

# Wildland Interagency Incident Business Management (S-260) Practice Exam (Sample)

## Study Guide



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**SAMPLE**

## **Questions**

- 1. Who is compensated for travel time to and from the incident?**
  - A. Regular government employee**
  - B. Casual employees**
  - C. Both Regular and Casual employees**
  - D. Only seasonal staff**
- 2. What is the role of the Procurement Unit Leader?**
  - A. To assess fire damage**
  - B. To manage and oversee all procurement actions for the incident**
  - C. To deliver supplies to the site**
  - D. To plan the logistics of resource deployment**
- 3. What does the acronym ICS stand for in the context of incident management?**
  - A. Incident Coordination System**
  - B. Interstate Control System**
  - C. Incident Command System**
  - D. Integrated Command Strategy**
- 4. What is the key goal of incident business management?**
  - A. To ensure effective tracking, documentation, and reimbursement for costs incurred during incidents**
  - B. To coordinate logistics for resource distribution**
  - C. To create public awareness about incidents**
  - D. To minimize personnel involvement in incidents**
- 5. As a crew boss, what should you do with your radio and belt weather kit when transitioning to a new crew?**
  - A. Return it to the supply unit if possible**
  - B. Document on a WAYBILL or ICS 213**
  - C. Dispose of it safely**
  - D. Give it to a fellow crew member**

- 6. How often should financial progress reviews occur during extended incidents?**
- A. Daily, for consistent oversight**
  - B. Weekly, or as determined by the Finance Chief**
  - C. Bi-weekly, to ensure appropriate checks**
  - D. At the conclusion of the incident**
- 7. Who has the authority to settle a contract claim?**
- A. Incident Commander**
  - B. Supply Unit Leader**
  - C. Procurement Officer**
  - D. Finance Section Chief**
- 8. When transitioning responsibilities, what should also be documented besides equipment transfer?**
- A. Training protocols**
  - B. Incident reports**
  - C. Communication logs**
  - D. Waybill or ICS 213**
- 9. In incident management, what role does a "contracting officer" play?**
- A. A person responsible for public relations during an incident**
  - B. A person authorized to enter into, administer, and terminate contracts for resources**
  - C. A person in charge of training personnel**
  - D. A person who oversees safety protocols and compliance**
- 10. What action should be taken if an individual is injured, no matter how slight?**
- A. Consult the supervisor**
  - B. No need to inform anyone**
  - C. Only report if medical attention is required**
  - D. Complete a report at the end of the day**

## **Answers**

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1. C
2. B
3. C
4. A
5. A
6. B
7. C
8. D
9. B
10. A

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## **Explanations**

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**1. Who is compensated for travel time to and from the incident?**

- A. Regular government employee**
- B. Casual employees**
- C. Both Regular and Casual employees**
- D. Only seasonal staff**

Compensation for travel time to and from an incident is applicable to both regular government employees and casual employees. This policy ensures that all personnel, regardless of their employment status, receive fair compensation for the time they spend traveling as part of their work duties. This is particularly important in the wildland firefighting context, where individuals may have to travel significant distances to reach an incident site. Regular government employees are typically compensated for travel as part of their official duties, and this includes any travel related to emergency response. Casual employees, who may be hired on a temporary or intermittent basis, are also entitled to this compensation as it aligns with the principles of equitable treatment among all workers engaged in incident management. Since both types of employees are covered by policies that ensure they are compensated for their time, the correct response acknowledges that travel time compensation is not limited to one group but includes both regular and casual employees. This understanding is crucial for personnel planning and budgeting during wildland fire incidents.

**2. What is the role of the Procurement Unit Leader?**

- A. To assess fire damage**
- B. To manage and oversee all procurement actions for the incident**
- C. To deliver supplies to the site**
- D. To plan the logistics of resource deployment**

The role of the Procurement Unit Leader is fundamentally tied to the management and oversight of all procurement actions for an incident. This includes not just acquiring necessary supplies and services, but also ensuring that procurement is carried out in accordance with established policies, regulations, and procedures. The Procurement Unit Leader works to identify the needs of the incident management team, processes orders, manages contracts, and ensures that all resources are acquired efficiently and cost-effectively. By focusing on procurement, this leader plays a critical role in maintaining the supply chain necessary for the operation of the incident response, which directly affects the efficiency and effectiveness of the overall incident management efforts. This includes making informed decisions about what is needed, coordinating with suppliers, and ensuring that all purchases are documented properly for accountability and budgetary purposes. Through these actions, the Procurement Unit Leader allows other team members to focus on their respective areas of responsibility without the distraction of procurement issues.

**3. What does the acronym ICS stand for in the context of incident management?**

- A. Incident Coordination System**
- B. Interstate Control System**
- C. Incident Command System**
- D. Integrated Command Strategy**

The acronym ICS stands for Incident Command System in the context of incident management. This system is a standardized, on-scene, all-hazards incident management approach that allows responders to adopt an integrated organizational structure designed to improve communication and coordination during response efforts. The Incident Command System provides a framework for the effective management of incidents by establishing clear roles, responsibilities, and procedures, which enhances situational awareness and response efficiency. It is widely used across various agencies and disciplines to ensure interoperability among responders during emergencies or significant incidents. In this context, the other options do not align with established terminology used in incident management. For instance, "Incident Coordination System" and "Integrated Command Strategy" are not recognized terms in this field, and "Interstate Control System" does not pertain to incident response or management protocols. Thus, the accuracy and relevance of the Incident Command System as a widely recognized framework for managing incidents make it the correct choice.

**4. What is the key goal of incident business management?**

- A. To ensure effective tracking, documentation, and reimbursement for costs incurred during incidents**
- B. To coordinate logistics for resource distribution**
- C. To create public awareness about incidents**
- D. To minimize personnel involvement in incidents**

The key goal of incident business management is to ensure effective tracking, documentation, and reimbursement for costs incurred during incidents. This involves a systematic approach to managing finances and resources, which is crucial in wildland fire and other incident operations. Effective tracking and documentation help in not only understanding the financial impact of the incident but also in providing accountability and transparency in the use of public funds. Additionally, accurately monitoring costs allows for timely reimbursement for the resources deployed, which is essential for sustaining operations and supporting the agencies involved. This comprehensive financial oversight ensures that incidents are effectively managed from a business perspective, allowing for better planning in future incidents and fostering trust among stakeholders. While coordinating logistics for resource distribution and creating public awareness are important aspects of incident management, they do not primarily focus on the financial accountability and operational efficiency that underpins business management. Minimizing personnel involvement is often contrary to effective incident management, where the emphasis is on collaboration and the proper allocation of human resources. Therefore, the primary aim is centered around the financial aspects of managing incidents efficiently.

**5. As a crew boss, what should you do with your radio and belt weather kit when transitioning to a new crew?**

**A. Return it to the supply unit if possible**

**B. Document on a WAYBILL or ICS 213**

**C. Dispose of it safely**

**D. Give it to a fellow crew member**

When transitioning to a new crew, it is important for the crew boss to follow established protocols regarding equipment and resources. Returning the radio and belt weather kit to the supply unit is the correct action because this ensures that the equipment is accounted for and can be reissued to another team that may require it. Properly managing equipment helps maintain operational readiness and accountability within the incident command system. Returning equipment to the supply unit also aligns with the best practices in resource management, allowing for effective tracking and ensuring that all crews have the necessary tools available for their tasks. This process aids in the logistical support of ongoing operations. Other options involve either documenting equipment transfers, disposing of items, or giving equipment to fellow crew members, which may not properly account for equipment management procedures established within incident command protocols. Each of these actions could complicate inventory control and resource allocation, which is critical during the fluid dynamics of incident management.

**6. How often should financial progress reviews occur during extended incidents?**

**A. Daily, for consistent oversight**

**B. Weekly, or as determined by the Finance Chief**

**C. Bi-weekly, to ensure appropriate checks**

**D. At the conclusion of the incident**

Financial progress reviews during extended incidents are essential for maintaining oversight and ensuring effective resource management. Conducting these reviews weekly, or as determined by the Finance Chief, allows for a structured approach where financial data can be assessed regularly while still being flexible enough to adapt to the incident's dynamics. This frequency enables the finance team to identify any trends, issues, or unexpected expenditures early enough to make informed decisions that can impact the incident's overall financial health. Furthermore, the Finance Chief plays a critical role in assessing the situation and making decisions about the frequency of these reviews based on the complexity and scale of the incident. This adaptability is key in managing finances effectively during extended operations, ensuring that all actions taken support the incident's overall objectives and fiscal responsibility. Regular reviews help in aligning financial strategies with operational needs, ensuring that resources are allocated efficiently and within budgetary constraints.

## **7. Who has the authority to settle a contract claim?**

- A. Incident Commander**
- B. Supply Unit Leader**
- C. Procurement Officer**
- D. Finance Section Chief**

The authority to settle a contract claim is designated to the Procurement Officer. This role is responsible for managing procurement processes and ensuring compliance with contractual obligations. When a dispute arises regarding a contract, the Procurement Officer has the expertise and authorization to make decisions regarding the claim, including negotiations and settlements. This is vital in ensuring that any resolution aligns with organizational policies and minimizes financial risk. The Incident Commander focuses on overall incident management, the Supply Unit Leader oversees the logistical aspects of supply operations, and the Finance Section Chief is primarily concerned with financial accounting and reporting rather than with direct contract management. Each of these roles plays a distinct function in incident operations, but settling contract claims specifically falls under the purview of the Procurement Officer due to their specialized knowledge and training in contract law and procurement practices.

## **8. When transitioning responsibilities, what should also be documented besides equipment transfer?**

- A. Training protocols**
- B. Incident reports**
- C. Communication logs**
- D. Waybill or ICS 213**

When transitioning responsibilities, it is essential to document the waybill or ICS 213 because these forms serve as vital records that facilitate the transfer of key information between outgoing and incoming personnel. The waybill is typically used to track the transport of equipment and supplies, ensuring that all items are accounted for and that the incoming team is aware of what has been received. Similarly, the ICS 213 form, a part of the Incident Command System forms, is crucial for effective communication during transitions. It helps in recording important communications and information, which aids in ensuring continuity of operations and minimizes the potential for misunderstandings or lost information when responsibilities are handed over. In this context, while training protocols, incident reports, and communication logs may have their importance in overall incident management and operational readiness, they do not provide the immediate logistical and accountability functions that the waybill or ICS 213 covers specifically during the transition of responsibilities. Documenting the transfer of equipment and other pertinent information through these forms is vital to maintain operational integrity and efficiency at such critical junctures.

**9. In incident management, what role does a "contracting officer" play?**

- A. A person responsible for public relations during an incident**
- B. A person authorized to enter into, administer, and terminate contracts for resources**
- C. A person in charge of training personnel**
- D. A person who oversees safety protocols and compliance**

The role of a contracting officer is crucial within incident management because this individual is specifically authorized to enter into, administer, and terminate contracts for necessary resources. This function is essential during an incident as it enables the organization to acquire essential goods and services quickly, ensuring that resource needs are met effectively and efficiently. Contracting officers have the authority to negotiate terms, review contracts, and ensure compliance with regulations and policies governing contracts. This allows them to facilitate the procurement process, helping to ensure that the incident response is not hindered due to delays in acquiring critical resources. Having a dedicated contracting officer helps streamline operations during incidents, providing the necessary support to manage resources effectively, which is vital for the success of any incident management operation. Their role is central to ensuring that all contractual obligations are met while also maintaining fiscal responsibility and compliance with applicable laws.

**10. What action should be taken if an individual is injured, no matter how slight?**

- A. Consult the supervisor**
- B. No need to inform anyone**
- C. Only report if medical attention is required**
- D. Complete a report at the end of the day**

The appropriate action when an individual is injured, regardless of the severity, is to consult the supervisor. This response is critical because it ensures that the injury is addressed properly and that any necessary protocols for workplace safety and health are followed. Involving a supervisor allows for immediate assessment of the situation and determination of whether further actions, such as medical evaluation or first aid, are needed. Additionally, notifying a supervisor aligns with organizational policies and procedures established for handling injuries in the workplace. It promotes a culture of safety and responsibility, ensuring that all incidents, however minor, are documented and addressed appropriately. This can also help in preventing future incidents and fostering a safe working environment. Ignoring the injury or failing to report it can lead to complications, both for the individual who is injured and for the organization. Ensuring that all injuries are reported helps maintain accurate records and facilitates any necessary follow-up actions or investigations.