

# **2024**

# **Idaho Department of Lands**

# **Incident Business**

# **Operating Guide**



**IDAHO DEPARTMENT OF LANDS  
INCIDENT BUSINESS OPERATING GUIDE  
2024**

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## 1. ASSOCIATED POLICIES

National Wildfire Coordinating Group (NWCG) Standards for Interagency Incident Business Management (SIIBM)

Northern Rockies and Great Basin Supplements to SIIBM

Idaho Department of Lands Fire Mobilization Guide

Fire Management Handbook (FMH), 800 Series

Idaho Department of Lands, Department Policy No. 616 Fleet Management

Idaho Cooperative Mobilization Agreement (ICMA)

Coeur d'Alene Interagency Fire Cache User's Guide

National Emergency Rental Vehicles (NERV)

## 2. AUTHORITY

### A. Overview of State Fire Protection

The Idaho Department of Lands (IDL) is responsible for the protection of 4.8 million acres of forested lands. The State is divided into ten Areas, each managed by an Area Manager. The Area Manager is the Agency Administrator (AA) for the Area. These ten Areas - Priest Lake, Pend Oreille (includes Kootenai Valley FPD), Mica (includes Cataldo FPD), St. Joe, Clearwater (includes Craig Mountain FPD), Ponderosa, Maggie Creek, Payette, Southwest, and Eastern (includes Jerome Field Office) have fire protection responsibility under the direction of the State Fire Coordinator. In addition, Idaho is one of the few states that still have privately-operated forest protective associations. There are two associations in Idaho protecting an additional 1.5 million acres; these are Clearwater-Potlatch Timber Protective Association (CPTPA) and Southern Idaho Timber Protective Association (SITPA).

The Bureau of Fire Management, located in Coeur d'Alene, provides policy support, consistency, and internal control for the State fire program. The Fire Business Program staff work closely with fiscal personnel and other staff to assist Areas/Districts/Associations (A/D/As) and Incident Management Teams (IMTs) during large fires on questions of policy and procedure. IDL staff may serve as local purchasers or as a Buying Team Member (BUYM) to assist IMTs in incident procurement. Logistical support for IDL and Association Forest Protective Districts within the Northern Rockies is generally provided by the Coeur d'Alene Interagency Fire Cache (CDK). Logistical support for IDL and Association Forest Protective Districts within the Great Basin is generally provided by the Great Basin Cache (GBK) located in Boise.

### B. Purpose

The IDL Incident Business Operating Guide (IBOG) is intended to serve as a policy and procedures reference guide for those working in support of IDL and Timber Protective Association (TPA) incidents. The IBOG will be useful to dispatchers supporting initial attack fires, as well as the INBA, IMT, BUYT, and Expanded Dispatch working in support of large incidents.

Any deviations from the guidelines will be approved by the Agency Administrator (AA), Incident Business Advisor (INBA), Fire Business Program Manager or Fire Business Program Specialist.

As a participating member of NWCG, IDL applies the interagency policies and guidelines established in the NWCG SIIBM. However, IDL policy can vary from those established in the

SIIBM. In such cases, the policies contained within this document, or those referenced in this document, shall be followed.

### C. Incident Business Advisor

The INBA works under the direct supervision of the AA, typically the Area Manager or their designee. When available, qualified INBAs are required on IDL Type I and II fires. When a qualified IDL INBA is not available for Type III fires, the Fire Business Program Manager or Fire Business Program Specialist may fill that role. The local unit may utilize their administrative staff to fill this function if the individual is comfortable doing so. The request for an INBA will be made through the Fire Bureau Duty Officer.

The primary duty of the INBA is to provide the AA with an overview of incident management business practices, make recommendations for improvements, and facilitate communication with the IMT, BUYT, Expanded Dispatch and other resources assigned in support of the incident.

The INBA will make on-site visits to all established incident command posts (ICP), staging areas, Rest and Recuperation facilities, Expanded Dispatch, Buying Teams, and other incident support centers as needed. The INBA will provide the IMT and local support units with telephone numbers to ensure 24-hour service for any business administration.

Prior to release from the incident, the INBA shall provide a narrative statement to the AA outlining processes that worked well, recommendations for improvement, and items requiring follow-up by the host unit, in accordance with their delegation.

## 3. PERSONNEL

### A. IDL Casual Employees

IDL does not delegate authority to an IMT to hire Administratively Determined (AD) or casual employees. All hiring must go through the IDL local unit. IDL Forest Protective Districts and Areas are responsible for hiring casual employees and processing all necessary paperwork.

Casual employees shall be treated as regular agency employees while on incidents. The Casual's rate of pay shall not be changed after initial employment except as authorized by the Bureau of Fire Management. If an IMT has a need to hire casual employees on IDL jurisdictional fires, the local IDL office will hire the casuals for the incident in accordance with IDL policy and procedures.

### B. Specialized Personnel

#### 1. Timber Protective Associations

TPA personnel shall receive the same courtesy as IDL and federal employees. They are treated as "agency" personnel and are not to be confused with private contractors.

#### 2. Fire Service Organizations

It is IDL's responsibility to be the single hiring point for equipment and personnel obtained from Idaho Fire Service Organizations (FSOs). The only exception is local initial attack mutual assistance agreements.

For details regarding the IDL agreement, see the current Idaho Cooperative Mobilization Agreement (ICMA). If the FSO does not provide a copy to Finance, they are available on the IDL public website Incident Business webpage.

The procedures for ordering structure-type resources for wildland fire is in the Idaho Statewide Operating Plan pursuant to the Idaho Cooperative Wildland Fire Management and Stafford Act Agreement.

The use of FSO resources that bill portal-to-portal should be the last option to fill resource needs unless it is critical to meet fire suppression objectives. When releasing resources, consideration of cost should be a factor when determining which FSO resources to release first.

### 3. Idaho Department of Correction

Idaho Department of Correction (IDOC) resources may be used on state and federal wildland fire incidents. IDOC resources are made available through IDL.

Mobilization of IDOC resources is coordinated between the institutions and dispatch centers as per the agreement.

Specific direction regarding the use of these resources is in the Annual Operating and Financial Plan portion of the agreement between IDOC and IDL. The agreement is available on the IDL public website on the Incident Business webpage.

All IDOC costs are paid through IDL.

### 4. Idaho National Guard

All orders for Idaho National Guard (IDNG) resources for use on wildfires in Idaho shall go through the IDL, Bureau of Fire Management. Payment for use of the IDNG is through IDL.

IDNG resources can only be utilized when all other potential sources have been exhausted. To initiate an order for the IDNG, contact the IDL Fire Bureau Duty Officer.

The IMT will be responsible for tracking IDNG resources to ensure a clean payment package. IDNG will have a resource order and submit crew time reports to finance. Host agencies will assign personnel to fill the roles of INBA and National Guard Liaison at the State Emergency Operations Center (EOC), as well as additional liaisons at the assigned locations of IDNG resources, as needed.

## C. Commissary

Personnel are expected to come to an incident prepared for 14-day assignments. Therefore, on IDL/TPA incidents Commissary is not authorized.

## D. Compensation for Injury/Accident and Illness

### 1. Agency Provided Medical Care (APMC)

APMC is not authorized on IDL/TPA incidents.

### 2. Workers' Compensation Insurance

IDL and TPA Personnel

All employees (full-time, part-time, temporary/seasonal, and casual employees) are covered by Workers' Compensation Insurance through the Idaho State Insurance Fund while working within the course and scope of their employment.

If an employee requires treatment, a **First Report of Injury or Illness** is required. This form is the official form for Idaho State and TPA employees. The form is available on the IDL public website on the Incident Business webpage. If the Idaho form is not available at the incident, the Report of Traumatic Injury and Claim for Continuation of Pay/Compensation, CA-1, or a Notice of Occupational Disease and Claim for Compensation, CA-2, are acceptable forms. Refer to the NWCG Standards for Interagency Incident Business Management (SIIBM), Chapter 10, for further direction. **Email the completed forms to [safety@idl.idaho.gov](mailto:safety@idl.idaho.gov).**

## State Cooperators

State cooperators are required to carry Workers' Compensation Insurance on all employees and volunteers. If an injury or illness occurs, follow their agency-specific guidelines.

**All work-related injuries must be reported to the home unit immediately.** The home unit may assist with notification and documentation. Failure to report a work-related accident is a serious matter and may preclude an employee's coverage under Workers' Compensation Insurance.

### E. Reasonable Accommodations

Any personnel, regardless of hiring status (regular government employee or casual), who requires a reasonable accommodation (RA) to perform duties in an incident environment, must have written approval for that RA from their home unit Human Resources or Civil Rights office. Prior to accepting an assignment, individuals should alert the incident of the RA needs so the Incident Commander and the host unit administrator can determine if the RA can be provided. If the RA cannot be satisfied, the individual should refuse the assignment. Should an accommodation be requested during an incident, the request must be referred to the employee's hiring unit for adjudication per agency policy. If the incident cannot accommodate the RA, the only option may be to release the individual.

## 4. ACQUISITION

The preferred source of supply for lands protected by IDL is that which reduces mobilization time and is most advantageous in meeting suppression objectives.

Business practices are focused on preserving the public's trust to ensure fairness for the public good, acting and conducting business with honesty and integrity, avoiding even the appearance of impropriety, while maintaining good relationships with the local community, and keeping state dollars in Idaho.

The use of resources that bill portal-to-portal should be the last option to fill resource needs unless it is critical to meet fire suppression objectives. When releasing resources, consideration of cost should be a factor when determining which resources to release first.

### A. Resource Orders

There are times when resource orders are required. IDL districts have discretion on whether to request them for initial attack fires on their home units, however, appropriate documentation to support the costs against a fire is necessary.

When resource orders are required, they shall be requested at the time the resource is needed. For rare circumstances when resource orders were not requested, alternative documentation may be submitted in lieu of the resource order, i.e., General Message explaining the circumstances, approved CTR or OF-288, etc.

Resource Orders ARE NOT required for:

- Firefighters and district staff supporting initial attack on their home unit.

Resource Orders ARE required for:

- Resources working in support of extended attack incidents on their home unit.
- Support resources from other units, i.e., other IDL/TPA districts, USFS, BLM, etc.
- Resources from other units requested for severity or preposition.
- Contracted meals
- Replacement items for Food boxes
- Incident Replacement Requests (follow guidelines in SIIBM, Chapter 20)

- Personnel claiming travel expenses.
- Fire Suppression Rehab Supplies and Overhead if not already assigned to the incident.

B. Fire Cache Support

Orders for items needed for the incident should be directed to the appropriate cache using the resource ordering process.

Coeur d’Alene Interagency Fire Cache (CDK)

CDK provides primary logistical support for IDL incidents in the Northern Rockies Geographic Area. CDK stocks all standard supplies and equipment used on an interagency and interregional basis as well as many specialty items. Procurement personnel should check NFES Catalog for CDK non-cache supply items before turning to other sources of supply. A copy of the Coeur d’Alene Interagency Fire Cache User’s Guide will be provided to IMTs at the In-Brief.

IMTs may order fire cache items directly from CDK if coordinated in advance and if there is an established communication system between CDK and the IMT, i.e., email, fax, and designated telephone.

Great Basin Interagency Fire Cache (GBK)

GBK provides primary logistical support for IDL and Timber Protective Associations in the Great Basin Geographic Area. GBK stocks all standard supplies and equipment used on an interagency and interregional basis. Procurement personnel should check with GBK for non-cache supply items before turning to other sources of supply.

C. Incident Communications Equipment

All requests for internet and telephones shall be approved by the AA and reviewed by the INBA. First consideration will be the use of FirstNet. Preference will be given to IDL Fire Cache supplies. The IDL Fire Cache has several phone kits available that are available for deployment. The Cache also has Cradle Point modems that are available. First Net will provide portable satellite Cell on Light Truck “sat COLT” as requested. COLTs are ordered through the IDL State Duty Officer.

D. Pre-Season Agreements and Incident Only EERAs

There is flexibility in procurement methods for equipment on IDL jurisdiction fires. Equipment that has been competitively bid through the federal contracting process may be procured through standard dispatch procedures.

Equipment that has not been competitively bid through the federal government, but is available locally, may be procured through local IDL Preseason Contracts. The preseason contracts are available on IDL’s Incident Business webpage in their respective dispatch zone. Preference is to use IDL local agreements prior to others.

If equipment has not been signed up, but it is used as an emergency hire in accordance with Title 38, Section 133, Idaho Code, it can be signed up at the incident. Incident-Only contracts and agreements require signature approval by the IDL Area Manager, Fire Warden or their designee or may be delegated to an IMT or BUYT.

In the event of hire at the incident, a request will be placed with dispatch to generate a resource order. The IC, Safety Officer, or their designee, i.e., Heavy Equipment Boss (HEQB), shall assess equipment during Initial Attack for safety. If deficiencies are identified, they should be mitigated immediately. At the first opportunity, without hampering operations, a pre-use inspection should be completed. Prior to the second operational period an Incident-only EERA will be executed, and equipment and operator must meet all NWCG standards. If they do not meet the NWCG standards, they must be released from the incident.

Purchasing authority is not based on a specific dollar amount; however, it must be used with oversight.

In all cases, the preferred procurement method is that which reduces mobilization time and/or is most advantageous in meeting fire suppression objectives, as determined by the AA.

If the IMT elects to retain equipment that meets their needs, and it is already on the fire, a request will be placed with Dispatch with a notation that the equipment is already on the fire. Procurement personnel will execute an Incident-only EERA, ensure inspections are complete, and that Emergency Equipment Shift Tickets, OF-297, are up to date.

#### E. Land/Facility Use Agreements (LUA)

Local units may have preseason LUAs established for incident management use, including ICP, helibases, dip-sites, etc. Where agreements are needed for an incident, and have not been established, the IMT is authorized to negotiate the agreements in coordination with the host unit.

If not provided to the IMT at the in-briefing, the IMT will contact the local IDL or TPA office to obtain land and facilities use agreements as well as current lease rates for the local area.

IMT's acquiring land and facilities agreements for incidents shall follow the guidelines outlined in IDLs Policy, FMH 840 and FMH 840-Attachment 5, IDL Emergency Facilities and Land Use Agreement with Instructions and Guidelines. Additional guidance can be found in the SIIBM, Chapter 20.

#### F. Rental Vehicles

When an IMT requests rental vehicles for IDL incidents, for pool vehicles, to be used by ground support the request shall be made through dispatch. The National Emergency Rental Vehicles (NERV) Program or other federal contracted program shall be used to ensure adequate insurance for off road use.

**It is imperative IMTs track rental vehicles and follow NERV and/or Geographical Area procedures to ensure a clean package at time of release from incident.**

Payment for vehicles used through the NERV Program are paid by the USFS and billed to IDL through standard billing practices per the Agreement.

Rental vehicles needed for IDL personnel for fire assignments, when authorized on their resource order, shall obtain their rental from:

- NERV Program is available for IDL Casual employees when state vehicles are not available for their use.
- Vehicles procured from Enterprise Rent-A-Car State of Idaho contract are for IDL employees traveling to/from incidents.
- Vehicles procured from Enterprise Rent-A-Car State of Idaho contract may be used by IDL employees on incidents but must be appropriate for the use, i.e., 4x4 pickup, 4x4 SUV, etc. and are limited to gravel and/or dirt roads maintained by a state, county, local municipality, or individual property owners. These roads are considered maintained roads or driveways.
- The Enterprise Rent-A-Car Contract with the state of Idaho is strictly prohibited for use for Ground Support pool vehicles for large incidents.

#### G. Ambulances or Medical Trailers

A request for an on-site ambulance or medical trailer must be approved by the Agency Administrator or INBA. IDLs preferred method of hiring EMS personnel and equipment/vehicles is 1) Local EMS Jurisdiction; 2) sponsored agency personnel licensed in



Idaho; 3) Idaho Fire Service Organizations or Idaho local government; and 4) private-owned EMS licensed in Idaho under contract or available for Incident Only Agreement.

#### H. Buying Team Procedures

Once the procurement workload for an incident exceeds the A/D/A's capabilities, a Buying Team may be requested or assembled. Prior to the ordering/arrival of a Buying Team, the local unit shall organize personnel to support the incident needs. Many needed items and services can be ordered through the assigned interagency dispatch center; however, any procurement needs that the dispatch center cannot meet should be processed through the local unit.

Once a Buying Team is in place, every effort will be made to include an IDL employee as part of the Buying Team. IDL employees are familiar with IDL procurement policy, the regional and local area, and may have substantial purchasing authority. Buying Team composition may be solely IDL employees, a mix of federal and IDL employees, or a regional or national Buying Team.

Procurement decisions should be based on sound judgment considering cost and the most expeditious source of supply to meet the needs of the suppression effort. IDL has flexibility in its procurement methods and is not bound by federal competitive solicitations. However, federal contracts should be used when most advantageous in meeting suppression objectives.

The Agency Administrator will have the final decision whether a Buying Team is necessary. The Buying Team works directly for the Agency Administrator or INBA and is provided a Delegation of Authority to provide procurement services for the incident.

The Buying Team Leader shall coordinate with the incident agency, expanded dispatch, and the IMT to ensure goods and services are purchased in accordance with IDL policy and maintain proper documentation to meet IDL requirements. Buying Teams shall maintain a log and report the purchase of accountable/sensitive property to the incident agency at closeout.

The Buying Team will provide all documentation pertaining to non-personnel services, equipment, and supplies to the host unit's administrative representative. Any payments made by credit cards will be documented and include a Resource Order. Buying Team credit card numbers will be redacted for security purposes.

Buying Teams shall follow their respective Geographic or National Buying Team Guide. Buying Teams made up solely of IDL employees shall follow IDL's Buying Team/Local Purchasing Reference Guide and agency policy for IDL incidents.

#### **Supplemental Foods and Drinks:**

Follow the supplemental food guidelines in the SIIBM Chapter 20.

Any supplemental foods provided will require IC justification AND concurrence from the Agency Administrator or INBA. The only acceptable justification for providing supplemental foods is to meet the expanded nutritional needs of firefighters performing prolonged or arduous work.

Supplemental foods are not authorized for mobilization centers, staging areas or personnel not engaged in work on the incident.

Procuring and dispensing over-the-counter vitamin and mineral supplements are not authorized.

### **Restricted Items:**

**The following items are either restricted from purchasing, or limited in some manner, during incident operations:**

1. Alcoholic beverages of any type (including substitutes such as O'Doul's).
2. Clothing, buttons, stickers, hats, name badges, etc., with special or specific printing, coloring, or logos. Bathing suits or other special clothing to be worn in Rest and Recuperation (R&R) centers and/or incident camps.
3. Pillows or sleeping bags, other than regular Defense Logistics Agency (DLA), fire cache type.
4. Plants or flowers.
5. Orders for specific magazines, newspapers, or other literature. Local newspapers will be limited to 10 copies per incident per day. For Type III incidents local newspapers will be limited to 5 copies per incident per day. Only local newspapers and *USA Today* will be purchased.
6. Improvements to vehicles.
7. Procuring motels, hotels, or other commercial lodging for overhead and other personnel located in an area where an incident camp exists is prohibited. Exceptions require approval by the Incident Business Advisor, Agency Administrator or as authorized for Reasonable Accommodations.
8. Procuring computer equipment for virtual IMT/BUYT members.
9. Extravagant or specialty foods.
10. Essential oils. Exceptions must be pre-authorized by the INBA or the AA.
11. Barbers will be provided only for the military at their request.
12. Fees for the use of commercial hot springs, unless associated with R&R.
13. Additional telephone lines for personal use are not authorized.
14. Flat-screen televisions or other digital or electronic equipment for the sole purpose of incident briefings or other meetings.
15. Any items not considered a direct need for suppression of the fire or essential to the logistical support of the incident.

The BUYT Leader will contact the INBA after BUYT has been notified of release from the incident to establish a date and time for closeout with the host unit.

## **5. PROPERTY MANAGEMENT**

The IMT is expected to place a high priority on property management. The supplies issued to the incident by the servicing fire cache are issued on a temporary loan basis and must be safeguarded, accounted for, and tracked. Attention must be given to the durable supply items as outlined in the SIIBM, Chapter 30, Property Management.

IDL's expectation is that all accountable/sensitive items are tracked and accounted for by the IMT. All accountable/sensitive items not accounted for at closeout will be documented with an explanation of steps being taken for resolution.

Accountable property is defined as any item with a purchase price of \$500 or more, or considered sensitive, such as chainsaws, cameras, GPS, computer equipment, etc. The purchase of any incident-funded accountable property will be approved by the INBA and/or AA prior to purchase. All accountable property purchased during an incident will be transferred to CDK at the end of the incident.

Refer to the NFES Catalog and the Coeur d'Alene Interagency Fire Cache User's Guide for operating procedures, stocking levels, classifications of equipment and supplies, and procedures for ordering.

Recycling: If possible, arrangements should be made with local recyclers to take plastic, paper, metal, glass, and reusable food stuffs. Recycling at the incident base requires coordination with the host unit.

The IMT is responsible for coordinating the disposal of fuel waste.

## 6. BUSINESS COORDINATION

### A. IMT Coordination – Communication

Finance Section Initial Briefing:

- The IMT and host unit will exchange telephone numbers for necessary communication between parties.
- The host unit or their representative will communicate with the Finance Section the expectations.
  - Review IBOG with Finance Section Chief
  - Review ICMA
  - Provide copy of local Service and Supply Plan
  - Overview of IDL Incident Business website and where to find contracts, agreements, etc.
  - IDL Taxpayer Identification Request Letter and blank forms at check-in for federally contracted resources
  - FMAG letter, if applicable
  - COST will provide daily cost reports to the AA, INBA and the Bureau of Fire Management (Summary by Resource, Summary for Current Day, and Cost Share Summary, if applicable). The costs will email the reports to the Bureau of Fire Management to [firebusiness@idl.idaho.gov](mailto:firebusiness@idl.idaho.gov).
  - IMT will include in the database and finance package the Initial Attack resources. The host unit will provide contacts for dispatch for tracking purposes.
  - Closeout Expectations

At a minimum, the Finance Section Chief (FSC) will arrange for a daily flow of information with the INBA for purposes of information exchange and to report current progress of incident business management operations, including copies of the current cost projections.

Communication between the Procurement Unit Leader (PROC), Supply Unit Leader (SPUL) and the Buying Team (BUYT) is critical to facilitate acquisition needs, as well as to track property.

A representative of the Fire Business Program, fiscal or the host unit's administrative representative, in coordination with the INBA, may visit incidents managed by an IMT.

### B. Fire Management Assistance Grant (FMAG)

In the event a wildland fire threatens a community, the local government and Governor may make a disaster declaration. When a declaration is in place, the State or local government may receive financial assistance through an FMAG from the Federal Emergency Management Agency (FEMA) to offset the suppression costs to the applicant agencies, typically the State, local communities, and tribal agencies.

Incident Management personnel shall ensure cost accounting procedures and documentation meet the requirements of the FMAG application process. It is imperative that a representative of the Fire Business Program be involved once an FMAG has been declared.

### C. Dispatch/Expanded Dispatch Organization

An Expanded Dispatch will be established at a location to be determined by the Dispatch Center Manager. Names and phone numbers for the various positions will be provided to the AA, IMT, and INBA.

Requests for additional resources must be made through the host unit dispatch center. Dispatch will generate resource orders and forward the request to the supporting units dispatch center. This includes requests for adjacent district resources, fire investigators from other districts or units, i.e., USFS, IDL/TPA district, Fire Bureau, etc.

Resource Order numbers are generated by Dispatch. All Resource Orders for overhead, aircraft, equipment, and supplies will be ordered and filled through Dispatch or Expanded Dispatch.

### D. Agency and Contract Payments

#### **The Administrative Office for Payment for IDL or TPA Incidents:**

Idaho Department of Lands  
3284 W. Industrial Loop  
Coeur d'Alene, ID 83815-6021

This address is provided for input into the e-Isuite "Administrative Office for Payment" field; however, **do not** send packages directly to IDL in Coeur d'Alene. **All payment packages are to be provided to the host unit.**

**Do not send any vendor packages to the USFS Albuquerque Service Center (ASC) for an IDL incident, regardless of which federal contracting officer signed the original vendor contract. Exceptions are National Contracts and USFS AD payment documentation.**

Depending on the length of the incident and size of the vendor's operation, interim payments are authorized for processing biweekly (at a minimum). The INBA or administrative representative from the local unit, in coordination with the INBA, will discuss the procedures for interim payments with the FSC, as needed.

A complete package for contracted vendors is expected to be ready for payment and certification as soon as it is delivered to the IDL local unit office. A completed package will include:

1. Emergency Equipment Use Invoice, OF-286, completed and signed by both parties, with supporting documents of items to be paid or deducted from the Contractor, or Cooperator.
2. Emergency Equipment Shift Tickets, OF-297, for all days covered, signed by both parties. Original pink copy.
3. Vehicle/Heavy Equipment Pre-Inspection Checklist, OF-296, with any claims noted.
4. Documentation of any claims.
5. A Copy of signed contract or agreement (for VIPR contracts, only the payment rates and terms portion are required with the payment package).
6. Resource Order.

### E. Fuel Accountability

Establishing clear procedures for fuel accountability in advance will make the processing of issues more efficient for everyone handling the associated paperwork. Most fuel tenders, by contract, are required to accept credit cards on site, so vendors and government employees should purchase fuel directly from the fuel vendor. The FSC will establish accountability for fuel that has not been directly purchased by vehicle and equipment operators.

Agency employees with Wright Express fuel charge cards (WEX) may not be able to procure fuel from the fuel vendor. If Fuel and Oil Issue Tickets are needed, reconcile expenses with the fuel tender operator daily and ask the Buying Team to pay for the fuel via credit card as frequently as possible.

Use discretion when ordering a fuel tender. Commercial fueling options are plentiful in most areas and all fuel can be procured with individual vehicle credit cards, avoiding the expense of a fuel tender all together.

If questions exist, the Finance Section Chief (FSC) shall consult the INBA.

#### F. Use of Purchase Cards

Purchase Cards (P-Cards) may not be used to make salary payments, purchase order payments, preseason contract/agreement payments, EERA payments, or land and facility use rental agreement payments, except as IDL policy allows.

Some IDL employees have credit cards that may be used to make vendor payments as described below.

1. P-Cards may be used to make payments to vendors for local purchases.
2. P-Cards *cannot* be used to feed employees during fire suppression activities unless arranged for and purchased by the Buying Team. The only exceptions are outlined in IDL policy FMH 840.
3. All payments must be supported by a Resource Order number.
4. In addition to the requirements of the SIIBM, a copy of the P-Card purchase shall be included in the finance/BUYT file; invoices shall be clearly marked with the name of the P-Card holder and the last four digits of the P-Card number.
5. Payment shall stay within the P-Card authority, or the transaction limitations of the P-Card.
6. Use of federal credit cards will be limited to local procurement agents, Procurement Unit Leader (PUL), or Buying Team staying within IDL's authority.

#### G. Closeout

The FSC will contact the INBA, host unit administrative representative, or Agency Administrator after the IMT has been notified of release from the incident to establish a date and time for transition of the Incident Finance Package to an incoming IMT or to closeout with the host unit. Follow-up after the incident between the host unit and the FSC may also occur to provide information and resolve issues in finance, procurement, claims, etc.

The host unit, INBA or their designee, may participate in the exit interview of each assigned IMT providing a verbal and written assessment utilizing the applicable Geographic Area IMT Finance Evaluation form.

The final Incident Finance Package will be prepared in accordance with the SIIBM, Chapter 40, Incident Business Coordination. A paper financial package is preferred.

The Agency Administrator, Fire Warden, INBA, and host unit administrative representative may participate in the IMT Finance closeout.

Use of the IDL or Northern Rockies Incident Finance Transition Checklist is recommended.

## 7. COOPERATIVE RELATIONS

### A. Law Enforcement and Investigations

Upon assignment, the IMT will work with the Agency Administrator to identify law enforcement support resources available and identify local operating procedures.

Significant law enforcement incidents, or matters needing criminal investigation, shall be reported to the law enforcement agency having jurisdiction as soon as practicable. All law enforcement incidents will be entered into the incident security log and documented. Copies of incident security logs and incident reports will be turned over to law enforcement when warranted.

Other investigations (claims, motor vehicle accidents, etc.) and normal incident security activities (traffic control, etc.) will be handled by the law enforcement personnel assigned directly to the incident.

## B. Claims

### Contract Claims:

Claims arising under, or related to, contracts are settled in accordance with Chapter 70 of the SIIBM.

### Tort Claims:

The Idaho Tort Claims Act (ITCA) §6-901 - §6-929, addresses liability of the state including obligations for defense of employees, exceptions to liability, time and manner of filing claims, content of claims, time for allowance or denial of claims, recourse of suit for denied claims, limitation of actions, service of summons and complaint, and limits of liability. The Notice of Claim form on the Idaho Department of Administration website under the Risk Management program.

Any person wishing to file a claim against a state agency must refer to the ITCA statutes for complete information. A specific form is not required to file a claim. An abbreviated generic instruction sheet and an optional form are provided as a courtesy, but they do not provide detailed information or waive any provisions of statute. Additional information can be found on the State of Idaho, Department of Administration public website.

### Non-Tort Claims:

Claims against the state of Idaho for incidents under IDL jurisdiction, while managed by an IMT will be submitted to the Finance Section or their designee. The IMT will ensure documentation is filed in accordance with Chapter 70 of the SIIBM. The IMT can resolve claims for the state of Idaho up to \$2,000. All documentation must be submitted to the host unit. For claims over \$2,000, coordination shall be through the INBA, IDL Fire Business Program Manager and the host unit.

For claims against the state of Idaho on incidents under IDL jurisdiction where an IMT is not assigned, the A/D/A shall ensure documentation is filed in accordance with Chapter 70 of the SIIBM. The A/D/A can resolve claims for the state of Idaho up to \$2,000. For claims exceeding \$2,000 contact the IDL Financial Officer to work through Risk Management.

### Damages to IDL Vehicles:

When an IDL vehicle is involved in an accident on an incident, IMTs must work with the host unit to ensure the proper forms are completed. Host unit must follow IDL Department Policy No.616, Fleet Management when reporting damages to IDL Vehicles and Policy No. 619, Off-Highway Vehicle Management and Use when reporting damages to IDL OHVs.

Refer to the Idaho Cooperative Wildland Fire Management and Stafford Act Agreement when vehicle damage occurs while in travel status to/from Federal incidents.

### Employee Claims:

Employees shall not assume the incident is responsible for reimbursement/replacement of personal property that is lost, damaged or stolen. Bringing personal property is at the employee's own risk. There may be circumstances where it is appropriate for the incident

to reimburse/replace approved personal items, however proper incident documentation processes must be in accordance with Chapter 70 of the SIIBM.

Employee claims for damage of personal property while on a fire assignment shall be made through the employee's Home Station and processed according to agency-specific procedures.

Documentation may include, but is not limited to claimant statements, supervisor statements, applicable IMT personnel statements, witness statements, photos, receipts, and estimates for replacement/repair. All personal statements must include a signature and the printed name, address, phone number, and home unit of the person making the statement. Retain copies of all documentation regarding status of claim or potential claim, notes from conversations regarding claims, and any actions taken regarding claims in the Claims portion of the Incident Finance Package.

Determination of reimbursement shall include the age and condition of the item prior to the damage/destruction. The damaged/ destroyed item(s) shall be collected from the claimant for examination and/or disposal.

Reimbursement to IDL employees shall be made through LUMA XM Travel Expense processes. IDL/TPA can contact IDL Fire Business for guidance.

## **8. INFORMATION TECHNOLOGY**

IDL's computer system in the local offices may be used in support of incidents when incident use does not disrupt the daily operation of the A/D/A office. If needed, CDK houses four computer kits and each kit contains six laptops with the necessary hardware for networking.

### **A. Electronic Documentation and Database Storage**

All electronic documentation will be saved to an external hard drive or other storage device prior to the IMT demobing.

The IMT will provide the following to the host unit prior to demob:

1. E-Isuite Database Name and Password
2. Summary of file set up and any unfinished business
3. Access to the E-Isuite Database and the Microsoft Teams Account

Use of the IDL or Northern Rockies Incident Finance Transition Checklist is recommended.

Team members and others assigned to an incident are not authorized to take copies of the database.

## IDL FIRE PROGRAM CONTACT INFORMATION

### **Bureau of Fire Management**

#### **IDL State Duty Officer Phone: 208-416-3604**

Josh Harvey – Chief, Bureau of Fire Management  
Amber Honsaker – Fire Business Program Manager (208) 666-8644-work, (208) 416-3791-cell  
Nicole Lee – Fire Business Program Specialist (208) 666-8648-work, (208) 860-4267-cell  
Julia Lauch – Deputy Chief, Operations  
Scott Hayes – Deputy Chief, Planning  
Corrie Ivey – Fire Aviation Program Manager  
Rodney Week – Investigation Program Manager  
Nate Rogers – North Zone Fire Manager  
Jeremiah Miller – Central Zone Fire Manager  
Tyke Lofing – South Zone Fire Manager  
Rick Finis – South Idaho Fire Liaison  
Matt Hicks – Training and Safety Specialist  
Jennifer Russell – Fire Prevention and Outreach  
Bjorn Jordan – Logistics Program Manager  
CDA Fire Cache – (208) 666-8694

3284 West Industrial Loop  
Coeur d'Alene, ID 83815  
Phone: 208-769-1525

#### **Priest Lake Area**

4053 Cavanaugh Bay Road  
Coolin, ID 83821  
Phone: 208-443-2516

#### **Mica Area**

3258 West Industrial Loop  
Coeur d'Alene, ID 83815  
Phone: 208-769-1577

#### **Cataldo FPD**

80 Hilltop Overpass Road  
Kingston, ID 83839  
Phone: 208-682-4611

#### **Pend Oreille Lake Area**

2550 Highway 2 West  
Sandpoint, ID 83864  
Phone: 208-263-5104

#### **Kootenai Valley FPD**

6327 Main Street  
Bonners Ferry, ID 83805  
Phone: 208-267-5577

#### **St. Joe Area**

1806 Main Ave.  
St. Maries, ID 83861  
Phone: 208-245-4551

#### **Clearwater Area**

10230 Highway 12  
Orofino, ID 83544  
Phone: 208-476-4587

#### **Ponderosa Area**

3130 Highway 3  
Deary, ID 83823  
Phone: 208-877-1121

#### **Maggie Creek Area**

913 3rd Street  
Kamiah, ID 83536  
Phone: 208-935-2141

#### **Craig Mountain FPD**

PO Box 68  
Craigmont, ID 83523  
Phone: 208-924-5571

#### **Payette Lakes Area**

555 Deinhard Lane  
McCall, ID 83638  
Phone: 208-634-7125

#### **Southwest Area**

8355 W. State Street  
Boise, ID 83714  
Phone: 208-334-3488

#### **Eastern Idaho Area**

3563 Ririe Highway  
Idaho Falls, ID 83401  
Phone: 208-525-7167

#### **Jerome Field Office**

324 S. 417 E., Suite 2  
Jerome, ID 83338  
Phone: 208-324-2561

#### **Southern Idaho TPA**

555 Deinhard Lane  
McCall, ID 83638  
Phone: 208-634-2268

#### **Clearwater-Potlatch TPA**

10250 Highway 12  
Orofino, ID 83544  
Phone: 208-476-5612

#### **IDL Incident Business Webpage:**

<https://www.idl.idaho.gov/fire-management/incident-business/incident-business-agreements/>