INTERAGENCY BUYING TEAM – FIREFIGHTING

DESCRIPTION
The Interagency Buying Team - Firefighting supports incident acquisition through coordination with the incident agency administrative staff by procuring services and supplies or renting land and equipment.

RESOURCE CATEGORY
Fire/Hazardous Materials

RESOURCE KIND
Team

OVERALL FUNCTION
The Interagency Buying Team - Firefighting:
1. Supports incident acquisition through coordination with the incident agency administrative staff or local administrative staff
2. Establishes procedures for filling and documenting resource orders for services, supplies, and equipment from the open market and established sources
3. Ensures goods and services are purchased in accordance with incident agency policy
4. Implements the administrative unit’s and geographic area’s acquisition policies, operating guidelines, and service and supply plan

COMPOSITION AND ORDERING SPECIFICATIONS
1. Discuss logistics for deploying this team, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment
2. Discuss the number of hours the team can operate and the number of operation days prior to deployment
3. Interagency Buying Teams, Firefighting should not be utilized as payment teams. Incident agencies should order an Administrative Payment Team if the incident requires payment team support
4. Geographic areas may have additional Interagency Buying Teams, Firefighting for use within the area. Geographic area teams may differ in team composition and can employ three to five members

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

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<thead>
<tr>
<th>COMPONENT</th>
<th>SINGLE TYPE</th>
<th>NOTES</th>
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<tbody>
<tr>
<td>MINIMUM PERSONNEL PER TEAM</td>
<td>3</td>
<td>1 - Trainee position (used as needed)</td>
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<tr>
<td>MANAGEMENT AND OVERSIGHT PERSONNEL PER TEAM</td>
<td>1 - Team Leader</td>
<td>Not Specified</td>
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| SUPPORT PERSONNEL PER TEAM | 2 - Team Members | 1. One of the three team members may be assigned as an assistant or deputy team leader
2. One member shall have delegation of procurement authority
3. Personnel from the Authority Having Jurisdiction (AHJ) or alternate buying team members may be added, as needed, to supplement the primary team |
<p>| GENERAL EQUIPMENT PER TEAM | 1. Internet/Intranet website references 2. Laptop with spreadsheets and frequently used forms and/or URLs 3. Copier, scanner and printer with toner and paper 4. Cell phones | Not Specified |</p>
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<tbody>
<tr>
<td>PERSONAL PROTECTIVE EQUIPMENT (PPE)</td>
<td>Not Specified</td>
<td>Not Specified</td>
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<tr>
<td>EQUIPMENT PER TEAM MEMBER</td>
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<tr>
<td>COMMUNICATIONS EQUIPMENT PER TEAM</td>
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NOTES
Nationally typed resources represent the minimum criteria for the associated component and capability.

REFERENCES
1. FEMA, National Incident Management System (NIMS), October 2017
2. FEMA, NIMS Guideline for the National Qualification System, November 2017
3. FEMA, National Response Framework, October 2019
5. NWCG, Standards for Interagency Incident Business Management, 2021