

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	<p>The Interagency Buying Team - Firefighting:</p> <ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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.

COMPONENT	SINGLE TYPE	NOTES
MINIMUM PERSONNEL PER TEAM	3	1 - Trainee position (used as needed)
MANAGEMENT AND OVERSIGHT PERSONNEL PER TEAM	1 - Team Leader	Not Specified
SUPPORT PERSONNEL PER TEAM	2 - Team Members	<ol style="list-style-type: none"> 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
GENERAL EQUIPMENT PER TEAM	<ol style="list-style-type: none"> 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

COMPONENT	SINGLE TYPE	NOTES
PERSONAL PROTECTIVE EQUIPMENT (PPE) EQUIPMENT PER TEAM MEMBER	Not Specified	Not Specified
COMMUNICATIONS EQUIPMENT PER TEAM	Not Specified	Not Specified

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
4. National Wildfire Coordinating Group (NWCG), Interagency Buying Team Guide, 2019
5. NWCG, Standards for Interagency Incident Business Management, 2021