

# SW COST APPORTIONMENT ROLES

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## PURPOSE

Cost apportionment by daily reconciliation of efforts is a more complex system for identifying agency cost shares when there's much resource mobility across jurisdictional boundaries. It's the most accurate, equitable and fair way to measure the level of efforts to meet multiple incident objectives, such as both wildland urban interface and wildlands. The process relieves incident commanders, agency representatives, and line officers of much of the burden of estimating solely from observing how resources are used.

**Start the process right away** for a complex multi-jurisdictional fire. If cost apportionment is being considered, it's essential to capture the initial attack resources and daily efforts early on. A different cost share methodology can be chosen in the end. Daily resource efforts are mutually agreed upon throughout the duration of the incident, which are applied to resource values, and result in overall air & ground/support percentages in the end that agencies apply to their actual costs.

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## INITIAL STEPS

### Agency Administrators

The primary jurisdictional agency AA contacts their agency's [CAT representative](#) and orders the CAT. Provide a Delegation of Authority to the Cost Apportionment team members. In brief with the CAT and discuss work site options.

### Planning Section

Direct CAT members to file paths where Corrected IAPs are saved and by what time, so daily AA CAT meeting time can be scheduled after that. Identify personnel for providing daily ground progression & air drops over jurisdiction maps for daily meetings.

### Incident Business Advisor - Primary

Coordinate reoccurring daily meetings with the AAs, CAT members, Ops & Air Ops (IA IC initially). Ideally the time and place is at the IMT's convenience when the AAs are available.

### Cost Apportionment Team

Meet with Finance Section Chief & Cost Unit Leader to coordinate a system for capturing daily Aircraft Use Summaries & Air Tanker Base Summaries, in time for the daily Cost Appt meetings.

### Finance Section Chief

Help CAT members obtain access to the incident's FireNet Team, e-ISuite and finance inbox if needed.

### Initial Attack Incident Commander/s

Provide CAT members all corrected 214s for the initial attack days.

### Dispatch – State & Federal

Provide the WildCAD for the initial attack days.

### Air Operations

Inform all supporting helibase & air tanker base managers to emphasize the need for timely aircraft use summaries submission.

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## DAILY STEPS

### **Cost Apportionment Team**

Capture the conversations, compare notes, apply the cost apportionment methodology process, and prepare the daily Cost Apportionment Summary by Period for the AAs to sign.

### **Incident Business Advisor – Primary**

Gather phone numbers for key personnel.

Keep track of the efforts during the daily conversations.

Check each daily Cost Apportionment Summary By Period for accuracy.

Spot check the Cost Apportionment spreadsheet for errors.

Draft the cost share agreement.

### **Finance Section Chief**

Ensure COST is getting all Aircraft Use Summaries & Air Tanker Base Summaries timely every day.

Communicate any aircraft cost issues to the CAT members.

### **Cost Unit Leader**

Ensure that all incident aircraft have Aircraft Use Summaries & Air Tanker Base Summaries provided to CAT members by the daily deadline established.

### **Operations**

An Operations Chief explains the work each division performed and their mission at daily Cost Appt meetings.

Map and 204s are utilized to illustrate the operational use and suppression efforts.

Retain corrected 204s for incident duration, to clarify discrepancies about division assignments.

### **Air Operations**

Air Ops explains the work each division performed and their mission.

Utilize unit logs and daily division maps showing retardant & water drops with jurisdictions.

### **Initial Attack Incident Commander/s**

Validate resources working the incident for each day before the IMT takes over.

Attend the initial Cost Appt meeting/s to provide information on resource efforts.

Retain corrected 214s for the incident duration, to clarify discrepancies about division assignments.

### **Dispatch**

Clarify discrepancies for incident resources.

### **Planning Section**

Provide prior-day incident progression map with the divisions by daily Cost Appt meeting time.

Create daily division maps showing retardant & water drops with jurisdictions by daily Cost Appt meeting time.

### **Agency Administrators**

Go through the Corrected IAPs each day and agree upon level of effort percentages.

Sign daily Cost Apportionment Summary By Period, which lists division resources and agreed effort percentages.

Review the Cost Share Agreement.