

**INCIDENT BUSINESS ADVISOR**

**FIELD REFERENCE**

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# IBA BRIEFING WORKSHEET

ADMINISTRATIVE UNIT:

INCIDENT NAME(s):

INCIDENT NUMBER(s):

INCIDENT ACCOUNTING CODES (AGENCY SPECIFIC)

INCIDENT TYPE: (APPLICATION OF AUTHORITIES):

INCIDENT SIZE-UP:

AGENCIES INVOLVED AND POLITICAL CONCERNS (state, county, other):

COST CONSTRAINTS

**AGREEMENTS (in place or needed):**

**CLAIMS (process, potential issues):**

**PAYMENTS PROCESS:**

**INCIDENT SUPPORT UNITS (IN PLACE OR ON ORDER)  
(Buying Teams, Payment Teams, etc):**

**KEY CONTACTS (meet with key contacts: Incident Agency and support  
unit personnel:**

**IBA TRAINEE (STATE/FEDERAL) OPPORTUNITY – CONSULT WITH  
AA**

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**BRIEFING SCHEDULE**

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**EXISTING ISSUES**

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## ASSIGNMENT CHECKLIST

- Service and Supply Plan
- Procedures for hiring and paying casuals
- Agreements (master, cost share, cooperative, local)
- Geographic Area Supplements
- Agency Provided Medical Care availability
- Agency specific procurement guidelines
- Incident Finance Package Guidelines
- Local area and state maps
- Incident agency organization chart, telephone list
- Incident Action Plan
- Wildland Fire Situation Analysis (WFSA)
- Incident Management Team (IMT) and Incident Agency Briefing schedule
- Incident Agency Business Operating Guidelines
- Mission Assignment(s) (MA)
- Contact Numbers
- Meet with key agency personnel
- Accounting Codes
- IBA Narrative and Documentation Package
- IBA Performance Evaluation
- Input on IMT Performance Evaluation
- Transition meeting with incoming IBA
- Close-out with AA

## REFERENCE LIBRARY

### WILDLAND FIRE

- Interagency Incident Business Management Handbook, (IIBMH), NFES 2160, PMS 902 <http://www.nwcg.gov/teams/ibpwt/index.htm>
- Pay Plan for Emergency Workers (AD Pay Plan) <http://www.nwcg.gov/teams/ibpwt/index.htm>
- Current Incident Business Coordinators list (Federal and State) [www.nwcg.gov/teams/ibpwt/documents/index.htm](http://www.nwcg.gov/teams/ibpwt/documents/index.htm)
- National Interagency Mobilization Guide, NFES 2092 <http://www.nifc.gov/nicc/mobguide/index.html>
- Interagency Standards for Fire and Fire Aviation Operations, NFES 2724 (Red Book) [http://www.nifc.gov/red\\_book/](http://www.nifc.gov/red_book/)
- Fireline Handbook, NFES 1355, PMS 410-1 <http://www.nwcg.gov/pms/pubs/pubs.htm>
- Agency Administrator's Guide to Critical Incident Management, NFES 1356 [www.nwcg.gov/pms/pubs/pubs.htm](http://www.nwcg.gov/pms/pubs/pubs.htm)
- Geographic area supplements to the IIBMH (AD Exception Positions, Equipment Rates, Costs, etc.)
- Local, unit and geographic area telephone listings (obtain from Administrative Representative of Incident Agency)
- Military Use Handbook <http://www.nifc.gov/nicc/logistics/references.htm>
- Geographic area specific agreements (cost share, National Guard, crew, engine/tender, cooperative, etc., obtain from Administrative Representative of Incident Agency)
- Local Incident Agency business management guidelines (obtain from Administrative Representative of Incident Agency)
- National Fire Contracts [www.fs.fed.us/fire/contracting](http://www.fs.fed.us/fire/contracting)
- National Interagency Buying Team Guide <http://www.nwcg.gov/pms/pubs/pubs.htm>
- InciWeb <http://www.inciweb.org/>

### ALL HAZARD

- National Response Plan [www.dhs.gov](http://www.dhs.gov)
- Mutual-Aid Agreements for Public Assistance & Fire Management Assistance Recovery Division Policy 9523.6 dated September 22, 2004 [www.fema.gov](http://www.fema.gov)
- 44 CFR Parts 2, 9, 10, 204 and 206 Fire Management Assistance Grant Program Nov 14, 2001 (available at [www.fema.gov](http://www.fema.gov))
- Fire Management Assistance Grant Program Overview [www.fema.gov](http://www.fema.gov)
- FEMA Acronym Guidebook [www.fema.gov](http://www.fema.gov)
- Lessons Learned Center: 2004 Hurricane Response 12/6/04 [www.wildfirelessons.net](http://www.wildfirelessons.net)

## **Key Points in IBA Review of Cost Share Agreement**

### **1. Parties to the agreement**

**A.** List the various agencies involved in this Cost Share Agreement.

### **2. Authority for this agreement (IIBMH, sections 51-53)**

- A.** Cooperative Fire Protection Master Agreement and Annual Operating Plan between federal and state agencies. Note: in some states the county, city and rural fire service organizations are considered state resources and payment of these resources will be through the state. In other instances, local fire service organizations may have an agreement with their local federal agency and the terms of that agreement will be followed for payment
- B.** Agreements between the federal government and Native American Tribes, as per the Indian Self-Determination and Education Act (P.L. 93-638).
- C.** Authority for Federal agencies to respond to Presidential Declared Disasters in support of the Federal Emergency Management Agency (FEMA) is contained in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L. 93-288), as amended, through the Federal Response Plan.
- D.** The United States Department of Defense has an Interagency Agreement with the Departments of Agriculture and Interior to assist in fire emergencies (described in the Military Use Handbook, NFES 2175) and to activate Modular Airborne Fire Fighting Systems (described in National Interagency Mobilization Guide, Chapter 44).
- E.** Economy Act of June 30, 1932 allows for two agencies to enter into agreement, based on a mutual purpose or need, such as fire protection and suppression, to share resources for greater efficiency and reduced costs.

### **3. Incident(s) in this cost share agreement (IIBMH, section 88)**

**A.** List the name of the incident(s) involved along with agency incident and accounting numbers, jurisdiction and protection responsibilities.

### **4. Accounting period for the agreement (IIBMH, section 88)**

**A.** List the start/stop dates, along with times, for incident(s).

### **5. Technical contacts developing agreement (IIBMH, section 88)**

**A.** List the people, along with their title and contact information (phone, address, email) for each agency that participated in the



development of the agreement. Frequently these parties are the finance and fire operations personnel from the host agencies, but Incident Commanders, Finance Section Chiefs and Incident Business Advisors may also be involved.

**6. Approving officials for the agreement (IIBMH, section 88)**

A. Generally the Agency Administrators from the respective agencies sharing the cost will be the signatory officials. Include contact information (phone, address, email) for each signing official.

**7. Date of final agreement (or modification) (IIBMH, section 88)**

A. Date of the finalized agreement. If there is a later modification, reference the finalized agreement date, then the modification date.

**8. Source used to arrive at costs (IIBMH, section 83)**

A. Actual final costs present in each agencies financial accounting system.

B. Estimated costs using local resource cost estimating guidelines in spreadsheets or computerized cost systems.

**9. Method of Cost Sharing (IIBMH, section 87)**

A. Mutual Aid (Initial Attack) agreements often state no reimbursement will occur in the first 24 hours of an incident but the jurisdiction agency will reimburse the protection agency thereafter.

B. Acres Burned is frequently used to share costs based on acreage percentage of the fire within each agency's protection (or jurisdiction) area. This method is used when agencies' responsibilities, objectives and suppression costs are similar.

C. Cost Apportionment is common when the usage and cost of resources are tracked per operational period. This method is used when each agencies' responsibilities, objectives and suppression costs are not similar (frequently in wildland urban interface situations).

D. *You Order You Pay* is a method for each agency to be fiscally responsible for only the resources they order. There is central unified ordering point for all resource orders from each agency.

**10. Who captures costs of the involved agencies (IIBMH, section 88)**

A. List the people, along with their title and contact information (phone, address, email) for each agency that participated in tracking the costs. Frequently these parties are the finance and fire operations personnel from the host agencies, along with the

Finance Section Chief and Cost Unit Leader at the incident. Cost Apportionment Teams may also be involved.

**11. Shared costs, as described in the agreement (IIBMH 86.1.)**

**A.** Emphasis items are: Aircraft - fixed and rotor wing, equipment, cache, incident rehabilitation, initial attack, off-incident support, on-incident support, personnel, transportation.

**12. Costs not shared, as described in the agreement (IIBMH 86.2.)**

**A.** Emphasis items are: accountable property, administrative overhead (burden rates), claims, move up and cover, post incident rehabilitation, waste-fraud-abuse.

## DECISION ANALYSIS DOCUMENT (WFSA) FOR THE IBA

**IBA's should refer to the current Standards for Fire and Fire Aviation and discuss the Decision Analysis Document with the incident agency. This document is a tool for the IBA to better understand the decision rationale provided by the AA to the IMT.**

### Current Situation

This portion of the analysis provides basic information describing the fire situation at the time the analysis was conducted. It is important to clearly describe the situation that occurred at the time the decision was made. Provides background on the incident; how it started, administrative agency, ownership, etc.

Key Decision Elements	Information obtained
<b>Fire name and number</b>	Provides name and number for cost reporting and identification.
<b>Date of analysis:</b> This is the date on which the current analysis was made.	Verify current version.
<b>Location:</b> Local terminology for point of origin is used.	Provides information to ownership for cost share purposes, accounting, and decision rationale.
<b>Fire weather and behavior:</b> Briefly documents current and predicted weather.	Provides background information to better understand the AA and IMT decision rationale and what is expected.
<b>Resource availability:</b> Briefly discuss the availability of suppression resources to control the fire and fire activity at the local and geographic level.	Provides the IBA with information which may affect cost of the incident based on resource availability.
<b>Management objectives and constraints:</b> The management objectives and constraints should be summarized to assist in the decision process.	Provides the IBA with information which may affect cost of the incident based on objectives and constraints
<b>Social or external considerations:</b> Discuss any issues that would contribute to making good suppression decisions.	Provides the IBA with information which may affect cost of the incident based on social considerations.
<b>Evaluation Criteria:</b> Document the criteria used to evaluate suppression alternatives: Safety (firefighter/public); land and resource management objectives; environmental considerations; social, political, economic considerations; resources availability; local, geographic, and national fire activities; and reinforcement capabilities.	Provides the IBA with information which may affect cost of the incident based on the criteria used to evaluate the suppression alternative.

<p><b>Alternatives:</b> Produce WFSAs that display a full range of appropriate management response options. All alternatives must be developed with strong emphasis on cost accountability based on the values to be protected, with due consideration given to a minimum cost alternative.</p>	<p>Provides incident options while identifying costs associated with those particular alternatives.</p>
<p><b>Strategy</b> Briefly state the alternative strategies for management of the incident. Use geographic names, locations, etc. Roughly designate each strategy on a map.</p>	<p>Provides information regarding ownership of land; potential need for cost share agreements. May identify tactics and resource needs.</p>
<p><b>Estimate Date of Control</b> Estimates for each alternative should be made based on predicted weather and behavior factors, barriers, fuels etc., and the effects of suppression efforts.</p>	<p>Reviews the estimated cost of the incident based on the estimated control date.</p>
<p><b>Estimated Size at Containment</b> Estimates for acreage burned under each alternative should be recorded and displayed on a map.</p>	<p>Expanding size of the incident may identify additional cooperators, resource needs, and land owners.</p>
<p><b>Estimated Cost</b> Estimate total cost of suppression alternative. Include suppression costs and rehabilitation needs. The WFSAs will include the least suppression cost option. This option will serve as a way to describe the values to protect and the context surrounding a suppression decision. If the least-cost alternative is not chosen the WFSAs will include a written rationale for not choosing it. Agency administrators are responsible for financial oversight. This responsibility cannot be delegated.</p>	<p>Identifies the suppression cost of the incident is expected to stay within. IBA should review these costs taking into consideration all other factors to provide support to the AA and IMT as to the potential success at staying within these constraints.</p> <p>Points to consider  IA Costs / Mutual Aid  Rehabilitation Costs</p>
<p><b>Record of Decision</b> Agency administrators select an alternative that best implements the objectives and constraints for the management of the area. Agency administrators select the level of management required to successfully implement the selected alternative (Type 1, Type 2, or Type 3 Incident Management Team). Briefly provide rationale for decisions. The WFSAs shall become a permanent part of the final fire record.</p>	<p>Documents decision rationale including cost constraints and anticipated incident costs.</p>

<p>Agency administrators are responsible for financial oversight. This responsibility cannot be delegated.</p>	
<p><b>Monitoring/Evaluation/Update</b>  The WFSA must be reviewed prior to each operational period to determine if the alternative is still valid. The responsible agency administrator must sign the WFSA to document the review.</p>	<p>This information is validated daily by the AA and IMT based on information provided by the IMT regarding incident objectives and cost.</p>
<p><b>Signature Authorities:</b></p>	<p>Reference the Standards for Fire and Fire Aviation.</p>



## Cost Report Definitions

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### Sort Categories

#### Weekly Detail

This report contains detailed cost information for each day of the defined week. The cost information is broken down by **Kind Code** and **Direct/Indirect**. A **Daily Total** is included at the bottom of each date column.

#### Weekly Detail O/H Personnel

This report contains detailed overhead personnel cost information for each day of the defined week. The cost information is broken down by **Personnel Resource**, **Kind Code**, and **Direct/Indirect**. A **Daily Total** is included at the bottom of each date column.

#### Daily Summary

This report contains a summary of the costs for the current system date. The information is broken down by **Crews**, **Line Personnel**, and **Camp Personnel**.

#### Cumulative Cost Detail

This report identifies the **Daily Cost** for each day the incident has been open. The information is broken down by **Resource/Kind Codes**.

#### Cumulative Cost Detail O/H Personnel

This report identifies the **Daily Cost** for each day the incident has been open. The information is broken down by the **Kind Code** and then the **Personnel Resource**.

#### Category Total

This report identifies cost totals based on the **Category**.

#### People Weekly Summary

This report contains a summary of the people working on the incident for each day of the defined week. The information is broken down by **Kind Code** and **Direct/Indirect**. A **Daily Total** is included at the bottom of each date column.

#### People Daily Summary

This report contains a summary of the people working on the incident for the current system date. The information is broken down by **Crews**, **Line Personnel**, and **Camp Personnel**.

## Other Categories

### Analysis:

- **Resource** - This report can identify the average cost by Kind that exceeds the standard cost. It can also identify the individual costs by resource that exceeds the maximum rate.
- **Accountability** - This report identifies the percentage of resource types (i.e. Aircraft, Crew, Equipment, Support, Direct) defined for the incident and compares the **Current Values** with the **Standard Values**. The **Difference** and **Standard Deviation** are listed for each resource type.
- **Exception** - This report identifies resources with actual time posted that also have three or more days of un-posted time.

### Acres NVC:

- **Resource Loss (Summary)** - This report contains a high level view of the acres that were lost and the Net Value Change (NVC) resources that were affected. The information in this report is based on values defined on the **Acres Burned NVC/FIL** window.
- **Resource Loss (Mid - Level)** - This report contains a mid-level view of the acres that were lost and the NVC resources that were affected. The information in this report is broken down by **NVC Subtotals** for each date. The information in this report is based on values defined on the **Acres Burned NVC/FIL** window.
- **Resource Loss (Detail)** - This report contains detailed information about the acres that were lost and the NVC resources that were affected. In addition to the information included in the **Resource Loss (Mid-Level)** report, this report includes information about the **Fuel Intensity Level (FIL)**. The information in this report is based on the values defined on the **Acres Burned NVC/FIL** window.
- **Acres Burned** - This report contains the information that was defined on the **Acres Burned** window.

### Aircraft:

- **Cumulative Air Costs Report.** This report identifies the air costs based on those resources that were assigned **Air kind codes** (i.e. AT). I-Suite Version 6.03.00 Cost 8.6-01-ISUITE-HO Page 2 of 3

### **Cost Share:**

- **Cost Share Summary** - This report identifies the **Daily Cost** for the **Shift** on the listed dates. It also identifies the **Federal, State, and Other** percentage of the cost obligations for the **Shift** on the listed dates.
- **Cost Share by Shift and Kind** - This report identifies the **Daily Cost** for the **Shift** and **Kind** on the listed dates. It also identifies the **Federal, State, and Other** percentage of the cost obligations for the **Shift** and **Kind** on the listed dates.
- **Cost Share Detail** - This report contains detailed **Cost Apportionment** information for listed **Shifts** and **Resources**. This information includes **Daily Cost, Federal Cost, State Cost, and Other Cost**.
- **Cost Share Resource Worksheet** - This report contains **Cost Apportionment** information for listed **Resources**. This information includes **Daily Cost, Federal Cost, State Cost, and Other Cost**.

### **Resource/Kind:**

- **Resource Kind by Cost** - This report identifies cost information based on kind and resource codes.
- **Resource Kind by Cost O/H Personnel** - This report identifies cost information based on overhead personnel resources.

### **Underutilized:**

- This reports lists any resources that were checked as underutilized in the Daily Records screen



## IBA NARRATIVE TEMPLATE

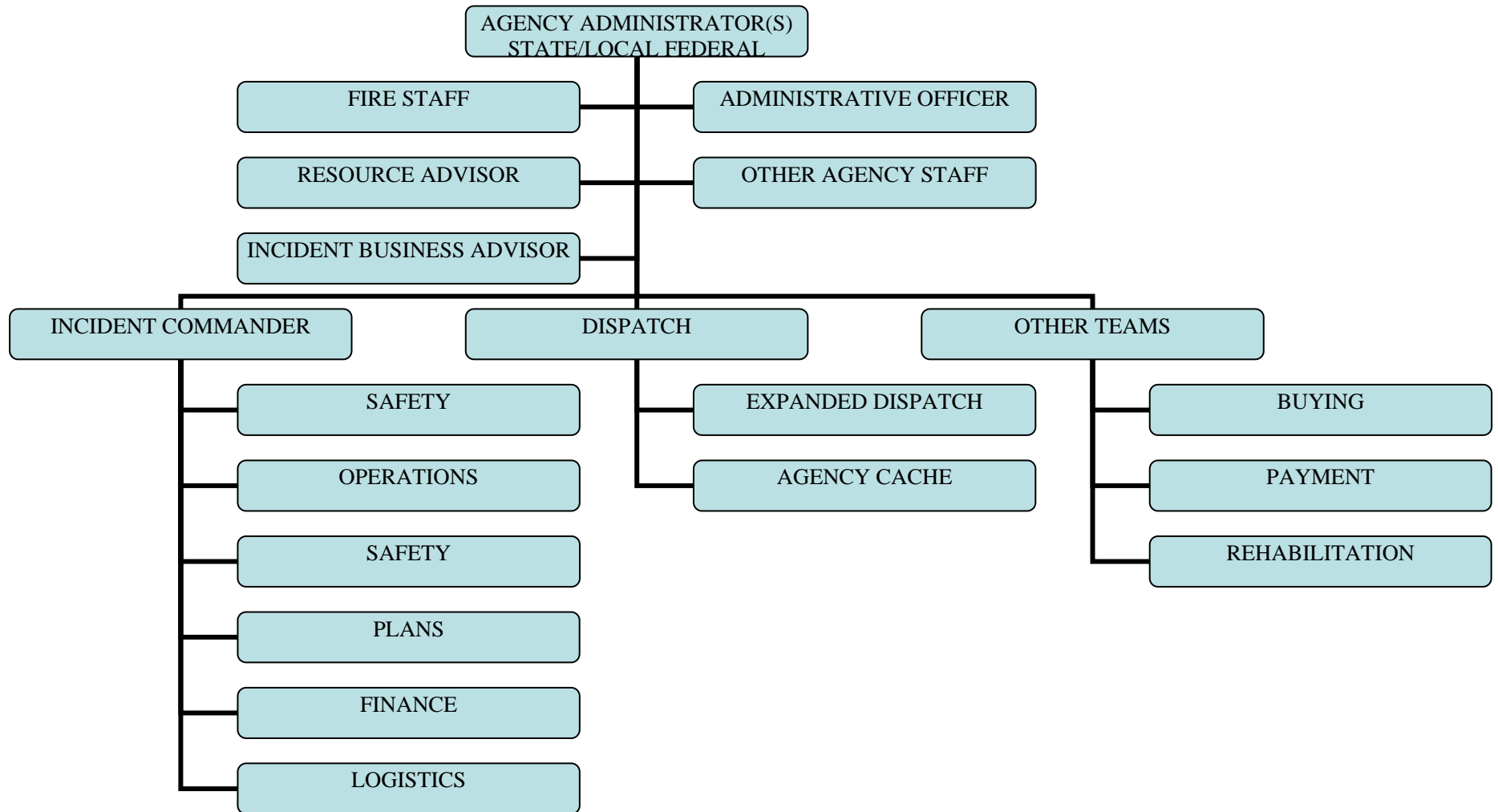
<b>Incident Name:</b>	
<b>Incident Number:</b>	
<b>Incident Location:</b>	
<b>Incident Agency(s)</b>	
<b>Dates Assigned:</b>	

<b>Agency Expectations And Assigned Roles And Responsibilities:</b>
<b>Procedures and process that worked well:</b>
<b>Areas that need improvement and recommendations:</b>
<b>Documentation of decisions, policy established or changed:</b>
<b>Incident agency follow-up needed:</b>

<b>Signature / Date:</b>	
<b>Home Office Telephone Number:</b>	
<b>Home Office Address:</b>	
<b>Email Address:</b>	

<b>INDIVIDUAL PERFORMANCE RATING</b>		INSTRUCTIONS: The immediate supervisor will prepare this form for a subordinate person. Rating will be reviewed with the individual who will sign and date the form. The completed rating will be given to the Planning Section Chief before the rater leaves the incident.				
1. NAME		2. INCIDENT NAME AND NUMBER		START DATE OF INCIDENT		
3. HOME UNIT ADDRESS		4. INCIDENT AGENCY AND ADDRESS				
5. POSITION HELD ON INCIDENT	6. TRAINEE POSITION <input type="checkbox"/> YES <input type="checkbox"/> NO	7. INCIDENT COMPLEXITY <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III		8. DATE OF ASSIGNMENT FROM:                      TO:		
9. List the main duties from the Position Checklist, on which the position will be rated.  Enter X under the appropriate column indicating the individual's level of performance for each duty listed.		PERFORMANCE LEVEL				
		Did not apply on this incident	Unacceptable	Need to Improve	Fully Successful	Exceeds Successful
Communicates effectively with Agency Administrator, Incident Management Team and related support units.						
Identifies issues/problems; provides guidance and recommendations for resolution						
Provides written narrative of IBA activities						
Effectively responds to incident and unit needs; provides sound business management advice and guidance.						
10. REMARKS						
11. THIS RATING HAS BEEN DISCUSSED WITH ME (Signature of individual being rated.)					12. DATE	
13. RATED BY (Signature)	14. HOME UNIT	15. POSITION HELD ON THIS INCIDENT		16. DATE		

# INCIDENT AGENCY ORGANIZATIONAL CHART



# IMT Organization

