



Rocky Mountain Coordinating Group Interagency Incident Business Management Handbook Supplement

This document provides direction for the Rocky Mountain Geographic Area and supplements the Interagency Incident Business Management Handbook, PMS 902.

CHAPTER 50 – INTERAGENCY COOPERATIVE RELATIONS

Supplement No.: RMCG-2014-5

Effective Date: May 28, 2014

Duration: Effective until superseded or removed

Approved: /s/ Ron Graham, Rocky Mountain Coordinating Group

Posting Instructions: Supplements are numbered consecutively by chapter number and calendar year. Post by document; remove entire document and replace with this supplement. Retain this transmittal as the first page of this document.

New Document: RMCG-2014-5, 5/9/2014, 32 pages

Superseded Document: RMCG-2011-5, 7/1/2011, 60 pages

Digest:

Update State supplements for Rocky Mountain Area.

Update Agency Contact list.

1 **Agreements between Federal and State Fire Organizations**

2
3 Equipment and operating personnel obtained from city, county or rural fire departments are normally
4 ordered and reimbursed in accordance with existing cooperative agreements. The mechanics of each
5 agreement vary considerably; however, there are a few general points to consider when dealing with these
6 state cooperators.

- 7
8 1. The cooperative agreement normally specifies that the cooperator must be reimbursed for their
9 costs. Government agencies, whether they are city, county, or rural, should not be in the profit-
10 making business. These costs are outlined in annual operating plans and cooperators should carry
11 the operating plan with them to an incident.
12
- 13 2. The rates established in the Rocky Mountain supplement to Chapter 20 of the Interagency
14 Incident Business Management Handbook (IIBMH) are intended for private contractors and
15 normally are not used for cooperators.
16
- 17 3. The method of tracking equipment use for cooperators varies with each state cooperative
18 agreement. The most common method uses the Emergency Equipment Shift Ticket OF-297 and
19 Emergency Equipment Use Invoice OF-286 for all equipment. The **original** Shift Tickets and Use
20 Invoice are provided to cooperator personnel for billing documentation.
21
- 22 4. When equipment rates do not include personnel costs, document personnel time on a Crew Time
23 Report SF-261 and Emergency Firefighter Time Report, OF-288. Mark "Other" in Block 4. Give
24 **originals** of the OF-288 to cooperator personnel.
25
- 26 5. Normal Wear and Tear. Equipment use on an incident may include conditions which are harsher
27 than non-incident use of the same equipment. Use beyond normal wear and tear can be
28 determined by the incident Finance Section Chief, Procurement Unit Leader, Contracting Officer,
29 or Incident Business Advisor.
30
- 31 6. Commonly city, county or rural fire departments have Federal Excess Personal Property (FEPP)
32 available to assist on wildland fires. Equipment in this program is on loan from the US Forest
33 Service to the state, which in turn loans it to city, county or rural departments. This equipment
34 can be identified by a small silver or yellow sticker, or plate, which states that it is federal
35 property under the control of the US Forest Service. This identification is normally found on the
36 dashboard of vehicles and in prominent locations on other pieces of equipment. The renting of
37 FEPP equipment to federal agencies is not authorized. Use charges should include only operating
38 costs (fuel and oil), operator costs if applicable, and possibly transportation costs. Charges should
39 not include amortization, depreciation, replacement costs and related charges for the vehicle.
40 Such charges may be appropriate for special equipment added to the loaned unit, such as tanks or
41 pumps.

1 **Exhibits**

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Exhibit 01 - COLORADO

Colorado Division of Fire Prevention & Control (DFPC)

This supplement outlines operating procedures for incidents within the State of Colorado and for state and local cooperators when assigned to incidents under other jurisdictions. The Division of Fire Prevention and Control (DFPC), the lead state agency for wildland fire, and the Division of Homeland Security & Emergency Management (DHSEM), the lead state agency for all-hazards incidents, are both divisions of the Colorado Department of Public Safety (CDPS). The DFPC uses all Incident Command System (ICS) forms and processes, as described in the current Interagency Incident Business Management Handbook (IIBMH).

Part I – Colorado State EFF Fires – addresses procedures and information when a wildland fire is declared a state Emergency Fire Fund (EFF) fire, as well as for any state non-fire emergency.

Part II – Colorado Cooperators on Other Jurisdictional Incidents – addresses procedures and information when Colorado state and local resources are assigned to other jurisdictional incidents, including in-state federal and all out-of-state assignments.

All state, county, local and municipal resources (both personnel and equipment) from within the State of Colorado are covered under the current Colorado Statewide Cooperative Wildland Fire Management Agreement. Copies of the current statewide agreement and statewide Annual Operating Plan (AOP) can be found on the Rocky Mountain Coordination Center website:

http://gacc.nifc.gov/rmcc/administrative/fire_business.html

Each cooperator responding to an incident should have a copy of their current CDPS Colorado Resource Rate Form (CRRF). This form documents the associated costs that will be submitted to DFPC for reimbursement and subsequent billing to the appropriate jurisdictional agency. If the effective period of the CRRF ends during an incident assignment, documentation is considered to be valid for the duration of that assignment. If no CRRF is in effect at the time of an incident assignment, a CRRF may be completed by DFPC personnel based on current standard state cooperator rates. Do not use an Incident-Only Emergency Equipment Rental Agreement (EERA, OF-294) for any Colorado cooperator resources.

For further information, contact the DFPC Fort Collins Office staff at (970) 491-8538 or a Regional Fire Management Officer (FMO).

PART I – Colorado State EFF Fires

A copy of the current DFPC Emergency Fire Fund (EFF) Fire Business & Administration Operating Guidelines will be provided to an IMT assigned to a state EFF fire. Contact the local DFPC Regional FMO, Agency Administrator (AA), Incident Business Advisor (IBA) or DFPC Fort Collins Office if a copy is not provided at the initial briefing.

Resources assigned to a Colorado EFF fire may be requested either through the Resource Ordering & Status System (ROSS) or the State mobilization system (WebEOC). Either version of a resource order request is valid for assignments on a State EFF fire.

Personnel

All personnel time will be documented on the Crew Time Report (SF-261) and Emergency Firefighter Time Report (OF-288). Travel should be recorded separately on the OF-288. Original OF-288s are given to Colorado State employees and cooperators at the time of demobilization.

Commissary

Agency-provided commissary will not normally be established on State EFF fires. Individual firefighter needs will be considered on a case-by-case basis. All DFPC employees are eligible for commissary by payroll deduction. Colorado cooperators may be eligible for payroll deduction commissary if authorized by home department.

Compensation for Injury and Agency Provided Medical Care (APMC)

The State of Colorado carries Workers' Compensation insurance coverage for all CDPS employees for work related injuries/illnesses. CDPS employees are required to report work-related injuries and illnesses to their home unit supervisor in writing within **four (4) calendar days**.

Colorado county and local cooperators must provide workers' compensation insurance for all personnel included under the terms of their state/county agreement and CRRF. Cooperators experiencing injury or illness while assigned to an incident should complete their appropriate department forms and notify their home unit as required.

The State of Colorado has no authority to establish APMC on state EFF fires. On multiple jurisdictional incidents, APMC may be provided through a federal agency.

All incident-related injuries and illnesses, as well as any related medical expenses (beyond first aid provided by the Medical Unit), will be handled in accordance with the injured employee's home unit agency workers' compensation procedures.

Travel Expense and Personal Vehicles (POV)

When authorized for use, POV mileage will be reimbursed to state or cooperator personnel using their personal vehicle for incident assignments. Any fuel for a POV provided by the incident must be posted to the OF-288 Emergency Firefighter Time Report as a commissary deduction.

POV mileage should be documented on an Emergency Equipment Shift Ticket (OF-297). POVs are **not** to be signed up using an Incident-Only EERA or CRRF. Both POVs and agency vehicles should be noted on original resource orders as authorized at time of dispatch.

Any damage or claim related to POV use will not be charged to the incident.

Acquisition and Equipment Timekeeping

A Buying Team may be ordered by the State when needed to support an assigned Type 1 or Type 2 IMT. The assigned IBA will manage the Buying Team and coordinate activities with the IMT and Expanded Dispatch.

Equipment provided by DFPC is covered under the current Colorado Statewide Cooperative Wildland Fire Management Agreement. Current standard state cooperator rates are posted on the DFPC website: www.dfpc.state.co.us.

All equipment use will be documented on Emergency Equipment Shift Tickets (OF-297) and Emergency Equipment Use Invoices (OF-286). Original Use Invoice with pink copies of Shift Tickets should be given to all Colorado State and cooperator resources at demobilization.

All rates for Colorado State equipment are dry (i.e., fuel & oil are provided by the benefiting agency) and do not include personnel expense for operator or crew.

Cooperator equipment will remain on-shift during meal breaks while assigned to a State EFF fire. Shift

1 Tickets do not need to show meal breaks; the CTR for personnel assigned to that piece of equipment
2 should show meal breaks as taken or provide documentation for compensation as required by the IIBMH.
3

4 When DFPC-owned vehicles and equipment are used on incidents of any jurisdiction, **Incident-Only**
5 **Emergency Equipment Rental Agreements should not be negotiated.** State vehicles and equipment
6 use standard state cooperator rates and are documented on a CRRF.
7

8 Emergency Equipment Shift Tickets (OF-297) and Equipment Use Invoices (OF-286) should be
9 completed for these resources and Crew Time Reports (SF-261) and Emergency Firefighter Time Reports
10 (OF-288) are used to document time for the equipment operator(s). The original payment copies should
11 be given to state employee(s) or operator(s) at the time of demobilization.
12

13 Whenever possible, invoices created from I-BPAs and EERAs will be processed for payment through the
14 DFPC Fort Collins office. Payment office address for Colorado State EFF fires is:
15

16 Colorado Division of Fire Prevention & Control
17 Building 1049
18 5060 Campus Delivery
19 Fort Collins, CO 80523-5060
20

21 On multi-jurisdictional fires, the agencies will identify appropriate payment processing.
22

23 Contract claim resolutions may be delegated to a federal contracting officer if one is assigned to a state
24 EFF fire.
25

26 **Property Management**

27 Any request for durable or accountable property on a state EFF fire will be approved by the IBA or DFPC
28 AA. On multi-jurisdictional incidents, all agencies involved will determine disposition of durable
29 property.
30

31 **Incident Business Coordination**

32 An Incident Business Advisor (IBA) may be assigned to any Colorado State EFF fire.
33

34 A full incident documentation package (both planning and finance documents) is required by DFPC for
35 each EFF fire. If the fire is a multi-jurisdictional incident, a complete package may be requested for each
36 jurisdictional agency.
37

38 National Incident Management Records documentation <http://www.nwcg.gov/policies/records/index.html>
39 and IIBMH Chapter 40 guidelines will be followed unless specifically directed otherwise.
40

41 **Colorado Cooperators**

42 All equipment provided by **Colorado municipal, county and rural fire departments** are covered under
43 the Colorado Statewide Cooperative Wildland Fire Management Agreement.
44

45 All established cooperator rates, as documented on a current Colorado Resource Rate Form (CRRF), are
46 for equipment only; additional actual expense of personnel will be reimbursed to the cooperator. If no
47 CRRF is in effect at the time of an EFF fire, the DFPC Regional FMO, AA, IBA or other DFPC
48 representative will assist the Finance Section as needed to complete a CRRF using current state
49 cooperator equipment rates. Do not use an Incident-Only EERA for any Colorado state or local resources.
50 Current standard state cooperator rates are posted on the DFPC website: www.dfpc.state.co.us.

1
2 If a DFPC representative or IBA is not available at the incident, contact the DFPC Fort Collins Office at
3 (970) 491-8538.
4

5 Resources assigned to a Colorado EFF fire may be requested either through the Resource Ordering &
6 Status System (ROSS) or the State mobilization system (WebEOC). Either version of a resource order
7 request is valid for assignments on a State EFF fire.
8

9 Any equipment that does not pass a pre-use inspection after arriving at the fire may be rejected and the
10 cooperator will not be compensated for any time or travel expense incurred. Equipment use will be
11 documented on Emergency Equipment Shift Tickets (OF-297) and summarized on the Equipment Use
12 Invoice (OF-286). Equipment operators and single resource personnel use the Crew Time Report (SF-
13 261) and Emergency Firefighter Time Report (OF-288).
14

15 Original payment documents (OF-288, OF-286) are given to cooperators at the time of demobilization.
16

17 Cooperators may utilize commissary via payroll deduction if authorized by individual's home department.
18

19 Accidental damage to cooperator equipment while assigned to the incident must be reported promptly to
20 incident personnel and documented appropriately for possible reimbursement and charge against the
21 incident. Documentation will be submitted to DFPC for final resolution of reimbursement.
22

23 All **federal agency** equipment resources assigned to a state EFF fire should be documented by either an
24 equipment list (provided by Ground Support) or a single Shift Ticket for inclusive dates assigned to the
25 incident. No payment documents need to be created, but this documentation is necessary for state EFF
26 fires.
27

28 **Colorado National Guard (CONG)**

29 All NG resources are state cooperators under the Colorado Statewide Cooperative Wildland Fire
30 Management Agreement. Orders are coordinated by DFPC through DHSEM. Use of **any** Colorado
31 National Guard resource (equipment, facility or personnel) requires specific State approval. Written
32 requests should be submitted to the DFPC AA or Regional FMO prior to ordering or use.
33

34 Rates for CONG fixed wing and rotary wing resources are available from DFPC aviation staff or the
35 assigned IBA.
36

37 **Colorado Department of Corrections (CDOC) State Wildland Inmate Fire Team (SWIFT)**

38 All DOC resources are state cooperators under the Colorado Statewide Cooperative Wildland Fire
39 Management Agreement. CDOC handcrews are stasured and ordered through ROSS.
40

41 SWIFT (or Juniper Valley) handcrews are documented on a CRRF and on-shift time will be submitted on
42 Shift Tickets and recorded on an Equipment Use Invoice. The crew boss takes the original Equipment
43 Use Invoice and pink Emergency Equipment Shift Tickets when demobilized from the incident.
44

45 Contact DFPC IBA or Fort Collins Office (970) 491-8538 for current National Guard information.

PART II – Colorado Cooperators on Other Jurisdictional Incidents

Personnel

All personnel time will be documented on the Crew Time Report (SF-261) and Emergency Firefighter Time Report (OF-288). Travel should be recorded separately on the OF-288. State employees are not entitled to hazard compensation. **Original OF-288s are given to state employees and cooperators at the time of demobilization.**

Days off may be granted to DFPC employees and Colorado 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.

When being demobed from an incident, days off should not be recorded on the OF-288 for state employees and cooperators; the home unit will determine eligibility for days off after return travel is recorded by home unit.

Equipment is not compensated for days off provided at the incident. The daily guarantee does not apply on mandatory days off.

Commissary

All DFPC employees are eligible for commissary by payroll deduction. Colorado cooperators may be eligible for payroll deduction commissary if authorized by home department.

Compensation for Injury and Agency Provided Medical Care (APMC)

The State of Colorado carries Workers' Compensation insurance coverage for all DFPC employees for work related injuries/illnesses. DFPC employees are required to report work-related injuries and illnesses in writing to their home unit supervisor within **four (4) calendar days**.

Other Colorado cooperators provide workers' compensation insurance for all personnel included under the terms of their state/county agreement and Colorado Resource Rate Form (CRRF). Home unit contact information for each department is located on Page 1 of the CRRF. Cooperators experiencing injury or illness while assigned to an incident should complete their appropriate home department forms and notify their home unit as soon as required. Federal CA-1 and CA-2 forms may be used for documentation if department-specific forms are not readily available. When necessary, incident personnel should contact employee’s home unit for information and authorization for treatment of workers’ compensation injury or illness. See page 1 of the current CRRF for home unit workers’ compensation contact.

When a DFPC employee or Colorado cooperator sustains an incident-related injury or illness, all arrangements and costs for release from incident and return travel home will be made by the incident agency and incident dispatch center and paid for by the incident.

All Colorado cooperators may be treated for eligible incident-related injuries and illnesses under APMC if available on an incident. Any medical expense beyond APMC-eligible treatment, or where APMC is not provided, will be handled in accordance with the injured employee’s home department workers’ compensation procedures.

Travel and Personal Vehicles (POV)

POVs are not to be signed up on either Incident-Only EERA or CRRF. Both POVs and department vehicles should be noted on original resource orders as authorized at time of dispatch.

1 When authorized for use, POV mileage will be reimbursed to state or cooperator personnel using their
2 personal vehicle for incident assignments. Any fuel acquired for a firefighter's POV at an incident
3 assigned fuel tender must be posted to the OF-288 Emergency Firefighter Time Report as a commissary
4 deduction.

5
6 POV odometer readings for daily use should be documented on a Shift Ticket (OF-297) and signed by the
7 incident supervisor.

8
9 Any damage or claim related to POV use on an incident will not be reimbursed to the employee or
10 charged to the incident.

11 **Acquisition and Equipment Timekeeping**

12 Equipment provided by DFPC is covered under the current Colorado Statewide Cooperative Wildland
13 Fire Management Agreement. Current standard state cooperator rates are posted on the DFPC website:
14 www.dfpc.state.co.us.

15
16 All rates for Colorado state and local cooperator equipment are dry (i.e., fuel & oil are provided by the
17 benefiting agency) and do not include personnel expense for operator or crew.

18
19 When any Colorado vehicles or equipment are used on an incident (any jurisdiction), **Incident-Only**
20 **EERAs should not be negotiated.** State and cooperator equipment rates will be documented by a
21 Colorado Resource Rate Form (CRRF).

22
23 Any equipment that does not pass a pre-use inspection after arriving at the fire may be rejected and the
24 cooperator may not be compensated for any time or travel expense incurred. Equipment use will be
25 documented on Emergency Equipment Shift Tickets (OF-297) and summarized on the Equipment Use
26 Invoice (OF-286). Equipment operators and single resource personnel use the Crew Time Report (SF-
27 261) and Emergency Firefighter Time Report (OF-288) for reporting and recording personnel time.
28 Original signed OF-288 and OF-286, with pink copies of shift tickets, are given to Colorado State and
29 cooperator resources when demobed from the incident.

30
31 Cooperator equipment will remain on-shift during meal breaks while assigned to an incident. Shift
32 Tickets do not need to show meal breaks; the CTR for personnel assigned to that piece of equipment
33 should show meal breaks as taken or provide documentation for compensation as required by the IIBMH.

34
35 Rotation of engine crew members will be arranged and paid for through IMT and incident dispatch center
36 procedures.

37
38 Cooperators may utilize commissary via payroll deduction if authorized by their home department.

39
40 Not all cooperator resources have department travel cards for assignment-related travel expenses. It may
41 be necessary for the incident agency to make payment arrangements for rental vehicles and/or lodging,
42 rather than require cooperators to use personal credit cards.

43 **Agency Equipment Loss or Damage**

44
45 Accidental damage to cooperator equipment while assigned to an incident must be reported promptly to
46 incident personnel and documented appropriately for possible reimbursement and billing to the incident.
47 Copies of incident documentation must be submitted to DFPC, with receipts documenting actual expense.
48 Incident personnel may provide documentation regarding reported loss or damage but final resolution will

1 be made by DFPC staff. Contact DFPC personnel at (970) 491-8538 or Fax (970) 491-3445 for further
2 information.

3
4 Equipment being transported to an incident will be reimbursed at the work rate for the hours in travel
5 status, not to exceed the Minimum Daily Guarantee. Equipment driven to an incident is compensated at
6 the established work rate.

7
8 For incident destinations beyond 300 miles from the cooperator's home unit, transport of **engines and**
9 **tenders** by lowboy is preferred. Lowboy transportation should be requested from the dispatch center
10 when accepting an engine assignment. If lowboy is not available through ROSS, the cooperator may
11 make arrangements for transport to the incident and expense will be reimbursed by DFPC. A copy of the
12 paid receipt for transport must be submitted to DFPC for reimbursement.

13
14 If lowboy transportation is not used for transport to or from an incident, an additional special rate of
15 \$1.00/mile may be claimed for distances over 300 miles from home unit. Odometer readings should be
16 recorded on Shift Tickets to document miles driven. Mileage reimbursement does not apply when
17 traveling between incidents.

18
19 When Colorado State or cooperator equipment breaks down or is not in operable condition, it may be
20 covered under the daily guarantee on the first day. Any subsequent days when the equipment is
21 unavailable for use, there will be no compensation for the equipment. The personnel are entitled to their
22 daily guarantee while equipment is being repaired.

23
24 All DFPC employees and Colorado cooperators are paid through the DFPC Fort Collins Office for fire
25 assignments and through DHSEM for State all-hazard incidents. Appropriate billings will be submitted
26 from DFPC/DHSEM to the appropriate incident jurisdictional agency.

27
28 Payment office address for all wildland fires is:

29 Colorado Division of Fire Prevention & Control
30 Building 1049
31 5060 Campus Delivery
32 Fort Collins, CO 80523-5060

33
34 Payment office address for all State all-hazard incidents is:

35 Colorado Division of Homeland Security & Emergency Management
36 Logistics Unit
37 9195 East Mineral Avenue, Suite 200
38 Centennial, CO 80112

39
40 **Colorado Department of Corrections State Wildland Inmate Fire Team (SWIFT)**

41 Corrections handcrews (or Juniper Valley crews) are state cooperators under the Colorado Cooperative
42 Wildland Fire Management Agreement. These resources will provide CRRF documentation when
43 checking in at the incident. SWIFT crew rates are all inclusive daily rates. On-shift time will be submitted
44 on Shift Tickets and recorded on an Equipment Use Invoice. The crew boss takes the original Equipment
45 Use Invoice and pink Emergency Equipment Shift Tickets when demobilized from the incident.

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Exhibit 02 - KANSAS

Kansas Forest Service (KFS)

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Exhibit 03 - NEBRASKA

Nebraska Emergency Management Agency (NEMA)
Nebraska Forest Service (NFS)

For all fires involving NEMA (NE-NMS) contact either of the following:

Donny Christensen
Public Assistance Unit Supervisor, NEMA
Office: (402) 471-7416
Fax: (402) 471-7433
2433 N.W. 24th St.
Lincoln, NE 68524
donny.christensen@nebraska.gov

Deb Kai
Business Manager III, NEMA
Office: (402) 471-7214
Fax: (402) 471-7433
2433 N. W. 24th St.
Lincoln, NE 68524
deb.kai@nebraska.gov

For all fires involving NFS (NE-NES) contact the following:

Don Westover
NE State Fire Program Leader, NFS
Office: (402) 472-6629
Cell: (402) 310-2128
Fax: (402) 472-2964
102 Forestry Hall, East Campus UNL
Lincoln, NE 68583
dwestover1@unl.edu

Exhibit 04 - SOUTH DAKOTA

SD Wildland Fire Division (SDWF)

SD Wildland Fire (SDWF) has agency resources and cooperators available for all-risk incidents under the authority and provisions in the Cooperative Fire Management Agreement (CFMA). Information provided is from Statewide Annual Wildfire Action Plan for the Division of Wildland Fire. The Action Plan covers information helpful to Incident Management Teams (IMTs) managing fires in South Dakota and instances where South Dakota resources are ordered for out-of-state assignments. Information contained herein is organized by Interagency Incident Business Management Handbook (IIBMH) chapters and other reference documents are cited. For further information, contact Brenda Even, Fire Business Manager in Rapid City, SD at 605-393-8115, FAX: 605-393-8044.

SDWF uses all Incident Command System (ICS) forms, the same as in the IIBMH and in the finance kits, with the exception of the Crew Time Report and Equipment Shift Tickets. We have developed a SD Crew/Equipment Time Report (AG-DCF100/95) to report personnel and equipment in one form, as seen in Exhibit 04A.

State and Cooperator Personnel

1. Emergency Fire Fighters and Casuals:
 - a. **Casuals** - SDWF does hire casual and emergency fire fighters under the AD payment plan as call-when-needed (CWN) seasonal employees.
 - b. **Permanent & Seasonal Employees** are hired under SD Bureau of Human Resources & SD Department of Agriculture specific pay plans and the actual rate of pay, plus benefits, is charged to the incident.
 - c. **Cooperator / Fire Department Personnel** who fill positions (overhead or engine) on incidents are paid under the AD Pay Plan, based on qualifications, per their agreement with the state.
2. Length of Assignment: SDWF employees are authorized administrative days off, after the incident, based on length of assignment which will be charged to the incident with a letter of authorization. The days should be documented on a CTR and signed by the Finance Section at the incident. This can take the place of a if one is not available.
3. Pay Plans: State employees' costs are reimbursed based on their wage and benefits. The I-Suite default rate tables reflect these rates as a median cost and include premium pay, subsistence and ground travel costs. Cooperators are reimbursed based on their cooperative agreements with SDWF and should provide a copy of their rate agreement to the Finance Section.
4. Personnel Time Keeping: All personnel time will be documented on the SDWF Crew/Equipment Time Report (AG-DCF100/95) and Emergency Firefighter Time Report (OF-288). Original documents, including the white copy of the SD CTR, are given to State employees and cooperators at time of demobilization.
5. Hazard Pay: SDWF employees and cooperators are not entitled to hazard pay as per State policy.
6. Commissary: State Employees are authorized payroll deductions for commissary purchases. Cash and personal credit card may be used and is the preferred method of payment. Cooperators

1 are authorized payroll deductions for commissary purchases. Payment is made via deduction
2 from the cooperator's invoice.

4 **Compensation Injury and Illness**

- 5
- 6 1. Agency Provided Medical Care (APMC): The State is not authorized to provide APMC on State
7 jurisdictional fires. State employees and cooperators may receive APMC on other jurisdictional
8 fires under guidelines in the IIBMH and will also file appropriate State Worker Compensation
9 insurance forms.
 - 10 2. Workers Compensation: State employees are covered for work related injuries or illness under
11 the SD Workers Compensation Program (WCP). If a state employee is injured or contracts a
12 disease as a result of and/or in the course of his/her employment, it must be reported as soon as
13 possible to their supervisor. Within three (3) business days of the occurrence, the individual or
14 his/her supervisor must report in writing the circumstance of the injury or disease to the person
15 responsible for filing the Employer's First Report of Injury. Then, within seven (7) days, not
16 counting Sundays and legal holidays, after the employer has knowledge of the occurrence of an
17 injury, the Employer's First Report of Injury must be filed with the Workers' Compensation
18 Program at the Bureau of Human Resources. Failure by the employee to file the claim on time
19 may result in denial of the claim. The individual should keep in contact with his/her personnel
20 representative to ensure a claim is properly filed. Federal CA forms can be used, as
21 documentation for State employees and cooperators, to take back to their home unit.
 - 22 3. Cooperator Coverage: State Cooperators are covered under the SD State Worker Compensation
23 Program when responding to incidents within South Dakota and on incidents threatening SD.
24 They are required to carry workers compensation insurance on all employees and volunteers, for
25 coverage on out-of-state assignments. A contact person or appropriate forms should be provided
26 to the incident, if the need arises.

29 **Travel**

- 30
- 31 1. Per Diem: Employees and cooperators are self-supporting. The State follows the IIBMH
32 definition for incident-provided meals and lodging. When not provided by the incident,
33 reimbursement for food and lodging is based on State travel policy or as specified in cooperator
34 agreements. SD State Engine Crews, Bear Mountain and Black Hat Handcrews can be self-
35 supporting.
 - 36 2. State Car Rental: State Vehicle Rental Agreements provide for damage and liability coverage
37 when the terms and conditions of the agreements are followed (e.g., operating the vehicle on
38 paved, graded state or professionally maintained roads). If the incident assignment requires
39 operation of the vehicle outside these parameters, the rental vehicle will be covered by the State's
40 Risk Management Division.

43 **Acquisition**

- 44
- 45 1. Procurement Authority: The State receives its procurement authority from state laws, and is,
46 therefore, not subject to Federal procurement laws.
 - 47 2. Local Procurement/Contracts: SDWF has established some pre-season equipment or service
48 contracts. These can be found in the local service and supply plan.
- 49

- 1 a. SD State Purchasing Division has competitively bid statewide product and service
2 contracts. These are commonly ordered products and services used for all State agencies.
3 SDWF would be the purchaser if these State Purchasing Contracts are used to guarantee
4 pricing and proper documentation.
5
- 6 b. Agreements initiated by SDWF do not have to be countersigned by federal Contracting
7 Officers or Procurement Unit Leaders when the State is the payment agency.
8
- 9 c. Agreements initiated by federal agencies do not have to be countersigned by State
10 Contracting Officers or Procurement Unit Leaders when the State is the payment agency.
11
- 12 3. Procurement on Multi-jurisdictional Fires: The State can procure or establish agreements for
13 equipment either pre-season or at the incident without federal counter signature provided that the
14 State is the payment office for agreements executed by SDWF. The following is the SDWF
15 payment address:
16 SD Wildland Fire
17 Fire Business Staff
18 4250 Fire Station Road, Suite #2
19 Rapid City, SD 57703
20
- 21 4. Land and Facility Use Agreement Form: SDWF will use a Land Use Agreement form that
22 complies with State Purchasing policy and State law. SDWF has agreed to facilitate and execute
23 Land and Facility Use Agreements for multi-jurisdictional fires in SD, if a Federal contracting
24 officer is not available. These agreements may be countersigned by a federal Contracting Officer
25 with appropriate FAR clauses.
26
- 27 5. Federal Competitive Bids: Equipment that has been competitively bid through the federal
28 contracting process may be procured through usual dispatch procedures on State hosted fires.
29
- 30 6. State Owned Vehicles and Equipment: Vehicle rates include operating supplies (wet) and general
31 maintenance. Normal maintenance and repairs are covered by State Fleet & Travel Management
32 Service contracts, for all State owned vehicles (excluding added equipment). The State is self-
33 insured through SD Office of Risk Management.
34
- 35 a. Invoices are required, and should not be processed by the incident, for equipment with
36 hourly and daily rates. **Equipment use will be documented in block 8 of the SDWF
37 Crew Time Report (AG-DCF100/95).**
38
- 39 b. State vehicles working under a mileage rate for agency overhead and crew transport will
40 document use on State Fleet & Travel Management forms.
41
- 42 7. Cooperator Equipment: SDWF is the single hiring point for Local Government Fire Service
43 Organizations. Cooperators are signed up through the SD Wildland Fire Agreement and follow
44 operating guidelines as specified within the agreement.
45
- 46 a. Cooperators are required to carry a copy of their fire suppression agreement. Rates are
47 considered “wet” and the personnel are paid the AD rate for the position they are filling
48 and qualified for.

- 1 b. Equipment time for Cooperators will be recorded using the **SDWF Crew Time Report**
2 **(AG-DCF100/95) form no shift ticket is needed.** Original documents (OF-286 and
3 **white copy of CTR)** are given to the cooperator at time of demobilization.
4
- 5 c. Cooperators submit an invoice to SDWF with the original incident documents. Incident
6 billings will be submitted by SDWF to the appropriate payment agency.
7
- 8 8. County Owned Equipment: County equipment and services may have established County use
9 rates. Contact the County Fire Coordinator or County Emergency Manager for rate schedules
10 when using County equipment. SDWF Crew Time Report (AG-DCF100/95) is required to
11 document use. The original OF-286 will be given to the operator at the time of demobilization.
12 The County will bill SDWF for reimbursement through County Agreements with SDWF. If there
13 isn't a signed Joint Powers Agreement, the equipment can be signed up on an Incident-Only
14 EERA. Incident billings will be submitted by SDWF to the appropriate payment agency.
15
- 16 9. Equipment Rates: The rates for the Engine Types 1-6 and Water Tender Types 1-3 are listed
17 below and can be found on the SD Wildland Fire Website, under Fire Business. The Fire
18 Department Personnel should carry a copy of their South Dakota State Cooperative Fire
19 Suppression Agreement with them. If they don't have it, the information can be obtained from
20 their fire chief or SD Wildland Fire, Fire Business Manager/Sr. Accountant or by accessing the
21 SD Wildland Fire Web Page, in the Fire Business portion. The URL is:
22 <http://sdda.sd.gov/wildfire-suppression/agreements/vfd-agreements.aspx>.
23
- 24 10. Compressed Air Foam System (CAFS) - Add \$20.00/hr to the base engine rate listed below for
25 any engine equipped with a Compressed Air Foam System (CAFS) meeting the following
26 minimum capacity, 40 CFM @ 100 PSI, to cover the cost of foam based on an application rate of
27 three tenths of one percent @ 25 gpm and additional equipment. The CAFS unit does not have to
28 be ordered and the rate is paid from minute one. The approving agency will replace any foam
29 used at incident at the current GSA rate.
30
- 31 Fire Gel or Class A Foam used on wildfires within the state will be replaced on the fire. If the
32 supply unit does not stock gel or class A foam, the contractor can request replacement through the
33 State supply cache or bill the State for the gel or foam used.

	<u>Base</u>	<u>With CAFS</u>	
1	11. <u>Additional Equipment Rates:</u>		
2	Type 1 Engines (structural)	\$95.00/hr	
3	Type 2 Engines (structural)	\$92.00/hr	
4	Type 3 Engines	\$87.00/hr	\$107.00/hr
5	Type 4 Engines	\$87.00/hr	\$107.00/hr
6	Type 5 Engines	\$82.00/hr	\$102.00/hr
7	Type 6 Engines	\$82.00/hr	\$102.00/hr
8	Type 7 Engines	\$30.00/hr	
9	Type 9 Engines	\$15.00/hr	
10			
11	Type 1 Tactical Water Tender	\$115.00/hr	
12	Type 2 Tactical Water Tender	\$100.00/hr	
13	Type 3 Tactical Water Tender	\$80.00/hr	
14	Type 4 Tactical Water Tender	\$20.00/hr	
15	Type 5 Tactical Water Tender	\$8.00/hr	
16			
17	Type 1 Support Water Tender	\$107.00/hr	
18	Type 2 Support Water Tender	\$92.00/hr	
19	Type 3 Support Water Tender	\$72.00/hr	
20	Type 4 Support Water Tender	\$11.00/hr	
21	Type 5 Support Water Tender	\$6.00/hr	
22			
23	Power Saws	\$5.00/hour - first 2 hrs then a flat rate of	
24		\$30.00/maximum, until end of shift	
25			
26	Portable Pumps (including suction hose, screen & 100 foot hose & nozzle)		
27	0-200 gpm	\$30.00/day	
28	200+ gpm	\$40.00/day	
29			
30	Portable Tanks		
31	Under 1500 gal.	\$20.00/day	
32	1501+ gal	\$25.00/day	
33			
34	Portable Foam Injection Equipment	\$5.00/hour – first 2 hours by request only	
35		\$35.00 Flat Rate max until end of shift	
36			
37	Crew Rotation Vehicle	\$0.51/mile mileage to and from incident only	
38			
39	Strike Team Leader &		
40	Division/Group Supervisor Vehicle	\$65.00/day plus \$.51/mile (radio equipped)	
41			
42	1. Water Tenders used in non-tactical or support roles will be paid as a support tender.		
43	2. Engines and Water Tenders assisting with Severity will be reimbursed at a rate of 75% of		
44	the hourly rate. Personnel are reimbursed for the full hourly rate for the position they are		
45	filling.		
46	3. Engines and Water Tenders assisting with Prescribed Fire Assignments will be reimbursed		
47	at a rate of \$65.00 per 24 hour day (0001-2400) and \$.51 per mile for the duration of the		
48	assignment. Personnel are reimbursed for the full hourly rate for the position they are		
49	filling.		

12. SD State Rates for Wildland Fire Equipment:

Department of Ag's website: <http://sdda.sd.gov/wildfire-suppression/agreements/>

RESOURCE	RATE
Road Grader (Patrol)	\$68.00/Hour
ATV (Hot Springs)	\$40.00/Day
ATV (Rapid City)	\$40.00/Day
ATV (Resource Center)	\$40.00/Day
Floatable Pump (200 GPM)	\$30.00/Day
Tractor w/ Lowboy	\$6.12/Mile
Mobile Cache	\$6.24/mile + \$600/Day
Portable Tank 3000 Gallon (Helicopter Dip Tank)	\$25.00/Day
Dozer	\$90.00/Hour
10 KW Generator	\$65.00/Day
Engine Type 4 CAFS	\$6.24/Mile plus employee wages
Engine Type 4	\$4.52/Mile plus employee wages
Engine Type 6	\$2.50/Mile plus employee wages
Portable Tank 1500 Gallon	\$20/Day
Cargo Transport Vehicle	\$6.24/Mile
Incident Command Trailer	\$100.00/Day
Plans Trailer	\$250.00/Day
Information Trailer	\$100.00/Day
Finance Trailer	\$250.00/Day
Logistics Trailer	\$100.00/Day
Operations Trailer	\$100.00/Day
Safety/CTSP Trailer	\$100.00/Day
State Shower Unit	\$1,700 per day plus cost of operator

Property Management

1. Incident Base Security Storage: SDWF can provide law enforcement through State partners for incident security.
2. Property Accountability Controls: State employees and cooperators are entitled to re-supply for consumables or agency property damage or loss when properly documented and approved by guidelines in the National Mobilization Guide Chapter 20, Incident Replacement of NFES Items and the IIBMH and any additional IMT / Agency Administrator written direction (Ref: State Annual Operating Plan, Section 5).

Business Coordination

1. Delegation of Authority: A Delegation of Authority is required for all Type 1 and Type 2 fires. The jurisdictional Agency Administrator will ensure participation from the state 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. Any agencies whose lands have burned or are threatened to burn will participate in preparation of and sign the Delegation of Authority.

- 1 2. Incident Business Advisor: A State Incident Business Advisor may be assigned to any State
2 hosted fire or assist when state and private lands have burned on multi-jurisdictional fires.
3
- 4 3. Incident Finance Package (IFP): A full incident documentation package (both planning and
5 finance documents) will be required for each State jurisdictional fire. [Incident Management](#)
6 [Record](#) guidelines and IIBM Chapter 40 guidelines will be followed unless specifically
7 directed otherwise.
8
- 9 4. Buying Team: The State may provide (if available) SDWF personnel with State-issued Visa
10 credit cards and access to State Wide Purchasing Contracts within their purchasing authority.
11
- 12 5. Incident Information Technology – Personally Identifiable Information:
13
 - 14 a. Incidents setup in I-Suite will use the default rate tables as set up.
 - 15
 - 16 b. In accordance with I-Suite standard operating procedures, the I-Suite database is
17 uploaded to the I-Suite repository upon an Incident Management Team’s (IMT)
18 demobilization from an incident. If the incident database is not complete, then an
19 interim copy of the database is uploaded to the repository and the master database is
20 transferred to the host agency. The repository file is encrypted and automatically
21 purges Tax ID numbers (TINs) and social security numbers (SSNs). The database
22 and all backups are then deleted from any team devices. A copy of the database and
23 last back-up file along with the password and administrative account will be
24 provided on electronic media and placed in the Finance package given to the hosting
25 agencies.
26
 - 27 c. Finance sections should rarely have SSNs and/or TINs written down on paper copies.
28 I-Suite does require this information; however SSNs/TINs should never be copied
29 and kept in the Finance package. The TINs and SSNs are encrypted in I-Suite.
30

31 **Cooperative Relations**

- 32
- 33 1. Cooperative Agreements: SDWF has formal agreements with its working partners. City,
34 county, and rural fire service organizations are considered State resources and are subject to
35 the conditions in the Cooperative Fire Management Agreement and Operating Plans.
36
 - 37 a. SD National Guard - The Governor of SD must declare a state of emergency before
38 these resources can become available. To insure all necessary steps are met to use
39 these resources, they must be ordered through the Great Plains Interagency Dispatch
40 Center, on behalf of SD Wildland Fire. Time for personnel and equipment will be
41 documented by National Guard Liaison Personnel, who will give daily cost estimates
42 to the Finance Section.
43
 - 44 b. Department of Corrections (Inmates) – SD has approximately 100 trained inmates
45 available for fire duty. Costs involved include: \$2,420 /12 hour shift/20 inmate
46 crew. Guards are paid at regular State salary rates. Transportation, meals, lodging

1 and medical costs incurred as a result of the incident are billed to the incident.
2 Request copy of agreement for specific information.

- 3
4 c. County and Local Organizations - Local fire departments / districts that respond to
5 fires outside their area of statutory authority will have an established Wildland Fire
6 Suppression Agreement or County Rangeland Agreement with the Division
7 of Wildland Fire. Personnel will be required to be certified wildland firefighters and
8 equipment will be inspected to meet NWCG requirements.

- 9
10 2. State Fire Management Assistance (FMAG): In the event a wildland fire threatens a
11 community, it is possible to receive financial assistance through a Fire Management
12 Assistance Grant (FMAG) from the Federal Emergency Management Agency (FEMA) to
13 offset the suppression costs to the state and local communities.

- 14
15 a. The State will be responsible for initiating the process, notifying FEMA and
16 collecting the required documentation.
17
18 b. Agency Administrators and/or the delegated IMT will cooperate with the State
19 representatives working the declaration; collecting cost data, time and invoice
20 records, and planning documents to support the request for FEMA cost sharing
21 funding.
22
23 c. Incident management personnel may be asked to help State personnel or the Principal
24 Advisor to obtain information in support of the state's reimbursement claim request.
25
26 d. The State and IMT work together to assure existing agreements are understood and
27 cost accounting procedures are adequate to provide a clear, supportable record of the
28 state's share of incident costs. In most cases, the costs need to be identified by
29 operational period.
30

31 **Accident Reporting**

- 32
33 1. Vehicle Accidents – State: SD is self-insured for all motor vehicles and licensed trailers.
34 State equipment rates include insurance coverage through State Division of Risk
35 Management. Accidents must be reported to the Office of Fleet & Travel Management. There
36 is not a deductible requirement.
37
38 2. Vehicle Mounted Auxiliary Equipment: State assets are covered through the State Division
39 of Risk Management.
40

41 **Claims**

- 42
43 1. Contractor Claim Resolution: A federal contracting officer may resolve contractor claims
44 and corresponding payment invoices on State jurisdictional fires. Claims not resolved at the
45 incident will be adjudicated by SDWF at the State Office Level.
46
47 2. State Personal Property Claims: Employee loss or damage of personal items on an incident
48 will be subject to the laws, regulations and rules of the State and may be reimbursable by the
49 protecting agency. In the absence of any State forms, a federal employee claim form can be
50 used for documentation and determination of the claim at the employee's home unit.

- 1 3. Land and Facility Use Claims: SDWF will make claims determination and settle all LUA
2 claims executed by SDWF.
3

4 **Cost Accounting**

- 5
6 1. Cost Share Agreement: The host Agency Administrator is responsible to initiate a cost share
7 agreement. Include names and contact information of principle authors when using the Cost
8 Share template in the IIBMH, Exhibit 52.
9
10 2. Black Hat & Bear Mountain Hand Crew State Resources: The Crew Superintendent or Crew
11 Boss will turn in to Finance information on rates for equipment and personnel. They are made
12 up of permanent and part-time state employees.
13
14 3. Other State Owned Equipment: Most State fixed assets generate a reimbursable expense to
15 the incident. Rates are established each year based on capital rental fees and operating
16 expenses paid by the State. Rates are published annually in the SD Department of Ag
17 website, under Wildland Fire, and Fire Business. Rates can also be found under the
18 Acquisitions portion of this supplement, for South Dakota.
19
20 4. Cooperator equipment: Each participating Fire Service Organization has a signed
21 Cooperative Fire Suppression agreement with SDWF. These rates follow the guidelines
22 established in the agreement and above. Cooperators will have a copy of the current
23 Cooperative Fire Suppression agreement for the Finance Section.
24
25 5. Cost Calculations – Spreadsheet: A spreadsheet for incident cost calculations is available
26 representing estimates for SD and the Rocky Mountain Region.
27

28 Additional information can be found at the SD Department of Ag's website:
29 <http://sdda.sd.gov/wildfire-suppression/agreements/>.

1
2
3
4

**Exhibit 04A
SOUTH DAKOTA**

SD Wildland Fire Division (SDWF)

Crew Time Report, AS-DCF100/95

South Dakota

AG-DCF100/96

**FIRE DEPARTMENT
CREW/EQUIPMENT TIME REPORT**

CREW NAME (VOL FIRE DEPT (1))

FIRE NAME (2)				FIRE NUMBER (3)	
4		5		7	
NAME OF EMPLOYEE	CLASSIFICATION	6 DATE		DATE	
		MILITARY TIME		MILITARY TIME	
		ON	OFF	ON	OFF
EQUIPMENT (8)	UNIT (9)	ON	OFF	ON	OFF
OFFICER IN CHARGE (SIGNATURE) (10)			TITLE OF OFFICER IN CHARGE (11)		
NAME (Person Posting to Emergency Time Report (12))				DATE (13)	

White Copy - To accompany the fire suppression cost statement to the South Dakota Wildland Fire Division.

Yellow Copy - Retain at the fire scene by agency responsible for the fire (State or Forest Service).

Pink Copy - Retain by the Fire Department.

Exhibit 05 - 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. AOPs are done at the County level and are available and will be helpful to IMTs managing fire in Wyoming. Information contained herein is organized by IIBMH chapters and other references 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 “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 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 Ron Graham, Assistant State Forester – Fire Management Officer (Work) 307-777-3368, (Cell) 307-631-7333.

The following additional methods apply when working on state or private land incidents or with state or county resources on federal land incidents.

Wyoming State Forestry Division (WSFD) should be the Administrative Office for Payment for qualifying Emergency Fire Suppression Account (EFSA) fires. WSFD will keep all original documentation and whenever possible will process all Federal I-BPA and EERA payments, including other state’s responding resources. This includes all the federal costs associated with the incident (within WSFD statutory and budget authorities). WSFD can and will make payments based on any current federal agreement. Counties will be responsible for all local county payments, other county payments and all local vendor payments.

Payment office address for Wyoming State Lands and EFSA fires is:

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

On multi-jurisdictional fires, 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.

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

5
6 Wyoming firefighter **equipment** resources are not compensated for days off provided at the
7 incident. The daily guarantee does not apply on mandatory days off.

- 8
9 2. **Pay Plans:** State/County/District/Department full time employee's costs are reimbursed based
10 on their established rate in effect at the time of the incident, including benefits.

11
12 Cooperators are reimbursed according to the FF rates described in Exhibit F of the "Wyoming
13 Resource Mobilization Guide".

14
15 The percentage of benefits can be added to all fire billings including but not limited to; workers
16 comp, FICA and Medicare. Percentages will be established by employing agency and an
17 itemized listing will be provided to WSFD - Fire Business Manager each year.

- 18
19 3. **Commissary:** Wyoming firefighters are eligible for commissary by payroll deduction. Charges
20 must be recorded on the firefighter time report for payment purposes.
21
22 4. **Hazard Pay:** Wyoming firefighters are not entitled to hazard pay.

23 24 **COMPENSATION INJURY AND ILLNESS (Ref: IIBMH Chapter 10)**

- 25
26 1. **APMC:** The State/County is not authorized to provide APMC on State/Private land fires. On
27 multiple jurisdictional incidents, APMC may be provided through a federal agency. Wyoming
28 firefighters may receive APMC on other jurisdictional fires under guidelines in the IIBMH and
29 will file appropriate State Worker Compensation insurance forms.

- 30
31 2. **Workers Compensation Insurance:** Wyoming firefighters are covered under Wyoming
32 Workers Compensation for incident related injury/illness. If a Wyoming firefighter is injured or
33 contracts a disease as a result of and/or in the course of an incident their employer must be
34 notified no later than 72 hours after sustaining the injury. A Report of Injury form can be found
35 on the following web site: <http://wyfireinfo.wy.gov> (click on Business Tab), from a Wyoming
36 Agency Rep or on the Wyoming Department of Workforce Services, Workers Compensation
37 Division web site: www.wyomingworkforce.org. Page 16 of the Wyoming Resource
38 Mobilization Guide has a list of all the Workers Compensation offices in Wyoming, to call for
39 guidance.

- 40
41 3. The "Wyoming Report of Injury" form must be received by State Workers Comp office within 10
42 days.

43
44 Federal CA forms cannot be used for Wyoming Workers Compensation.

TRAVEL (Ref: IIBMH Chapter 10)

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

Wyoming state travel policy 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. Exhibit F-1 of the “Wyoming Resource Mobilization Guide” or **home unit travel vouchers**, will be used to verify expenses.

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.

2. **POV** - Personal Owned vehicles fall under Exhibit C of the “Wyoming Resource Mobilization Guide” and do not need to be signed up using an Emergency Equipment Rental Agreement. When authorized for use, POVs 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. POVs 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, as all equipment is wet. 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 I-Suite 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” under Exhibit C, or at the Wyoming State Forestry Division website at: <http://wyfireinfo.wy.gov> click on Business Tab.

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

- 3
4 1. **Procurement Authority:** The State/County is subject to its own procurement statutes, rules,
5 policies and procedures.
6
7 2. **Emergency Equipment Rental Agreements, OF-294:** Equipment that has been competitively
8 bid through the federal contracting process may be procured through usual dispatch procedures.
9 Equipment that has not been competitively bid, but is available locally, can be procured through
10 local OF-294, Emergency Equipment Rental Agreements (EERAs).

11
12 If equipment is available locally, but has not been signed up preseason, it may be signed up at the
13 time of the incident. On State land incidents, WSFD personnel may execute OF-294 agreements.
14 On private land incidents, county wardens, district chiefs or their designee may execute OF-294
15 agreements.

16
17 In all cases, the preferred procurement method is that which reduces mobilization time and /or is
18 the most advantageous in meeting fire suppression objectives.

19
20 On State and private land fires, agreements initiated by either WSFD personnel, county wardens,
21 chiefs or designees do not have to be countersigned by Contracting Officers or Procurement Unit
22 Leaders when the State/County/District is the payment agency. Agreements initiated by federal
23 agencies do not have to be countersigned by State or County Contracting Officers or Procurement
24 Leaders when the State/County/District is the payment agency.

25
26 When writing EERAs on state land incidents, or EFSA fires, use the following address for the
27 “Ordering Office” which is also the office for payment:

28
29 Wyoming State Forestry Division
30 5500 Bishop Blvd
31 Cheyenne, WY 82002

32
33 When writing EERAs on private land incidents, you will need to check with the County Fire
34 Warden or District Chief or their designee to get the correct information.

35
36 On multi-jurisdictional fires, the State/County can procure or establish agreements for equipment
37 at the incident without federal countersignature provided the State/County is the payment office.

38
39 If the IMT elects to retain equipment that meets their needs, and it is already on the fire, an order
40 will be placed with Expanded Dispatch (with a notation that the equipment is already on the fire).
41 The procurement personnel will execute an EERA, ensure inspections are complete, and that OF-
42 297, Emergency Equipment Shift Ticket is up-to-date.

43
44 Direction may be given by the Unit Administrator Group for EERAs on joint ownership.

45
46 EERAs will be for “Incident Only”, new EERAs must be done for each new incident.

47
48 During completion of the CONTRACTOR block, the EIN/SSN number must be filled in on the
49 EERA. A signed WOLFS-109 or W-9, Request for Taxpayer Identification Number and
50 Certification, must be completed before payment is possible. The WOLFS-109 form can be

1 found on the following web site: <http://wyfireinfo.wy.gov> (click on Business Tab) or from a
2 Wyoming Agency Rep. The form should be attached to the payment documents, when
3 submitting for payment. The W-9 form, also located on the above web site, should be completed
4 when the “Administrative Office for Payment” is the local jurisdictional entity.

5
6 Only prepare an EERA for equipment not covered in Exhibits C, D & E of the “Wyoming
7 Resource Mobilization Guide” when state and county equipment is used on incident. Shift
8 tickets, fuel issues, and use invoices should be prepared for all equipment.

- 9
10 3. **Emergency Equipment Use Invoice, OF-286:** All equipment will be documented on a Use
11 Invoice. Original Use Invoice with pink Shift Tickets should be given to all Wyoming firefighter
12 resources at demobilization.

13
14 On Use Invoice Block 4, please use these dates:

15 **beginning 04/15/present year – ending 04/14/following year**

16
17 On Use Invoice block 9: On State land incidents enter Cheyenne address as the “Administrative
18 Office For Payment”. For private land incidents, enter the Local County or fire district office
19 address in the block. For joint ownership incidents the Unit Administrator will give direction.

20
21 As previously mentioned, the rates to be used for state and county department resources are found
22 in the “Wyoming Resource Mobilization Guide”. Procedures for the OF-286 invoices at the end
23 of the incident are to ensure all deductions for fuel, oil and repairs are posted and the documents
24 are signed. Time worked on incident will be finalized on incident. Travel home may be left off
25 of the invoice and will be completed by the County Fire Warden. The original OF-286, along
26 with original Emergency Equipment Shift Ticket (OF-297) and any Fuel and Oil tickets (OF-304)
27 are sent home with the equipment for billing purposes.

28
29 **Wyoming equipment remains in paid status during meal breaks while on-shift at an**
30 **incident.** The CTR for personnel assigned to that piece of equipment should show breaks taken
31 or provide documentation for compensable meal breaks as required by the IIBMH.

32
33 OF-286 may be used for miscellaneous expenses in the same manner as hiring equipment.
34 State/Counties do not use Blanket Purchase Agreements, but have a large variety of charge
35 accounts set up in communities throughout the state.

36
37 As bills for meals, lodging, fuel or other supplies are turned into finance, an OF-286 may be
38 prepared. These can be documented by each transaction or daily. Remember do not include sales
39 tax, if inadvertently added it can be taken off in the deductions section.

40
41 Copies of the vendors itemized invoice showing name, address, date, incident name and total
42 amount due, must be attached to the OF-286. The vendor invoices must be dated and have
43 printed name as well as a legible signature and title of the person making the purchase. A
44 maximum 15 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 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 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. **I-Suite Database:** A copy of the ending I-Suite database, along with all passwords for the database should be kept in the finance package/box in an identified folder. WSFD will provide a jump drive for each incident that there is a cost share done and either State or Private land has involvement in.
3. **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.
4. **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/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.
5. **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
2
3 1. **Cooperators:** All resources provided by Wyoming State Forestry Division and county
4 cooperators are covered under the Cooperative Fire Management Agreement. All established
5 cooperator rates, equipment and personnel are in the “Wyoming Resource Mobilization Guide”,
6 no other agreement is needed for equipment listed in the “Wyoming Resource Mobilization
7 Guide”.

8
9 Any equipment that does not pass a pre-use inspection after arriving at the fire may be rejected
10 and the cooperator will not be compensated for any time or travel expense incurred. Equipment
11 use will be documented on Emergency Equipment Shift Tickets (OF-297) and summarized on the
12 Equipment Use Invoice (OF-286), fuel and oil charges are documented on Fuel and Oil Issue
13 (OF-304). Equipment operators and single resource personnel use the Crew Time Report (SF-
14 261) and Emergency Firefighter Time Report (OF-288).

15
16 Original payment documents (OF-288, OF-286, and OF-304) are given to all Wyoming resources
17 at the time of demobilization.

18
19 Wyoming firefighters may utilize commissary via payroll deduction.

20
21 Accidental damage to equipment while assigned to an incident must be reported promptly to
22 incident personnel and documented appropriately per IIBMH instructions for possible
23 reimbursement and charge against the incident.

24
25 All **federal agency** equipment resources assigned to a nonfederal or multi-jurisdictional
26 Wyoming incident should be documented by either an equipment list (provided by Ground
27 Support Unit) or Shift Tickets for dates assigned to the incident. No payment documents need to
28 be created, but documentation is necessary.

- 29
30 2. **Wyoming Resources:** In order to streamline the mobilization of the Wyoming State Forestry
31 inmate crews (Smokebusters & Fire Wranglers) and State of Wyoming Exclusive Use
32 Helicopter, Northern Great Plains (Rapid City, SD), Northern Utah (Salt Lake City, UT) Teton
33 (Moose, WY) and Rawlins (Rawlins, WY) Interagency Dispatch Centers may order directly
34 from the dispatch center in charge of that resource.
- 35 ❖ The Smokebusters (based out of the Wyoming Honor Conservation Camp in Newcastle,
36 Wyoming) can be ordered directly from Casper Interagency Dispatch Center.
 - 37 ❖ The Fire Wranglers (based out of the Wyoming Honor Farm in Riverton, Wyoming) can
38 be ordered directly from Cody Interagency Dispatch Center.
 - 39 ❖ The State of Wyoming Exclusive Use Helicopter (based out of the Casper area) can be
40 ordered directly from Casper Interagency Dispatch Center.
 - 41 ❖ This ordering will be done via the Resource Ordering Status System (ROSS).
- 42

- 43 3. **Department of Correction (Inmates):** The Wyoming State Forestry Division operates
44 forestry/firefighting programs at the Wyoming Honor Conservation Camp in Newcastle, (the
45 Smokebusters) and the Wyoming Honor Farm in Riverton, (the Fire Wranglers). They have
46 approximately 70 NWCG qualified inmates who can be dispatched to both wildland and
47 prescribed fires within the state, the only exception is that these crews can be dispatched to
48 wildland fires in the Black Hills of South Dakota. Crews are configured as 5 to 7 man squads
49 with a red carded crew boss from Wyoming State Forestry Division. In some instances a
50 Department of Corrections officer will be sent along with the 20 man crews. If a Guard is

1 assigned they are paid at regular State salary rates. In lieu of a correctional officer, the crew
2 supervisors will be responsible for the inmate crew's needs before, during and after shift. This
3 may cause the supervisors to claim work hours in excess of the 2:1 work/rest ratio. The
4 supervisors "in camp" work hours should not be counted against the work/rest ratio.
5

6 Individual Emergency Firefighter Time Reports (OF-288) will be kept on individual crew bosses
7 and correctional officers. Emergency Firefighter Time Reports (OF-288) will not be kept on
8 individual inmate crewmembers. Do only one OF-288 for each crew. Name them; number of
9 crew members plus which group they are, (i.e. 14 Smokebusters, 7 Smokebusters, 7
10 Smokebusters (2), 7 Wranglers, 7 Wranglers (2)). Also need to do Equipment Use Invoice (OF-
11 286) for each piece of equipment they come with. Mileage and daily rates apply and will be
12 documented with Equipment Shift Tickets (OF-297, fuel deductions will be tracked on Fuel and
13 Oil Issue tickets (OF-304). All Originals will be sent home with crew bosses.
14

- 15 4. **Other Wyoming State Agencies:** Orders for resources for wildland fire incidents from
16 Wyoming Office of Homeland Security (WOHS), Wyoming Military Department (WMD) and
17 Wyoming Department of Transportation (WYDOT) resources will be placed with the
18 Interagency Zone Dispatch Center. The Interagency Zone Dispatch Center will then place the
19 order with the Wyoming State Forestry Division (WSFD) Duty Officer. The WSFD Duty
20 Officer will order the requested resources through these respective state agencies and respond
21 back to the Interagency Zone Dispatch Center with the status.
22

23 Available WOHS incident resources include but are not limited to: communications trailer,
24 portable radio cache, refrigeration trailer and generators.
25

26 Available WMD incident resources include but are not limited to: ground transportation,
27 Blackhawk Helicopters with buckets, dozers and MAFFS unit. When ordered, a liaison from the
28 Guard will accompany the ordered resources. Upon being ordered the National Guard will notify
29 Wyoming State Forestry Division with the equipment identification and a manifest with the
30 personnel responding.
31

32 Available WYDOT incident resources include but are not limited to: highway signs, dozers, and
33 road graders.
34

35 These agencies may have rates that differ from the rates in the "Wyoming Resource Mobilization
36 Guide". State employees will be paid at regular State salary rates. Equipment will be at the rate
37 the agency normally charges. Agency Rep will get these rates to the Finance Section as they get
38 them.
39

- 40 5. **State Fire Management Assistance (FMAG):** In the event a wildland fire threatens a
41 community it is possible to receive financial assistance through a Fire Management Assistance
42 Grant (FMAG) from the Federal Emergency Management Agency (FEMA) to offset the
43 suppression costs to the state and local communities.
44

- 45 a. The State will be responsible for initiating the process, notifying FEMA and collecting
46 the required documentation.
47
48 b. Agency Administrators and/or the delegated IMT will cooperate with the State
49 representatives working the declaration: collecting cost data, time and invoice records,
50 and planning documents to support the request for FEMA cost sharing funding.

- 1 c. Incident management personnel may be asked to help State personnel or the Principal
2 Advisor to obtain information in support of the state's reimbursement claim request.
3
4 d. The State and IMT work together to assure existing agreements are understood and cost
5 accounting procedures are adequate to provide a clear, supportable record of the state's
6 share of incident costs. In most cases, the costs need to be identified by operational
7 period.
8
9 e.

10 CLAIMS AND ACCIDENT REPORTING (Ref: IIBMH Chapter 70)

- 11
12 1. **Vehicle Accidents – State:** Wyoming is self-insured for all state owned motor vehicles and
13 licensed trailers. Accidents need to be promptly reported to incident personnel and documented
14 appropriately for possible reimbursement and billing to the incident. Copies of incident
15 documentation must be given to State employee responsible for equipment and they will submit
16 documentation to Wyoming State Risk Management.
17
18 2. **Vehicle Accidents – Cooperator Equipment:** All County/Department/District equipment is
19 required to be insured. Accidents need to be promptly reported to incident personnel and
20 documented appropriately for possible reimbursement and billing to the incident. Copies of
21 incident documentation must be given to employee responsible for equipment and they will
22 submit documentation to the appropriate home unit.
23
24 3. **Contractor Claim Resolution:** Contractor claim resolutions and corresponding payment
25 invoices may be delegated to a federal contracting officer if assigned to a Wyoming fire.
26
27 4. **State Personal Property Claims:** Employee loss or damage of personal items on an incident
28 will be subject to the laws, regulations and rules of the State and may be reimbursable by the
29 protecting agency. Absence of any State forms, a federal employee claim form can be used for
30 documentation and determination of the claim at the employee's home unit.
31

32 COST ACCOUNTING (Ref: IIBMH Chapter 80)

- 33
34 1. **Cost Share Agreement:** The host Agency Administrator is responsible for initiating a cost share
35 agreement. Preferred Cost Share template is in the IIBMH or the "Wyoming Resource
36 Mobilization Guide". Include names and contact information of principle authors.
37
38 2. **Cooperator Equipment:** Rates are established and published in the "Wyoming Resource
39 Mobilization Guide". At each incident cooperators should provide this to the Finance Section, if
40 not provided, it can be found at: <http://wyfireinfo.wy.gov> (click on Business Tab).
41
42 3. **Cost Calculation Spreadsheet:** A spreadsheet for incident cost calculations is available and
43 represents estimates for Wyoming and the Rocky Mountain GACC. The spreadsheet is a tool for
44 estimating costs during initial attack or Type 3 IMT where I-Suite is not in use. The spreadsheet
45 can be found at: http://gacc.nifc.gov/rmcc/administrative/fire_business.html
46
47 4. **Collecting Incident Costs:** All costs shall be collected from the beginning of the incident,
48 including any mutual aid or reciprocal periods.

Exhibit 06 - AGENCY SPECIFIC CONTACTS

1
2
3 For questions regarding agency-specific incident business issues, contact:

4
5 **Colorado Division of Fire Prevention & Control** – Janell K.H. Ray, Building 1049, 5060 Campus
6 Delivery, Fort Collins, CO 80523-5060. Phone (970) 491-1063, Cell (970) 222-0367, Fax: (970) 491-
7 3445. Email: janell.ray@state.co.us

8
9 **Kansas Forest Service** – vacant, 2610 Claflin Road, Manhattan, KS 66502-2798. Phone (785) 532-3313,
10 Fax (785) 532-3305. Email:

11
12 **Nebraska Emergency Management** – Deborah Kai, 2433 NW 24th Street, Lincoln, NE 68524. Phone
13 (402) 471-7214, Cell (402) 429-1023, Fax (402) 471-7433. Email: deb.kai@nebraska.gov

14
15 **Nebraska Forest Service** – Don Westover, 102 Forestry Hall, East Campus UNL, Lincoln, NE 68583.
16 Phone (402) 472-6629, Cell (402) 310-2128, Fax (402) 47-2964. Email: dwestover1@unl.edu

17
18 **South Dakota Wildland Fire Division** – Brenda Even, 4250 Fire Station Rd, Suite 2, Rapid City, SD
19 57703. Phone (605) 393-8115 or (605) 393-8011, Fax (605) 393-8044. Email: brenda.even@state.sd.us

20
21 **Wyoming State Forestry Division** – Lynda Berckefeldt, 5500 Bishop Blvd, Cheyenne, WY 82002.
22 Phone (307) 777-7300, Cell (307) 421-0065, Email: lynda.berckefeldt@wyo.gov

23
24 **Bureau of Indian Affairs** – Diane Cartney, Great Plains Regional Office, Branch of Natural Resources,
25 115 4th Ave SE, MC301, Aberdeen, SD 57401. Phone (605) 226-7621, Fax (605) 226-7358. Email:
26 diane.cartney@bia.gov

27
28 **US Fish & Wildlife Service** – David Lucas, Denver Federal Center, PO Box 25486, Denver, CO 80225.
29 Phone (303) 236-4366, Cell (720) 329-1685, Fax (303) 236-6958. Email: david_c_lucas@fws.gov

30
31 **Bureau of Land Management** – Molly Keating, Wyoming State Office, 5353 Yellowstone, P.O. Box
32 1828, Cheyenne, WY 82009. Phone (307) 775-0654, Cell (307) 256-2565, Fax (307) 775-6098. Email:
33 mkeating@blm.gov

34
35 **Bureau of Land Management** – Gillian Fay, Colorado State Office, 2850 Youngfield Street, Lakewood,
36 CO 80215. Phone (303) 239-3958, Cell (303) 242-1674, Fax (303) 239-3811. Email: gfay@blm.gov

37
38 **National Park Service** – Karrie Davin, Intermountain Region, 12795 W. Alameda, Lakewood, CO
39 80228. Phone (303) 969-2358, Cell (720) 244-7055, Fax (303) 969-2037. Email: karrie_davin@nps.gov

40
41 **US Forest Service R2** – Carol Robinson, Rocky Mountain Region, 740 Simms Ave, Golden, CO 80401.
42 Phone (303) 275-5316, Cell (720) 357-2744, Fax (303) 275-5754. Email: crobinson@fs.fed.us