



Incident Business Manual

2022

Nevada Division of Forestry
Department of Conservation and Natural Resources

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❖ **Authority**

This manual was developed in accordance with the Nevada Division of Forestry (NDF) Division Administrative Manual (DAM), the NDF Fire Protection Manual and the NWCG Standards for Interagency Incident Business Management (SIIBM).

❖ **Objectives**

This manual was developed to assist the agency to effectively execute the agency's incident management program by establishing procedures for:

- Uniform application of regulations on the use of human resources, including classification, payroll, injury compensation and travel.
- Acquisitions of necessary equipment and supplies from appropriate sources in accordance with applicable procurement regulations.
- Management and tracking of State property
- Financial coordination, including maintenance of finance, property, procurement and personnel records and forms.
- Use and coordination of incident business management functions as they relate to sharing of resources among federal, state, and local agencies, including the National Guard
- Documentation and reporting claims
- Documentation of costs and cost management practices

Administrative process for all-hazard incidents

❖ **Chapter 1 – Personnel**

➤ **Accepting an Assignment**

- Dispatch will provide the following information:
 - Resource Order
 - Incident name
 - Incident location
 - Preferred method of travel – agency owned vehicle (AOV), commercial flight, rental car, etc.
 - Incident contact – name and telephone number
- Response must be approved by:
 - Employee's Supervisor
 - Regional duty Officer
 - State Duty Officer
 - State Forester Firewarden, for out of state assignments
- Re-assignments
 - Approvals will be gained through the same process as the original response. If assigned to a new incident, upon demobilization, the Regional Duty

Officers must be notified and a NDF incident number shall be created. All incident numbers will be in the format of FY and Fire Job Number. (if no federal resources assigned, or federal jurisdiction, please call Incident Business Specialist for incident number – Example: 422N54E (federal code), 4221234 (NDF code))


➤ Time Reporting

▪ Expectations

- Crew Time Report (CTR) will be submitted only if no OF-288 is processed from incident.
- Incident Time Report (OF-288) – will be submitted as an attachment to the NEATS timesheets, if there is a Finance Section set up requiring the employee to submit Crew Time Reports (CTRs).
- Meal Breaks
 - All employees shall show a meal period on their Timesheet, CTR, or OF-288.
 - Personnel on the fire line may be compensated for their meal period if all the following conditions are met:
 - The fire is not controlled, and
 - The Operations Section Chief makes a decision that it is critical to the effort of controlling the fire that personnel remain at their post of duty and continue to work as they eat, and
 - The compensable meal break is approved by the supervisor at the next level, and it is documented on the CTR.
 - Crew Supervisors
 - The requirements for meal break reporting do not apply, except
 - When on an incident assignment – no inmates
- Standby

Is only authorized if identified by Incident Commander (IC) at an incident with their signature of approval. Or if home unit authorizes due to needing resources after duty hours for extreme fire conditions. All paid standby status needs to comply with the criteria in NRS 480.325 and NAC 284.218, including:

 - Directed to remain available for notification to work during specified hours;
 - Required to be prepared to work;

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- Able to report to work within a reasonable time;
 - Required to provide a means of notification (e.g., phone number); and
 - Allowed to use the time for personal pursuits.
- Mandatory Rest Days
 - Review policy in the NDF Division Administrative Manual – Fire Management Program Policies – Single Resource and Team Incident Assignments
- Hiring Emergency Firefighters (EFF)
- Emergency Firefighters are non-agency individuals that have certain qualifications to fill critical or specific functions to aid in the mitigation of an incident. These individuals must meet the divisions recognized training requirements.
 - EFFs cannot be hired until all local, state, and federal cooperating resources have been exhausted.
 - Required hiring documents: Emergency Firefighter Employment Agreement, I-9, and the Incident Behavior form.
 - EFFs must have a valid resource order
 - EFFs rates will be determined using the approved Administrative Determined (AD) Pay Plan for Emergency Workers and must be paid at the rate commensurate with the incident position of hire. AD rate table is located on the Great Basin Coordination Center webpage under Incident Business and on the Carson Shared drive, Fiscal Services, Billing Rates folder. The rate may only be changed upon approval of the Agency Administrator or designee.
 - Incident Time
 - Time will be recorded on a Crew Time Report (CTR)
 - Hours will be verified by the shift supervisor or Personnel Time Recorder (PTRC) assigned to the incident.
 - EFFs do not incur overtime. The exception to this rule would be if in a seven-day period from the time of hire, the employee works in excess of fifty-three (53) hours. Overtime will be paid at one and a half (1 ½) times the hourly wage.
 - Demobilization
 - EFF's should be demobilized as soon as practical
- Hiring Private Contractors
- There is flexibility when hiring private equipment:
 - a. Equipment that has been competitively bid through the federal contracting process may be procured through usual dispatch procedures.
 - b. Equipment that has not been competitively bid, but is available locally, can be procured through local OF-294 - Emergency Equipment Rental

Agreements (EERAs) or Pre-Season Contracts that have been awarded through the official State of Nevada contracting process.

- General Guidelines for Equipment Hire
 - i. At the time of sign-up, the procuring officer, Fire Management Officer (FMO), Battalion Chief (BC), Incident Business Specialist (IBS), or others as assigned will:
 - b. Discuss the terms and conditions of the agreement with the contractor. Agreements should specify exactly what is included in the rental rate.
 - c. Discuss that by signing the agreement, the contractor agrees to comply with all the terms and conditions and failure to do so will result in release from the incident and possible termination.
 - d. Emphasize federal, state, and local laws and regulations will apply regardless of the nature of the emergency. These include but are not limited to:
 - i. State Worker's Compensation Laws
 - ii. US Department of Labor Service Contract Act.
 - iii. Federal Motor Carrier Safety Regulations
 - iv. Fair Labor Standards Act (FLSA)
 - v. Occupational Safety and Health Administration (OSHA) Regulations.
 - e. Discuss current work/rest and length of assignment policies. See Chapter 10 of the Interagency Incident Business Management Handbook (IIBMH).
 - f. For equipment hired with operator, discuss the contractor's workers compensation obligations and liability coverage (validate coverage with contractor documentation). If the contractor is other than owner/operator, intends to hire operators as employees and cannot document workers' compensation coverage the resource shall be declined, and another supplier utilized.
 - g. Discuss incident behavior responsibilities with the contractor. The contractor and their employees shall comply with all established incident behavior responsibilities. (See IIBMH Chapter 20 for incident behavior responsibilities)
- Completing the EERA or Pre-Season Contract
 - a. Required fields are
 - i. Procurement Agency Information
 - 1. Nevada Division of Forestry (use appropriate regional address)

2478 Fairview Dr
Carson City, NV 89701
Attn: Thelesa Montoya-Neves

- ii. Agreement Number will be assigned by Incident Business Specialist (IBS)
- iii. Effective Dates of the Agreement
 - 1. Pre-Season Contracts -One year – preferably the current fiscal year
 - 2. EERA’s – For the period of an incident start and ending date.
- iv. Specific Incident will be completed at time of hire
- v. Contractor Information – complete all sections
- vi. Point of Hire – should be where the equipment is stored
- vii. Ordering Dispatch Center
 - 1. SFIDC – Sierra Front Interagency Dispatch Center
 - 2. EIDC – Elko Interagency Dispatch Center
 - 3. CNIDC – Central Nevada Interagency Dispatch Center
 - 4. EICC – Ely Interagency Communications Center
 - 5. LVICC – Las Vegas Interagency Communications Center
- viii. Blocks 7 – 9 check the boxes for “Contractor” and “No”
- ix. Business Size
 - x. Item Description – any and all information to identify each piece of equipment including but not limited to:
 - 1. Make
 - 2. Model
 - 3. Typing (Type 1, Type 2, etc.)
 - 4. Radio number
 - 5. Size
 - 6. Engine Horsepower
 - 7. Serial Number or VIN number, License number and state
 - 8. Any specialty items
- xi. Number of Operators
- xii. Rates
 - 1. See below “Negotiating Rates” for assistance
- xiii. Special Provisions
 - 1. Examples – “Included in the rate is contractor provided pilot car, fuel, maintenance, and operator

transportation.” “Mileage rate for mobilization and demobilization.”

xiv. Signatures

1. Contractor or Authorized Agent – Sign then print name and title
2. Contracting Officer – FMO, BC, IBS, or others as assigned.
 - a. Sign, then print name and title
 - b. Ignore Warrant Number.

xv. Complete Emergency Equipment Rental Agreement (Continuation) page as needed.

- Vehicle Inspections
 - a. Use the Vehicle/Heavy Equipment Safety Inspection Checklist – OF-296
 - b. All equipment must be inspected before placing under agreement. All damage must be documented. If the equipment does not meet approved safety standards or is not operational **do not** issue and EERA.
- Negotiating Rates
 - a. Equipment should be categorized by Tying Matrix found in the IIBMH Chapter 20
 - b. Rate should be set at the VIPR 90% rate, which can be found on the Great Basin Coordination Center website on the Incident Business page under links, or by using this link <https://www.fs.fed.us/business/incident/viprreports.php>
 - c. The 90% rate can be negotiated to include specialty equipment.
- Demobilization
 - a. EERAs are considered incident only agreements. Equipment hired under an EERA is not available for reassignment and must be released. If it is determined that the equipment must be reassigned a new EERA must be negotiated and signed.

➤ Contents of the Payment Package

- Personnel
 - a. Emergency Timesheet – OF-288
 - b. Crew Time Reports - CTR
 - c. Emergency Firefighter Employment Agreement Form
 - d. Employment Eligibility Form – I-9 with copies of identification documents
 - e. Vendor Registration Form – filed with the State Controller’s Office

- f. Incident Behavior Form
- g. Purchase Order
- h. Resource Order
- Contract Equipment
 - a. Signed EERA
 - b. Shift Tickets
 - c. Completed Vehicle/Heavy Equipment Safety Inspection Checklist (both hire and demobilization)
 - d. Contractor Evaluation
 - e. Purchase Order
 - f. Resource Order

❖ Chapter 2 – Incident Travel

All Travel will follow the policy in the NDF Division Administration Manual..

- Immediate Need / Initial Attack
 - **Initial Attack defined:** A pre-planned response for resources close enough that a response directly to the scene is required for the protection of life and property.
 - **Immediate Need defined:** A request where the dispatched resource will be required to respond with the appropriate apparatus and equipment within 30 minutes, or at the time directed by the requestor.
 - **Planned Need defined**– Planned need defined: A request for a resource to report to the incident for the next operational period or later as in the case of long duration fires.
- A Resource Order (RO) is required for all responses in or out of State.
 - Travel Claims are required for all incidents, and those in-state or out-of-state that will incur per diem.

RO will be emailed or may be faxed to the following: employee’s supervisor, NDFtravel@forestry.nv.gov and ndffirebilling@forestry.nv.gov

➤ Out of State Assignments

All “Out of State” assignments are considered planned need, except for Initial Attack (WildCAD preplanned response into a neighboring state).

- Employees will not enter travel status for an “Out of State” assignment without approval from the State Duty Officer, the employee’s supervisor, and without a Resource Order (RO)

❖ Chapter 3 Acquisitions

➤ Emergency Purchasing

Defined: The purchase of needed services and supplies to aid in the mitigation of an ongoing incident. These rules apply:

- All purchases must conform to the State Administrative Manual (SAM), the Department of Conservation and National Resources and NDF's policy and procedures to the extent practicable.
- A Resource/Supply Order number must be obtained
- A requisition/purchase order must be written. The purchase order number will be issued by Incident Business Specialist (IBS)

➤ Service and Supply

- Dispatch maintains a "Service and Supply Plan." The business contained in this plan have EERA or Incident Blanket Purchase Agreement (I-BPA) negotiated and signed by a contracting officer for one of the Federal Agencies or by NDF.
- All requests will be made through dispatch

➤ NDF Mobile Kitchen Units (MKU)

- There are three MKU's available within the Camp Program, they are in Tonopah, Carlin, and Jean. Each kitchen can support incidents across the State of Nevada, feeding up to 500 people three meals a day.
-
- Ordering
 - Order through the local dispatch center
- As with a National Caterer, plan feeding needs to allow for travel and set up, roughly 48 hrs. from the dispatch time are needed before the first meal can be provided.
 - .

➤ Land / Facility Use Agreements

- Follow the procedures outlined in the IIBMH, Chapter 20, Acquisition, and the Appendix B, Tool Kit

❖ Chapter 4 Property Management

➤ Federal Caches

- Supplies issued to the incident by the servicing Fire Cache are issued on a temporary loan basis and must be safeguarded, tracked and accounted for. Attention must be given to the durable supply items as outlined in the IIBMH, Chapter 40, Incident Business Management Coordination.

- Durable Items
 - All durable items must be tracked and accounted for
- Ordering
 - Request will be processed through dispatch
- Returning
 - Request a Cache Demobilization Specialist:
 - A CDSP will assist in the return of supplies, and provide advice in handling of sensitive items and hazardous materials. Use of this position can help reduce costs associated with sorting and marking supplies, with documentation and to place supplies in an available status quickly.

➤ **Accountable Property**

- Accountable property is defined as any item with a purchase of more than \$2000, or considered sensitive, such as chainsaws, cameras, computer equipment, etc.
- Purchase of any incident-funded accountable property will be approved by the IBA/Agency Administrator prior to purchase. All accountable property purchased will be tracked and entered in inventory at the end of the incident.

❖ **Chapter 5 Incident Business Management**

➤ **Incident Management Teams**

- The use of Incident Management Teams will be determined by the complexity of the incident.
- The State Forester/Firewarden will have the final approval
- Agency representation to the team will be provided.

➤ **Delegation of Authority**

- The “Delegation of Authority” can be defined as subdivision and sub-allocation of powers to subordinates in order achieve/effect results. In this case it would be to the Incident Management Team and/or the Incident Business Advisor to act in the name of the Division to achieve the set goals.
- The Delegation should provide the following:
 - Objectives
 - Priorities
 - Expectations
 - Financial Constraints

- A “Delegation of Authority” should be issued to any Incident Command or Unified Command that will be managing fires in State of Local Government jurisdictions

❖ Chapter 6 Cooperative Relationships

➤ Nevada Master Mutual Aid Agreement

The Master Mutual Aid Agreement, sometimes referred to as the “Statewide Agreement,” is the agreement between the NDF, Department of Interior Agencies and the United States Forest Service. This agreement allows the federal agencies and NDF to assist each other and bill each other if an incident goes beyond the mutual aid period (usually the first 24 hours).

Wildland Fire Protection Program – (WFPP)

WFPP is the agreement that allows the State to assist the Local Government Agencies that subscribe. The WFPP provides the State of Nevada and Participating jurisdictions enhanced capabilities:

- Increased suppression resources
- Coordination
- Incident Management
- Technical expertise
 - Cost Shares
 - Fire Management Assistant Grant Program (FMAG)
 - Logistics
- Burned Area Rehabilitation and Restoration

➤ Cost Share Agreements

“Cost Share Agreements” will be negotiated between agencies involved in specific on-the-ground fire suppression activities. These agreements are mandatory when more than one jurisdictional responsibility for fire protection is affected by the placement of the fire.

- Instructions and approved form are in the Master Cooperative Agreement, Exhibit F
- The State Forester/Firewarden and Deputy Administrator should be kept apprised of negotiations and will have the final approval of the agreement.

❖ Chapter 7 Accident Investigations

Accidents involving the property or equipment belong to the State of Nevada must be reported and investigated as per state policy.

➤ Investigation

Refer to these for policy and instruction:

- NDF Safety and Health Manual
- Interagency Serious Accident Investigation Guide

➤ Risk Management

- Auto Accident
 - a. For instructions and forms use <http://risk.nv.gov/LP/AutoAccident/>
- Property Loss/Damage
 - a. For instructions and forms use <http://risk.nv.gov/LP/PropertyLoss/>

❖ **Chapter 8 Claims**

➤ Vehicle Repairs/Maintenance


- Vehicle Maintenance
 - a. Unscheduled vehicle maintenance, such as oil filters, oil, air filters, etc., must be approved in advance.
 - b. Criteria for approval:
 - i. Vehicles operated under severe dust and/or smoke conditions. Such conditions must be documented.
 - c. Dust/Smoke conditions documentation must be attached to the request along with a resource order from the incident.
- Vehicle Repair
 - a. Vehicle repairs may be authorized based on substantive documentation of a “Property/Loss Damage” report and a resource order.
 - b. Qualifying Repairs
 - i. Repairs due to a breakdown while actively engaged in suppression activities in which the piece of equipment is critical to suppression needs.
 - ii. Repairs required to move the equipment out of the path of an incident
 - iii. Repairs needed due to a critical shortage of equipment when there is a high fire threat and/or multiple incidents occurring.

➤ Personal Property/Equipment

The incident may not approve reimbursement or replacement of personal property. See IIBM Chapter 70, Claims, Employee Claims, for further information.

➤ State Property

Loss or Damage must be reported on the “Property Loss or Damage Report, OF-289,” using the Great Basin Attachment, found at <http://gacc.nifc.gov/gbcc/business.php>. The



Incident Commander or Logistics Section Chief shall review and sign. Copies shall be provided to the Finance Section for follow-up action and documentation for potential claims. If there is no finance section the copies shall be provided to the Incident Business Specialist.