CHAPTER 300

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301 AUTHORITY

This manual was developed under the authority of the following Statutes within the Montana Code Annotated:

- 2-15-112 Duties and Powers of Department Heads
- 76-13-104 Protection of Natural Resources From Fire
- 77-5-103 Role of (DNRC) Department of Natural Resources and Conservation

302 OBJECTIVES

A. Primary Objective

This manual is written specifically to provide incident business management guidance to the Department of Natural Resources and Conservation (DNRC) and cooperating agency personnel in managing wildland fire incidents that are the responsibility of DNRC. DNRC has adopted the National Wildfire Coordinating Group (NWCG) Interagency Incident Business Management Handbook (IIBMH). This DNRC manual should be used in conjunction with the NWCG Interagency Incident Business Management Handbook, as it does not duplicate material in the IIBMH.

B. Secondary Objectives

1. Maintenance of proper finance, property, procurement, personnel records and forms in a consistent manner.

2. Uniform application of specific regulations on pay, leave, and travel.

3. Acquisition of necessary equipment and supplies from appropriate sources, in accordance with applicable procurement regulations.

4. More effective use of incident business management personnel and resources among agencies under closest forces doctrine principles.

303 POLICY

Appropriate procedures in this DNRC manual shall be followed in all incident management functions that are the responsibility of DNRC. Applicable forms and references shall be used as described herein.

This manual complements other existing DNRC policies, procedures, and guidelines and is to be considered a part of the overall DNRC directives system.

This manual refers to some concepts and procedures contained in the IIBMH. Federal and other State fire managers who may assist DNRC in Montana incident management

should be made aware that although there may be some similarities to the NWCG IIBMH in this DNRC manual, there are also many differences that are specific to Montana.

To serve the purpose intended, this manual must be available to all incident business management personnel and to those fire managers making business management decisions.

304 RESPONSIBILITY

A. Overall responsibility for this manual is assigned to DNRC Forestry Division/Fire and Aviation Management Bureau. The Incident Business Coordinator shall maintain a current and complete master manual showing all revisions, supplements, distribution of copies and any other necessary records.

B. Land Offices, other Divisions and Bureaus within DNRC, and other agency recipients of this manual are individually responsible for establishing controls to ensure that their copies of this manual are maintained in a current and complete status. Manuals must be readily available to those responsible for incident business management actions. The latest revision of necessary forms must be stocked ready for use.

C. Individual Land Offices may supplement this manual with material that is local in nature, providing that policy or procedures in this manual are not changed. Land Offices shall provide a copy of any local supplements to the Incident Business Coordinator, Fire and Aviation Management Bureau, Forestry Division, for inclusion in the master manual.

D. Land Office Area Managers and Division Administrators with fire management responsibilities are responsible for initial and annual update training for those individuals among their personnel who may need to know the procedures in this manual.

305 INCIDENT COMMAND SYSTEM CONCEPT

This DNRC manual adopts and incorporates the organizational structure, position titles and duties, forms, terminology, and other features of the Incident Command System (ICS) component of the National Incident Management System (NIMS).

A digest of ICS structure, job descriptions, estimating guides, etc. is included in the Wildland Fire Incident Management Field Guide PMS-210.

306 SCOPE OF APPLICATION

The procedures described in this manual (personnel, equipment rental, claims, etc.) shall be applied to all DNRC incidents including initial attack, extended attack, project fires, and all-risk incidents.

307 FIRE COST ACCOUNTING

The details of the DNRC fire cost accounting system appear in Chapter 340 of this manual. The DNRC system is a subsystem of the computer-based Statewide Accounting, Budget and Human Resource System (SABHRS) and a basis for the Fire Reporting F300 database.