

WASHINGTON STATE DEPARTMENT OF NATURAL RESOURCES

INCIDENT BUSINESS MANAGEMENT GUIDELINES



2022

WADNR INCIDENT BUSINESS MANAGEMENT GUIDELINES

These guidelines are to provide Incident Management Teams (IMT) with the critical financial and administrative procedures to be followed on Washington State Department of Natural Resource Incidents, and to ensure consistency in incident business management. Deviation from these guidelines will be negotiated with the Incident Business Advisor (INBA) or Agency Administrator (AA) prior to use of a different procedure or guideline.

Incident Business Advisor

_____ is the delegated Incident Business Advisor (INBA) for the _____ Region. Contact information is:

Desk:

DNR Mobile:

Email:

Secondary region fiscal contact is:

Name:

Desk:

DNR Mobile:

Email:

An off-unit INBA may be called in to assist during period of excessive fire activity or in the event that _____ is not available.

The focus of the INBA is a liaison between the AA and the IMT. The INBA will make visits to any established incident facility to facilitate communication and successful incident business practices. The INBA will provide all incident support activities with telephone number(s) to ensure 24-hour service for any business management assistance.

With COVID-19 the INBA may meet with the IMT virtually, instead of in person. The INBA will make the determination on which method meetings with the team will be conducted.

Transition to IMT from Region

A quality briefing and transition between the team and DNR region staff will occur. If a Type 3 team was brought in to manage the incident until the type 1 or type 2 team arrives they will participate in the briefing as well to ensure complete documentation and sharing of details of transactions that occurred prior to the incoming IMT's arrival.

The Type 3 team can be used to bring initial attack (IA) record keeping current and for the time needed to ensure a quality transition before release back to Region. In cases where the Type 3 team Time Unit does not have e-ISuite to use until the Type 1 or 2 team arrives, Type 3 team Time Unit will be collecting information and hard copies of forms and contracts so that entries can be started

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upon arrival of the Type 2 or 1 IMT. In times of short region resources, the release of the Type 3 team may be required by the AA or INBA before all IA records are current. In this case the Type 2 or 1 IMT will complete all IA documents. The Type 1 or 2 IMT needs to ensure the Type 3 team personnel are rested at the 2:1 ratio before being released to travel. **When reasonable Type 3 IMTs are to use e-ISuite to account for fire costs, this will help produce a smooth transition with records that are mostly complete.**

Organization and Communications

Names of the individuals responsible for counterpart activities on the incident are to be provided to the INBA for contact purposes during the course of the incident.

At a minimum, the Finance/Administration Section Chief (FSC) and the INBA will establish a set time for daily communications for information exchange and to report current progress of incident business management operations. The FSC should review the Agency Specific Clarification chart for Region 6 fire agencies differences in fiscal issues located at the following link, under coordination <https://www.fs.usda.gov/detailfull/r6/fire-aviation/management/?cid=fseprd680230&width=full>

The Finance Section should communicate with the Logistics Section (including Supply Unit, DNR Mechanic, bulk fuel station operator) and Dispatch throughout the incident to facilitate acquisition needs and proper record keeping, as well as property tracking.

The FSC should contact the INBA after the IMT has been notified of release and before demobilization from the incident to ensure all transitioned financial processes have been finalized, and to check on the state and condition of payments processed by the Finance Section. All financial documents must be processed in accordance with agency and contracting requirements. All financial documents must be hand delivered to the INBA or designee prior to IMT release. **DNR allows records to be accumulated electronically on their incidents, but complete payment packages including all required backup documentation shall be printed, placed in equipment envelopes, and delivered to the INBA.**

State Mobilization Resources

An emergency mobilization is assistance to the local fire district jurisdiction that has expended all local and mutual aid resources in protecting improved property. All structural protection resources must be ordered through the Washington State Patrol (WSP), WA State Fire Service (WFS). The WSP, WFS will process all payments for resources ordered by State Mobilization (MOBE).

The INBA for State Mobilization resources is Bill Slosson at (360) 596-3928 work, (360) 507-6095 cell, or 360-789-3966 home. Or by email at: William.Slosson@wsp.wa.gov

OR

Esther Hernandez at (360) 239-3687.

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Due to pay processing issues, resources should not be reassigned from one agency to another. If reassignments are absolutely necessary, payment of these resources must be addressed in the cost apportionment agreement. Notification to both the MOBE INBA and DNR INBA is required **prior** to moving resources. **All reassignments must be done through IROC, and the home dispatch center for the resource being reassigned must approve the reassignment.**

All State Mobe resources will have a resource order number in the 2000 range (i.e. O-2000-2999, E-2000-2999).

Other State Resources

Resources associated with Inmate Crews:

Department of Corrections Security staff assigned to the incident must check in with the planning & finance sections. A Resource Order Number must be obtained for each staff person. DOC staff will document their hours on a CTR daily. A DOC or DNR camp liaison must sign the CTR and turn it in daily for posting to an OF-288. DOC staff must demob through the established process.

DOC staff shall complete daily Equipment shift tickets, including starting and ending odometer readings, for all DOC equipment that would be billed to the incident (i.e., vehicles, trailers, etc.). These should be signed by a camp liaison or IMT member. These do not need to be posted to an OF-286 but a copy must be retained in the Finance files as Documentation Only.

Cost for crew members shall be entered as a line item into the elsuite database, they do not need to be posted to an OF-288. The current hourly rate for DOC crew members is \$14.49 per hour. Copies of all shift tickets, and OF288's shall be provided to DOC at time of demobilization so they have adequate documentation to provide with the billing to DNR.

Resources associated with Fire Districts:

Fire District resources may be dispatched to an incident as equipment (engines, tenders, etc) or as single resources either within their home DNR region, to another DNR region, or to another agency's incident. **In the event the resource is dispatched outside of their home region, or to another agency's incident, the original OF-286 and pink original shift tickets will be given to the resource to take to their home unit for billing..** Copies will be retained in the equipment envelope and marked 'documentation only'. **If dispatched within their home region on a DNR incident copies are provided to the resources, and originals are retained in the equipment envelope.** *More specific instructions regarding payment packages for Fire Districts is located in Appendix A.*

It is critical that each person be identified as to their *home fire district, whether they are Career or Volunteer, and their position* (FF, Engine Leader, Strike Team Leader, etc.). All must be *cross-referenced as to their resource order number. Equipment documents will list the names of the staff on that equipment.*

Fire District equipment will be documented on a Shift Ticket that lists the operators for that day. Except as notified, all fire district equipment will be documented at the Washington State Wage

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and Equipment Rate Guide for equipment **without** operator. An OF-286 will be created and must be closed out at demobilization. If they are dispatched outside their home region, the original OF-286 and pink original shift tickets will be given to the resource to take to their home unit for billing. Fire District administrative staff will bill their local DNR Region office for payment. Copies will be retained in the equipment envelope and marked 'documentation only'. If dispatched within their home region on a DNR incident, copies are provided to the resource upon demobilization and the originals are retained in the equipment envelop.

Fire District resources dispatched as a **line rated** single resource (STEN, etc.) will have an agency vehicle or a NERV rental vehicle for transportation. Non-fireline positions may use an AOV or POV. POV and AOV mileage must be documented daily on a shift ticket, including starting and ending odometer readings, with travel miles to/from the incident documented separately from daily miles on the incident. These vehicles will be paid at the appropriate Washington State Wage and Equipment Rate Guide for transportation. Shift Tickets will be posted to an OF-286 and closed out at demobilization. If they are dispatched outside their home region, the original OF-286 and pink original shift tickets will be given to the resource to take to their home unit for billing. Fire District administrative staff will bill their local DNR Region office for payment. Copies will be retained in the equipment envelope and marked 'documentation only'. If dispatched within their home region on a DNR incident, copies are provided to the resource upon demobilization and the originals are retained in the equipment envelop.

Fire District Career staff's daily hours worked (whether a single resource or a crew member on equipment) must be documented on a daily CTR. An OF-288 showing crew member, career status, fire district where employed, position held and **no rate** will be posted by Finance. On demobilization, the original OF-288 will be given to the resource to take to their home Fire District administrative staff. Administrative staff will forward to their local DNR Region office for payment. A copy of the OF-288 and the original CTRs will be retained by Finance for the fire records.

Fire District Volunteer staff will be processed as a Casual Hire. **(NOTE: additional forms may be required – see Casual Hire below)** Their daily hours worked (whether a single resource or a crew member on equipment) must be documented on a CTR. An OF-288 showing their volunteer status, identification of their home unit, position on the incident and the appropriate Washington State Wage and Equipment Rate Guide associated with that position will be posted by Finance. If dispatched outside their home region, the original OF-288 (and any associated Casual Hire forms) will be given to the resource to take to their home Fire District administrative staff. Administrative staff will forward to their local DNR Region office for payment. Copies of the OF-288 and related forms will be retained in the fire records. If dispatched within their home region on a DNR incident, copies are provided to the resource upon demobilization and the originals are retained in the equipment envelop.

When fire districts send replacement firefighters a resource order number must be requested and issued to the replacement person for tracking and safety purposes. Call dispatch (through the IMT ordering manager) to have them assigned to the original "E" number as a child record under the next available subordinate number. For example, an engine assigned as E-1 had 3 FF as E-1.1, E-1.2 and E-1.3, if one of them were replaced the next subordinate record would be E-1.4.

CASUAL HIRES:

All **Casual Hires** (individuals who are not career firefighters, state/federal agency employee *and* who are receiving payment directly from DNR) must complete the following documentation at the time of hire **once each calendar year**:

- **I-9 form.** The required identification documents must be reviewed in person and the form signed/certified by a representative of the DNR, including IMT members (by delegation).
- **Benefit Eligibility Form (Worksheet A-1)** must be completed whenever an I-9 is needed. The form must be signed by the casual hire and a copy of the form given to them. Our HR office or the INBA can provide you with the A-1 Worksheets
- **W-4** form completed and signed by the casual hire.
- **SSA-1945** (Statement Concerning Job Not Covered by Social Security) provided to the Casual Hire.
- **Affordable Care Act Form** provided to the Casual Hire.
- **Apple Health Form** provided to the Casual Hire.

Cost Apportionment Agreement & Cost Accounting

The IMT shall immediately start tracking the **percent of effort by agency jurisdiction on a daily basis**; for both Air and Ground resources. The information should be documented on the front cover of the IAP or on a general message and signed by the OSC and AA. The IMT must keep records of the percent of effort, by jurisdiction, for all shifts on multi-jurisdictional fires. This is the preferred method for apportioning costs to the appropriate jurisdiction. Once the cost share agreement is **finalized and signed** by all agency's if percentage of method is not the methodology used for the cost share agreement, the team may discontinue tracking percent of effort.

The INBA of each respective agency, with the assistance of the FSC, will coordinate the preparation of a cost apportionment agreement between all agencies with jurisdiction on the incident. This process should be initiated within 72 hours. The INBA, AA or equivalent with each jurisdictional agency must participate in the decision process. The agreement template and instructions are available from the INBA. A copy of preliminary/draft cost share agreements should be reviewed by Agency Business Leads for all involved agencies for review prior to signature. For DNR cost share agreements, please email to sarah.thorson@dnr.wa.gov for review prior signature.

Incident support costs for signatories to the Pacific Northwest Master Cooperative Wildland Fire Management and Stafford Response Agreement will be actual indirect support cost, calculated based on direct and indirect support associated with the assigned incident. When Washington State Mobilization is involved and indirect support is provided the current PNWCG camp support rate of \$288 may be used.

Type 1, 2 and 3 cost share incidents will require tracking of all costs in the COST module in e-ISuite including **accurate completion of the "payment agency" field**. The team should have in place standard e-ISuite operating procedures and appropriate personnel for successful completion of e-ISuite. On DNR jurisdiction fires, e-ISuite should be set up to default to the DNR accounting codes, including the FMAG code when appropriate.

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Daily cost estimates will be calculated through e-ISuite (*or manually with existing Excel templates – known as Block Costs - if E-ISuite is not available*). COST reports must be sent to the INBA and the fiscal analyst identified on page 1, the _____ Region Manager, as well as Sarah Thorson (sarah.thorson@dnr.wa.gov) on a daily basis. The ISuite reports titled, Summary by Incident and Summary by Payment Agency. The COST database should be provided to the INBA at _____ Region on day three of the incident for region review.

e-ISuite Requirements

On incidents, where a Type 1 or 2 Team is assigned, the e-ISuite program will be utilized. All incidents will require tracking of all cost sharing information in COST including completion of the “paying agency” field. For the Pacific Northwest an Incident Cost Coding has been developed to assist you and clarify coding of Agency, Payment Agency and Accrual Category fields, this can be found on the [Region 6 Incident Business \(https://www.fs.usda.gov/detailfull/r6/fire-aviation/management/?cid=fseprd680245&width=full\)](https://www.fs.usda.gov/detailfull/r6/fire-aviation/management/?cid=fseprd680245&width=full) website.

e-ISuite Close-Out Requirements

A copy of the database should be made for the host unit and included in the Final Incident Package as well as following NWCG repository requirements per below at the end of the incident. At the change of each IMT the database is to be saved to the Repository, see instructions below. The database Admin username and password must be included.

e-ISuite Data Repository:

The Data Repository is located under the NWCG e-ISuite [applications website](#). Instructions on uploading the database to the Data Repository can be found under e-ISuite User Support.

Access to the repository requires a iNAP account with the appropriate role access (F&AM-F&AM eISUPL) prior to upload. An iNAP account can be requested by clicking on the “Request Account” button in the iNAP page located at <https://nap.nwcg.gov/NAP/>. Instructions for requesting an iNAP user account can also be found under [Requesting a NAP User Account](#). Be sure and select “EIS-e-ISuite Enterprise” as the “Application Access”.

Acquisition and Property Management

The Procurement Unit Leader must follow incident agency procurement regulations. The Procurement Unit Leader has the authority to hire at the Washington State Wage & Equipment Guide rate. DNR does honor R6 agreements (these pay documents are paid by the region and **SHOULD NOT** be sent to Albuquerque Service Center). However, National Contractors are paid by the Forest Service. National Contractor pay documents are sent to the Albuquerque Service Center, with copies of all documents filed in the documentation box. All orders must be placed

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through the ordering manager to expanded dispatch. In addition to honoring VIPR agreements DNR enters into preseason agreements with contractors. Those agreements can be found here: <https://www.dnr.wa.gov/PreSeasonAgreements>

For all resources hired on the Washington State Wage and Equipment Rate Guide rates and any rates that are negotiated with resources that do not have a DNR Preseason Agreement, a Region 6 Agreement, or a Federal EERA, a DNR Hire-At-Fire incident only agreement must be completed. Documentation of how the agreed upon rate was determined must be included in the Special Provisions field. All IMT members delegated procurement authority may sign as a DNR Authorized Representative, except for DNR Purchase Cards.

The DNR Kitchen Manager has authority for purchase of food for preparation by the DNR kitchen. Use direct billing accounts for large food orders. Purchasing Cards and A-19s are preferred for the more local incidental purchases. Kitchen credit card & Food bills are to be sent to the Wildfire Division, attention Katie Peterschick, for payment processing, along with a copy of purchasing logs detailing individual invoice amounts by vendor and purchase card. Invoices for any charges put on local DNR accounts should be provided to the local DNR region at close out. A copy of all documents should be enclosed in the Finance document box.

DNR kitchens will use potable water trucks, when available, as a water source for preparing food and cleaning in the kitchen area, not bottled water. Recycling is important to our agency. Please explore recycle opportunities in the fire vicinity and implement when feasible.

If there is no kitchen or catering service available at the incident, meals may be provided in a restaurant. (___Region/Expanded Dispatch may have a list of local restaurants), in this situation a meal log is required to be signed by each person eating the meal. A resource order number is needed. Purchase should be made using an A-19 or agency purchase card and supported by a log showing the resource order number for the purchase, fire name and signature of the card user.

Supplemental food purchases are to follow the National Wildfire Coordinating Group Policy dated June, 2021 . [NWCG Supplemental Food and Drink Guidance, 2021](#) On DNR incidents costs are not to exceed \$3.00 per day per person for supplemental food purchases, without approval from the AA, and are to be purchased through the IMT Ordering Manager to Dispatch. Any supplemental foods purchases which cause expenditures over the allowed \$3.00 per person limit or outside the above policy must be justified and approved in writing by the AA prior to being purchased. Sports Drinks may be purchased in excess of \$3 per person per day without further approval. No vitamins or mineral supplements are to be provided.

The LSC or FSC should consult with the INBA or Dispatch before purchasing items of questionable nature, quantities, or non-expendable equipment and supplies with a useful life past the length of the incident. For example, telephones, garbage cans, fans, 10 key calculators, etc. It is the responsibility of the incident agency to approve purchases for equipment. It is the responsibility of the IMT, Dispatch, and others involved in the ordering process to determine the most cost effective way to acquire equipment necessary for fire suppression activities.

All invoices, receipts, or packing slips for supplies purchased from a vendor and delivered to the incident must be approved by an IMT member. Signature, printed name, date, and the individual's

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resource order number indicate approval. Invoice number will be given to the Ordering Manager (and/or dispatch) to be added to the resource order.

DNR Purchasing cards can only be used by DNR employees and users must have completed the purchase card training prior to use. Contact **NAME & PHONE NUMBER** if you need training. All purchases with a _____ Region **purchasing card** will be supported by **detailed, itemized receipts**. The receipt must be signed and dated. All purchases must be documented on a log through the 25th of each month, receipts attached, approved by a district manager level supervisor or the INBA, a DNR supervisor at the incident or the Area Rep (AREP) and submitted to accounting as soon as possible. Note that fiscal year-end deadlines apply to June purchases – please contact your INBA for details.

Prohitted & Restricted Items

DNR is not able to purchase durable goods and charge to the fire. On multi-jurisdiction fires, other agencies may allow the purchase of the following prohibited/restricted items. Consult with the INBA for approval prior to purchase.

Prohibited Items

- Alcoholic Beverages
- Clothing, buttons, stickers, hats, etc., with special/specific printing, coloring, or logos
- Plants & flowers
- Fees for the use of recreational facilities (i.e. hot springs)
- Massage or other therapist services
- Haircut
- Equipment purchases
- Durable items such as chain saw parts, wagons, fans, coolers, air conditioners, cameras, phones, heaters, lights, cameras
- Vitamins and mineral supplements
- Chapstick

Restricted Items (prior approval from AA , AREP, INBA required)

- Orders for specific magazines, newspapers, or other literature
- Special clothing (caulk boots, etc.)
- Weed Wash Stations
- Pillows or sleeping bags (other than regular GSA, fire cache type)
- Uses of motels, hotels, or other commercial rooms are a very rare exception for personnel assigned to an Incident base; exceptions must be approved in advance by the AR/INBA (if not approved, employee will not be reimbursed)
- Vehicle repairs – see Agency Specific Clarifications Matrix at:
<https://www.fs.usda.gov/detailfull/r6/workingtogether/contracting/?cid=fseprd498824&width=full>

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- Agency policy will be followed for approval on purchase of all telecommunications equipment
- Print Trailer Service and any other automatic data processing equipment; unless approved by AR/INBA
- Personal hygiene items (feminine hygiene products), sunscreen and hand sanitizer can be purchased as safety items
- Building materials and supplies (hammer, nails or lumber)
- Satellite phones

Sustainable Practices

It is important to _____ Region that incidents are managed proactively to minimize waste and other environmental impacts. As an example it is our expectation that the IMT will *explore alternatives* to standard water and sports drink bottles and attempt, as much as possible, to provide these resources to line staff and camp staff *in ways that make sense operationally, environmentally and from a health and safety perspective*. Please discuss these options with the INBA.

Please encourage recycling of plastics, cardboard and alkaline batteries by setting up a location in camp to collect them. It is best if cardboard is flattened and bottle lids are removed. Please work with the INBA as the location of your incident will affect where the recyclables are taken.

Property Management & Claims

The DNR expects the IMT to place a high priority on property management. The LSC must have a written property management procedure. The FSC will review property issuance from cache (including gas/oil/etc.), sign out, and return procedures to ensure proper accountability.

Contractors should be purchasing fuel using their own credit cards. If that is not possible fuel issues to contractors from a fuel truck will be supported by fuel and oil issue tickets. Deductions will be made from contractor's payments and the fuel tickets attached to the OF-286.

If contractors assigned to the incident do not return property items, a system will be incorporated to ensure the value of missing items is deducted from the payment invoices prior to contractor demobilization.

The cost of repairs to contracted equipment performed by agency mechanics or by local vendors must be tracked and deducted from the payment invoices (OF-286). The shop rate for DNR mechanic work is \$95.00/hour plus parts. The FSC is also responsible for assuring that appropriate break down adjustment to the daily rate is made to the contractor's payment for that day.

Any resource or property *loss or damage* must be documented on an Initial Incident Report (IIR). Designators are assigned by completion of an IIR in the Incident Reporting Application Database (IRAD) available on DNR SharePoint or from the _____ @ _____. The IMT

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Safety Officer (or designee) will review and sign all IIR's. Photos, with numbers and description, should be included when necessary. (See also requirements for incidents resulting in injuries).

At no time should any member of the IMT or representative of any affiliated agency to the incident offer an opinion to a potential claimant regarding culpability of any person or agency for any claimed damage by the State of Washington or its agencies.

Claims are **not** to be settled at the incident. The employee, contractor, landowner, etc. must go through the Tort Claims process. For information on the process the claimant can call *Susanna Fenner*, DNR Risk Management at 360-902-1135. To file a claim and obtain forms, the claimant should contact the Office of Risk Management (ORM). Forms and information can be found on their website: <http://www.des.wa.gov/services/Risk/claims/Pages/standardTortClaims.aspx> Documents may be submitted to DESmiRiskManagement@des.wa.gov electronically or to the mailing address provided.

Do not give advice on filing a claim. Provide the information above and let them decide. Any time you suspect a claim will be filed an IIR must be completed per the above paragraph.

Special Agreements and Use of Other Agencies

Special agreements such as traffic control, land use (use form approved by AAG on 02/02/2009) or satellite phones must be reported to the finance section and INBA as well as properly documented to ensure accountability and accurate, prompt payment.

Other state and local agency services *that fall within that agency's responsibilities* are not reimbursable and shall not be a cost to the incident. Examples are activities such as WSDOT providing general traffic control or assistance on State roads or a law enforcement agency providing services/aid within their jurisdiction. Other services related directly to the fire, such as specifically requested personnel or equipment *may be eligible* for reimbursement. An example would be security for fire camp or aviation resources. If payment is to be made, the resource must be ordered through the IMT Ordering Manager to expanded Dispatch. A resource order number is to be assigned and Shift Tickets/Crew Time Reports (CTRs) submitted tracking time and equipment. Costs of all services are to be included in the COST system.

Compensation for Injury and Agency-Provided Medical Care

When additional medical unit staffing is needed, orders should be placed through the IMT Ordering Manager to expanded Dispatch for local resources. Incident Medical Specialist (IMS) Teams have no authority on State jurisdiction and cannot be paid for by the State if on a _____ Region incident.

The State of Washington does not have agency-provided medical care provisions. All medical care for state agency employees (includes casual hires and correctional inmates) must be processed through the Department of Labor and Industries requirements. Medical care facilities have the proper forms that need to be completed.

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Anytime an injury occurs the IMT will immediately notify the AA and the INBA and keep them informed of developments. An Initial Incident Report (IIR) and a Supervisor's Report of Injury (OSHA 301) must be completed. The Supervisor Report of Injury is to be completed by the injured parties' supervisor on the incident. This document will reflect the results of their incident investigation, with the participation of the IMT Safety Officer or IMT designee. These reports must be provided to _____ Region within 3 days or before demobilization, whichever comes first. Incident Designators are assigned by completion of an IIR in the Incident Reporting Application Database (IRAD) available on DNR SharePoint or hard copies of the IIR form can be found here <https://www.dnr.wa.gov/FireBusiness>.

Once these forms are completed, they should be given directly to the INBA.

Information Systems Management

No information management equipment (computers, monitors, fax machines, copy machines, printers, etc.) will be purchased, rented, or leased without prior approval from the INBA or Information Technology Coordinators (INSERT REGION IT CONTACT AND PHONE #).

Incident Agency Payments

Washington State Department of Natural Resources (DNR) cannot pay Federal AD rates. All casual hire rates are published in the Washington State Wage & Equipment Rate Guide. (Federal AD rates are an hourly rate that includes a formula compensating for OT.) According to the Fair Labor Standards Act (FLSA) DNR must pay overtime after 40 hours in a workweek.

All equipment hired must be under agreement as follows:

VIPR Resources

DNR specific Terms and Conditions have been incorporated into the VIPR agreements to utilize these resources on incidents where DNR is the paying agency. DNR uses the VIPR agreement and rates for the resource; DNR Terms and Conditions apply. Contractors are required to bring a copy of their agreement to the incident.

Hire at Fire Resources

Resources that do not have a preseason agreement will need to have a DNR Hire-at-Fire agreement. This agreement will be created and signed on the incident. The DNR Terms and Conditions apply. Any deviations from the established rates in the Wage and Equipment Rate document will be rare and must be documented. The Incident Commander, Finance Section Chief, and INBA are delegated the authority for establishing negotiated rates.

Fire District Resources

Fire District Equipment is hired under the district's existing Forest Land Response Agreement (FLRA) with the DNR. Fire Districts will bring a copy of that agreement to the incident with them.

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The DNR Terms and Conditions may be found at www.dnr.wa.gov/callwhenneeded

Original Hire at Fire Agreements will be enclosed with the equipment OF-286. Copies of all EERAs and Hire at Fire Agreements will be retained in the Finance documentation box.

Air Resources

DNR has agency owned aircraft, call-when-needed aircraft, and exclusive use aircraft. If you have a question regarding DNR owned or contracted aircraft assigned to you incident please email the Air Operations Support Coordinator at DNRREWDaviation@dnr.wa.gov.

National Guard Resources

If the Washington State National Guard is deployed to the incident, the INBA assigned to the incident will provide you with a written copy of the established procedure to collect resource times, equipment use, and support documentation for the final finance package. This is needed for the Wildfire Division to reimburse the National Guard.

Payroll Documentation

Bargaining Agreements

The DNR employee bargaining agreements require:

- ✓ Specific payment and authorization documentation when a represented employee is deployed to a Closed Satellite Camp.
- ✓ R&R after 10 (but no more than 14) consecutive days of continuous fire duty away from their regular duty station. Up to 48 hours of travel both to and from the fire are excluded in counting consecutive days of fire duty.

Documentation of these situations is required to be supplied to support payroll payment before the employee is released from the fire.

Actual hours worked must always be noted on the CTR, *not* what the employee expects to be paid. Actual breaks must be documented. Payroll will be processed using the bargaining agreement rules in effect for that employee.

The INBA and FSC should discuss the above issues and any other employee bargaining agreement questions at the initial meeting or as the need arises.

Deductions

DNR, MOBE, and DOC employees may not purchase commissary items through payroll deductions. Cash and personal credit card purchases are allowed.

End of Pay Period Time and Attendance Reports

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The FSC will contact the INBA to determine the most efficient and effective means for processing/communicating pay information at the end of each pay period. DNR pay periods end at 2400 on the 15th and the last calendar day of each month.

Time and Activity Reports (TAR) as well as the OF-288s (EFTR) are to be delivered or scanned and emailed to the DNR employee's home region or division by the IMT to meet agency personnel pay deadlines. The DNR payroll office contacts can be found in the DNR "Summary of Fire Pay Guidance" a copy can be found here: <https://www.dnr.wa.gov/FireBusiness>

For the 2022 season the deadline is by 1000 AM on the following dates:

June: 2nd, 16th, and 30th	July: 15th
August: 2nd, 17th, 31st	September: 16th and 30th
October: 17th	November: 1st and 15th

Fire Investigation and Law Enforcement

All investigations will be conducted by the assigned investigators and law enforcement officers, and will be coordinated through the DNR Chief Fire Investigator, Gary Margheim.

Other investigations (claims, motor vehicle accidents, etc.) will be completed by the Safety Officer, law enforcement and/or finance personnel assigned to the incident. Agency specific incident reports shall be completed for all potential claims or accidents. A copy of all reports will be filed in the final box with an IIR (Initial Incident Report) number for cross-reference. IIR designators are assigned by completion of an IIR in the Incident Reporting Application Database (IRAD) available on DNR SharePoint or a hard copy of the form can be found on the DNR external website at the following link: <https://www.dnr.wa.gov/FireBusiness>. If a hard copy of the form is completed a copy shall be provided to the INBA immediately.

Closeout

The final Incident Finance Package will be labeled as per guidelines and include the following:

- A written narrative that summarizes actions and decisions of the FSC, Time Unit Leader, Procurement Unit Leader, Cost Unit Leader and Comp/Claims Unit Leader.
- Written documentation of all negotiated rates and approving signatures.
- Documentation of excess hours (>16 hours/day) worked, justification of those excess hours and the mitigation measures taken with signed approval by the Incident Commander.
- Utilize forms and payment documents as outlined in Chapter 40 of the IIBMH <http://www.nwcg.gov/sites/default/files/publications/pms902.pdf> and with attention to the 2022 Agency Specific Clarifications document.
- All OF-288 forms must include either a personal identification number for DNR casual hires, or an ECI number for federal ADs. (Note: if using e-ISuite these will have to be hand written on the OF-288 as it does not print on the document for security reasons.)
- There must be a CTR or Shift Ticket to support all entries on the OF-288 and the OF-286, including travel time to/from the incident. DIVS or higher must sign CTRs or shift tickets; Finance Unit leaders may sign travel CTRs. Timekeepers must transfer comments from CTRs relative to Closed Satellite Camp conditions into the comments section of the Employees OF-288. (DNR employees may request a copy of a CTR for Closed Satellite Camp documentation for submittal to their payroll office.)
- Do not separate the file copies from the payment documents.
 - CTRs and Shift Tickets for Crews and Equipment should be included in the Equipment Use Envelope.
 - CTRs for overhead should be stapled to the OF-288 Finance box copy.
- Include a copy of the resource order for each resource.
- COST reports as identified by the INBA and as required in the Cost Apportionment Agreement.
- A copy of the e-ISuite database, with password documented, on a thumb drive.
- A list of IMT personnel consisting of Chief and Unit Leader level with their home unit phone numbers.
- Copies of all special agreements and supporting documentation.
- A narrative on savings accomplished and an analysis of cost efficiencies to the AA and a copy in the finance box. See Cost Containment and Documentation on page 2.
- Documentation of all investigations (injuries, claims, motor vehicle accidents, etc.)
- Written documentation of all outstanding items, unresolved issues, problems and potential claims.
- All payment package documentation must be provided to the home unit in printed hard copies.

Logistic Unit information must be included in the Finance package as follows:

- Any negotiated agreements made for sharing resources, supplying meals, etc. that affect the costs and/or billings of the incident need to be clearly documented, entered in COST and filed with the costs in the Finance Box.
- Copies of all special agreements and support documentation (shift tickets for facilities, sanicans, dumpsters, traffic control, security, land use, shower, kitchen, fuel trucks, water sources, etc.).
- Fuel truck invoices documenting receipt of fuel (signed by IMT member) and disbursement fuel tickets, logs, etc.
- Any items purchased (medical, phones, supplemental foods, sign boards, office/paper supplies) and not consumed on the incident will be returned to _____ Region for use on the next incident. Make arrangements through the ordering manager for pickup.
- Provide documentation of disposal of excess medical unit supplies and kitchen non-perishable food that is not being returned to _____ Region.
- Unit logs or summary notes that document any of the above or items related to reimbursement or non-reimbursement of any resource.
- Provide written documentation on all outstanding items including unresolved issues and problems*.
- A summary of all items arranged including but not limited to phones, wash stations, sanicans, dumpsters, plastic/cardboard/battery recycling, rental computers, etc. that you deal with on site. (For example: Phone service company, contact person, contact number, number of lines, date installed and date turned off.) These details are needed when payment is made.
- Incident Waybill – Cache returns

*Written documentation on all outstanding items, unresolved issues and problems should be reviewed with the INBA prior to closeout.

Team Transition – Back to Region

If there are multiple IMTs assigned to a fire, a quality transition must occur, resulting in only one set of records for the incident. The final IMT assigned will conduct close out of all records maintained for the incident.

The INBA will participate in the exit interview of each assigned IMT. The INBA will provide a verbal assessment of commendable performance, things that went well, and things needing improvement. A final critique to the FSC may also be made by the fiscal unit and/or payment team following processing of fire documents to provide information on fiscal and procurement issues.

A second team evaluation may be completed after the end of fire season, when the full picture of the team's performance is apparent. This evaluation will be mailed to the IC and followed up with a phone conference or meeting, when necessary.

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When an incident transitions to Type 3 or local organization and the payment agency is no longer Washington State DNR, all contracted resources remaining on the incident must be re-assigned to the new payment agency. This includes but is not limited to Crews, Overhead, Equipment, Logistical contract resources, Land Use Agreements, etc. Copies of payment documents for these specific resources need to be left with the new payment agency to ensure that no duplicate payment occurs. Original pay documents will be distributed through normal payment processes.

Appendix A – Finance Documentation Requirements

Resources associated with Fire Districts:

Fire District Equipment (engines, tenders, etc.):

If dispatched **outside** of their home region or on a Federal Incident

- At demobe, the resource is given
 - ☐ Signed Original Emergency Equipment Use Invoice (Form OF-286)
 - ☐ Additions/deductions page
 - ☐ Original (pink) Emergency Equipment Shift Tickets (Form OF-297)
- Finance Envelope will contain
 - ☐ Copy of Resource Order
 - ☐ Copy Emergency Equipment Use Invoice (Form OF-286)
 - ☐ Copy (blue) Emergency Equipment Shift Tickets (Form OF-297)
 - ☐ Copy of current Forest Land Response Agreement (FLRA)
 - ☐ Copy of additions/deductions page
 - ☐ Other documents may include: vehicle inspection, fuel tickets, payment deduction memos; etc.
 - ☐ Front of envelope is marked “Documentation Only”

If dispatched **within their home region:**

- At demobe, the resource is given
 - ☐ Copy Emergency Equipment Use Invoice (Form OF-286)
 - ☐ Copy of additions/deductions page
- Finance Envelope will contain
 - ☐ Copy of Resource Order
 - ☐ Signed Original Emergency Equipment Use Invoice (Form OF-286)
 - ☐ Emergency Equipment Shift Tickets (Form OF-297) Pink and blue copies
 - ☐ Copy of current Forest Land Response Agreement (FLRA)
 - ☐ Additions/deduction page
 - ☐ Other documents may include: vehicle inspection, fuel tickets, payment deduction memos; etc.

Fire District Resources Single Resource with Equipment (STEN, etc.):

If dispatched **outside** of their home region or on a Federal Incident

- At demobe, the resource is given
 - ☐ Signed Original Emergency Equipment Use Invoice (Form OF-286) for agency vehicle/NERV rental
 - ☐ Additions/deductions page
 - ☐ Original (pink) Emergency Equipment Shift Tickets (Form OF-297)
- Finance Envelope will contain
 - ☐ Copy of Resource Order
 - ☐ Copy Emergency Equipment Use Invoice (Form Of-286) for agency vehicle/NERV rental
 - ☐ Copy (blue) Emergency Equipment Shift Tickets (Form OF-297)
 - ☐ Copy of NERV rental agreement
 - ☐ Copy of additions/deductions page

WADNR INCIDENT BUSINESS MANAGEMENT GUIDELINES

- ☐ Copy of current Forest Land Response Agreement (FLRA)
- ☐ Other documents may include: vehicle inspection, fuel tickets, payment deduction memos; etc.
- ☐ Front of envelope is marked "Documentation Only"

If dispatched **within their home region**:

- At demobe, the resource is given
 - ☐ Copy Emergency Equipment Use Invoice (Form OF-286) agency vehicle/NERV rental
 - ☐ Copy of additions/deductions page
- Finance Envelope will contain
 - ☐ Copy of Resource Order
 - ☐ Signed Original Emergency Equipment Use Invoice (Form OF-286) agency vehicle/NERV rental
 - ☐ Emergency Equipment Shift Tickets (Form OF-297) Pink and blue copies
 - ☐ Copy of NERV rental agreement
 - ☐ Additions/deductions page
 - ☐ Copy of current Forest Land Response Agreement (FLRA)
 - ☐ Other documents may include: vehicle inspection, fuel tickets, payment deduction memos; etc.

Fire District Career staff (whether a single resource or a crew member on equipment):

When dispatched to a DNR or on a Federal Incident

- At demobe, the resource is given
 - ☐ Signed Original Emergency Equipment Use Invoice (Form OF-286) for agency vehicle/NERV rental or equipment
 - ☐ Original (pink) Emergency Equipment Shift Tickets (Form OF-297)
 - ☐ Additions/deductions page
 - ☐ Original Incident Time Report (OF-288)
 - ☐ Original Crew Time Reports (SF-261)
- Finance Envelope will contain
 - ☐ Copy of Resource Order
 - ☐ Copy Emergency Equipment Use Invoice (Form Of-286) for agency vehicle/NERV rental
 - ☐ Copy (blue) Emergency Equipment Shift Tickets (Form OF-297)
 - ☐ Copy Incident Time Report (OF-288)
 - ☐ Copy of Crew Time Reports (SF-261)
 - ☐ Copy of current Forest Land Response Agreement (FLRA)
 - ☐ Copy of additions/deductions page
 - ☐ Other documents may include: vehicle inspection, fuel tickets, payment deduction memos; etc.
 - ☐ Front of envelope is marked "Documentation Only"

WADNR INCIDENT BUSINESS MANAGEMENT GUIDELINES

Fire District Volunteer staff will be processed as a Casual Hire:

If dispatched **outside** of their home region or on a Federal Incident

- At demobe, the resource is given
 - ☐ Original Incident Time Report (OF-288)
 - ☐ Original Crew Time Reports (SF-261)
 - ☐ Original casual hire paperwork
- Finance Envelope will contain
 - ☐ Copy of Resource Order
 - ☐ Copy Incident Time Report (OF-288)
 - ☐ Copy Crew Time Reports (SF-261)
 - ☐ Copy of current Forest Land Response Agreement (FLRA)
 - ☐ Copy of casual hire paper work (I-9, W-4, SSA-1945, Benefit Eligibility Form (Worksheet A-1), Affordable Care Act Form, Apple Health Form)
 - ☐ Front of envelope is marked "Documentation Only"

If dispatched **within their home region**:

- At demobe, the resource is given
 - ☐ Copy Incident Time Report (OF-288)
- Finance Envelope will contain
 - ☐ Copy of Resource Order
 - ☐ Original Incident Time Report (OF-288)
 - ☐ Copy of current Forest Land Response Agreement (FLRA)
 - ☐ Original casual hire paper work (I-9, W-4, SSA-1945, Benefit Eligibility Form (Worksheet A-1), Affordable Care Act Form, Apple Health Form)

VIPR Agreements, Pre-Season Agreement, Hire-at-Fire, and LUAs

- At demobe, the resource is given
 - ☐ Copy Emergency Equipment Use Invoice (Form OF-286)
 - ☐ Copy of additions/deductions page
- Finance Envelope will contain
 - ☐ Copy of Resource Order
 - ☐ Original Emergency Equipment Use Invoice (Form OF-286)
 - ☐ Emergency Equipment Shift Tickets (Form OF-297) Pink and blue copies
 - ☐ Copy of current agreement, hire-at-fire form, or LUA
 - ☐ Additions/deductions page
 - ☐ Other documents may include: vehicle inspection, fuel tickets, payment deduction memos; etc.

Crew Agreements

- At demobe, the resource is given
 - ☐ Copy Emergency Equipment Use Invoice (Form OF-286)
 - ☐ Copy of additions/deductions page
- Finance Envelope will contain
 - ☐ Copy of Resource Order
 - ☐ Original Emergency Equipment Use Invoice (Form OF-286)
 - ☐ Original Crew Time Reports (SF-261) with totals
 - ☐ Manifest
 - ☐ Lodging Receipts
 - ☐ Copy of current agreement

WADNR INCIDENT BUSINESS MANAGEMENT GUIDELINES

- ☐ Additions/deductions page
- ☐ Other documents may include: vehicle inspection, fuel tickets, payment deduction memos; etc.

Agency Employees and Resources

Personnel

- ☐ Copy Incident Time Report (OF-288)
- ☐ Crew Time Reports (SF-261)
- ☐ Resource Order

Equipment

- ☐ Copy Emergency Equipment Use Invoice (Form OF-286)
- ☐ Copy Incident Time Report (OF-288)
- ☐ Crew Time Reports (SF-261)
- ☐ Resource Order
- ☐ Other documents may include fuel tickets, etc.