



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 – COOPERATIVE RELATIONS

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New Document: RMCG-2016-5, 05/20/2016, 47 pages

Superseded Document: RMCG-2014-5/9/2014, 32 pages

Digest:

- Update State supplements for Rocky Mountain Area.
 - Update Agency Contact List
- 

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 annual operating plans and cooperators should carry the operating plan with them to an incident.
2. The rates established in the Rocky Mountain supplement to Chapter 20 of the Interagency Incident Business Management Handbook (IIBMH) are intended for private contractors and normally are not used for cooperators.
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. Normal Wear and Tear. Equipment use on an incident may include conditions which are harsher than non-incident use of the same equipment. Use beyond normal wear and tear can be determined by the incident Finance Section Chief, Procurement Unit Leader, Contracting Officer, or Incident Business Advisor.
6. 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.

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Exhibit 01 - COLORADO

Colorado Department of Public Safety (CDPS)

Division of Fire Prevention & Control (DFPC)

Division of Homeland Security & Emergency Management (DHSEM)

A. General Information

This document provides guidelines for Colorado State cooperators during the incident assignment and reimbursement process. The Colorado Resource Rate Form (CRRF) is the basis for the reimbursement process. CRRFs are completed prior to the fire season as part of county Annual Operating Plans (AOPs). All current CRRFs are effective from date of signature through April 30, 2017.

Departments must have an approved CRRF to be available in ROSS for out of local area dispatch. Resources from a department without a current CRRF assigned to a Colorado Emergency Fire Fund (EFF) state-responsibility fire will be reimbursed using standard state cooperator equipment rates. Cooperator equipment should not be signed up at an incident using an Incident-Only Emergency Equipment Rental Agreement (EERA). See Attachment 14 for current Colorado Standard Cooperator Rates.

Additional information regarding Colorado cooperators can be found in the current Rocky Mountain supplement to Chapter 50 of the Interagency Incident Business Management Handbook (IIBMH). Annual supplements are posted on RMACC Incident Business website http://gacc.nifc.gov/rmcc/administrative/fire_business.html.

Standard CDPS reimbursement forms have been developed to facilitate completion and review of expense documentation for reimbursement from both fire and all-hazard incidents. Utilization of these forms will facilitate prompt payment of reimbursement requests. Copies of current forms are included at the end of this document and electronic versions are posted on both DFPC and DHSEM websites:

DFPC: <http://www.dfpc.state.co.us/programs-2/emergency-management/wildland-fire-management/wildland-fire-billing>.

DHSEM: <http://dhsem.state.co.us/emergency-management/operations/resource-mobilization/reimbursement-packet>.

Any expense reimbursed to a department by CDPS but disallowed by the incident agency payment office will be billed back to the cooperator.

Resource order documentation is required for incident reimbursement. A resource order with completed "fill" information (not showing "pending") should be requested from the dispatch center prior to beginning travel to the first incident. Request copies of resource orders for subsequent incidents, but the initial resource order can be used for all incidents during a single mobilization. Provide written explanation if no resource order is included with an invoice. Both ROSS and WebEOC resource orders will be accepted on Colorado EFF state-responsibility fires.

Reimbursement for personnel time and equipment use will be based on all official incident documentation of on-shift time (i.e., work, travel and ordered standby) as defined in Chapter 10 of the IIBMH.

Mutual aid time for local personnel and equipment should be reported and recorded at the incident and documentation included with the invoice request submitted for reimbursement, but expense for mutual aid time should not be included in the total amount requested.

Do not include performance evaluations with reimbursement request documentation. These should remain with the employee and home unit for qualification and certification. If sent, DFPC will return any evaluation copy to the department for return to the individual.

Reimbursement invoices for **fire incidents** should be sent to:

Division of Fire Prevention & Control
5060 Campus Delivery
Building 1049
Fort Collins, CO 80523-5060

Reimbursement invoices for **State all-hazard incidents** should be sent to:

Division of Homeland Security & Emergency Management
Logistics Unit
9195 East Mineral Avenue, Suite 200
Centennial, CO 80112

B. Incident Reimbursement Process Overview

1. Cooperator responsibilities:

- Pre-mobilization
 - have current approved CRRF
 - ensure equipment and personnel meet NWCG standards
 - status resources in ROSS with appropriate dispatch center
- Mobilization
 - accept incident assignment
 - request copy of “filled” resource order
 - travel safely to incident; **keep record of travel time and expense**
 - work/rest (2/1) applies; 10 hour driving time/person/day
 - travel not recommended between 2200 and 0600 hours
- Check in at incident
 - request pre-use inspection for equipment
 - provide copy of CRRF and CTR/ST for travel to finance personnel
- On incident
 - turn time in daily (CTR and ST)
 - notify and document injuries or illnesses promptly
 - notify and document equipment loss or damage promptly
- Demobilization
 - check out through proper channels on incident
 - get **original** payment documents from finance
 - travel home safely; **keep record of travel time and expense**
 - work/rest (2/1) applies; 10 hour driving time/person/day

- travel not recommended between 2200 and 0600 hours
- Submit reimbursement request documentation **within 30 days of return**
- separate invoice for **each** incident
- resource order copy
- deduct mutual aid time and expense, when applicable for local incident
- **original** finance documents from incident
- expense documentation for personnel, travel, equipment, fuel
- explanation for any missing required documentation
- submit directly to appropriate CDPS Division office

2. DFPC responsibilities:

- Email notification of receipt of completed invoice
- Payment process
 - preview for completeness
 - review and approval
 - payment authorized
 - copy of adjustments emailed to cooperator
 - payment by State of Colorado warrant (check) or EFT
 - warrant is recommended based on check description information
 - contact DFPC for EFT vendor self-service instructions

C. Personnel

Cooperators will be reimbursed for personnel payroll expenses incurred for payments to employees from incident assignments. Reimbursement to the cooperator for full-time or part-time employees will be at current department pay rates. If a portion of the time documented is for mutual aid, no reimbursement should be requested for those hours.

Acceptable personnel costs for reimbursement may include:

- a. Salary as direct compensation to assigned personnel, for both regular and overtime/premium pay.
- b. Salary for backfill employees needed to cover for full-time employees on an incident assignment.
- c. Benefits, including health, life & disability; unemployment; Medicare; workers compensation insurance; retirement, leave/vacation, etc.

Backfill expense is allowable for full-time personnel on the deployed firefighter's regular work days.

Benefits charged should include, at a minimum, the department cost of workers compensation coverage, but cost of other benefits can be reimbursed if provided to the employee. Expenses for training, operating, PPE, annual physicals, overhead, administrative fees, etc., for department personnel are not considered direct employee compensation and will not be reimbursed.

Pay rates for personnel paid on an incident-only basis (volunteers and supplemental resources) will be reimbursed based on the assigned position at the rate identified in the current Supplemental Resource/Volunteer Pay Rate Matrix (Attachment 1), unless otherwise approved by DFPC in advance. Rates are based on each incident assignment, not the highest

qualification of an individual. See Section D and Attachment 1 for current supplemental resource program details and pay rates. Volunteers may be compensated at the position pay rates as assigned or at department-established volunteer rates for FFT2, FFT1 and ENGB positions.

No portal to portal reimbursements (i.e., in pay status 24 hours/day from time of departure to time of return to home unit) will be approved, without specific incident documentation and explanation. If the incident authorizes and documents a period of 24-hour pay status, the department may be reimbursed for that expense.

The Personnel Resource Status Report (Form 2) should be submitted by April 1 or included with the first invoice submitted for the calendar year. This documentation is kept in DFPC files only as supporting documentation of pay rate structure and benefits for reimbursement.

Remember that work/rest guidelines (1 hour rest for each 2 hours of work) apply to travel time and driving regulations limit an individual's driving time to 10 hours per day.

When a member of one department is assigned as a crew member on equipment belonging to a second department, each department should pay its own expense and will bill for its own costs. The first department will bill for the cost of its assigned employee (payroll, applicable travel, etc), and the second department will bill for the costs of its assigned employee(s) (payroll, applicable travel, etc) and costs of the equipment. The member of the first department does not become an "employee" of the second department when filling a crew position on the second department's apparatus.

Cooperators should request the **original** of the Incident Time Report (OF-288) when demobing from an incident. The form should be signed by both the firefighter and the incident. Provide written explanation if original documents are not received from the incident agency.

Social security numbers are never needed for incident documentation, and should not be written on any OF-288 or other incident documentation.

The original Crew Time Reports (SF-261, CTR) will be retained by the incident; they are not required to be submitted with the OF-288 for reimbursement. Employees should retain the yellow CTR copies.

Remember, an individual should **not** sign a CTR (or OF-288) to authorize their own time. Time for fire assignments recorded on the CTR or OF-288 should be signed as approved by the immediate incident supervisor, not by home unit/department personnel.

Do not make changes to OF-288s after the document has been reviewed and signed by incident finance personnel. Exception: travel time should be filled in if left open by incident personnel when being released from the incident or corrected to actual travel times if estimated at the incident.

Return travel time recorded on the OF-288 should be left open by the incident. If **estimated return travel time** is recorded on the OF-288 at the incident prior to demobilization, **actual return travel time** should be recorded on a CTR and verified in the reimbursement request.. Meal breaks taken should be shown during travel.

If an error is discovered on the OF-288 after returning from an incident, a copy of the appropriate signed CTR must be submitted with the reimbursement request along with an explanation of correction(s) needed. DFPC staff will review and document the requested correction.

Time spent by crew member(s) to rehab engines, tenders or ambulances upon return from the incident may be included in the reimbursement request. Up to four (4) hours of personnel time may be reimbursed if needed for equipment rehab. The personnel expense should be identified separately at the individual's hourly rate. (A rehab maintenance factor has already been included in the standard state cooperator equipment rates, so no additional equipment time will be reimbursed for the equipment.)

For both volunteers and supplemental resources, the workweek should begin when travel to an incident commences. Overtime compensation applies after 40 hours in the 7-day workweek, either after the first 40 hours or after 8 hours/day for the first 5 days and overtime for hours on days 6 and 7.

When OF-288s and OF-286s are not prepared by the incident agency, time worked on local assignments should be documented with signed original CTRs (SF-261) and equipment Shift Tickets (OF-297), and these original time-keeping documents should be submitted to DFPC for reimbursement. **Do not** create the OF-288 or OF-286 documents at the home department if not initiated by the incident staff.

Cooperators must submit an annual Personnel Resource Status Report (Form 2) to DFPC by April 1 of each year. If not submitted prior, the Personnel Resource Status Report should be included with the first invoice of the season. Once submitted, this documentation does not need to be included with each invoice. Periodic reviews of department documentation may be completed by DFPC staff.

D. Supplemental Resource Guidelines

There are situations when additional support personnel are necessary for national mobilization and the need can be filled by supplemental personnel available to the department. When this situation arises, resources will be mobilized via the process outlined here and documented with the current Colorado Resource Rate Form (CRRF) component of the Statewide Annual Operating Plan (SAOP) and in each county AOP.

When mobilizing Supplemental Resources outside of the fire district, the following will apply, based on **NWCG Memo #004-2009 dated 2/6/09**. For purposes of this exhibit, the following definition of Supplemental Resources will apply:

“Supplemental Fire Department Resources - Overhead tied to a local fire department generally by agreement who are mobilized primarily for response to incidents/wildland fires outside of their district or mutual aid zone. They are not a permanent part of the local fire organization and are not required to attend scheduled training, meetings, etc. of the department staff.”

While on assignment, these individuals are department employees and the department will be reimbursed for their actual costs as defined in this document.

D.1. Mobilization

Mobilization will follow established ordering procedures as identified in the National, Geographic, and Local Mobilization Guides. Resources will be mobilized by the Host Dispatch Zone in which the department is located. Personnel will be provided a copy of the resource order request after confirmation of availability and prior to departure from their home jurisdiction. Resource orders shall clearly indicate incident assignment, incident location, expected incident arrival time, and any additional special needs or equipment authorizations (e.g., laptops, rental vehicles, etc.). Contact DFPC to confirm reimbursement eligibility for unique authorizations.

D.2. Reimbursable Costs

Reimbursable costs for personnel include compensation rates for hours worked, benefits, transportation, and per diem. It is the intent of this provision that the Supplemental Resource be paid a regular compensation rate for all hours worked plus an overtime compensation rate for actual overtime hours worked, including travel. Reimbursable costs shall not include portal to portal pay or the employee portion of benefits. Travel and per diem reimbursements will be based on the Federal Travel Regulations or established travel program rates of the hiring department.

Backfill is not reimbursable for personnel hired as Supplemental Resources.

An indirect cost allowance equal to ten percent (10%) of the direct salary and wage cost of providing the service (excluding overtime, shift premiums, and fringe benefits) is allowed (per OMB Circular A-87).

D.3. Personnel Qualifications

All personnel will possess an active Incident Qualification System (IQS) Incident Qualification Card commensurate with all current and applicable NWCG 310-1 standards for training and qualifications. Personnel will be qualified for their assigned positions. Each department is responsible for annually certifying and maintaining the qualifications of their Supplemental Resources. Each department will bear the cost of training for their Supplemental Resources.

Any personnel to be mobilized under this exhibit will be identified on the annual Personnel Resource Status Report (Form 2) by name and position(s), and identified as a single resource. This Form 2 will be maintained by the DFPC Fort Collins office. While on assignment, these individuals are department employees and each department will be reimbursed for their actual costs.

D.4. Rate Determination

The basis for the computation of base hourly rate is the classification level of the position filled according to the Colorado Supplemental Resource/Volunteer Position Pay Rate Matrix (Attachment 1). Personnel are hired at the rate of the position being filled on each assignment, not their highest qualification.

The hourly compensation rates identified in the AOP are computed as follows:

- 1) Regular Compensation Rate: The rates listed include base hourly rate determined above plus employee benefits. Employee benefits include those costs actually incurred by the department for the employment of these individuals, such as employer liability, workers compensation, employer share of social security, etc.
- 2) Overtime Compensation Rate: Overtime compensation rates are paid based on a seven (7) day work week beginning on day one (1) of mobilization. Compensation rates are paid at either:
 - Time and a half of the base hourly rate for all hours worked in excess of eight (8) hours per day for the first five (5) days and full time and a half for all hours worked during the remainder of the work week; **OR**
 - Time and a half of the base hourly rate for all hours worked in excess of the first 40 hours.

Compensation includes travel time.

- 3) Hazard Pay Rate: While the NWCG direction provides for hazard pay premium compensation, as the sponsoring agency, DFPC's standard business practices do not include hazard pay for state employees or cooperators. Therefore, hazard pay will not be afforded to supplemental resources.

D.5. Days off at Incident

Days off at the incident will be paid for eight (8) hours. Work/rest guidelines will be followed and mandatory days off will follow current guidelines (IIBMH Chapter 10). Once travel to the home unit commences, days off will not be paid.

D.6. Transportation and Per Diem

Per diem reimbursements will be based on the GSA Federal Travel Regulations or established travel program rates of the hiring department. The payment rate for privately-owned vehicles (POVs) used to support Supplemental Resources shall be at the current Federal Travel Regulation rate.

E. Days Off and Assignment Extensions

All personnel should be prepared for 14 days on assignment, unless released earlier by the incident and not reassigned. Departments should not rotate personnel prior to the end of the 14-day assignment, except in emergency circumstances. Crew swaps or rotations will be coordinated through the incident agency and processed through the interagency dispatch system. Any department replacement earlier than requested by the incident agency will be at the department's expense and not reimbursed, except for circumstances requiring emergency demobilization.

The incident may request to keep resources longer than 14 days. Assignment Extension procedures as defined in the National Mobilization Guide and IIBMH will be followed. The cost of crew rotation/swaps (payroll and travel expense) at the request of the incident will be reimbursed to the cooperator.

Personnel are entitled to two (2) days off following return to their home unit from a 14-day assignment, **exclusive of travel**, according to current IIBMH guidelines (Chapter 10, page 10-21):

“Day 1” occurs on “the first full operational period at the first incident or reporting location...”

The department **may** be reimbursed for expense of paid days off for full-time personnel only, provided that day(s) off are regular work days and occur on the calendar day(s) immediately following return travel.

If days off are provided during the assignment and occur on the employee’s regular work days, department expense for those base/regular hours will be reimbursed.

When the firefighter is provided days off during the incident and extends for another 14 days (i.e., 14 days of work, 2 days off, 14 days of work, exclusive of travel), and when the entire assignment covers 30 days, then the employee will be entitled to an additional two (2) days off upon return to the home unit.

If day(s) off (either at the incident or after return travel) occur on an employee’s regularly scheduled day(s) off, **no personnel expense will be reimbursed**. Supplemental resources and volunteers will be compensated for 8 hours on days off when given at the incident, but are not entitled to paid days off after return from an incident.

F. Travel Expense

Travel expenses will be reimbursed to the cooperator for eligible expenses paid to their employees. An Individual Travel Breakdown (Form 6) should be completed for each traveler, identifying overnight locations and applicable per diem rate(s). Standard Continental US (CONUS) per diem meal rates, **based on overnight location**, will be the maximum reimbursed. Per diem on the last travel day will be based on the firefighter’s home unit location. Current per diem rates can be found at <http://www.gsa.gov/portal/category/104711>.

Per diem meal rates will be used to reimburse **only meals purchased** during travel to and from an incident, **not** actual costs or 75% of the daily rate for the first and last days of travel, unless otherwise dictated by the hiring department’s established travel program. Meal receipts are not required for per diem reimbursement.

Itemized receipts are required when reimbursing **actual costs** based on a department’s established travel program.

Reimbursement for meals or lodging should not be claimed when assigned to an incident base where food and sleeping areas are provided. Providing a meal when the quality or quantity is considered to be insufficient is not reimbursable. When all meals and lodging are provided by the incident, firefighters are entitled to the Incidental portion of the daily per diem rate (currently \$5/day) for each day on the incident. See GSA website above for current information.

Provide an explanation or IMT documentation when asked to provide own meals and/or lodging during the incident (commonly called subsistence).

Itemized receipt copies are required for lodging and other miscellaneous expenses. Credit card receipt copies alone are not acceptable documentation for reimbursement, unless approved by DFPC. Lodging taxes are reimbursable. There is no maximum lodging limit – **the GSA lodging maximum does not apply to state and local cooperators**. Actual lodging expense will be reimbursed without additional rate justification. When cost of overnight lodging is claimed, additional add-on room expenses (movies, personal phone calls, laundry, etc.) are not reimbursable.

Personal items, such as ice, pop, coffee, snacks, postcards, film, etc., are not reimbursable. Those miscellaneous personal expenses are included in the daily Incidental reimbursement.

Commercial airline bag charges for a maximum of two bags will be reimbursed with appropriate receipts. Typically, **overweight and oversized** baggage fees for commercial flights will **not** be reimbursed by DFPC, unless the traveler has specific resource order authorization for these additional charges. (See National Interagency Mobilization Guide, Chapter 10 for current weight allowances and exceptions.) If an airline has lower maximum bag weight allowances (i.e., less than 50 pounds per bag), provide appropriate documentation with request for excess weight fee reimbursement. Airline seat upgrade fees are not reimbursable. Baggage fees for shipping by means other than commercial airline flights are not reimbursable.

Use of an employee's privately owned vehicle (POV) for travel to an incident should be authorized by the ordering dispatch center at the time of dispatch, and noted on the resource order. Personal vehicles are reimbursed at the current mileage rate (see GSA website above) as a travel expense. A Shift Ticket (OF-297), signed by the incident supervisor, should be completed with odometer readings (to the nearest whole mile) to document POV use on the incident, but no OF-286 Equipment Use Invoice is required. Include documentation of start and stop locations for mileage reimbursement. Privately owned vehicles should **not** be signed up on a CRRF or Incident-Only EERA.

Fuel costs will **not** be reimbursed for POV use. Cost of fuel for POVs provided by an incident should be posted to the OF-288 as a commissary deduction. The mileage reimbursement provides compensation for fuel. The amount of the fuel is entered on the Individual Travel Breakdown (Form 6) as a deduction from the mileage reimbursement.

Use of a POV on an operational (line) assignment is at the discretion of the owner, if requested for other than traveling to and from the incident. The incident should provide suitable transportation for line assignments or transportation needed during the assignment. When an individual is compensated for POV mileage, any damage that occurs during that assignment will be the responsibility of the owner. It is recommended that employees consult their insurance company to confirm appropriate coverage for business use of personal vehicles, even for travel to and from an incident.

Minimize the cost of airport parking whenever possible. Use long term parking instead of higher cost, close parking. POV mileage reimbursement for round trip both to and from airports is acceptable in place of airport parking. Document both odometer readings and mileage (to the nearest whole mile) on shift tickets for POV usage.

Return travel time for personnel should be documented on a CTR or ST signed by the home department. Incident recorded travel time estimates will **not** be reimbursed without time verification.

F.1. Rental Vehicles

Expense for a rental vehicle will only be reimbursed when authorized on the original resource order, or through a support resource order issued by the incident. Fuel purchased for rental vehicles will be reimbursed with receipt copies.

Use of a personal credit card is at the discretion of the traveler. The cost of insurance coverage provided by the rental agency is reimbursable. But, since off-road use may invalidate the rental agency insurance coverage even when paid, the normal insurance coverage offered may not cover damage if used off-road. Typically only vehicles acquired by the incident agency for use through the Ground Support Unit on an incident are covered for off-road use. **Personnel performing line assignments (off-road) should not rent vehicles themselves but should utilize or request incident-provided rental vehicle for use.**

G. Equipment

When traveling to or from the incident, the Minimum Daily Guarantee for equipment does not apply on the first or last days. Payment is for the actual hours of travel and work only on the first and last days.

Engines, tenders and ambulances may be transported to incidents over 300 miles from their home unit location. If the department chooses instead to drive to an incident over 300 miles from their home location, they may be reimbursed \$1.00 per mile over 300 miles to the incident. The incident will determine whether transport will be provided for the return trip. If engines, tenders and ambulances are driven home from an incident, the \$1.00 per mile rate will apply for all miles over 300 back to their home unit.

Engines, tenders and ambulances being transported to an incident will be reimbursed at the work rate for the hours being hauled in travel status, not to exceed the Minimum Daily Guarantee. Engines, tenders and ambulances driven to an incident are compensated at the established work rate for all hours of driving.

If an engine, tender, ambulance or rescue vehicle with a standard hourly work rate is used solely for transportation to and from an incident, it shall be reimbursed at the appropriate daily rate based on type of vehicle.

No additional use charges will be reimbursed for tools and equipment included on engine inventory listing.

Specialized items may be reimbursed separately if ordered and tracked by the incident. No travel days will be reimbursed for these items (e.g., ATVs, pumps, chainsaws, ALS/BLS kits, etc.). These additional charges can be added to Form 8 Equipment Use Summary.

Normally, cooperators will not be reimbursed for equipment staffing exceeding Rocky Mountain Area standards, unless requested and approved by the incident on the resource order.

Equipment assigned to a Colorado EFF state-responsibility fire but not listed on an approved CRRF will be reimbursed at the current standard state cooperator rates. A DFPC representative may assist incident personnel to complete a CRRF for that incident.

Original Emergency Equipment Use Invoice (OF-286) **and** pink copies of Shift Tickets (OF-297), including return travel Shift Tickets, should accompany all requests for reimbursement. All documents should be signed by both the cooperator and incident personnel. If the incident does not prepare an Emergency Equipment Use Invoice, the pink copies of all STs are required for reimbursement.

Cooperator equipment STs are not required to show meal breaks while on-shift at an incident. The CTR for personnel assigned to that piece of equipment should show breaks as taken or provide documentation for compensable meal breaks as required by the IIBMH.

If equipment is not available on an incident due to breakdown or mechanical difficulty, the daily guarantee will apply on the day of breakdown. Equipment will be paid for actual hours on-shift or the daily guarantee, whichever is greater. No reimbursement will be made for any additional days while out of service. Crew personnel are entitled to the daily guarantee on days when equipment is out of service.

Equipment is not entitled to the daily guarantee on days off when given at the incident.

Department vehicles will be reimbursed at the appropriate standard state cooperator daily rate. Actual fuel expense will be reimbursed with copies of receipts. Vehicles with a standard daily rate are not entitled to mileage reimbursement.

Up to four (4) hours of actual time may be reimbursed for crew members to rehab engines, tenders or ambulances as needed after return from an assignment. **No additional equipment time will be reimbursed.**

G.1. Lowboy Transportation

Complete Equipment Transport Summary (Form 10) for reimbursement of transport expense or mileage reimbursement.

For incident destinations **beyond 300 miles** from the cooperator's home unit, transportation by lowboy is preferred for all engines, tenders, and ambulances.

Department may request lowboy transportation from dispatch center as needed when accepting engine or tender assignments. If necessary, department may make its own arrangements for lowboy transportation for incidents over 300 miles from home unit, and DFPC will reimburse the cost with copy of paid receipt. Transport should be released when equipment has been delivered to the incident. Return transportation may be arranged by the incident when equipment is released. Copy of a **paid** receipt for private contract lowboy transport to the incident **must** be included with reimbursement request. If a department- or county-owned transport is used, the equipment must be listed on the appropriate CRRF, and will be reimbursed according to standard state cooperator rates.

If lowboy resources are not available for transport of **engines, tenders and ambulances** to the incident, an additional **special rate of \$1.00/mile** will be allowed for driving distances **over 300 miles** from home unit to incident and return to home unit. In addition to hours driven, the odometer readings (to nearest whole mile) should be recorded on Shift Tickets to document total miles driven. Mileage reimbursement does not apply when traveling on or between incidents during the same mobilization. If mileage information is not recorded to the incident, a printout of map mileage documentation may be provided for reimbursement documentation.

The cost of a chase vehicle will not be charged to an incident, unless authorized by the dispatch center and incident agency on the resource order.

G.2. Inspections

If equipment is inspected prior to leaving for an incident and does not pass inspection, the equipment should not be sent to the incident. Local interagency dispatch center will be notified of failure to pass inspection.

Equipment that does not pass a pre-use inspection performed by the benefiting agency upon arrival at an incident may be rejected and the cooperator may not be compensated. At the option of the incident agency, the cooperator may be given a specified time to complete needed repairs, at cooperator's own expense. If the equipment cannot be repaired to pre-use inspection standards, the equipment and associated personnel will be released and the cooperator may not be compensated for any time (personnel or equipment) or expense incurred.

G.3. FEPP Engine Use

When a cooperator takes a state-assigned FEPP (yellow) engine to a reimbursable incident, DFPC will reimburse the cooperator \$50 per day for department owned tools on the engine when included on the invoice. Equipment Transport Summary form (Form 10) should be completed to record FEPP reimbursement. Original pink Shift Tickets and original Equipment Use Invoices for these engines must be provided to the DFPC for appropriate billing to the incident.

G.4. State-owned Engine Use

When the cooperator staffs a state-owned (white) engine, reimbursement will only be for the department personnel that operate the engine. There is no \$50 per day allowance for these state engines. Original pink Shift Tickets and original Equipment Use Invoices for these engines must be provided to the DFPC for appropriate billing to the incident.

Complete separate Cooperator Incident Assignment Invoices (Form 3) to submit 1) the engine use (due to DFPC) and 2) the personnel, travel and other expense (due to the department).

H. Fuel Expense

All Colorado state and local cooperator equipment is assigned dry (i.e., all fuel to be provided by the incident). Fuel costs incurred for equipment during the incident assignment will be

reimbursed based on copies of fuel receipts. Fuel Summary form (Form 9) should be completed to record expense and submitted with copies of receipts.

If receipts are lost or illegible, a copy of a credit card statement showing dated transaction(s) may be acceptable documentation for reimbursement, with explanation of why no receipt is available.

Fuel costs for POV use are **not** eligible for reimbursement. Instead the POV mileage reimbursement should be included on the **Individual Travel Breakdown** form (Form 6).

I. Requests for Lost or Damaged Equipment

All circumstances of lost or damaged department-owned equipment **must** be properly reported and documented at the incident. An estimate of damage replacement or repair may be made at the incident, but this estimate or reimbursement allowance does not guarantee approval of reimbursement and will not be used as sole documentation for resolution. If finance positions are not staffed at the incident, the reimbursement request documentation should be provided to the Incident Commander or local agency Fire Management Officer, Incident Business Advisor or Administrative Officer.

Use the Repair/Replacement Expense (Form 12) to request reimbursement for loss of or damage to department equipment. Incident report and authorization documentation, copy of resource order and copy of paid invoice for actual expense **must** accompany all requests for reimbursement of replacement or repair expense. Final reimbursement payment determination will be made by DFPC staff. It is not necessary to hold an invoice for personnel and equipment expense until repair or replacement is completed and paid; a separate invoice can be sent for the repair or replacement expense when payment documentation is available.

Replacement of tires and windshields will generally not be reimbursed by the incident, as these are considered to be “normal wear and tear”. Requests for damage that appear to be outside of “normal wear and tear” should be properly documented at the incident. Air filters, oil changes, fuses, bulbs, etc. are also included as normal wear and tear and are not typically a reimbursable expense.

Some lost or damaged cooperator equipment may be replaced by the incident through the Supply Unit. If the item(s) cannot be replaced at the incident, the Supply Unit may issue an Incident Replacement Requisition or resource order for replacement after return to home unit. A copy of this documentation, along with actual paid invoice copies for items replaced, **must** be included with all reimbursement requests. Replacement of non-standard cache items may not be authorized for charging to incident. If not documented and authorized by incident agency, DFPC will not reimburse department expense.

Repair of damage to engines, tenders or other agency vehicles may be reimbursed without an incident assigned resource order number. It is required that the damage be reported and documented at the incident with a copy of the report detailing circumstances attached to the request for reimbursement of actual repair cost. **No reimbursement will be allowed without copy of incident reporting documentation.** Typically, damage to department-owned equipment that occurs while in travel status to or from the home unit will not be reimbursed to the department, as this is considered to be covered by insurance.

Any amounts received from insurance for covered damage should be noted and deducted from the request for reimbursement. Reimbursement request should only be for expense not covered by insurance.

Loss or damage to personally owned items will be dealt with on a case-by-case basis, but such property should be taken on an assignment at their own risk.

J. Miscellaneous Expenses

Additional miscellaneous expenses associated with an incident assignment may be reimbursed when properly documented. The expenditure must be directly related to the incident and expense approved by the incident via resource order. A copy of the paid invoice and corresponding resource order should accompany reimbursement request for each expense, except for actual department administrative expense.

1. Actual department administrative expense for invoice documentation preparation may be added to cooperator billing invoices. Local unit dispatching time is not an eligible reimbursable expense. Charges for personnel costs should be identified by number of hours and hourly rate and shown on the **Invoice Preparation Expense** (Form 11). A percentage administrative or indirect charge is not eligible for reimbursement.
2. Current standard state rates allow for reimbursement of ALS/BLS kits when documented specifically on the resource order. Note these daily charges on the **Equipment Use Summary** (Form 8).

Other position-specific kits and personal equipment will not be reimbursed at a daily rate but may be covered by reimbursement for loss, replacement of supplies used, repair or one-time cleaning/rehab charge. Authorized use on the incident, and any additional expense reimbursement, must be documented on the resource order. Firefighters take personal equipment on incident assignment at their own risk.

K. Tips & Hints for Completing Standard Forms

Supplying all the proper documentation will facilitate prompt payment of eligible claimed expenses to the cooperator. Invoices for all assignments during a single mobilization should be submitted together for review and payment.

Deductions should be shown for **mutual aid** time when applicable for a local response and no reimbursement should be requested.

Form 2 Annual Personnel Resource Status Report

- Due by April 1 for each calendar year, or include with first invoice of the season.
 - Not required for subsequent invoices.

Form 3 Cooperator Incident Assignment Invoice

- Submit one invoice for each incident during mobilization.
- Single resource assignments should not be billed together on same invoice unless all individuals are assigned to same incidents (crew, engine, IMT members); not when dates of assignments are different.

- Must include a department signature for payment to be processed. If the invoice includes reimbursement request for the person that normally signs the invoices, a second person in the department **must** sign instead.
- Complete separate Cooperator Incident Assignment Invoices (Form 3) to submit for DFPC State engine use (due to DFPC) and the personnel, travel and other expenses (due to the department).
- If expense is not included with the initial invoice and needs to be reimbursed, please include **only that additional amount** on a new invoice with appropriate documentation and a note that new invoice includes expense not previously submitted. **Do not submit a new invoice with the revised total expense.**

Form 4 Individual Salary Breakdown

- Complete one form for each individual assigned to an incident.
- Backfill expense is allowable for full-time personnel on the deployed firefighter's regular work days.
- Attach the original OF-288 from the incident
- A signed CTR with **actual return travel time** should be submitted to the home unit, whether return travel is left open or estimated back to home unit. Verification of return travel hours is required for each individual.
- Meal breaks taken should be shown during travel.
- For volunteers and supplemental resources, the work week begins when travel to an incident commences.
 - Overtime compensation applies after 40 hours in the 7-day work week, either the first 40 hours or after 8 hours per day for the first five (5) days and on days 6 and 7.
- Lower right block for 10% Indirect is **ONLY** allowable for department volunteer or supplemental employee(s) paid using Position Pay Rates (Attachment 1).
 - Calculation is 10% of the base hours times the base hourly rate **without benefits**.
- If adding additional lines to account for assignments longer than 2 weeks, make sure the subtotal formulas include **ALL** lines.
- Base and OT Billing Rate boxes are meant to show the calculation of the base and OT rates plus benefits, **NOT** to calculate the total base and OT amounts being requested for reimbursement.

Form 5 Personnel Summary (Optional)

- Use to summarize personnel expense for multiple individuals assigned to the same incident (i.e., handcrew members, engine crew members).

Form 6 Individual Travel Breakdown

- To be used unless an alternate format has been approved by DFPC incident business staff.
- Per diem is determined based on overnight location.
 - Per diem on the last travel day will be based on the firefighter's home unit location.
- Only meals purchased will be reimbursed.
 - Meal receipts are NOT required when using per diem rates.
- DO NOT use 75% of per diem rate for first or last day.

- If your department has a different schedule of travel reimbursement rates, it **must** be indicated on the form.
 - If department travel schedule requires reimbursement for actual meal expense, receipt copies must be included with reimbursement request.
- Amount of fuel shown as Commissary Deduction on OF-288 should be entered as deduction from POV mileage reimbursement.
 - Fuel receipts are not reimbursable when requesting POV mileage.
- Receipts copies are required for lodging and all other travel expense reimbursement.

Form 7 Travel Expense Summary (Optional)

- Use to summarize travel expense for multiple individuals assigned to the same incident (i.e., handcrew members, engine crew members).

Form 8 Equipment Use Summary (Optional)

- Use when multiple pieces of equipment are included on a single invoice.
- Include requests for use of ALS or BLS kits, which must be authorized on the resource order.
- **Signed** Shift Tickets and OF-286 (if created at the incident) are required for equipment reimbursement, whether or not Form 8 is utilized.

Form 9 Fuel Summary

- Copies of receipts required for reimbursement.

Form 10 Equipment Transport Summary

- Include Shift Tickets with odometer readings and miles driven or website mapping documentation for mileage over 300 miles.
 - Include to and from locations (city and state). Round mileage to the nearest whole mile.
- If transported via private contract lowboy, include copy of the **paid** receipt.
- If transported via county- or department-owned lowboy, equipment must be listed on the appropriate CRRF and will be reimbursed accordingly.
- Complete separate Cooperator Incident Assignment Invoices (Form 3) to submit for DFPC State engine (white) use (due to DFPC) and the personnel, travel and other expenses (due to the department).

Form 11 Invoice Preparation Expense

- Include hours and hourly pay rate for invoice preparation.
- A percentage charge for administrative or indirect expense is **not** reimbursable.
- Local unit dispatching time is **not** a reimbursable expense.
- Divide total time spent on a single mobilization evenly between each incident included.

Form 12 Repair/Replacement Expense

- Attach all requested documentation.
 - Copies of pre- and post-use inspections.
 - All backup documentation from the incident.
 - **Paid** receipts for repair/replacement.
- Do not hold personnel and equipment reimbursement while waiting for

- repair/replacement to be completed; submit repair/replacement on a separate invoice.
- Include copy of resource order.

Form 13 Reimbursement Documentation Checklist

- Include contact information and email address(es).
 - Confirmation of receipt, notice of payment, and any scanned changes will be emailed to the address(es) listed on this form.

Reimbursement requests with complete supporting documentation should be submitted to the appropriate CDPS Division office within 30 days after return from an incident.

Send all documentation for **fire assignments** to:

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

Send all documentation for **State all-hazard assignments** to:

Division of Homeland Security & Emergency Management
Logistics Unit
9195 East Mineral Avenue, Suite 200
Centennial, CO 80112

Confirmation of invoice receipt will be sent if email address is provided on **Reimbursement Documentation Checklist** (Form 13). If no notification has been received within two weeks, please contact the DFPC Fort Collins office at 970-491-8538 or DHSEM at 720-852-6689. Payment requests are reviewed by CDPS Division staff and processed on a “first come, first served” basis. Copies of final payment adjustments will be scanned and emailed back to cooperator when payment requests are submitted.

Questions regarding fire payment status can be sent to wildlandfire@state.co.us or addressed to DFPC staff directly:

Harmony Altair, 970-491-8538
Sarah Ives, 970-491-8177

Other questions, comments or concerns may be directed to:

Erin Claussen, Incident Business Manager
970-491-8497 or erin.claussen@state.co.us

L. 2015 Attachments and Forms

- Attachment 1. 2015 Supplemental Resource/Volunteer Position Pay Rate Matrix
- Form 2. Annual Personnel Resource Status Report
- Form 3. Cooperator Incident Assignment Invoice
- Form 4. Individual Salary Breakdown
- Form 5. Personnel Expense Summary

- 1 Form 6. Individual Travel Breakdown
- 2 Form 7. Travel Expense Summary
- 3 Form 8. Equipment Use Summary
- 4 Form 9. Fuel Summary
- 5 Form 10. Equipment Transport Summary
- 6 Form 11. Invoice Preparation Expense
- 7 Form 12. Repair/Replacement Expense
- 8 Form 13. Reimbursement Documentation Checklist
- 9 Attachment 14. Standard Cooperator Equipment Rates
- 10
- 11 Excel versions of all forms are posted on the DFPC and DHSEM web pages (see page 2 for direct
- 12 URLs).
- 13

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:

Earl Imler
Operations Section Manager
Nebraska Emergency Management Agency
2433 N.W. 24th Street
Lincoln, NE 68524
(402) 471-7181
Earl.imler@nebraska.gov
www.nema.nebraska.gov

Donny Christensen
Recovery Section Manager, NEMA
Office: (402) 471-7416
Fax: (402) 471-7433
2433 W.W. 24th Street
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:

Casey McCoy
NE State Fire Program Leader (Acting)
Office: (402) 472-6634
Fax: (402) 472-2964
101B Forestry Hall
Lincoln, NE 68583-0815
cmcoy3@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 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 or Samantha Vadnais, Fire Business Accountant in Rapid City, SD at 605-393-8157, FAX: 605-393-8044.

SDWF uses all Incident Command System (ICS) forms, the same as in the Interagency Incident Business Management Handbook (IIBMH) and in the finance kits. **With the exception of the Crew Time Report (SF261) and Equipment Shift Tickets (OF-297), we have developed a Crew Time Report (AG-DOF-217/05) to contain 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 & 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 and the position they are filling, per their agreement with the state. The Cooperator shall be compensated for personnel as follows:
 1. **Compensation for Fully and Non-fully Qualified Firefighter.** The following applies for compensation of services performed under this agreement.
 - a. A fully qualified firefighter who has met the PMS 310-1 required training and physical fitness for the position filled on the fire would be compensated at the AD rate for that position.
 - b. A firefighter who has met the PMS 310-1 required training but does not meet the physical fitness required for the position will be compensated at the AD-A rate.
 - c. A firefighter who has not met the PMS 310-1 training requirement will receive no compensation at any time on the incident, to include initial attack.

2. **Engine Boss, Engine Boss Trainee and Crew (Wildland Engines).** Personnel must meet the qualifications of the individual positions as outlined in the Wildland

Fire Qualifications Subsystem Guide (PMS 310-1). Crew configurations and staffing levels for compensation under this section will be as follows:

- A. Staffing levels for a Type 6 Engine crew under this agreement will be one fully qualified ENGB and any combination of fully qualified FFT1 or FFT2 personnel, with the total engine crew not to exceed three personnel. A fully qualified ENGB (T) and/or FFT1 (T) may be substituted for one of the FFT1 or FFT2 personnel on the engine crew. Any personnel not meeting the NWCG fully qualified or trainee positions on the engine crew will be compensated at the AD-A rate for the initial attack period, as long as they have had S-130 and S-190 or the equivalent.
 - B. Staffing levels for a Type 3 or Type 4 Engine crew under this Agreement will be one fully qualified ENGB and any combination of fully qualified FFT1 or FFT2 personnel, with the total engine crew not to exceed five personnel. A fully qualified ENGB (T) or FFT1 (T) may be substituted for one of the FFT2 personnel on the engine crew. Any personnel not meeting the NWCG fully qualified or trainee positions on the engine crew will be compensated at the AD-A rate for the initial attack period, as long as they have had S-130 and S-190 or the equivalent.
 - C. All engine crews mobilized for national or regional dispatch orders will be staffed with at least three personnel that meet PMS 310-1 standards.
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 letter if one is not available.
 3. Pay Plans: State employees' costs are reimbursed based on their wage and benefits. The eSuite 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 agreement to the Finance Section.
 4. Personnel Time Keeping: All personnel time will be documented on the SDWF Crew Time Report (AG-DCF-217/05) and Emergency Firefighter Time Report (OF-288). Original documents, including the white copy of the 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 are authorized payroll deductions for commissary purchases. Payment is made via deduction from the cooperators invoice.

Compensation Injury and Illness

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

Travel

1. Per Diem: Employees and cooperators are self-supporting. 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 or as specified in cooperator agreements. SD State Engine Crews, Bear Mountain and Black Hat Hand crews can be self-supporting.
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, graded state or professionally maintained roads.) If the incident assignment requires operation of the vehicle outside these parameters, and the rental vehicle is operated by a South Dakota State Employee the damage will be covered by the State's Risk Management Division. Cooperators will not be covered for damages under South Dakota's Office of Risk Management, please contact the SD Fire Business Staff for assistance.

Acquisition

1. Procurement Authority: The State receives its procurement authority from state laws, and is, therefore, not subject to Federal procurement laws.
2. Local Procurement/Contracts: SDWF has established some pre-season equipment or service contracts. These can be found in the local service and supply plan.
 - a. SD State Purchasing Division has competitively bid statewide product and service contracts. These are commonly ordered products and services used for all State agencies. SDWF would be the purchaser if these State Purchasing Contracts are used to guarantee pricing and proper documentation.
 - b. Agreements initiated by SDWF do not have to be countersigned by federal Contracting Officers or Procurement Leaders when the State is the payment agency.
 - c. Agreements initiated by federal agencies do not have to be countersigned by State Contracting Officers or Procurement Leaders when the State is the payment agency.
3. Procurement on Multi-jurisdictional Fires: The State can procure or establish agreements for equipment either pre-season or at the incident without federal counter signature provided that the State is the payment office for agreements executed by SDWF. The following is the SDWF payment address:

SD Wildland Fire
Fire Business Staff
3305 West South Street
Rapid City, South Dakota 57702
4. Land and Facility Use Agreement Form: SDWF will use a Land Use Agreement form that complies with State Purchasing policy and State law. SDWF has agreed to facilitate and execute Land and Facility Use Agreements for multi-jurisdictional fires in SD if a Federal contracting officer is not available. These agreements may be countersigned by a federal contracting officer with the appropriate FAR clauses attached.
5. Federal Competitive Bids: Equipment that has been competitively bid through the federal contracting process may be procured through usual dispatch procedures on State hosted fires.
6. State Owned Vehicles and Equipment: Vehicle rates include operating supplies (wet) and general maintenance. Normal maintenance and repairs are covered by State Fleet & Travel Management Service contracts, for all State owned vehicles (excluding added equipment). The State is self-insured through SD Office of Risk Management.
 - a. Invoices are required, and should not be processed for payment by the incident, for equipment with hourly and daily rates. **Equipment use will be documented in block 8 of the SDWF Crew Time Report (AG-DOF-217/05).**

- b. State vehicles working under a mileage rate for agency overhead and crew transport will document use on State Fleet & Travel Management forms.
7. **Cooperator Equipment:** SDWF is the single hiring point for Local Government Fire Service Organizations. Cooperators are signed up through the SD Wildland Fire Agreement and follow operating guidelines as specified within the agreement.
- Cooperators are required to carry a copy of their fire suppression agreement. Rates are considered “wet” and the personnel are paid the AD rate for the position they are filling and qualified for.
 - Equipment time for Cooperators will be recorded using the **SDWF Crew Time Report (AG-DCF100/95) form, no shift ticket is needed.** Original documents (OF-286 and **white copy of CTR**) are given to the cooperator at time of demobilization.
 - Cooperators submit an invoice to SDWF with the original incident documents. Incident billings will be submitted by SDWF to the appropriate payment agency.
8. **County Owned Equipment:** County equipment and services may have established County use rates. Contact the County Fire Coordinator or County Emergency Manager for rate schedules when using County equipment. SDWF Crew Time Report (AG-DCF100/95) is required to document use. The original OF-297 will be given to the operator at the time of demobilization. The County will bill SDWF for reimbursement through County Agreements with SDWF. If there isn't a signed Joint Powers Agreement the equipment can be signed up on an incident only EERA. Incident billings will be submitted by SDWF to the appropriate payment agency.

Equipment Rates & Specifications

ENGINE TYPES:

Minimum Standards by Type

Requirements	Engine Type							
	Structure		Wildland					
	1	2	3	4	5	6	7	9*
Tank minimum capacity (gal)	400+	400+	500	750	400	150	50	50
Pump minimum flow (gpm)	1000	500	150	50	50	30	10	6
@ rated pressure (psi)	150	150	250	100	100	100	100	100
Hose 2½"	1200	1000	-	-	-	-	-	-
1½"	400	500	500	300	300	300	-	100
1"	200	200	500	300	300	300	200	½"
Ladders per NFPA1901****	Yes	Yes	-	-	-	-	-	-
Master stream 500 gpm min.	Yes	-	-	-	-	-	-	-
Pump and roll	-	-	Yes	Yes	Yes	Yes	Yes	Yes
Maximum GVWR (lbs)	-	-	-	-	26,000	19,500	14,000	
Personnel (min)	3**	3	2***	2***	2***	2***	2***	2

* State standard not NWCG requirement

** In-State standard is 3 or 4 personnel (Out-of-State requires 4 personnel)

*** In-State standard is 2 or 3 personnel (Out-of-State requires 2 or 3 personnel, as requested by the ordering agency)

**** In-State standard is 20 feet of ladder (Out-of-State requires 48 feet)

Common additional needs. Requested as needed.

- All wheel drive
- Pump & Roll
- High pressure pump (minimum 40 gpm @ 250 psi)
- Class A Foam Proportioner
- Compressed air foam system (CAFS) with minimum 40 cfm compressor
- Additional personnel

Minimum Standards by Type

	Water Tender Type						
	Support			Tactical		State Standard	
Requirements	S1	S2	S3	T1	T2	4*	5*
Tank capacity (gal)	4000	2500	1000	2000	1000	400+	400+
Pump minimum flow(gpm)	300	200	200	250	250	80+	---
@ rated pressure (psi)	50	50	50	150	150	---	---
Max. refill time (minutes)	30	20	15	---	---	---	---
Pump and roll	---	---	---	Yes	Yes		
Personnel (min)	1	1	1	2	2	1	1

* - State standard not NWCG requirements

- All types shall meet federal, state and agency requirements for motor vehicle safety standards, including all gross vehicle weight ratings when fully loaded.
- Type 3 engines and tactical water tenders shall be equipped with a foam proportioner system.
- All water tenders and engine types 3 through 6 shall be able to prime and pump water from a 10 foot lift.
- Personnel shall meet the qualification requirements of NWCG *Wildland Fire Qualification System Guide*, PMS 310-1.
- Water tenders must carry appropriate hose, clamps, adapters, and tools to be able to fill engines and or portable tanks.
- Tenders must also carry a minimum of one shovel and one pulaski.
- Tenders participating in out of state dispatches must meet minimum federal guidelines for equipment and accessories.
- General specification for Engines and Tenders:
 - Larger diameter hose may be substituted for smaller hose to achieve total needed length.
 - Hose size is hose coupler size.
 - Engines must carry fittings to connect all hose on the apparatus.
- Ordered Structural Fire Engines - Any engine specifically ordered for the purpose of providing structural fire protection should have the basic gear and safety equipment

required by structural firefighting standards. Each engine must have, at a minimum, the following items for personnel:

- NFPA approved protective clothing for structural firefighting.
- NFPA approved protective hoods.
- NFPA approved gloves for structural firefighting.
- NFPA approved helmets for structural firefighting.
- NFPA approved SCBA's; for structural firefighting.
- NFPA approved footwear for structural firefighting.
- 400 ft of 1 ½" single jacket wildland hose.
- 200 ft of 1" single jacket wildland hose.
- One hand tool for each crew member, ex. 2 – Shovels: 1 – Mc Leod, 1 – Pulaski.
- The following appliances:
 - 2 – 1 ½" to 1" Forestry "T's"
 - 2 – Reducers
 - NSP – 1 ½" to 1"
 - 2 – 1 ½ " – 40 GPM nozzles
 - 2 – 1" – 20 GPM nozzles
 - 2 – Forestry clamps for single jacket wildland hose
- Fire shelters for all engine crew members.
- Wildland fire personal protective equipment for all engine crew members.

Equipment Rates: The rates for the Engine Types 1-6 and Water Tender Types 1-3, are listed below and can be found on the SD Wildland Fire Website, under Fire Business. The Fire Department Personnel should be carrying a copy of their South Dakota State Cooperative Fire Suppression Agreement which identifies the rates for personnel and equipment. If they don't have it the information can be obtained from their fire chief or SD Wildland Fire, Fire Business Staff or by accessing the SD Wildland Fire Web Page, in the Fire Business portion. The URL is: <http://sdda.sd.gov/wildland-fire/fire-business-management/agreements/vfd-agreements.aspx>.

Compressed Air Foam System (CAFS): Add \$20.00/hr to the base engine rate listed below for any engine equipped with a Compressed Air Foam System (CAFS) meeting the following minimum capacity, 40 CFM @ 100 PSI, to cover the cost of foam based on an application rate of three tenths of one percent @ 25gpm and additional equipment. The CAFS unit does not have to be ordered and the **rate is paid from minute one**. The approving agency will replace any foam used at an incident from the State Cache, if not available at the incident. If the foam is unavailable, an S number needs to be requested by completing a General Message form and submitting it to the Rural Fire Assistance Specialist or Supply Unit Leader. The items should also be noted on the CTR with the equipment and the cost statement. It will be reimbursed at the current GSA rate.

Fire Gel or Class A Foam used on wildfires within the state will be replaced on the fire. If the supply unit does not stock gel or class A foam, the contractor can request replacement through the State supply cache or bill the State for the gel or foam used.

Rates for SD Cooperators

<u>Additional Equipment Rates:</u>	<u>Base</u>	<u>With CAFS</u>
Type 1 Engines (structural)	\$95.00/hr	
Type 2 Engines (structural)	\$92.00/hr	
Type 3 Engines	\$87.00/hr	\$107.00

1	Type 4 Engines	\$87.00/hr	\$107.00
2	Type 5 Engines	\$82.00/hr	\$102.00
3	Type 6 Engines	\$82.00/hr	\$102.00
4	Type 7 Engines	\$30.00/hr	
5	Type 9 Engines	\$15.00/hr	
6			
7	Type 1 Tactical Water Tender	\$115.00/hr	
8	Type 2 Tactical Water Tender	\$100.00/hr	
9	Type 3 Tactical Water Tender	\$80.00/hr	
10	Type 4 Tactical Water Tender	\$20.00/hr	
11	Type 5 Tactical Water Tender	\$8.00/hr	
12			
13	Type 1 Support Water Tender	\$107.00/hr	
14	Type 2 Support Water Tender	\$92.00/hr	
15	Type 3 Support Water Tender	\$72.00/hr	
16	Type 4 Support Water Tender	\$11.00/hr	
17	Type 5 Support Water Tender	\$6.00/hr	
18			
19	Power Saws	\$5.00/hour for first 2 hrs. then a flat rate of	
20		\$30.00/maximum, until end of shift	
21			
22	Portable Pumps (inc. suction hose, screen & 100 foot hose & nozzle)		
23	0-200 gpm	\$30.00/day	
24	200+ gpm	\$40.00/day	
25			
26	Portable Tanks		
27	Under 1500 gal.		\$20.00/day
28	1500+ gals		\$25.00/day
29	Portable Foam Injection Equipment	\$5.00/hour – first 2 hours by request only	
30		\$35.00 Flat Rate max until end of shift	
31			
32	Crew Rotation Vehicle	\$0.51/mile mileage to and from incident only	
33			
34	Strike Team Leader & Division/Group Supervisor Vehicle	\$65.00/day plus \$.51/mile	
35	(radio equipped)		
36			

1. Water Tenders used in a non-tactical or support roles will be paid as a support tender.
2. Cooperator Engines and Water Tenders assisting with Severity will be reimbursed at a rate of 75% of the hourly rate. Personnel are reimbursed for the full hourly rate for the position they are filling.
3. Cooperator Engines and Water Tenders assisting with Prescribed Fire Assignments will be reimbursed at a rate of \$65.00 per 24 hour day (0001-2400) and \$.51 per mile for the duration of the assignment. Personnel are reimbursed for the full hourly rate for the position they are filling.

SD State Rate for Wildland Fire Equipment

RESOURCE	RATE
ATV's	\$40.00 / Day
UTV's	\$100.00 / Day
Pickup (CH,CL,CM,CN,CU)	\$1.04 per Mile plus employee wages
Suburban (BC & BG)	\$.69 per Mile plus wages of employee
Floatable Pump (200 GPM)	\$30.00 / Day
Semi-Tractor	\$2.49 / Mile
Lowboy	\$3.54 / 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	\$8.31 / Mile plus employee wages
Engine Type 4	\$10.53 / Mile plus employee wages
Engine Type 6	\$1.85 / Mile plus employee wages
Portable Tank 1500 Gallon	\$20 / Day
Cargo Transport Vehicle	\$6.24/Mile
IC's 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, page 28 Incident Replacement of NFES Items and the IIBMH and any additional IMT / Agency Administrator written direction (Ref: State Annual Operating Plan, Section 5).

Incident Business Coordination

1. Delegation of Authority: A Delegation of Authority is required for all Type I and Type II 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.

2. Incident Business Advisor: A State Incident Business Advisor may be assigned to any State hosted fire or assist when state and private lands have burned on multi-jurisdictional fires.
3. Incident Finance Package (IFP): A full incident documentation package (both planning and finance documents) will be required for each State jurisdictional fire. [Incident Management Record](#) guidelines and IIBM Chapter 40 guidelines will be followed unless specifically directed otherwise.
4. Buying Team: The State may provide (if available) SDWF personnel with State issued Visa credit cards and access to State Wide Purchasing Contracts within their purchasing authority.
5. Incident Information Technology – Personally Identifiable Information:
 - a. Incidents setup in eISuite will use the default rate tables as set up.
 - b. In accordance with eISuite standard operating procedures, the eISuite database is uploaded to the repository upon demobilization of Incident Management Teams (IMT), 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 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.
 - c. Finance sections should not have SSNs and/or TINs written down on paper copies, because all federal AD's have been assigned an ECI number and contractors use DUNN's numbers. If it is a State of SD Contractor a DUNN's number is not required and can be left blank or filled in with all 9's. For cooperators who are paid the AD rates they do not need an ECI number and can be set up in elsuite as other with the rate that is appropriate for the position they are filling. However SSNs/TINs should never be copied and kept in the Finance package, even if the individual gives it to you. Please shred or give back to them!

Cooperative Relations

1. Cooperative Agreements. SDWF 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 Cooperative Fire Management Agreement and Operating Plans.

- a. SD National Guard - The Governor of SD must declare a state of emergency before these resources can become available. To ensure all necessary steps are met to use these resources, they must be ordered through Great Plains Interagency Dispatch Center, on behalf of SD Wildland Fire. Time, for personnel and equipment, will be documented by National Guard Liaison Personnel, who will give daily cost estimates to the Finance Section.
 - b. **Department of Corrections (Inmates)** – SD has approximately 100 trained inmates available for fire duty. Costs involved include: \$2,420 per 12 hour shift per 20 person inmate crew. Guards are paid at regular State salary rates. Transportation, meals, lodging and medical costs incurred as a result of the incident are billed to the incident. Request copy of agreement for specific information.
 - c. County and Local Organizations - Local fire departments / districts that respond to fires outside their area of statutory authority will have an established Wildland Fire Suppression Agreement or County Rangeland Agreement with the Division of Wildland Fire. Personnel will be required to be certified wildland firefighters and equipment will be inspected to meet NWCG requirements.
2. 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.

Accident Reporting

1. Vehicle Accidents – State: SD is self-insured for all motor vehicles and licensed trailers. State equipment rates include insurance coverage through State Division of Risk Management. Accidents must to be reported to the Office of Fleet & Travel Management. There is not a deductible requirement.

2. Vehicle Mounted Auxiliary Equipment: State assets are covered through the State Division of Risk Management.

Claims

Contractor Claim Resolution: A federal contracting officer may resolve contractor claims and corresponding payment invoices on State jurisdictional fires. Claims not resolved at the incident will be adjudicated by SDWF at the State Office Level.

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

Cost Accounting

1. Cost Share Agreement: The host Agency Administrator is responsible to initiate a cost share agreement. Include names and contact information of principle authors when using the Cost Share template in the IIBMH, Exhibit 52.
2. Black Hat & Bear Mountain Hand Crew State Resources: The Crew Superintendent or Crew Boss will turn in to Finance information on rates for equipment and personnel. They are made up of permanent and part-time state employees.
3. Other State Owned Equipment: Most State fixed assets 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 published annually in the SD Department of Ag website, under Wildland Fire, and Fire Business. Rates can also be found under the Acquisitions portion of this supplement, for South Dakota.
4. Cooperator equipment: Each participating Fire Service Organization has a signed Cooperative Fire Suppression agreement with SDWF. These rates follow the guidelines established in the agreement and above. Cooperators will have a copy of the current Cooperative Fire Suppression agreement for the Finance Section.
5. Cost Calculations – Spreadsheet: A spreadsheet for incident cost calculations is available representing estimates for SD and the Rocky Mountain Region.

Additional Information can be found at the SD Dept. of Ag's website:
<http://sdda.sd.gov/wildland-fire/fire-business-management/agreements/>.

Crew Time Report, AS-DOF217/05

South Dakota

AG-DOF217/05

FIRE DEPARTMENT
CREW/EQUIPMENT TIME REPORT

CREW NAME (VOL FIRE DEPT (1))

FIRE NAME (2)				FIRE NUMBER (3)			
4		5		6		7	
NAME OF EMPLOYEE		CLASSIF- ICATION	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, must be brought home by all SD State Employees and Cooperators.

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

Pink Copy - Retained 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. 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.
- The State will be responsible for initiating the process, notifying FEMA and collecting the required documentation.
 - 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.
 - 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.
 - 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.
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.

Exhibit 06 – AGENCY SPECIFIC CONTACTS

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

Colorado Division of Fire Prevention & Control – Erin Claussen, Building 1049, 5060 Campus Delivery, Fort Collins, CO 80523--5060. Phone (970) 491-8497, Cell (303) 263-5937, Fax (970) 491-3445. E-mail: erin.claussen@state.co.us

Kansas Forest Service – Aimee Hawkes, 2610 Claflin Road, Manhattan, KS 66502-2798. Phone (785) 532-3302. E-mail: aimeeh2@ksu.edu

Nebraska Forest Service – Casey McCoy, 101B Forestry Hall, Lincoln, NE 68583-. Phone (402) 472-6634, Cell (402) 310-2128, Fax (402) 472-2964. E-mail: cmcoy3@unl.edu

South Dakota Wildland Fire Division – Brenda Even, 3305 West South Street, Rapid City, SD 57702. Phone (605) 393-8011 or (605) 393-8115 Fax (605) 393-8044. E-mail: brenda.even@state.sd.us

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

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

US Fish & Wildlife Service – David Lucas, Denver Federal Center, PO Box 25486, Denver, CO 80225. Phone (303) 236-4366, Cell (720) 329-1685, Fax (303) 236-6958. E-mail: david_lucas@fws.gov

Bureau of Land Management – Molly Keating, Wyoming State Office, 5353 Yellowstone, PO Box 1828, Cheyenne, WY 82009. Phone (307) 775-0654, Cell (307) 256-2565, Fax (307) 775-6098. E-mail: mkeating@blm.gov

Bureau of Land Management - Serena Wicka, Colorado State Office, 2850 Youngfield Street, CO 80215. Phone (303) 239-3958, Cell (303) 242-1674, Fax (303) 239-3811 E-mail: swickia@blm.gov

National Park Service – Linda Turner, Intermountain Region, 12795 W. Alameda, Lakewood, CO 80228. P.O. Box 25287 Denver, CO 80225-0287 Phone (303) 969-2948. E-mail: linda_turner@nps.gov

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