

ROCKY MOUNTAIN/GREAT BASIN COORDINATING GROUPS AGENCY PAYMENT TOOL KIT
FOR TYPE 1 OR 2 FIRE ASSIGNMENTS APPENDIX B - TOOL KIT Effective Date: 4/27/2011 DURATION: Effective until superceded or removed

AGENCY PAYMENT TOOL KIT FOR TYPE 1 OR 2 FIRE ASSIGNMENTS					
AGENCY	ADs	PAYMENTS for AGENCY FIRE	TRAVEL	EQUIPMENT	Workers Compensation
BUREAU OF INDIAN AFFAIRS	Sent back with the AD for the home unit to process	Processed by the incident agency and/or a payment team	Home unit processes	NA	Original paperwork goes home with the Crew Boss or mailed to the home unit. POC: Employees home unit FMO.
BUREAU OF LAND MANAGEMENT	Sent back with the AD for the home unit to process	Processed by the incident agency and/or a payment team	Home unit processes	NA	Original paperwork goes home with the employee POC: Employees home unit compensation coordinator
NATIONAL PARK SERVICE	Sent back with the AD for the home unit to process	Processed by the incident agency and/or a payment team.	Home unit processes	NA	Mail original paperwork to the home unit. POC: Employee home unit compensation coordinator
U.S. FISH & WILDLIFE SERVICE	Sent back with the AD for the home unit to process	Processed by the incident agency and/or a payment team	Home unit processes	NA	Mail original paperwork to the home unit. POC: Employee home unit compensation coordinator
U.S. FOREST SERVICE Albuquerque Service Center Incident Finance Branch-Casual Pay 101B Sun Avenue NE Albuquerque, NM 87109	Uploaded to ASC via ISuite. Original with signatures sent overnight ASC	Original invoice with deductions if applicable & agreement are sent overnight to ASC from the incident.	ADs processed on OF-288 via ISuite; agency employees processed by home unit	NA	Original CA-1 or CA-2 faxed to 866-339-8583 and FedEx'd to USDA Forest Service, ASC-Human Resource Management, 3900 Masthead Street, NE-WC Annex, Albuquerque, NM 87109. Copy to employee.
STATE	STATE EMPLOYEES	PAYMENTS	TRAVEL	EQUIPMENT	Workers Compensation
COLORADO Colorado State Forest Service Fire Division, Building 1049 5060 Campus Delivery Fort Collins, CO 80523-5060 Questions contact: Janell Ray Work: (970) 491-1063 Cell: (970) 222-0367	Original Firefighter time reports (OF-288) are given to Colorado State employees (not entitled to Hazard Pay) and cooperator resources at demobilization.	All I-BPA & EERA invoices will be processed for payment through the CSFS Fire Division in Fort Collins for all Colorado state fires. Multi-Jurisdictional fires when it includes state/private land, payment will be determined on a fire by fire basis.	Home unit processes	Original Emergency Equipment Use Invoice (OF-286) with pink copies of Emergency Equipment Shift Ticket (OF-297) must be given to all Colorado State and cooperator resources at demobilization.	Submit CSU Workers' Compensation Injury Report to CSFS State Office within four (4) days of injury. Contact Ann Randall at CSFS State Office, fax 970-491-7736 or phone 970-491-6303.

STATE	STATE EMPLOYEES	PAYMENTS	TRAVEL	EQUIPMENT	Workers Compensation
<p>IDAHO</p> <p>Bureau of Fire Management 3284 West industrial Loop Coeur d'Alene, ID 83815</p> <p>Questions contact: Ken Homik Work: (208) 666-8548 or Debbie Godfrey Work: (208) 666-8639</p>	<p>Original Firefighter time reports (OF-288) are given to state employees and cooperators resources at demobilization for processing at home unit.</p>	<p>Original invoices will be audited at the local unit and paid by Bureau of Fire Management in Coeur d'Alene.</p>	<p>Home unit processes.</p>	<p>Cost of state equipment used will be billed per IDL Vehicle and Equipment Rental Rates.</p>	<p>Document injury on CA1, CA2 or CA16. Claim will be submitted by home unit. For questions, call the state duty officer at 208-769-1530.</p>
<p>KANSAS</p> <p>Kansas Forest Service 2610 Claflin Road Manhattan, KS 66502-2798</p> <p>Questions contact: Sandy Chandler Work: (785) 523-3313</p>	<p>Original firefighter time reports (OF-288) are given to Kansas State employees (not entitled to hazard pay) and cooperators resources at demobilization. State Employees are paid by Kansas State University</p>	<p>For all fires Kansas Forest Service assists on, invoices will be processed by Kansas Forest Service, Kansas State University and sent to Region 2 USDA Forest Service for review and forwarded to the ASC for payment.</p>	<p>Kansas Forest Service will pay for all travel based on the State of Kansas allocation and guidelines. Travel will be included in the invoicing for payment.</p>	<p>Cost of equipment used will be billed per Kansas Forest Service Schedule of Charges for mileage charge. Includes vehicles and trailers.</p>	<p>Employee or incident personnel need to contact home office, Kansas Forest Service, 785-532-3300 when injury or illness occur. KFS will work with employee/incident personnel to provide notification to Kansas State University within 10 days of injury. KFS office will work with Kansas State University to file workers compensation.</p>
<p>NEVADA</p> <p>Nevada Division of Forestry 2478 Fairview Drive Carson City, NV 89701 (775)684-2500</p> <p>Questions contact: Mary Wilde, Incident Business Specialist (775) 684-2516</p>	<p>Original Crew Time Report's (SF-261) & Firefighter time reports (OF-288) are given to all Nevada state, and cooperators resources at demobilization.</p> <p>Only helitack (excluding the pilot) are entitled to hazard pay.</p>	<p>All I-BPA & EERA invoices will be processed for payment through NDF for all Nevada state fires.</p>	<p>Home unit processes</p>	<p>Original Crew Time Report's (SF-261) & Firefighter time reports (OF-288) are given to all Nevada state, cooperators personnel assigned to equipment at demobilization.</p>	<p>Document injury on C1, C3 and Investigation Report. Claim will be submitted by home unit. For questions, call the Personnel Technician II at (775) 684-2504.</p>

STATE	STATE EMPLOYEES	PAYMENTS	TRAVEL	EQUIPMENT	Workers Compensation
<p>SOUTH DAKOTA</p> <p>SD Wildland Fire Supperssion Division Fire Business Accountant 4250 Fire Station Road-Suite 2 Rapid City, SD 57703-8722</p> <p>Questions Contact: Brenda Even Work: (605) 393-8115</p>	<p>Original Crew/Equipment Time Report's (AS-DCF100/96) & Firefighter time reports (OF-288) are given to all South Dakota state ,private SD state contract and cooperatior resources (not entitled to hazard pay) at demobilization.</p>	<p>All I-BPA & EERA invoices will be processed by SD Wildland Fire Suppression, for fires that are on state, private and county land. Payment on multi-jurisdictional fires when state/private land is included, will be determined on a fire by fire basis.</p> <p>South Dakota VFDs and South Dakota contractors should be forwarded to SDWFS for payment.</p>	<p>Home unit processes</p>	<p>Original Crew/Equipment Time Report's (AS-DCF100/96) & Firefighter time reports (OF-288) are given to all South Dakota state, private SD state contractor and VFD personnel assigned to equipment at demobilization.</p> <p>Original Crew/Equipment Time Reports (AS-DCF100/96) & Emergency Equipment Use Invoice (OF-286) are given to all South Dakota state, private SD</p>	<p>Electronic First Report of injury form need to be complete and submitted to our Bureau of Personnel within 72 hours, by employee or Chief of Party. On in-state fires cooperators follow the same rules as state employees, on out-of-state fires they are under their departments work comp policy. All contractors fall under their own policy. Any questions contact Brenda Even.</p>
<p>UTAH</p> <p>Forestry Fire State Lands 1594 W. North Temple-Suite3520 Salt Lake City, UT 84116</p> <p>Questions contact: Jane Martinez Cell: (801) 541-6764</p>	<p>Original Crew Time Report's (SF-261) & Firefighter time reports (OF-288) are given to all Utah State(entitled to hazard pay) and cooperatior (not entitled to hazard pay) resources at demobilization.</p>	<p>All I-BPA & EERA invoices will be processed for payment through FFSL for all Utah state fires (state, private, & county land).</p>	<p>Home unit processes</p>	<p>Original Emergency Shift Ticket (OF-297) must be used and given to all Utah State and cooperatior resources at demobilization.</p>	<p>Document State employee injury or illness on form 122 First Report of Injury and submit to employee home unit for processing. www.wcgroup.com/forms. See CH 50 Supplement or call Aubrey @801-538-7210 Fax 801-538-7219</p>
<p>WYOMING</p> <p>Wyoming State Forestry Division 1100 West 22nd Street Cheyenne, WY 82002</p> <p>Questions contact: Lynda Berckefeldt Cell: (307) 421-0065</p>	<p>Original Firefighter time reports (OF-288) are given to all Wyoming State and cooperatior (not entitled to hazard pay) resources at demobilization.</p> <p>Original Crew Time Reports (SF-261) for last day of travel.</p>	<p>All I-BPA & EERA invoices will be processed for payment through WSFD for all qualifying Wyoming EFSA account fires (state, private, & county land). All other fires will be processed as normal through the federal payment agency.</p>	<p>Home unit processes</p>	<p>Original Emergency Equipment Use Invoice (OF-286) with pink copies of Emergency Equipment Shift Ticket (OF-297) must be given to all Wyoming State and cooperatior resources at demobilization.</p>	<p>On federal land incidents, covered by the provisions of the Federal Employees' Compensation Act (5 USC 81). On Wyoming State & Private lands, injury must be reported to employer within 72 hours of the injury, can initially be reported on CA1, CA2 or CA16. Call 307-777-7441 for assistance</p>