

DRAFT

Emphasis Items for Incident Business Operating Guidelines

- List who should receive the final finance package. Where/who should receive the final incident documentation package. Suggestion was made to have sign off/acceptance sheet.
- List who should attend transition meetings and initial team entry briefing from the administrative fire unit.
- Requirements for team narrative package. Team Narrative, Copy of cost share agreement, WFSA (at least the 1st and last version), CD with copy of I-SUITE CD data base, (Cost Summary is normally included in team narrative packet).
- Updated list of fire units personnel and phone numbers, highlight specialist that might be needed. Comp/Claims, CO, etc., Include contact information for regional personnel, i.e., regional CO for busses, water tenders, etc..
- AMPC Policy and local contact for OWCP, COMP/Claims
- List of local medical providers
- Statement on who to notify for out of area medical transports, and any other process the local unit might need.
- Expectation that a meeting between comp/claims, medical unit and local comp/claims person will take place prior to close out to review log and files.
- List of local websites addresses and index of possible information on web that might be helpful.
- Local agreements, etc., should also be a list and where they can be found in hardcopy
- AD hiring policy – Local contact names
- Recycling Policy
- Cost containment documentation can alleviate a lot of the problems. Need to add to guidelines.
- Include the process on how payments will be handled, BPA's, etc., and time frame.

- Reporting requirements – If the fire unit has special reporting requirements need to outline procedures. i.e., Obligation reporting for the FS will be required every 24 hours of incident, after the initial 72 hours.
- Phone number for local fire cache and expectation that coordination with the cache will take place.
- List of items/services needing pre-approval from IBA, AO, Agency Administrator or their representative.
- Policy on technical approvals
- Telecommunications: Local process for establishing/ordering phone service, including who to contact and phone number. Process for payments, etc..
- Cell phone policy, include contact name and number
- Local policy on accountability for durable items, and expectation to ensure transfer from one team to another, or at closeout.
- Replenish Supplies after return to home unit.
- Emphasis on using replacement order before leaving incident: Ref. CH 20 – Mob Guide
- Policy on Perishable Items: Proper disposal and/or list of places that may be used to “dispose” of perishables.
- Local payment procedures and process for local BPA’s. (List different procedures for BLM/BIA etc., if interagency guidelines)
- Policy on rental vehicles. Local unit may prefer to use alternative methods for transport to the incident. i.e., shuttles, airport pickup...

These were the issues and suggestions that the group came up with for Sessions 7.