Date: August 29, 2020

To: Patsy Michal, Incident Business Advisor

File Code: 1230/5100

Subject: Delegation of Authority: Griffin, Meddler, Rockhouse, Juniper, and Alder Fires (AZ-TNF-2510, AZ-TNF-2600, AZ-SCA-2574, AZ-SCA-2640, AZ-SCA-2639)

We welcome you and your team to the Griffin, Meddler, Rockhouse, Juniper, and Alder Fires, and wish you a safe and successful assignment.

You have been designated as the Incident Business Advisor (IBA) for the Griffin, Meddler, Rockhouse, Juniper, and Alder Fires (AZ-TNF-2510, AZ-TNF-2600, AZ-SCA-2574, AZ-SCA-2640, AZ-SCA-2639). This may be a virtual assignment. Alternate forms of communication, such as ZOOM & TEAMS, may be used. You will act as my liaison and advisor and work directly for me. You will provide a bridge for communication flow between the Incident Management Team (IMT), other support functions and me, with the focus being on conducting successful incident business management practices.

The Southwest Area Team #1 Incident Management Team (IMT) is currently assigned to the Griffin, Meddler, Rockhouse, Juniper, and Alder Fires. The Incident Commander (IC) is Alan Sinclair, and Deputy IC is Dave Bales. The IC has been provided a Delegation of Authority and given the latest Wildland Fire Decision Support System (WFDSS). The Incident Command Post (ICP) is located at the Gila County Fairgrounds at 900 Fairgrounds Rd., Globe, AZ 85501.

Specific responsibilities include:

- Participate in any required cost apportionment activities for the development of the cost share agreements.
- Maintain close communication with the IC, Finance Section Chief and other members of the IMT as appropriate, Regional Office Incident Business Coordinator, and other administrative persons on the Tonto NF.
- Coordinate with the Finance Section Chief for a daily flow of information. This will include a report of current progress of incident business administration operations and copies of the current cost projections and obligations.
- Attend incident planning meetings. Represent the agency and assist the IMT in strategic planning, transitions or significant changes in status.
- Provide guidance to administrative representative or agency administrator for the need to assign a Liaison to ensure all payment packages are complete prior to transmittal to the Albuquerque Service Center.
- Represent the agency in cost management activities and work with the team to ensure cost control measures and other fiscal controls are in place. Specifically, you are to monitor, track and document their involvement in cost containment items such as WFDSSs, Cost Share Agreements, and daily costs/accruals.
• Review questionable orders as requested by the Buying Team or Expanded Dispatch and hold until clarification is made with the IMT. Questionable items, which cannot be resolved between the IMT and the IBA, will be discussed with the Agency Administrator (AA) for resolution.

• Review all cache and non-cache incident replacements orders.

• Review written documentation and approve or disapprove replacement of government property items.

• Provide advice to the agency and the IMT(s) concerning local, regional and national incident business management policies. The IBA will provide communication links, guidance, and advice to facilitate efficiency in business management practices.

• Review incident business administration practices to ensure compliance with approved practices, and obtain necessary information or interpretations of laws, regulations, and agreements as needed to efficiently and effectively accomplish administrative practices.

• Specifically monitor business administration activities at Expanded Dispatch, Buying Teams, ICP or any other sites that may support the incident. The IBA shall have full access to any and all administrative functions of the incident.

• Of particular interest will be incident business practices as they relate to COVID-19 response. Advise and engage AAs and the IC of any issues between COVID-19 and fire incident response needs. Recommend solutions, if any.

• Verify the IMT has an established process to ensure that property is tracked, recovered, and/or disposed of properly on the incident.

• Advise the IC, AA, agency administrative representative and/or interagency coordinating groups such as Multi Agency Coordination (MAC) and Area Command teams of the need for special support units such as Buying Units, Payment Liaison Teams, Claims Teams, or other support as needed.

• Participate in the IMT initial briefings and exit meeting and provide a critique of team incident business activities to both the AA and the IMT.

• Represent the agency in other related activities as needed and identified by the AA or as requested by the IC or Area Command.

• May serve in the same role as identified above in Burned Area Emergency Response (BAER) post fire activities.

• Provide briefings to the AA, MAC, Area Command, Regional Incident Business Coordinator, and agency administrative representative, as needed.

• Transition with incoming IBA if unavailable to provide support for the duration of the incident or if incident exceeds 14 days.
Additional responsibilities prior to being released from the incident include:

- Provide me or my acting with an IBA narrative, to include advice and/or recommendations for current or future activities.
- Obtain your performance evaluation.
- Provide your post-incident contact number.
- Review all de-mob activities and ensure cache replacements are related to the Salt, Griffin, and Meddler Fires only.

Your primary point of contact will be Neil Bosworth, Forest Supervisor and AA, or his AA Representative Anthony Madrid, however please maintain communications as necessary and appropriate with all AAs and AA trainees managing these fires. Please coordinate your release from incident with Neil Bosworth and the Forest Administrative Officer Virginia Carico.

Anthony Madrid
For Neil Bosworth
Agency Administrator
Forest Supervisor
Tonto National Forest

Nona Tuchawena
Agency Administrator
Acting Superintendent
San Carlos Agency

John Truett
John Truett
Agency Administrator
State of Arizona Fire Management Officer
Arizona Department of Forestry and Fire Management
Digitally signed by COLLEEN BERGMANIS
Date: 2020.08.31 08:18:29 -07'00'

Colleen Bergmanis
Acting Field Office Manager
Tucson Bureau of Land Management Office