



**GREAT BASIN COORDINATING GROUP
INTERAGENCY INCIDENT BUSINESS MGMT HANDBOOK
SUPPLEMENT**

This document provides direction for the Great Basin and supplements the Interagency Incident Business Management Handbook, PMS-902.

CHAPTER 50 – INTERAGENCY COOPERATIVE RELATIONS

Supplement No.: GBCG-50-2016

Effective Date: March 18, 2016

Duration: Effective until superseded or removed

**Approved /s/
Chair, Great Basin Coordinating Group**

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AGREEMENTS BETWEEN FEDERAL AND STATE FIRE ORGANIZATIONS

Equipment and operating personnel obtained from city, county or rural fire departments are normally ordered and reimbursed in accordance with existing cooperative agreements. The mechanics of each agreement vary considerably; however, there are a few general points to consider when dealing with these state cooperators.

1. The cooperative agreement normally specifies that the cooperator must be reimbursed for their costs. Government agencies, whether they are city, county, or rural, should not be in the profit making business. These costs are outlined in the annual operating plans and cooperators should carry the operating plan and rate agreement with them to an incident.
2. City, county or rural fire departments like other governmental entities are subject to the policies and guidance that govern incident replacement of government property.
3. The method of tracking equipment use for cooperators varies with each state cooperative agreement. The most common method uses the Emergency Equipment Shift Ticket OF-297 and Emergency Equipment Use Invoice OF-286 for all equipment. The **original** Shift Tickets and Use Invoice are provided to cooperator personnel for billing documentation.
4. When equipment rates do not include personnel costs, document personnel time on a Crew Time Report SF-261 and Emergency Firefighter Time Report, OF-288. Mark "Other" in Block 4. Give **originals** of the OF-288 to cooperator personnel.
5. Commonly city, county or rural fire departments have Federal Excess Personal Property (FEPP) available to assist on wildland fires. Equipment in this program is on loan from the US Forest Service to the state, which in turn loans it to city, county or rural departments. This equipment can be identified by a small silver or yellow sticker, or plate, which states that it is federal property under the control of the US Forest Service. This identification is normally found on the dashboard of vehicles and in prominent locations on other pieces of equipment. The renting of FEPP equipment to federal agencies is not authorized. Use charges should include only operating costs (fuel and oil), operator costs if applicable, and possibly transportation costs. Charges should not include amortization, depreciation, replacement costs and related charges for the vehicle. Such charges may be appropriate for special equipment added to the loaned unit, such as tanks or pumps.

States are governed by their own procurement statutes, rules, policies and procedures. Commonly, States have procurement latitude during the fire season to use contracts competitively solicited or signed up as incident only by federal agencies on state jurisdictional fires. States will have resource lists for equipment and services under contract through their procurement system. Generally these can be used on multijurisdictional fires when the state is the payment agency and federal agency (s) guidelines and business practices are followed for contracted resources on federal managed fires.

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IDAHO -IDAHO DEPARTMENT OF LANDS -

STATE AND COOPERATOR PERSONNEL AND EQUIPMENT

Idaho Department of Lands (IDL) Employees

IDL personnel are government employees, employed by the state of Idaho Department of Lands and will be treated as “agency” personnel.

1. Personnel Time

All IDL employees and crews will complete an SF-261, Crew Time Report, for all compensable time. Upon demobilization, Finance will provide the **original** OF-288, Emergency Firefighter Time Report, to the employee. IDL personnel costs are reimbursed based on actual wages and benefits.

2. Vehicle/Equipment Time

IDL vehicles and equipment will be documented on IDL Vehicle and Equipment Use Log for fleet documentation. Private Owned Vehicle (POV) rates shall be in accordance with state of Idaho Board of Examiners policy and procedures.

IDL vehicle rates are published on the IDL public website under Fire Management at www.idl.idaho.gov, or in the IDL Incident Business Operating Guide (IBOG). Vehicles rates include operating supplies (wet) and general maintenance. When IDL fuel cards do not work at an incident, contact the IDL Senior Fiscal Specialist at 208-334-0228 for assistance with processing payment.

3. Travel

IDL employees are expected to be self-sufficient during mobilization and demobilization.

IDL Casual Employees

IDL Forest Protective Districts and Areas are responsible for hiring Casual employees and processing all necessary paperwork.

IDL Casuals should be treated as regular agency employees while on incidents. IDL Casual's rate of pay shall not be changed after initial employment except as authorized by the Bureau of Fire Management. If an IMT has a need to hire Casual employees on IDL jurisdictional fires, the local IDL office will hire the Casuals for the incident in accordance with IDL policy and procedures.

1. Personnel Time

IDL Casual employees will complete a SF-261, Crew Time Report, for all compensable time. Upon demobilization, Finance will provide the **original** OF-288, Emergency Firefighter Time Report, to the employee. IDL Casual personnel costs are reimbursed based on actual wages and benefits.

2. Vehicle/Equipment Time

IDL vehicles and equipment will be documented on IDL Vehicle and Equipment Use Log for fleet documentation. Private Owned Vehicle (POV) rates shall be in accordance with state of Idaho Board of Examiners policy and procedures.

IDL vehicle rates are published on the IDL public website under Fire Management at www.idl.idaho.gov, or in the IDL Incident Business Operating Guide (IBOG). Vehicles rates include operating supplies (wet) and general maintenance. When IDL fuel cards do not work at an incident, contact the IDL Senior Fiscal Specialist at 208-334-0228 for assistance with processing payment.

3. Travel

IDL Casual employees are typically not issued government credit cards. Therefore, it may be necessary for a Casual employee to be self-sufficient with personal funds for regular expenses such as meals, lodging, and baggage fees. Dispatch centers and host agencies should make every effort to provide for IDL Casual employees. If an IDL Casual is utilizing a POV, it should only be used for travel to and from an incident. POV rates shall be paid in accordance with state of Idaho Board of Examiners policy and procedures.

Timber Protective Associations

Timber Protective Association (TPA) employees shall receive the same courtesy as IDL employees. They are considered “agency” personnel and **should not be confused with private contractors.**

1. Personnel Time

All TPA employees and crews will complete an SF-261, Crew Time Report, for all compensable time. Upon demobilization, Finance shall provide the **original** OF-288, Emergency Firefighter Time Report, to the employee. TPA employee costs are reimbursed based on actual wages and benefits.

2. Vehicle/Equipment Time

TPA employees may use the OF-297, Emergency Equipment Shift Ticket, for documenting vehicle and equipment time. They are **not** required to provide this to Finance. It is done strictly for documentation purposes at the home unit. Cost Unit Leaders can estimate TPA vehicle/equipment costs utilizing the IDL Equipment Rates. POV rates shall be in accordance with TPA policy and procedures.

3. Travel

TPA personnel are expected to be self-sufficient during mobilization and demobilization.

Fire Service Organizations

It is the IDL's responsibility to be the single hiring point for equipment and personnel obtained from Idaho Fire Service Organizations (FSOs). The only exception is local initial attack mutual assistance agreements.

1. Check-In

At check-in at an incident, the FSO will provide Finance a copy of the Idaho Cooperator Certification Form (ICCF) which outlines payment terms.

2. Demobilization

At demobilization, Finance will provide the FSO all original payment documents, including the **original** OF-297, Emergency Equipment Shift Tickets (pink), and the **original** OF-286, Emergency Equipment Use Invoice, for equipment. Single resource and personnel working on equipment hired at the un-operated rate shall be provided the **original** OF-288, Emergency Firefighter Time Report. When hired under the unoperated rate, the FSO will bill actual payroll and benefit costs to IDL.

3. Commercial Driver's License

Idaho Fire Service Organizations are exempt from the requirements of Interstate Commercial Driver's Licenses (CDL). When accepting assignments outside the state of Idaho with a piece of equipment that is over 26,000 lbs. GVW or has air brakes, it may not be required, but is recommended that drivers have a CDL with all applicable endorsements. An incident may demobilize a resource if the operators do not have the applicable license and endorsements to satisfy the requirements of a particular state.

4. Department of Transportation Equipment Inspections

Idaho Fire Service Organizations are exempt from the requirements of Department of Transportation (DOT) Equipment Inspections. When accepting assignments outside the state of Idaho with a piece of equipment that is over 10,000 lbs GVW, it may not be required, but it is recommended, that all vehicles have a DOT Equipment Inspection. An incident may demobilize a resource if the equipment does not have this inspection to satisfy the requirements of a particular state.

For details regarding the agreement and ICCF, see the current Idaho Fire Service Organization Rate Book. If the FSO does not provide one to Finance, they are available on the IDL public website under Fire Management at www.idl.idaho.gov.

Idaho Department of Correction

Idaho Department of Correction (IDOC) resources may be used on any wildland fire incident. IDOC resources are made available through IDL. The resources include Type 2 crews, camp crews, and a food unit catering trailer.

Mobilization of IDOC resources is coordinated between the Liaison Officers, institutions, and dispatch centers as per the agreement.

Specific direction regarding the use of these resources can be found in the Annual Operating and Financial Plan between IDOC and IDL. It is available on the IDL public website under Fire Management at www.idl.idaho.gov.

All IDOC costs are paid through IDL.

EMERGENCY MEDICAL SERVICES

Emergency Medical Services (EMS) is available in the state of Idaho through the regular ordering process at interagency dispatch centers. The preferred method of hiring EMS personnel and equipment/vehicles in Idaho is: 1) Local EMS Jurisdiction; 2) Agency personnel licensed in Idaho; 3) Idaho Fire Service Organizations; 4) Idaho local government; and 5) Idaho private-owned with current contract with IDL.

ALL EMS providers working within the state of Idaho must meet minimum license standards, as determined by the Idaho Department of Health and Welfare, EMS Bureau.

When an IMT is assigned to an incident it is their responsibility to follow the procedures as described below. When an IMT is not assigned to an incident, it is the host agency's responsibility to ensure the following procedures are followed.

A. IMT or Host Agency Responsibilities

It is the IMT's responsibility to coordinate with the Idaho EMS Bureau in Boise to ensure all EMS providers working on wildfire incidents are licensed and working within their authority. They shall:

1. Contact the Idaho EMS Bureau at: Telephone 208-334-4000, Fax 208-334-4015 or Email EMSAgencyLicensure@dhw.idaho.gov to establish a direct communication for incident support. The EMS Bureau provides written approval to the IMT for EMS providers working on incidents.
2. Forms to be obtained and kept on file at the incident for Idaho EMS Bureau review:
 - a. Letter from the EMS provider's medical director, giving them authority to work on the wildfire incident.
 - b. Copy of EMS License for personnel
 - c. Copy of License and Cover Letter, for EMS agency.
 - d. **Out-of-state EMS providers** must complete the "Limited Request for Recognition". The form can be found and submitted online to the Idaho EMS Bureau at:
http://healthandwelfare.idaho.gov/Portals/0/Medical/EMS/Limited_Request_For_Recognition.pdf
 - e. **In-state Licensed EMS providers** who are not acting under an Idaho licensed EMS agency deployed at the incident must complete the "Planned Deployment Declaration Form". The form can be found and submitted online to the Idaho EMS Bureau at:
<http://healthandwelfare.idaho.gov/Portals/0/Medical/EMS/PlannedDeployment.pdf>
 - f. Licensed EMS personnel working for a Licensed Idaho EMS agency deployed at the incident should complete an affiliation change for that agency. The form can be found and submitted online to the Idaho EMS Bureau at:
http://healthandwelfare.idaho.gov/Portals/0/Medical/EMS/EMS_Agency_Personnel_Affiliation_Status_Form.pdf
 - g. Patient Care Integration Agreement-- It is the responsibility of the EMS provider at the incident to ensure the Agreement is completed upon assignment to the incident. The IMT medical unit leader or the host agency has responsibility to follow up to ensure compliance.

The Idaho EMS Bureau typically responds to the IMT during business hours Monday through Friday. There may be delays in responses to IMTs on weekends and after business hours.

3. When mobilizing EMS providers outside their jurisdictions whether from within Idaho or outside the State, as a courtesy to the local EMS jurisdiction, the IMT shall contact the local medical facility Emergency Room who can direct them to the Medical Director who has local jurisdiction authority to let them know the status of EMS providers on the incident. This can be done through the Idaho EMS Bureau, if necessary.

B. EMS Personnel/Staff License Levels

EMT – Emergency Medical Technician

AEMT – Advanced Emergency Medical Technician

Paramedic

C. Local Government and Private-Owned

Local government and private-owned EMS providers are available to the federal and state agencies. If not under a current agreement, the provider may be hired as an incident only resource.

Rates for local government and private-owned EMS providers shall be in accordance with Chapter 20 of the IIBMH. FSO rates are established in the current Idaho Fire Service Organization Rate Book.

D. Fire Service Organizations

Method of hiring Fire Service Organization (FSO) resources is fully-operated rates that include vehicle/equipment and personnel, or unoperated rates. When hired under the unoperated rate, the FSO shall bill actual payroll and benefit costs to IDL.

FSO resources are made available through preseason agreements with IDL. Rates for FSO resources are established in the current Idaho Fire Service Organization Rate Book.

1. Check-In

At check-in at an incident, the FSO will provide Finance a copy of the Idaho Cooperator Certification Form (ICCF) which outlines payment terms.

The current Idaho Fire Service Organization Rate Book should be provided at check-in by the FSO. It is also available on the IDL public website under Fire Management at <http://www.idl.idaho.gov/>.

2. Demobilization

At demobilization, Finance will provide the FSO all original payment documents, including the **original** OF-297, Emergency Equipment Shift Ticket (pink) and the **original** OF-286, Emergency Equipment Use Invoice, for equipment. Single resource and personnel working on equipment hired at the un-operated rate shall be provided the **original** OF-288, Emergency Firefighter Time Report. When hired under the un-operated rate, the FSO shall bill actual payroll and benefit costs to IDL.

E. Payment

Payment to Fire Service Organizations, local government and private contracted EMS resources shall be made in accordance with their agreement or contract.

IF AN INCIDENT REQUESTS AN EMS RESOURCE TO WORK UN-ESCORTED NEAR THE FIRELINE, THE RESOURCE SHALL BE NWCG QUALIFIED IN A FIRELINE POSITION AND HAVE, IN THEIR POSSESSION, A CURRENT RED CARD (QUALIFICATION CARD).

Compensation Injury/ACCIDENT and Illness (Ref. IIBMH, Chapter 10)

A. Agency Provided Medical Care (APMC)

IDL, cooperator, and Timber Protective Association employees may utilize APMC while performing suppression duties. Under this program, host agencies pay for limited first aid costs for minor injury or illnesses that occur on an incident and require only one treatment.

The use of APMC is appropriate for first aid cases involving treatment received on the day of the injury or illness and do not require any additional follow-up. Use of APMC **will not** include authorization for therapy, stitches, x-rays, etc. On Incidents managed by an IMT, a Report of Traumatic Injury and Claim for Continuation of Pay/Compensation, CA-1, or a Notice of Occupational Disease and Claim for Compensation, CA-2, are acceptable forms. Refer to the IIBMH, Chapter 10, for further direction.

1. IDL Employees while on an Incident under IDL jurisdiction

The Supervisor's Accident Report Form, HR-1303, should be filled out as soon as possible following an injury/illness. This is an Idaho State form and is the preferred form of documentation when injuries/illnesses occur to State employees while conducting official business. This form is in the IDL IBOG and can also be obtained from any IDL office.

Workers' Compensation Insurance (when APMC is not used)

1. IDL Employees

All employees of the Idaho Department of Lands, including full-time, part-time, temporary/seasonal, and Casual employees are covered by Workers' Compensation Insurance through the Idaho State Insurance Fund while in the course and scope of employment.

If an employee requires treatment not covered by APMC, a First Report of Injury should be completed. The Idaho State specific Form "First Report of Injury" may be printed from the Idaho State Insurance Fund website at http://www.iic.idaho.gov/forms/ic_1_froi.pdf. If the Idaho form is not available, the Report of Traumatic Injury and Claim for Continuation of Pay/Compensation, CA-1, or a Notice of Occupational Disease and Claim for Compensation, CA-2, are acceptable forms. Refer to the IIBMh, Chapter 10, for further direction.

2. Timber Protective Associations

Timber Protective Association employees are covered by Workers' Compensation Insurance through the Idaho State Insurance Fund.

If an employee requires treatment not covered by APMC, a First Report of Injury should be completed. The Idaho State specific Form "First Report of Injury" may be printed from the Idaho State Insurance Fund website at http://www.iic.idaho.gov/forms/ic_1_froi.pdf. If the Idaho form is not available, the Report of Traumatic Injury and Claim for Continuation of Pay/Compensation, CA-1, or a Notice of Occupational Disease and Claim for Compensation, CA-2, are acceptable forms. Refer to the IIBMh, Chapter 10, for further direction.

3. State Cooperators

State cooperators are required to carry Workers' Compensation Insurance on all employees and volunteers. If an injury or illness occurs, follow their agency- specific guidelines.

All work-related injuries and accidents must be reported to the home unit as quickly as possible. The home unit may assist with notification and documentation. Failure to report a work-related accident is a serious matter and may preclude an employee's coverage under Workers' Compensation insurance.

ACQUISITION**Emergency Equipment Rental Agreements**

There is flexibility in procurement methods for equipment on IDL jurisdiction fires. Equipment that has been competitively bid through the federal contracting process may be procured through usual dispatch procedures. Equipment that has not been competitively bid, but is available locally, can be procured through local OF-294, Emergency Equipment Rental Agreements (EERAs with General Clauses). The local dispatch office maintains a list of IDL preseason agreements/contracts that supplement the equipment available through federal contracts.

If equipment is available locally, but has not been signed up preseason, it may be signed up at the time of the incident. IMT procurement personnel, and designated IDL employees, are authorized to execute EERAs with General Clauses, when necessary. Procedures will follow those outlined in the IIBMH and its geographic area supplements to Chapter 20. In all cases, the preferred procurement method is that which reduces mobilization time and/or is most advantageous in meeting fire suppression objectives, as determined by the Line Officer.

On State fires, agreements initiated by IDL personnel (or by personnel representing IDL) do not have to be countersigned by Contracting Officers or Procurement Unit Leaders working for a federal agency.

If the IMT elects to retain equipment that meets their needs, and it is already on the fire, an order will be placed with Expanded Dispatch (with a notation that the equipment is already on the fire). The procurement personnel will execute an EERA with General Clauses, ensure inspections are complete, and that OF-297, Emergency Equipment Shift Tickets are up-to-date.

Local Procurement/Contracts

Upon arrival at an IDL incident, the Finance Section will be given a list of local vendors and resources that may be used in support of the incident. The following may be included in these lists:

1. Preseason agreements with restaurants. Use of the Restaurant and Lodging Authorization Form is required. These forms are available from the IDL host agency.
2. Procurement contacts for the Idaho Department of Lands.
3. Preseason Emergency Equipment Rental Agreements.
4. Preseason Land Use Agreements, Fire Service Organization Agreements, and any other preseason local agreements.
5. IDL Incident Business Operating Guide.

6. Fire Service Organization Rate Book.

Buying Team Procedures

Procurement decisions should be based on sound judgment considering cost and the most expeditious source of supply to meet the needs of the suppression effort. IDL has flexibility in its procurement methods and is not bound by federal competitive solicitations. However, federal contracts should be used when most advantageous in meeting suppression objectives. Additional information regarding buying team procedures can be found in the IDL Incident Business Operating Guide (IBOG).

CLAIMS

IDL Jurisdiction Incidents

1. IMT Assigned Incidents

Claims against the state of Idaho for incidents under IDL jurisdiction, while managed by an IMT, will be submitted to the Finance Section or their designee. The IMT will ensure documentation will be filed in accordance with Chapter 70 of the IIBMH. The IMT cannot resolve claims for the state of Idaho. All documentation must be submitted to the host agency. The host agency shall submit the claim documentation to the Fire Business Program Manager, Bureau of Fire Management, who will settle the claim or forward to Risk Management for final determination.

Claims against the state of Idaho for incidents under IDL jurisdiction where an IMT is **not** assigned will be submitted to the host agency. The host agency will ensure documentation will be filed in accordance with Chapter 70 of the IIBMH. The host agency (District) cannot resolve claims for the state of Idaho. The host agency (District) shall submit the claim documentation to the Fire Business Program Manager, Bureau of Fire Management, who will settle the claim or forward to Risk Management for final determination.

IDL Claims Against Another Jurisdiction

IDL personnel filing a claim against an incident or other jurisdiction on behalf of the State shall follow the guidelines for that jurisdiction and/or as outlined in Chapter 70 of the IIBMH while at the incident. The IMT will ensure IDL is provided a copy of all documentation related to a claim for submittal to the home unit before demobilization. If the claim is not resolved at the incident, the home unit will follow up with the host agency as quickly as possible to bring it to

resolution. The IDL Fire Business Program Manager will assist the home unit if necessary.

All IDL claims against another jurisdiction will be reviewed with the Fire Business Program Manager, Bureau of Fire Management, before any billing is submitted to the agency having jurisdiction.

IDAHO NATIONAL GUARD

The State will maintain an agreement for the utilization of the Idaho National Guard resources. All orders for the Idaho National Guard resources for use on wildland fires shall go through Idaho Department of Lands, Bureau of Fire Management. For costs that are the responsibility of the Federal Agencies, the Federal Agencies shall upon receipt of the State's billing, reimburse the State for the costs of assistance.

FIRE MANAGEMENT ASSISTANCE GRANT PROGRAM

In the event a wildland fire threatens a community, the local government and Governor may make a disaster declaration. When a declaration is in place, the local government and/or State may request financial assistance through the Idaho Bureau of Homeland Security (BHS).

A. Responsibility/Role

1. Idaho Bureau of Homeland Security (BHS)

The Idaho Bureau of Homeland Security (BHS) is the lead State agency for coordinating state emergency disaster declaration responses for non-Stafford Act responses within the State of Idaho.

2. Idaho Department of Lands

Idaho Department of Lands (IDL) may assist BHS once a declaration is made. IDL may work as a liaison to local government, assisting with cost share agreements, cost tracking procedures, liaison between the IMT, and Federal agencies managing the incident.

3. Incident Management Team

Incident management personnel shall ensure cost accounting procedures meet the needs of the agencies and communities for the FMAG application process.

NEVADA - NEVADA DIVISION OF FORESTRY (NDF)

The Nevada Division of Forestry (NDF) utilizes the standard forms contained in the Interagency Incident Business Management Handbook (IIBMH). In cases where NDF policy varies from those established in the IIBMH, the policies summarized below shall be followed. Additional information regarding NDF specific policies are contained within the Nevada Division of Forestry Incident Business Operating Guidelines. The Incident Business Operating Guidelines will be provided to Incident Management Team (IMT), Buying Team, and expanded dispatch personnel assisting on incidents under the jurisdiction of NDF.

For further information and clarification, please contact:

Mary Wells
Incident Business Specialist
2478 Fairview Dr.
Carson City, NV 89701
(775) 684-2516
(775) 443-7759

or

Kathy Rubin
Incident Accounting Specialist
2478 Fairview Dr.
Carson City, NV 89701

(775) 684-2523

Nevada Division of Forestry Jurisdiction

The Nevada Division of Forestry is charged with the protection of state and private lands, from fire and other threats by Nevada Revised Statutes 472, 527 and 528.

Under Nevada's Wildland Fire Protection Program the Division has contracted with the Local Government Jurisdictions within the state. The Division has signature authority on any Cost Share Agreements for fires in the following counties and/or districts: Carson City, Churchill County, East Fork FPD, Tahoe Douglas FPD, Elko County, Humboldt County, Lander County, Lincoln County, Central Lyon County, Mason Valley FPD, North Lyon County, Smith Valley FPD, Nye County, Pershing County, Storey County, North Lake Tahoe FPD, Truckee Meadows FPD, and Washoe County Rural areas.

See page 50-20 for Billing Documentation Requirements for Cooperative Resources.

Nevada Division of Forestry has agency resources available for all-risk incidents under the authority and provisions of the Master Cooperative Wildland Fire Management and Stafford Act Response Agreement, information provided is from the State Wide Annual Operating Plan. The AOP covers information helpful to IMT's managing fires in Nevada and instances where Nevada resources are ordered for out of state assignments.

This information is provided in summary and is a general outline for the State of Nevada, NDF incidents or employees.

State and Cooperator Personnel (Ref: Chapter 10 IIBMH)

1. Nevada Division of Forestry (NDF) Employees

NDF personnel are government employees, employed by the state of Nevada Division of Forestry and will be treated as "agency" personnel. They should **not** be confused with private contractors.

a) Personnel Time:

All NDF personnel and crews will complete a SF-261, Crew Time Report, for all compensable time. Upon Demobilization, Finance will provide the OF-288, Emergency Firefighter Time Report, to the employee. NDF personnel costs are reimbursed based on actual wages and benefits.

b) NDF employees complete the NDF Emergency Response Report (ERR) for submittal with time sheets and the Incident Report. Discrepancies may exist between the two time reporting forms due to specific time reporting requirements of some state positions. There may also be times when there are discrepancies in meal time reporting between the employee's ERR and the OF-288. These are due to state reporting procedures.

c) NDF employees receive paid standby for every non-working hour while in a fire camp setting. Standby is reported on the employee's ERR and does not need to be noted on the OF-288.

d) NDF may on a case-by-case basis approve 24 hour pay for employees and correctional officers where incidents cannot provide reasonable "off shift" accommodations within a reasonable timeframe.

e) State employees receive shift differential if they work a qualifying shift. As used in this section "qualifying shift" means a scheduled work period of at least 8 hours of which 4 hours must fall within the hours from 1800 to 0700 for a maximum of 8 hours in one shift. This is noted on the employee's ERR is not required to be noted on the OF-288.

- f) NDF employees are entitled to hazard pay when: 1) working more than 16 feet above the ground or floor and/or 2) time spent in a single engine aircraft or helicopter, when not part of their regular job (i.e., pilot).
- g) NDF employees are not allowed payroll deduction for commissary, cash or personal credit card may be used
- h) Travel – NDF personnel are expected to be self-sufficient during mobilization and demobilization.
 - 1. Travel does not need to be separated from working time; however, in the interest of consistent timekeeping, if the timekeeper wishes to use the “T” in the hours block, it is acceptable.
 - 2. Per Diem – The state follows the IIBMH definition for incident provided meals and lodging. When not provided by the incident reimbursement for food and lodging is based on State Travel Policy.
 - 3. Car Rental – The State of Nevada does not rent vehicles for employee use on assignment.

2. Emergency Fire Fighters and Casuals

NDF is responsible for hiring Casual employees and processing all necessary paperwork for incidents under state responsibility.

- a) Emergency Firefighters (EFF) are the NDF equivalent of casual employees.
- b) Emergency firefighters must complete an Emergency Firefighter Employment Agreement, I-9 Employment Eligibility Verification and W4 form prior to being hired. The agreement contains acknowledgment of a Fair Labor Standards Act (FLSA) exemption which must be explained to the EFF.
- c) EFF employees are assigned an AD rate commensurate with the complexity of the job, position or task assigned. This rate shall not be changed after initial employment except as authorized by the Division of Forestry. If an IMT has a need to hire casual employees on NDF jurisdictional fires, the local NDF office will hire the casuals for the incident in accordance with NDF policy and procedures.
- d) Emergency Firefighters are paid through the Purchase Order System. Emergency firefighter times are tracked by the assigned supervisor or regional accounting personnel. Time must be recorded on an NDF ERR and the federal Emergency Firefighter Time Report, OF-288.

- e) Emergency firefighters are eligible for overtime for those hours worked which are in excess of 53 hours in a 7-day work period.
- f) Emergency firefighters are not eligible for shift differential.
- g) Travel – NDF Casuals (EFF) are typically not issued a state travel card. Therefore, it may be necessary for a Casual employee to be self-sufficient with personal funds for regular expenses such as meals, lodging, and baggage fees. Dispatch centers and host agencies should make every effort to provide for NDF Casual employees. If an NDF Casual employee is utilizing a POV, it should only be used for travel to and from an incident. POV rates shall be paid in accordance with State policy and procedure

3. Nevada Division of Forestry Vehicles/Equipment

- a. State owned vehicles and equipment used on incidents should be treated as “agency” vehicles/equipment. Do not initiate and Emergency Equipment Rental Agreement.
- b. Cost Unit Leaders can estimate NDF vehicle/equipment costs utilizing the IIBMH rate found in Chapter 80 listing of State agency rates. If the State agency rate is not available in Chapter 80, the federal agency rates should be used. Privately Owned Vehicle (POV) rates shall be in accordance with state of Nevada policy and procedures. NDF vehicle rates include operating supplies (wet) and general maintenance.

4. Nevada Wildland Fire Protection Program

The Nevada Department of Conservation and Natural Resources, Division of Forestry developed the Wildland Fire Protection Program to defend the people and lands of Nevada against wildland fire through collaborative and comprehensive use of expertise and fire suppression, prevention and restoration resources available throughout the state.

Counties pay an annual assessment to help fund the program based on Wildland risk. County participation allows the State to provide financial assistance with wildland fire costs and use of Division of Forestry resources.

The Division will reimburse the contracted counties/districts expenses prior to billing the Federal Agencies. For costs that are the responsibility of the Federal agencies, the Federal agencies shall upon receipt of the Division of Forestry’s billing, reimburse the Division for the cost of assistance.

5. Nevada Department of Corrections

Nevada Department of Correction (NDOC) resources may be used on any wildland fire incident. NDOC resources are made available through NDF. The resources include Type 2 crews, camp crews, and Sonoma kitchens.

Mobilization of NDOC resources is coordinated between the NDF State Crew Duty Officers, Camps, and dispatch centers as per the agreement.

All NDOC costs are paid through NDF.

- Inmates assigned to crews are paid portal to portal by NDF, although only actual time is reported on the Crew Time Report.

6. Nevada National Guard

All orders for Nevada National Guard (NNG) resources for use on wildland fires shall go through the Nevada Division of Forestry. The Division of Forestry will reimburse the NNG prior to billing the Federal Agencies. For costs that are the responsibility of the Federal Agencies, the Federal Agencies shall upon receipt of the Division of Forestry's billing, reimburse the Division for the cost of assistance.

NNG resources can only be utilized when all other potential sources have been exhausted. To initiate an order for the NNG, contact the NDF State Duty Officer.

Nevada Cooperative Resources

For Nevada cooperative resources not located in the counties listed in paragraph 1 of page 50-17, the following billing documents will be required for payment:

Personnel: Incidents will provide resources with original OF-288s upon demobilization for personnel time. OF-288s will be marked as "Other". To avoid the possibility of duplicate payments, no OF-288s are to be mailed from the incident to a payment agency.

Equipment: No OF-286, Emergency Equipment Use Invoice is required for equipment (i.e., fire engines, support vehicles). Nevada cooperators bill their appropriate incident agency based on documentation obtained from the OF-288. To avoid the possibility of duplicate payments, no OF-286 should be prepared at the incident and no OF-286s should be mailed from the incident to a payment center.

Compensation Injury and Illness (Chapter 10 IIBMH)**1. Worker Compensation Insurance.**

The State of Nevada carries Workers Compensation insurance coverage for all State of Nevada employees, emergency firefighters (casuals) hired by NDF, inmates working on wildland fire suppression crews.,

- If an injury or occupational disease (OD) arises out of, or during, the course of employment, the employee, volunteer, inmate/inmate's crew supervisor or emergency firefighter must provide written notice to the employer as soon as practicable, but not later than seven (7) days after the accident or date of the OD. A "Notice of Injury or Occupational Disease Incident Report" (form C-1) must be completed by the injured worker and signed by his/her supervisor. Distribution of the form is noted on the form.
- The Supervisor's Accident Investigation needs to be completed (immediately, if possible, but not later than 48 hours). Obtain written witness statements if applicable. In addition NDF staff must complete the "Employer's Report of Industrial Injury or Occupational Disease" (form C-3) at the time the employee completes a C-1 form and submit all paperwork (form C-1, C-3 & Investigative Report) to the State Office in Carson City.
- If medical treatment is sought, and the injury occurs on a fire in the State of Nevada, a "Claim for Compensation" (form C-4) will be available at the place of the initial treatment. The injured employee, volunteer, crew supervisor of an inmate, or the emergency fire fighter must file a completed "Claim for Compensation" (form C-4) within 90 days after an accident. The treating physician or chiropractor must complete the "Claim for Compensation" form within three (3) working days after the treatment and mail the completed form (employer's copy) to: **Nevada Division of Forestry 2478 Fairview Dr. Carson City, NV 89701 Attention Carol Nelson**, and mail a copy of the Nevada Administrators Workers' Compensation Third Party Administrators to the address listed on the C-4 form.
- These forms may be obtained at <http://risk.state.nv.us> or from the NDF State Office in Carson City.

All work-related injuries must be reported to the home unit as quickly as possible. The home unit may assist with notification and documentation. Failure to report a work-related accident is a serious matter and may preclude an employee's coverage under Workers' Compensation insurance.

Acquisition (Ref: Chapter 20 IIBMH)**1. Procurement**

- a. Generally NDF will operate within the guidelines identified in this handbook. However, Nevada Division of Forestry procurement procedures differ significantly from the federal procurement system. Authorized employees may utilize Emergency Purchase Orders to obtain a wide variety of equipment, services, and supplies as outlined in NDF Policy and Procedures and the State Administrative Manual.
- b. Agreements initiated by NDF fiscal personnel do not need to be countersigned by Contracting Officers or Procurement Unit Leaders working for a federal agency.
- c. The State receives its procurement authority from State laws, and is, therefore, not subject to Federal procurement laws. Whenever the State is responsible for the management of an incident (including an incident within the direct protection area of a Federal Agency) the State will comply with State laws and regulations covering procurement. Use the address listed below on all paperwork.
- d. Use the Employer Identification Number or the Social Security Number in the Contract block. This number **MUST** be filled in. A signed W-9, Request for Taxpayer Identification Number and Certification, must be completed and attached to the agreement. Payment cannot be made without a completed W-9.

Nevada Division of Forestry
2478 Fairview Drive
Carson City, NV 89701
Office (775) 684-2500

Fax (775) 684-2573 – procurement, contracting & fire billing documents
Fax (775) 684-2572 – personnel & workers compensation forms

e. Emergency Equipment Rental Agreements

There is flexibility in procurement methods for equipment on NDF jurisdiction fires. Equipment that has been competitively bid through the federal contracting process may be procured through usual dispatch procedures. Equipment that has not been competitively bid, but is available locally, can be procured through local OF-294, Emergency Equipment Rental Agreements (EERAs). The local dispatch office maintains a list of preseason EERAs that supplements the equipment available through federal contracts.

If equipment is available locally, but has not been signed up preseason, it may be signed up at the time of the incident. IMT procurement personnel, and designated NDF employees, are authorized to execute EERAs when necessary. Procedures will follow those outlined in the IIBMh and its geographic area supplements to Chapter 20. NDF EERAs do not need to be incident-only agreements. Procurement personnel should consult with the Regional Fire Management Officer to determine the appropriate ending dates. Purchasing authority is not based on a specific dollar amount; however, it must be used with oversight.

In all cases, the preferred procurement method is that which reduces mobilization time and/or is most advantageous in meeting fire suppression objectives, as determined by the Line Officer.

On State fires, agreements initiated by NDF personnel (or by personnel representing NDF) do not have to be countersigned by Contracting Officers or Procurement Unit Leaders working for a federal agency.

If the IMT elects to retain equipment that meets their needs, and it is already on the fire, an order will be placed with Expanded Dispatch (with a notation that the equipment is already on the fire). The procurement personnel will execute an EERA, ensure inspections are complete, and that OF-297, Emergency Equipment Shift Tickets are up-to-date. Immediately after completing the paperwork, the IMT will send the completed EERAs to the Division of Forestry for prompt processing. Any EERAs used on NDF fires will have the most current EERA clauses found on the NWCG web site attached to the EERA.

f. Land and Facilities Use Agreement Form

Nevada State will use a LUA form that complies with State Purchasing Policy and State law.

g. Fire Service Organizations, City/County/Volunteer Fire Departments

The Nevada Division of Emergency Management (NDEM) is the designated coordination center for the mobilization of, generating resource orders for, and tracking of local government resources statewide. For more information contact the State Fire Coordinator at 775-687-0497. Volunteer firefighters are paid when called out of their home districts, and may be hired as ADs after eight (8) hours on an incident within their home districts.

h. Backup Documentation

Copies of paperwork sufficient to tie each resource to the incident should be submitted to Nevada Division of Forestry Incident Accounting Specialist at the address listed at the beginning of this section. This paperwork should include the EERA (OF-294), Emergency Equipment Use Invoice (OF-286), Emergency

Equipment Shift Tickets (OF-297), Vehicle/Heavy Equipment Inspection Checklist (OF-296) and any Emergency Fuel and Oil Issue.

State Fires

1. Incident Business Advisor

The Incident Business Specialist will be the Incident Business Advisor for complex, multi-agency, and/or Type I or Type II incidents within NDF jurisdiction. Contact the Incident Business Specialist at (775) 443-7759.

2. Imminent Threat

During the time period in which there is an imminent threat to Nevada citizens, visitors, livestock, property, or structures, normal State procurement requirements are temporarily waived and emergency purchase orders (and documented on the emergency purchase order log) may be utilized for immediate fire suppression and protection purposes. Immediately upon recognition that the imminent threat no longer exists, all state procurement requirements contained within the State Administrative Manual, the NDF Incident Business Manual, and the Nevada Division of Forestry Policy/Procedure manual, must be adhered to.

Emergency Medical Services:

The State of Nevada EMS Services are governed by NRS 450B and NAC 450B, though counties may have heightened requirements due to agreements and contracts.

ALS and BLS Ambulances Requirements:

NAC 450B.574 Service or agency's vehicle: Required personnel. ([NRS 450B.120](#))

A vehicle used by a service or fire-fighting agency to provide emergency care at the scene of an emergency, when in operation as such, must have at least one attendant licensed at the level for intermediate or advanced emergency medical care.

NAC 450B.575 Ambulance or agency's vehicle: Requirements for basic, intermediate and advanced emergency care. ([NRS 450B.120](#), [450B.130](#))

1. An ambulance that is used to provide basic emergency care must be:
 - (a) Equipped with a two-way voice radio capable of operating on the state radio system for emergency medical services, except that an agency's vehicle may be equipped with a cellular telephone which is capable of providing communication to the hospital; and
 - (b) Staffed by licensed attendants.
2. An ambulance or agency's vehicle that is used to provide intermediate emergency care must be:

- (a) Equipped with a two-way voice radio which is capable of operating on the state radio system for emergency medical services, except that an agency's vehicle may be equipped with a cellular telephone which is capable of providing communication to the hospital; and
 - (b) Staffed by licensed attendants, at least one of whom is licensed as an intermediate emergency medical technician.
3. An ambulance or agency's vehicle that is used to provide advanced emergency care must have the following equipment and staff:
- (a) A two-way voice radio which is capable of operating on the state radio system for emergency medical services, except that an agency's vehicle may be equipped with a cellular telephone which is capable of providing communication to the hospital; and
 - (b) Licensed attendants, at least one of whom is licensed as an advanced emergency medical technician or a registered nurse who is qualified to provide advanced emergency care under the regulations of the State Board of Nursing.

Patient Transport:

Nevada statutes allow for an ambulance to cross geographical boundaries and state lines. However some counties may have heightened regulations in regards to patient transport. In all cases where an incident only ambulance is in use on a State of Nevada incident, the local county EMS Coordinator should be contacted to confirm the regulations for transport in their county.

Fire Management Assistance Grant

In the event of a major wildland fire, the local government agency and the Governor may decide to request assistance from FEMA through the Fire Management Assistance Grant Program. If a grant is awarded the applying agencies will receive financial assistance to offset the suppression costs.

B. Responsibility/Role

1. Nevada Division of Forestry
The State of Nevada Division of Forestry (NDF) is responsible for initiating the FEMA contact, processing the application, collecting all required documentation and maintaining all records.
2. Incident Management Team
Incident Management personnel shall ensure cost accounting procedures meet the needs of the agencies and communities applying for the FMAG.

UTAH – UTAH DIVISION OF FORESTRY, FIRE AND STATE LANDS (FFSL)

Utah has agency resources and cooperators available for all-risk incidents under the authority and provisions in the Master Cooperative Wildland Fire Management Agreement (Master Agreement). The State Wide Annual Operating Plan (AOP) with the Division of Forestry Fire & State Lands and federal agencies covers information helpful to IMT's managing fires in Utah and instances where Utah resources are ordered for out of state assignments. All agencies entering into and agreeing to the AOP must take every precaution to abide by and adhere to each agency's policies regarding "code" level response when responding to a wildfire, while also staying within their own training and certifications regarding "code" response. This is for the safety of all parties and the public. Information contained herein is from the AOP and organized by IIBMH chapters and other reference documents are cited.

State and Cooperator Personnel (Ref: Chapter 10 IIBMH)

1. Emergency Fire Fighters. Employees and cooperators are hired under their agency specific pay plans or rate agreements.
2. Length of Assignment. FFSL employees and cooperators are authorized administrative days off based on length of assignment which will be charged to the incident.
3. Pay Plans. State employee costs are reimbursed based on their wage and benefits. Cooperators are reimbursed based on rate agreements with FFSL. Career full time fire departments may be reimbursed at wage and benefits for fulltime, career personnel or backfill. Cooperators will provide a copy of their rate agreement at check-in.
4. Personnel Time Keeping. Personnel time will be documented on the Crew Time Report (SF-261). Emergency Firefighter Time Report (OF-288) are not required. Original documents are given to the state resource at time of demobilization. Copies will be retained by the incident.
5. Hazard Pay. FFSL employees are entitled to hazard pay as per State policy.
6. Commissary. State employees and cooperators are not allowed payroll deduction for commissary. Cash and personal credit card may be used.

Compensation Injury and Illness (Ref: Chapter 10 IIBMH)

1. APMC. The State is not authorized to provide and pay for APMC on State jurisdictional fires. State employees and cooperators may receive APMC on other jurisdictional fires following guidelines in the IIBMH.

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2. Worker Compensation Insurance. State employees and state cooperators are covered for work related injuries or illness through various workers compensation insurance plans. Federal CA reporting forms should not be used.
 - a. State employees are covered by the Workers Compensation Fund of Utah (WCF). Injury or illness reporting will be initiated by the employee and their supervisor who will submit information to their home unit HR office where it is submitted electronically to WCF within 7 days of the injury or illness. Utah Department of Natural Resource form titled WORK RELATED INJURY/ILLNESS REPORT FORM (HR-6) is used to collect initial information. The treatment facility will need the WCF claims address. The WCF claims address is:
 - i. Workers Compensation Fund, 100 West Towne Ridge Parkway, Sandy, UT 84070.
 - ii. Questions can be directed to Utah Department of Natural Resource; Forestry, Fire and State Lands, Aubrey Garduno (o) 801-538-7318, (fax) 801-538-7219, email: aubreygarduno@utah.gov
 - b. Cooperator Coverage. State cooperators are required to carry workers compensation insurance on all employees and volunteers. Utah has several Government Associations or Trusts that provide insurance including WCF to the local fire department organizations. Cooperator employees will provide contact information and reporting procedures for their worker's compensation provider.

Travel (Ref: Chapter 10 IIBMH)

1. Per Diem and Lodging. Employees and cooperators are self-sufficient when assigned to an incident. When not provided by the incident, reimbursement for food and lodging is based on State travel policy or specified in cooperator agreements or cooperator's agency policy.
2. State Car Rental. State vehicle rental agreements provide for damage and liability coverage when the terms and conditions of the agreement are followed, (e.g., operating the vehicle on paved, or graded roads regularly maintained by a governmental entity). If the incident assignment requires operation of the vehicle outside these parameters, the rental vehicle will be covered by the State's Risk Management Division with a \$500 deductible. The deductible is an eligible expense for reimbursement from the host agency as per Utah's State Annual Operating Plan.

Acquisition (Ref: Chapter 20 IIBMH)

1. Procurement Authority. The State is subject to its own procurement statutes, rules, policies and procedures. FFSL is authorized by special purchasing delegation to use federal solicited I-BPA and other federal service and supply contracts.
2. Local Procurement/Contracts. State Agency Cooperative Contracts and contracts established by a special purchasing delegation to the Division of Forestry, Fire and State Lands are a means to procure services and supplies and negotiate land and facility use agreements. Invoices will be submitted to the State for payment. When State procurement instruments were used on federal jurisdictional fires in Utah and an IRS W-9 form must be attached. Costs will be reconciled through the consolidated billing process.

FFSL has established some pre-season equipment or service contracts. These can be found in the local service and supply plan. Local dispatch may have a State resource preferred provider list for state jurisdictional fires.

- a. State Fire Wardens have services and equipment listed in County Mobilization Plans. Some listings will have pre-season agreements.
 - b. Utah State Division of Purchasing has competitively bid Cooperative Contracts. These are commonly ordered products and services used by all state agencies. Vendors will not be familiar with fire management operations and needs. FFSL should be the purchaser if State Cooperative Contracts are used to guarantee pricing and proper documentation for payment.
 - c. Agreements and contracts initiated by FFSL under its special purchasing delegation do not have to be countersigned by federal Contracting Officers when the State is the payment agency.
3. Land and Facility Use Agreement. Utah State will use a LUA template that complies with State statute and purchasing policy and procedures. Utah State has agreed to facilitate and execute Land and Facility Use Agreements for multi-jurisdictional fires in Utah. Division of Forestry, Fire and State Lands will be the payment agency in most cases.
 4. State Owned Vehicles and Equipment. The State is self-insured through Utah Division of Risk Management. Vehicle rates include insurance, operating supplies and general maintenance. Normal maintenance and repairs are

covered by State Fleet Management authorized vendors for all State owned vehicles (excluding added equipment).

- a. Invoices are not required and should not be processed at the incident for state owned equipment. Engine use either hourly or daily will be documented in block 11 of the Crew Time Report SF-261.
 - b. State vehicles for agency overhead and crew transport reimbursed by a mileage rate will record use on fleet documents at the home unit.
5. Cooperator Equipment. FFSL is the single hiring point for Local Government Fire Service Organizations. Cooperators are signed up through a Cooperative Rate Agreement and follow operating guidelines as specified the current year Fire Department Manual and Rate Book.
- a. Cooperators are required to carry a copy of their rate agreement. Equipment rates are considered “wet” and include personnel costs at a minimum staffing level. Changes in staffing levels affect the equipment class and /or rate.
 - b. Equipment time for cooperators will be recorded using the Equipment Shift Ticket OF-297. The shift ticket must list personnel by name each day to account for shift changes and authorized number of personnel. An equipment use invoice, OF-286 is recommended for incident documentation but is not required for State payment. Original documents are given to the cooperator at time of demobilization. Copies are retained by the incident.
 - c. Cooperators submit an invoice to FFSL with the original incident documents. Incident billings will be submitted by FFSL to the appropriate jurisdictional agency.
6. County Owned Equipment. County equipment and services have established use rates through County administrative services or State rate agreements. Contact the State Area Manager or County Fire Warden for rate schedules when using County equipment. Equipment Shift Ticket OF-297 is required to document use. The original OF-297 will be given to the operator or Fire Warden at the time of demobilization. The County will bill FFSL for reimbursement through County Agreements with the State Forester. Incident billings will be submitted by FFSL to the appropriate jurisdictional agency.

Property Management (Ref: Chapter 30 IIBMH)

1. Incident Base Security. FFSL can provide law enforcement through State partners for incident security. Contact Matt Snider (801) 875-1096 or Shane Freeman (801) 560-1072 for additional information.
2. Property Accountability Controls. The State and cooperators are entitled to incident replacement for government items consumed and agency property damaged or lost. Replacement of government and state cooperator property will be accomplished through the supply ordering system as described in the National Mobilization Guide chapter 20, Interagency Standards for Fire & Fire Aviation Operations chapter 11, Interagency Incident Business Management Handbook chapter 20 and 35 and the Great Basin Mobilization Guide chapter 20. Guidance referenced herein related to charging purchases to an incident is listed at <http://gacc.nifc.gov/gacc/business.php>. Damage to rolling equipment in excess of normal wear and tear will be documented at the incident and follow Property Management guidelines (Chapter 30) and vehicle accident incident reporting procedures. All claims for damage to cooperator rolling stock must be approved by the State Fire Management.
3. Vehicle Accidents - State. Utah is self-insured for all motor vehicles and licensed equipment. State equipment rates include insurance coverage through State Division of Risk Management. The employee will use a web-app to report accidents to Utah Division of Fleet Services. There is a \$500 dollar deductible for vehicles and \$1,000 dollar deductible placed on equipment (e.g. trailers and chippers and AUX mounted equipment).

Business Coordination (Ref: Chapter 40 IIBMH)

1. Names with office and cell phone numbers of incident agency contacts for each function.

INCIDENT BUSINESS CONTACTS

Title	Name	Office Phone	Cellular Phone	E-Mail
Incident Bus. Specialist	Jane Martinez	801-538-5427	801-541-6764	janemartinez@utah.gov
Asst. Incident Bus. Specialist	Ben Huntsman	801-538-5413	385-222-0513	benhuntsman@utah.gov
Injury/Illness Specialist State-DNR	Kurt Bradburn	801-538-7318		kurtbradburn@utah.gov

STATE AGENCY CONTACTS

Title	Name	Office Phone	Cellular Phone	E-Mail
State Fire Management Coord.	Matthew Snider	801-538-5389	801-875-1096	mattsnider@utah.gov
Asst. Fire Management Coord.	Shane Freeman	801-538-5501	801-560-1072	shanefreeman@utah.gov
Logistics	Murl Rawlins	435-962-1148	801-560-7783	murlrawlins@utah.gov
Fire Investigation & PIO	Jason Curry	801-538-5555	801-703-0225	jasoncurry@utah.gov

State Administrative Payment Office:

Division of Forestry, Fire and State Lands
 1594 West North Temple
 Suite 3520
 Salt Lake City, Utah 84114

Fax: (801) 533-4111

2. Incident Business Operation Guidelines for the Great Basin will be followed and supplemented by Utah State or Local Area Specific Business Guidelines.
3. Incident Business Advisor. A State INBA may be assigned to any State hosted fire or assist when state and private lands have burned on multi-jurisdictional fires.
4. Incident Finance Package (IFP). A full incident documentation package (both planning and finance documents) will be completed for each State jurisdictional fire. Incident Management Record guidelines and IIBMH Chapter 40 guidelines will be followed unless specifically directed otherwise.
<http://www.nwcg.gov/policies/records/index.html>.
5. Buying Team. The State may provide (if available) FFSL personnel with State issue Visa credit cards and access to State Wide Purchasing Contracts within their purchasing authority.
6. Incident Information Technology – Personally Identifiable Information
 - a. In accordance with E-ISuite standard operating procedures, the I-Suite database is uploaded to the E-ISuite repository upon an Incident

Management Team's (IMT) demobilization from an incident. If the incident database is not complete, then an interim copy of the database is uploaded to the repository and the master database is transferred to the host agency. The repository file is encrypted and automatically purges Tax ID numbers (TIN) and social security numbers. The database and all backups are then deleted from any team devices. A copy of the database and last back-up file along with the password and administrative account will be provided on electronic media and placed in the Finance package given to the hosting agencies.

Cooperative Relations (Ref: Chapter 50 IIBMH)

1. Cooperative Agreements. FFSL has formal agreements with its working partners. City, county, and rural fire service organizations are considered State resources and are subject to the conditions in the Master Agreement and Operating Plans.
 - a. Utah National Guard / Highway Patrol / State EOC services- The Governor of Utah must declare a state of emergency before these resources can become available. To insure all necessary steps are met to use these resources, they must be ordered through the Utah State Fire Management Officer, Division of Forestry, Fire and State Lands.
 - b. Department of Natural Resource (DNR) Law Enforcement - State agency law enforcement may be made available for incident security needs. Availability of this resource is controlled by the DNR Law Enforcement Coordinator. Orders must be placed through the State Office of Utah Division of Forestry, Fire and State Lands.
 - c. Department of Transportation and Public Safety - The state maintains cooperative agreements with the Department of Transportation for equipment. Orders are placed through the State Forester's Office or orders may be delegated to the local State area representative and are considered State agency equipment. Examples of equipment include variable message board, road grader, truck-transport, loaders and water tanks.
 - d. County and Local Organizations - Local fire departments / districts that respond to fires outside their area of statutory authority have a memorandum of understanding with the Division of Forestry, Fire & State Lands and cooperator rate agreements. Personnel are required to be certified wildland firefighters and equipment has been inspected to meet NWCG requirements, unless assigned as 'developmental' State classification. County equipment and the County Sherriff Department are available through an agreement / MOU with the State Forester. County resources may be ordered through the Area State Fire Management Officer or designated representative.

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- e. Documents By Reference – The following documents are available at the Lone Peak Conservation Center WEB link:

<http://lonepeak.utah.gov/lpcc/agreements-operating-plans-manuals>

1. Master Cooperative Wildland Fire Management Agreement
2. Utah State Annual Operating Plan
3. Utah Fire Wardens Manual
4. Fire Department Manual and Rate Book (cooperator)
5. Fire Department MOU (example)
6. County MOU with Utah State Forester (Template)
7. Utah National Guard Agreement
8. Utah Department of Transportation Agreement
9. Utah Incident Business Operating Guidelines
10. Utah State Cost Share Template
11. Great Basin Standard Cost Spreadsheet (CH. 80)
12. Utah Land and Facility Use Agreement

2. Fire Management Assistance Grant. In the event a wildland fire threatens a community, the State or local government may receive financial assistance through a Fire Management Assistance Grant (FMAG) from the Federal Emergency Management Agency (FEMA) to offset the suppression costs to the state and local communities.

- a. The State will be responsible for initiating the process, notifying FEMA and collecting the required documentation.
- b. Agency Administrators and/or the delegated IMT will cooperate with the State representatives working the declaration; collecting cost data, time and invoice records, and planning documents to support the request for FEMA cost share funding.
- c. Incident management personnel may be asked to help State personnel or the Principal Advisor to obtain information in support of the state's reimbursement claim request.
- d. The State and IMT work together to assure existing agreements are understood and cost accounting procedures are adequate to provide a clear, supportable record of the state's share of incident costs. In most cases, the costs need to be identified by operational period.

Claims (Ref: Chapter 70 IIBMH)

1. Contractor Claim Resolution. Claims not resolved at the incident and adjusted on the OF-286 invoice, will be adjudicated by FFSL at the State Office Level.
2. State Personal Property Claims. Employee loss or damage of personal items on an incident will be subject to the laws, regulations and rules of the State and may be reimbursable by the protecting agency. Absence of any State forms, a federal employee claim form can be used for documentation and determination of the claim at the employee's home unit.
3. Land and Facility Use Claims. FFSL will make claims determination and settle all LUA claims executed by FFSL.

Cost Accounting (Ref: Chapter 80 IIBMH)

1. Cost Share Agreement. The host Agency Administrator is responsible to initiate a cost share agreement on multi-jurisdictional fires. Include names and contact information of principle authors when using the Utah State Cost Share template. The template and methodologies can be found at:
<http://lonepeak.utah.gov/lpcc/agreements-operating-plans-manuals>.
2. State Owned Equipment and Resources. State fixed assets usually generate a reimbursable expense to the incident. Rates are established each year based on capital rental fees and operating expenses paid by the State. Rates are listed in the Fire Wardens Manual.
3. Cooperator equipment. Each participating Fire Service Organization has a signed rate agreement with FFSL. These rates follow the guidelines in the Fire Department Manual and Rate Book. Cooperators will provide a copy of the current rate agreement to the incident Finance Section.
4. Cost Calculations - Spreadsheet. A spreadsheet for incident cost calculations is available and represents estimates for Utah and the Great Basin. The spreadsheet is a tool for estimating costs during initial attack or Type 3 IMT when I-Suite is not in use. The spreadsheet can be found at:
<http://gacc.nifc.gov/gbcc/business.php>

WYOMING: WYOMING STATE FORESTRY DIVISION (WSFD)

Wyoming has agency resources and cooperators available for wildland firefighting and all-risk incidents under the authority and provisions in the Statewide Cooperative Wildland Fire Management and Stafford Act Response Agreement. For this document, they will all be referred to as, Wyoming firefighters. AOP's are done at the County level and are available and will be helpful to IMTs managing fires in Wyoming. Information contained herein is organized by IIBMH chapters and other reference documents are cited. Wyoming Firefighters under this plan will be treated as "agency" personnel. They should **not** be confused with private contractors.

Wyoming uses all Incident Command System (ICS) forms, the same as in the Interagency Incident Business Management Handbook and in the finance kits. In addition, all Wyoming firefighter resources responding to any incident (private, state, federal) should have a copy of the current "Wyoming Resource Mobilization Guide", which contains the established procedures and rates. This information can also be found on the following web site: <http://wyfireinfo.wy.gov> (click on CFW/Business Tab).

Information is provided in summary and will provide a general outline for Wyoming procedures that differ from other agencies or the Interagency Incident Business Management Handbook. For further information, contact Lynda Berckefeldt, Fire Business Manager (Work) 307-777-7300, (Cell) 307-421-0065 or JT Wensman, Assistant State Forester – Fire Management Officer (Work) 307-777-3368, (Cell) 307-286-6315.

EFSA – Emergency Fire Suppression Account is an account established pursuant to W.S. 36-1-403 (a) (iv) to provide funds for the cost of suppression of qualifying emergency wildland fires within a participating county.

For qualifying EFSA fires, the qualifying County/Department/District should be the Administrative Office for Payment. The qualifying County/Department/District will be responsible for reimbursing all Wyoming County responding resources and all local vendor payments. WSFD will process I-BPA payments, payments based on any current federal agreement (i.e. VIPR or EERA Agreements), and other states responding resources and after Cost Share meeting, WSFD will pay the federal costs associated with the incident (within WSFD statutory and budget authorities). WSFD will keep original documentation whenever possible

Payment office address for Wyoming state land fires is at the WSFD HQ:

Wyoming State Forestry Division
5500 Bishop Blvd.
Cheyenne, WY 82002

On large multi-jurisdictional, federal land fires that qualify as an EFSA fire; the cost share agreement will specify the Administrative Office for Payment and the agencies will determine appropriate payment processing.

WYOMING FIREFIGHTER PERSONNEL (Ref: IIBMH CHAPTER 10)

1. **Personnel Time Keeping:** All personnel time will be documented on the Crew Time Report (SF-261) and Emergency Firefighter Time Report (OF-288). The original OF-288 will be given to Wyoming firefighters at time of demobilization. Original CTR should remain in the fire finance files.

Days off may be granted to WSFD employees and Wyoming cooperators when current IIBMH criteria are met. When days off are provided at the incident, show "Day Off" on the OF-288. Eligibility for paid days off will be determined by the home unit. Paid days off will only occur on the employee's regular work days; there will be no compensation on employee's regular days off.

2. **Pay Plans:** State/County/District/Department full time employee's costs are reimbursed based on their established rate in effect at the time of the incident, including benefits.

Cooperators are reimbursed according to the FF rates described in the "Wyoming Resource Mobilization Guide". The FF rate shown for each classification is the rate per hour to be paid for all service required for each cooperator. Premium compensation of one and one half times the hourly rate will not be paid for FF rates.

The percentage of benefits can be added to all fire billings including but not limited to; workers comp, FICA and Medicare. Percentages will be established by employing agency each year.

3. **Commissary:** Wyoming firefighters are eligible for commissary by payroll deduction. Charges must be recorded on the firefighter time report for payment purposes.
4. **Hazard Pay:** Wyoming firefighters are not entitled to hazard pay.

COMPENSATION INJURY AND ILLNESS (Ref: IIBMH Chapter 10)

1. **APMC:** The State/County is not authorized to provide APMC on State/Private land fires. On multiple jurisdictional incidents, APMC may be provided through a federal agency. Wyoming firefighters may receive APMC on other jurisdictional fires under guidelines in the IIBMH and will file appropriate State Worker

Compensation insurance forms.

2. **Workers Compensation Insurance:** Wyoming firefighters are covered under Wyoming Workers Compensation for incident related injury/illness. If a Wyoming firefighter is injured or contracts a disease as a result of and/or in the course of an incident their employer must be notified no later than 72 hours after sustaining the injury. A Report of Injury form can be found on the following web site: <http://wyfireinfo.wy.gov> (click on CFW/Business Tab), from a Wyoming Agency Rep or on the Wyoming Department of Workforce Services, Workers Compensation Division web site: www.wyomingworkforce.org. If guidance is needed, there is a list of all the Workers Compensation offices in Wyoming in the Wyoming Resource Mobilization Guide.
3. The “Wyoming Report of Injury” form must be received by State Workers Comp office within 10 days.

Federal CA forms cannot be used for Wyoming Workers Compensation.

TRAVEL (Ref: IIBMH Chapter 10)

Per Diem – Wyoming follows the IIBMH definition for incident-provided meals and lodging.

Wyoming state travel policy (found at <http://wyfireinfo.wy.gov> (click on CFW/Business Tab)) will be used for travel to and from the incident and when lodging and/or meals are not provided by the incident. Meals provided by the incident, other than those on days departing from or arriving to home unit, will be deducted. First and last days of travel, (leaving from home unit and arriving back to home unit) will be at 75% of the current GSA per diem rate. Current GSA per diem rates can be found at <http://www.gsa.gov>. Motel receipts are required. Wyoming Firefighters travel voucher found at: <http://wyfireinfo.wy.gov> (click on CFW/Business tab), or home unit travel vouchers will be used to verify expenses.

OF-288 travel home from the incident will be left open. Travel time home will be signed then posted by the County Fire Warden to the OF-288 and submitted along with the original travel SF-261 for reimbursement.

Not all Wyoming resources have department travel cards for assignment-related travel expenses. It may be necessary for the incident agency to make payment arrangements for rental vehicles and/or lodging, rather than require cooperators to use personal credit cards.

POV Personal Owned vehicles: POV Vehicles fall under the Equipment Use Rates of the “Wyoming Resource Mobilization Guide” and do not need to be signed up using an Emergency Equipment Rental Agreement. When authorized

for use, POV's get reimbursed for mileage and a daily rate, for travel to/from incident and when it is used on incident. If it is not used, there are no charges for it for that day. POV's are listed under the dispatching county entity, and reimbursed through the same process as a state/county vehicle for that county. Mileage and daily use must be documented on an Emergency Equipment Shift Ticket (OF-297) and posted to an Emergency Equipment Use Invoice (OF-286). The original OF-297 and OF-286 must be sent home with the equipment for billing purposes. Fuel is documented as a deduction for POVs the same as state/county equipment. Fuel and oil purchases are documented on Fuel and Oil Tickets (OF-304), if purchased on an incident, and a credit card cannot be used. Any equipment resource claiming mileage will record daily beginning and ending odometer readings on an Emergency Equipment Shift Ticket (OF-297) and must be signed by incident supervisor.

On overhead orders, POVs and AOVs should be noted on original resource orders as authorized at time of dispatch, preferably on the overhead resource order not a separate equipment resource order. They can be added in e-ISuite as a dependent to the O #.

ACQUISITION (Ref: IIBMH Chapter 20)

Equipment provided by Wyoming firefighters is covered under the current Wyoming Statewide Cooperative Wildland Fire Management and Stafford Act Response Agreement.

Current equipment rates are in the "Wyoming Resource Mobilization Guide" or at the Wyoming State Forestry Division website at: <http://wyfireinfo.wy.gov> click on CFW/Business tab.

All rates for Wyoming equipment are "wet" (i.e. fuel & oil are provided by the entity that owns the equipment)

1. **Procurement Authority:** The State/County is subject to its own procurement statutes, rules, policies and procedures.
2. **Emergency Equipment Rental Agreements, OF-294** - Equipment that has been competitively bid through the federal contracting process may be procured through usual dispatch procedures. Equipment that has not been competitively bid, but is available locally, can be procured through local OF-294, Emergency Equipment Rental Agreements (EERAs) at the incident. On State land incidents, WSFD personnel may execute OF-294 agreements. On private land incidents, county wardens, district chiefs or their designee may execute OF-294 agreements. In all cases, the preferred procurement method is that which reduces mobilization time and /or is the most advantageous in meeting fire suppression objectives.

On State and private land fires, agreements initiated by either WSFD personnel, county wardens, chiefs or designees do not have to be countersigned by Contracting Officers or Procurement Unit Leaders when the State/County/District is the payment agency. Agreements initiated by federal agencies do not have to be countersigned by State or County Contracting Officers or Procurement Leaders when the State/County/District is the payment agency.

When writing EERAs on state land incidents, use the following address for the “Ordering Office” which is also the office for payment:

Wyoming State Forestry Division
5500 Bishop Blvd
Cheyenne, WY 82002

When writing EERA’s on private land incidents, you will need to check with the County Fire Warden or District Chief or their designee to get the correct information.

On Multi-jurisdictional fires, the State/County/Department/District can procure or establish agreements for equipment at the incident without federal countersignature provided the State/County/Department/District is the payment office.

If the IMT elects to retain equipment that meets their needs, and it is already on the fire, an order will be placed with Expanded Dispatch (with a notation that the equipment is already on the fire). The procurement personnel will execute an EERA, ensure inspections are complete, and that OF-297, Emergency Equipment Shift Ticket is up-to-date.

Direction may be given by the Unit Administrator Group for EERAs on joint ownership.

EERAs will be for “Incident Only”. A new EERA must be done for each new incident.

During completion of the CONTRACTOR block, the EIN/SSN number must be filled in on the EERA. A signed WOLFS-109 or W-9, Request for Taxpayer Identification Number and Certification, must be completed before payment is possible. The WOLFS-109 form can be found on the following web site: <http://wyfireinfo.wy.gov> (click on CFW/Business tab) or from a Wyoming Agency Rep. The form should be attached to the payment documents, when submitting for payment. The W-9 form, also located on the above web site, should be completed when the “Administrative Office for Payment” is for a local jurisdictional entity.

Only prepare an EERA for equipment not covered in the “Wyoming Resource Mobilization Guide” when state and county equipment is used on incident. Shift tickets, fuel issues, and use invoices should be prepared for all equipment.

3. **Emergency Equipment Use Invoice, OF-286** - All equipment will be documented on a Use Invoice. Original Use Invoice with pink (Finance) Shift Tickets should be given to all Wyoming firefighter resources at demobilization.

On Use Invoice Block 4, please use these dates:

Beginning 04/15/present year – Ending 04/14/following year

On Use Invoice block 9: On State land incidents enter Cheyenne address as the “Administrative Office For Payment”. For private land incidents, enter the Local County or fire district office address in the block. For joint ownership incidents the Unit Administrator Group will give direction.

As previously mentioned, the rates to be used for state and county department resources are found in the “Wyoming Resource Mobilization Guide”. Procedures for the OF-286 invoices at the end of the incident are to ensure all deductions for fuel, oil and repairs are posted and the documents are signed. Time worked on incident will be finalized on incident. Travel home may be left off of the invoice and will be completed by the County Fire Warden. The original OF-286, along with original Emergency Equipment Shift Ticket (OF-297) and any Fuel and Oil tickets (OF-304) are sent home with the equipment for billing purposes.

Wyoming firefighter equipment resources are not compensated for days off provided at the incident. The daily guarantee does not apply on mandatory days off.

Wyoming equipment remain in paid status during meal breaks while on-shift at an incident.

The CTR for personnel assigned to that piece of equipment should show breaks taken or provide documentation for compensable meal breaks as required by the IIBMH.

OF-286 may be used for miscellaneous expenses in the same manner as hiring equipment. State/County/Department/District do not use Blanket Purchase Agreements, but have a large variety of charge accounts set up in communities throughout the state.

As bills for meals, lodging, fuel or other supplies are turned into finance, an OF-286 may be prepared. These can be documented by each transaction or daily. Remember do not include sales tax, if inadvertently added it can be taken off in the deductions section.

Copies of the vendors itemized invoice showing name, address, date, incident

name and total amount due, must be attached to the OF-286. The vendor invoices must be dated and have printed name as well as a legible signature and title of the person making the purchase. A maximum 18 percent gratuity may be included on meal invoices (except sack and “to go” meals)

PROPERTY MANAGEMENT (Ref: IIBMH Chapter 30)

1. **Incident Base Security Storage** - State/County/Department/District can provide law enforcement for incident security.
2. **Property Accountability Controls** - Wyoming firefighters are entitled to incident replacement for government items consumed and agency property damaged or lost. For items that are not able to be filled at the supply or ground support unit upon demobilization, an “S” number shall be given in order that the item(s) may be purchased at the home unit. Replacement of Wyoming firefighter property will be accomplished through the supply ordering system as described in the National Mobilization Guide chapter 20, Interagency Standards for Fire & Fire Aviation Operations chapter 11, IIBMH chapter 20 and 35 and Rocky Mountain Area Interagency Mobilization Guide chapter 20.
3. **Durable or accountable property** - Any request for durable or accountable property on a state or private land fire will be approved by the District/Assistant Forester, Agency Rep, County Fire Warden or District Chief. On multi-jurisdictional incidents, all agencies involved will determine disposition of durable or accountable property

BUSINESS COORDINATION (ref: IIBMH Chapter 40)

1. **Incident Finance Package (IFP)** - For all state land fires and private land EFSA fires, the original IFP, will be retained by Wyoming State Forestry. For all other incidents, it will be noted within the cost share agreement which entity will be retaining the original IFP. It can be negotiated, and documented in the cost share agreement that an IFP may be requested for each agency represented, this must be done early in the incident.
2. **Incident Management Records** - National Incident Management Records documentation <http://www.nwcg.gov/policies/records/index.html> and IIBMH Chapter 40 guidelines will be followed unless specifically directed otherwise.
3. **Delegation of Authority** - A Delegation of Authority is required for all Type 1 and Type 2 fires and may be done on all other fires. The jurisdictional Agency Administrator will ensure participation from the State/County/Department/District when non-federal lands have burned or are threatened to burn, and will ensure participation from the appropriate federal agencies when federal lands burn or are threatened to burn. All agencies whose lands have burned, or are

threatened to burn, will participate in preparation and sign the Delegation of Authority.

4. **Agency Representative** - A State Agency Rep may be assigned to any EFSA or state hosted fire, or assist when state and private lands have burned on multi-jurisdictional fires.

COOPERATIVE RELATIONS (ref: IIBMH Chapter 50)

1. **Cooperators** - All resources provided by Wyoming State Forestry Division and county cooperators are covered under the Cooperative Fire Management Agreement. All established cooperator rates, equipment and personnel are in the "Wyoming Resource Mobilization Guide", no other agreement is needed for equipment listed in the "Wyoming Resource Mobilization Guide".

Any equipment that does not pass a pre-use inspection after arriving at the fire may be rejected and the cooperator will not be compensated for any time or travel expense incurred. Equipment use will be documented on Emergency Equipment Shift Tickets (OF-297) and summarized on the Equipment Use Invoice (OF-286), fuel and oil charges are documented on Fuel and Oil Issue (OF-304). Equipment operators and single resource personnel use the Crew Time Report (SF-261) and Emergency Firefighter Time Report (OF-288).

Original payment documents (OF-288, OF-286, and OF-304) are given to all Wyoming resources at the time of demobilization.

Accidental damage to equipment while assigned to an incident must be reported promptly to incident personnel and documented appropriately per IIBMH instructions for possible reimbursement and charge against the incident.

All **federal agency** equipment resources assigned to a nonfederal or multijurisdictional Wyoming incident should be documented by either an equipment list (provided by Ground Support Unit) or Shift Tickets for dates assigned to the incident. No payment documents need to be created, but documentation is necessary.

2. **Inmate Hand Crews (Smokebusters)** the Smokebusters (based out of the Wyoming Honor Conservation Camp in Newcastle, Wyoming) are ordered directly from Casper Interagency Dispatch Center. They have NWCG qualified inmates who can be dispatched to both wildland and prescribed fires within the state.

Smokebuster crews are restricted to the State of Wyoming boundaries, with the following exception; they can also be dispatched to wildland fires in the Black Hills of South Dakota. These crews are configured as 5 to 7 man squads with a red carded crew boss from WSFD. In some instances a Department of

Corrections officer will be sent along with the 20 man crews. In lieu of a correctional officer, the crew supervisors will be responsible for the inmate crew's needs before, during and after shift. This may cause the supervisors to claim work hours in excess of the 2:1 work/rest ratio. The supervisors "in camp" work hours should not be counted against the work/rest ratio.

Individual Emergency Firefighter Time Reports (OF-288) will be kept on individual crew bosses and correctional officers. Emergency Firefighter Time Reports (OF-288) will not be kept on individual inmate crewmembers. Do only one OF-288 for each crew. Name them; number of crew members, then Smokebusters (i.e. 14 Smokebusters, 7 Smokebusters, 7 Smokebusters (2)).

3. **Wyoming Helitack** The Wyoming State Helitack (based out of the Glenrock area) is ordered directly from Casper Interagency Dispatch Center

To promote safe and aggressive initial attack, fires on State and/or Private jurisdiction or those fires that pose an imminent threat to State and/or Private lands: WSFD shall assume all associated costs of the Wyoming State Helitack for at least a full operational period to be determined by the WSFD fire Duty Officer. Federal/other out of state personnel assigned to the Helitack may still be billed to the incident during this time.

Fires on Federal lands or those fires that pose no imminent threat to State and/or Private land, WSFD shall seek reimbursement for all costs associated with the Wyoming State Helitack with the exception of the aircraft daily availability.

WSFD will assume the daily rate for the helicopter on all incidents regardless of jurisdiction. WSFD will notify all cooperators of current flight hourly rates and support costs associated with the Wyoming State Helitack, annually.

4. **Other Wyoming State Agencies** Resources ordered for wildland fire incidents from Wyoming Office of Homeland Security (WOHS), Wyoming Military Department (WMD) and Wyoming Department of Transportation (WYDOT) resources will be placed with the Interagency Zone Dispatch Center. The Interagency Zone Dispatch Center will then place the order with the Wyoming State Forestry Division (WSFD) Duty Officer. The WSFD Duty Officer will order the requested resources through these respective state agencies and respond back to the Interagency Zone Dispatch Center with the status.

Available WOHS incident resources include but are not limited to: Communications trailer, portable radio cache, refrigeration trailer and generators.

Available (WMD) incident resources include but are not limited to: ground transportation, Blackhawk Helicopters with buckets, dozers and MAFFS unit. When ordered, a liaison from the Guard will accompany the ordered resources. Upon being ordered the National Guard will notify Wyoming State Forestry Division with the equipment identification and a manifest with the personnel

responding.

Available WYDOT incident resources include but are not limited to: Highway signs, dozers, and road graders.

These agencies may have rates that differ from the rates in the “Wyoming Resource Mobilization Guide”. State employees’ will be paid at regular State salary rates. Equipment will be at the rate the agency normally charges. Agency Rep will get these rates to the Finance Section as they get them.

5. **State Fire Management Assistance (FMAG)** In the event a wildland fire threatens a community it is possible to receive financial assistance through a Fire Management Assistance Grant (FMAG) from the Federal Emergency Management Agency (FEMA) to offset the suppression costs to the state and local communities.
 - a. The State will be responsible for initiating the process, notifying FEMA and collecting the required documentation.
 - b. Agency Administrators and/or the delegated IMT will cooperate with the State representatives working the declaration: collecting cost data, time and invoice records, and planning documents to support the request for FEMA cost sharing funding.
 - c. Incident management personnel may be asked to help State personnel or the Principal Advisor to obtain information in support of the state’s reimbursement claim request.
 - d. The State and IMT work together to assure existing agreements are understood and cost accounting procedures are adequate to provide a clear, supportable record of the state’s share of incident costs. In most cases, the costs need to be identified by operational period.

CLAIMS AND ACCIDENT REPORTING (Ref: IIBMH Chapter 70)

1. **Vehicle Accidents – State** – Wyoming is self-insured for all **state** owned motor vehicles and licensed trailers. Accidents need to be promptly reported to incident personnel and documented appropriately for possible reimbursement and billing to the incident. Copies of incident documentation must be given to State employee responsible for equipment and they will submit documentation to Wyoming State Risk Management.
2. **Vehicle Accidents – Cooperator Equipment** – All County/Department/District equipment is required to be insured. Accidents need to be promptly reported to incident personnel and documented appropriately for possible reimbursement and billing to the incident. Copies of incident documentation must be given to employee responsible for equipment and they will submit documentation to the appropriate home unit.

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3. **Contractor Claim Resolution** - Contractor claim resolutions and corresponding payment invoices may be delegated to a federal contracting officer if assigned to a Wyoming fire.
 4. **State Personal Property Claims** – Employee loss or damage of personal items on an incident will be subject to the laws, regulations and rules of the State and may be reimbursable by the protecting agency. Absence of any State forms, a federal employee claim form can be used for documentation and determination of the claim at the employee’s home unit.

COST ACCOUNTING (Ref: IIBMH Chapter 80)

5. **Cost Share Agreement** – The host Agency Administrator is responsible for initiating a cost share agreement. Preferred Cost Share template is in the IIBMH or it can be found at: <http://wyfireinfo.wy.gov> (click on CFW/Business tab). Include names and contact information of principle authors.
6. **Cooperator Equipment** – Rates are established and published in the “Wyoming Resource Mobilization Guide”. At each incident cooperators should provide this to the Finance Section, if not provided, it can be found at: <http://wyfireinfo.wy.gov> (click on CFW/Business tab).
7. **Cost Calculation Spreadsheet** – A spreadsheet for incident cost calculations is available and represents estimates for Wyoming and the Rocky Mountain GACC. The spreadsheet is a tool for estimating costs during initial attack or Type 3 IMT where e-ISuite is not in use. The spreadsheet can be found at: http://gacc.nifc.gov/rmcc/incident_busn_management.php
8. **Collecting Incident Costs** – All costs shall be collected from the beginning of the incident, including any mutual aid or reciprocal periods.