire loss tolerance guidelines to track loss of property and supplies
- Are held accountable for meeting the established guidelines

All incident personnel have the responsibility to ensure the management and safeguarding of property, and need to return any found property to the supply unit.

If the loss of durable items exceeds performance threshold guidelines and it is known before the release of the IMT, the IMT provides documentation of the loss to the incident agency and the servicing cache.

Regular government employees and casuals use the Incident Replacement Requisition, OF-315 to ensure that property is replaced at the expense of the incident agency.

Here's the procedure:

- Personnel fill out the Property Loss or Damage Report, OF-289, and the Incident Replacement Requisition, OF-315, to document what occurred
- On the basis of the OF-289 and the OF-315, it is determined if the fire will replace items.
- If so, then those items are issued a supply number and are replaced by the incident supply unit or a cache.

The same procedure is used for property from a home unit.

Performance threshold is based upon

- A percentage of durable property.
- A percentage of accountable property.
- The use rate of durable property at an incident.
- A percentage of supplies lost, damaged, or consumed.

Finally, we also touched on these concepts:

- Property security storage
- Property accountability controls

The demobilization process also involves government-owned equipment and supplies used throughout the lifecycle of an incident.

This topic explains what to do with those supplies once demobilization instructions are given. Demobilization procedures for property include:

- Demobilization overview
- Demobilization checkout
- Recycling

As explained throughout this module, equipment and supplies are tracked and documented at all times so the incident knows who is in control—or responsible—for items.

The following personnel must follow the demobilization process in order to be relieved of financial responsibility for assigned property:

- Incident personnel
- Logistics and finance personnel

### **Incident Personnel**

During the demobilization process, incident personnel:

- Return assigned property to the supply unit
- Obtain sign-off from whichever departments your demobilization unit leader identifies on the Demobilization Checkout, ICS-221

An individual's Emergency Firefighter Time Report, OF-288, or a contractor invoice MAY NOT be processed until the ICS-221 is signed off by all identified sections.

### **Logistics and Finance Personnel**

Logistics and finance personnel coordinate during demobilization to ensure return of property and the completion of documentation for property not returned or damaged.

Take a look at the Demobilization Checkout, ICS-221, to see what departments personnel might have to visit in order to be signed off.

Incident agencies are trying to go green.

Federal Executive Order No. 12873 requires federal agencies to promote cost-effective waste reduction and recycling of reusable materials for wastes generated by federal government activities.

The logistics section manages incident recycling. Details for collecting and storing material, and arranging for pickup and disposition can be found in agency recycling guidelines.

All personnel are responsible for using the recycling provided.

As you go through the demobilization process, it is important to have all issued property returned to:

- the supply unit
- the checkout station
- the finance department
- the crew boss

Incident personnel return assigned supplies to the supply unit. Then, using the ICS-221, they must obtain sign-off from any other identified sections.

Finally, reduce, reuse, and recycle during the incident. Lend a helping hand to keep our planet healthy.