

# Supplemental Fire Suppression Agreement Process “Cost Share Agreement”

## ROLES & RESPONSIBILITIES

### INCIDENT AGENCIES

Each Incident Agency will designate a person responsible for drafting and negotiating the terms and conditions of the Cost Share. This should be a representative from the Incident Agency; however, if they do not have the knowledge and experience they may request assistance from the Incident Management Team (IMT) and/or the Incident Business Advisor (IBA). In addition, they will determine the need for a Cost Share Administrator which could assist with the development of the Cost Share Agreement. Agencies may assign one person to represent both agencies or each agency may have their own representative. The order(s) would be placed for a THSP-Cost Apportionment through the normal ordering procedures and he/she will work for the Incident Agency.

The Incident Agency is responsible for signing the Agreement. This authority may be delegated (i.e. ODF IMT), in which case, the delegation needs to be clear to all parties. The final cost share package contents should be identified in the Cost Share Agreement (i.e. I-Suite Reports, spreadsheets, aircraft documentation, etc.).

An Incident Agency *Administrative* Representative should monitor the Cost Share Agreement implementation and tracking throughout the Incident. This may be delegated to the IBA or Cost Share Administrator(s). Once the terms of the agreement are met and the incident is over and PRIOR to the IMT's departure, a final review of the cost share package is completed to ensure the package can be processed. The Incident Agencies then review and the appropriate Agency submits for invoicing.

### COST SHARE ADMINISTRATOR(S)

The Cost Share Administrator (if none then the IMT Cost Unit Leader (COST) or equivalent; FSC/PROC for ODF) may assist with the development of the Cost Share Agreement. They request and receive data from the IMT and document and track the data on the appropriate spreadsheets. The Cost Share Administrator must have knowledge of data sets needed from I-Suite. He/She will stay on site until the package is complete.

### INCIDENT MANAGEMENT TEAM

*Note: IMT's are working for all agencies and must remain neutral while implementing the Cost Share Agreement.*

If requested, the IMT may assist in the development of the Cost Share Agreement. Once the Agreement is drafted, the IMT must review to ensure that they are able to implement. Upon signature the IMT is responsible for implementing (Operations and COST). The COST will provide data to the Cost Share Administrator for tracking and documenting data as requested. If the Incident Agencies are not using a Cost Share Administrator and the COST is performing that role, he/she should stay on site and work with the Incident Agency until the package is complete, if possible.

## INCIDENT BUSINESS ADVISOR

The IBA serves as a liaison and advisor to the Agency Administrator, IMT, and other incident support functions. He/she provides advice and recommends alternatives regarding incident business. The IBA is NOT responsible for the development or tracking of the Cost Share Agreement, however, he/she may be asked to assist. He/she will also ensure that the Agreement is implementable and will monitor progress throughout the Incident.