

**MONTANA DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION
INCIDENT BUSINESS ADVISORS PROCEDURES**

This document emphasizes the critical financial and administrative procedures to be followed on Montana Department of Natural Resources (DNRC) incidents. The Interagency Incident Business Management Handbook (IIBMH) provides national direction and the Northern Rockies Coordinating Group (NRCG) supplements (blue pages) within the IIBMH provides regional direction. Like most states, Montana has its own rules and regulations that sometimes require deviations from standard incident business management practices. Specific DNRC direction is provided through the DNRC 300 Manual -- Incident Business Management. One of the primary objectives of these guidelines is to ensure that Line Officers (LO) and/or Agency Administrators (AA) and Incident Commanders (IC) are reviewing incident costs daily and documenting those reviews. These procedures are also provided to support Incident Management Team (IMT) operations and to provide consistency in incident business management operations throughout the State of Montana.

Any changes in these guidelines will be negotiated with the LO and/or AA, Incident Business Advisor (IBA) and the DNRC Business Specialist in advance. Cost management and accountability is mandatory.

DNRC Incident Business Coordinator and Fire Business Management Specialist

The DNRC Incident Business Coordinator and Fire Business Management Specialist are responsible for the coordination and liaison of Incident Business administrative guidelines and practices for incidents with the DNRC. These positions will be a source of information for national, regional and State incident business knowledge.

Name	Office Phone	Cell Phone
	406-542-4230	
	406-542-4206	

IBA Direction/Responsibility

The hosting incident Area Office/Unit will complete the IBA Direction Form (see last page) and the contact tables below before issuing these guidelines to an IMT.

Title	Name	Office Phone	Home Phone	Cell Phone
Incident Business Advisor (IBA)				
Incident Business Advisor (IBA) Trainee				

The names and phone numbers for State and local incident administrative contacts are provided in the following table (hosting incident Area/Unit to provide).

As a minimum, the Finance Section Chief will arrange for a **daily** flow of information with the IBA. This will include a report of current progress of incident business administration operations, including copies of the current cost projections.

The Finance Section Chief will contact the IBA at least 48 hours prior to demobilization to ensure all transitioned financial and administrative processes have been finalized. The IBA will follow-up with the LO to ensure that a smooth transition with the IMT occurs. All unresolved or open financial items will be documented and the individual responsible for the follow-up action will be identified.

The IBA will participate in the close out of each assigned IMT. The IBA will complete a Unit Log (ICS214) each day with activities and issues of the day and will provide a narrative statement of items that went well and items that need improvement. DNRC IBA's will utilize the IBA Job Aid as a supplement to the Operating Procedures and provide an IBA narrative of the issues and outcome learned be included with the daily Unit Logs.

If the IBA is unable to complete the narrative report prior to demobilization of the IMT, the report will be submitted through the LO to the IC within 60 days after the IMT departs the incident.

The IBA will ensure that financial records are complete and any issues left from the incident are documented. The Finance Section Chief will **certify** this in the **Team Transition Plan**.

The IBA will check the incident property records to ensure that property is recovered and/or disposed of properly on the incident. Property remaining on the incident is documented and **certified** in the **Team Transition Plan**.

Cost Management

Cost management within DNRC is a high priority. Daily cost validation to ensure the Wildland Fire Situation Analysis (WFS) or Wildland Fire Decision Support System (WFDSS) is valid will be done by projecting costs for the duration of the WFS/WFDSS based on operational projections.

In dealing with cost management issues, it is important for the IBA to be a partner with the IMT and LO and/or AA for effective cost management balances, taking into consideration fire suppression tactics and strategies, relative to the incident. This requires aggressive action to highlight inappropriate or questionable procurement requests as well as ineffective use of items under contract, plus exploration of alternatives, whereby joint IC, LO and/or AA decisions can be made.

Focus on high cost aviation resources, under-utilized equipment, extravagant purchases, sensitive items and property accountability issues. IBAs should raise unresolved cost concerns to the AA and/or LO and include all issues, recommendations and outcomes in their daily unit log and the narratives. In all three types of incidents, this may include going to the fireline to look at

DNRC employees have broad purchasing authority in emergency situations (see DNRC Procurement and Contracting Manual). When time permits you should negotiate with vendors, use phone quotes or other means to secure the best value available, particularly for large, high value orders.

Purchase/Rental of Personal Property

In accordance with State Purchase regulations, the decision to purchase property should be made on a case-by-case basis through evaluation of comparative costs and other factors. These purchases need to be approved through the IBA/LO. Some factors to be considered are:

- Estimate the length of time, the equipment will be used
- Cumulative rental payments for the estimated period of use
- Net purchase price
- Transportation and installation costs
- Maintenance and other service costs
- Whether a rental-with-purchase option is available
- Cost of handling and disposal following the incident

The length of time the equipment will be utilized is often unknown. The use of day/week/monthly rental rates may help lower overall costs.

The IBA needs to be involved in these decisions as well as detailed consultation with justification made to the AA and/or LO, prior to ordering. The majority of procurement for services/supplies should be coordinated through the Land/Unit Office. Procurement authority is defined by each Land/Unit Office. The AA and/or LO should make this policy clear in the in briefing with the IMT.

Telephone Use Policy

IMTs cannot provide telephone lines for incident personnel to make personal calls. Personal calls may be made using the incident phone system provided this uses does not interfere with incident operations and long-distance calls are not billed to the incident. Collect calls, phone cards or personal calling cards may be used.

DNRC may choose to provide cell phones for IMTs rather than authorize the use of the teams existing cell phones. **Cell phone costs can only be reimbursed with the written authorization of the AA or LO.** Simply stating that a person is ordered with a cell phone on the resource order does not insure that reimbursement for the use of that cell phone will be made. This simply states that if a cell phone is lost or destroyed due to the fire, it can be replaced by the incident. Roaming charges and minutes over the plan limit are not reimbursable. Cell phone use authorized for reimbursement must have 48 state coverage and plan minutes to cover use to eliminate the expensive roaming charges and extra minute charges.

employee's signature. Faxing a copy to 1-406-444-2684 (Attention: DNRC Payroll) is the preferred method of transmitting the completed report. The IMT Comp/Claims Unit Leader ensures all original documents are forwarded to the DNRC employee's home unit. *Failure to report the injury can jeopardize coverage for the employee.*

Each Land/Unit office or host agency has at its discretion the ability to use APMC in a limited manner for minor injuries to return employee to work status. Each Land/Unit Office will establish contact and a procurement mechanism with local medical facilities prior to fire season. Each Land/Unit office will also identify a contact person for coordination with the IMT.

If medical care is not available at the fire or there is a minor injury that needs acute minor medical attention to return an employee to work, please contact the local Land/Unit office for approval for APMC. Refer to Chapter 10, Section 15.2 (white pages) and the Northern Rockies Supplement to Chapter 50 of the IIBMH for APMC guidelines.

Employees of the State of Montana **MAY NOT UTILIZE** APMC (Agency Provided Medical Care) for medical treatment received on State of Montana incidents. All medical charges for State of Montana employees, including EFFs, must be handled through the Montana State Fund. State of Montana employees **MAY** utilize APMC, if available, for medical treatment received on any Federal incident. The "First Report of Injury" along with a completed copy of the Federal APMC form must be submitted to the Montana State Fund. This alerts State Fund to the injury, if follow-up is needed and provides them with the initial medical report.

Federal employees **MAY** utilize APMC, if available, for medical treatment received on a State of Montana incident according to the guidelines in the IIBMH, Chapter 10 and Northern Rockies Coordinating Group (NRCG).

Claims

Upon arrival to the incident, the Comp/Claims Unit Leader or applicable position that has the responsibility for handling comp/claims should make contact with the AA or Line Officer to determine the expectations and discuss the requirements of the claims process.

Note the distinction between an **actual** claim and a **potential** claim. IBAs should be notified and review all potential and actual claims. A potential claim could include documentation or statements regarding an accident or incident even though no written request for compensation or written notice of a claim from the claimant was received. All documentation on potential claims should be retained in the Claims Section of the incident finance package, but clearly identified as "Potential Claim Documentation".

When a written request for compensation or reimbursement for damages is received, it is a legal actual CLAIM. Relevant documentation must be obtained at the incident. Include all documentation for unsettled claims in the Claims Section of the incident finance package and clearly identified as "CLAIMS".

Closeout

The final incident finance package must meet the standards as outlined in Chapter 40 (white pages) of the IIBMH or to specific agency guidelines.

Record copies of all payment documents must be retained on the incident for all partial payments or final payments made prior to the close of the incident and returned to the agency as a part of the complete package.

The incident finance package is usually transferred to the agency at the close of the incident, including long incidents requiring the use of more than one IMT. In such cases, the initial and each successive team should prepare a well-documented, organized and indexed incident finance package to present to the incoming team. A single package is then presented to the host agency at the close of the incident.

When an incident is a declared FEMA incident, it will be mandatory that DNRC Fire and Aviation Management Bureau receive a complete duplicate incident finance package.

The IBA will participate in the close out of each assigned IMT. The IBA will provide a verbal assessment as well as a written assessment of the following:

- Commendable performance
- Things that went well
- Things needing improvement