

Fire Cost Share Principles

For

State of Colorado
Colorado State Forest Service

USDI, Bureau of Land Management
Colorado State Office

USDI, National Park Service
Intermountain Region

USDI, Fish and Wildlife Service
Mountain Prairie Region

USDA, Forest Service
Rocky Mountain Region

In the interest of firefighter and public safety and for efficient cost accounting of wildland fires, the following principles will be the standard for sharing costs on wildland fires in the State of Colorado.

The Wildfire Situation Analysis (WFSA) and the Interagency Incident Business Management Handbook are also important reference documents for cost share agreements.

Initial Attack

- Cost share will be on the basis of pre-negotiated annual operating plans between the counties, state, and federal agencies, which include the information in this agreement.
- Future Annual Operating Plans should include a definition of the mutual aid timeframe.
- Aviation resources should not be considered as mutual aid resources and will be considered as defined below under "Extended Attack".

Extended Attack Up to 72 Hours

- Initial Attack Incident Commanders will determine if the fire is in the Wildland Urban Interface or not.

Wildland Urban Interface

- Wildland Urban Interface is defined as the line, area, or zone where structures and other human development meet or intermingle with undeveloped wildland or vegetative fuels, and where there are structures

at risk on state/private lands. (source: 2001 Review and Update of the 1995 Federal Wildland Fire Management Policy).

- Cost share for all aviation resources will be at a flat rate of 50% State and 50% Federal on fires where the expectation exists that both Federal and State/Private lands are going to be impacted by the fire.
- Cost share for other resources will be based on the percentage of total acres burned according to land ownership.

Non Interface

- Cost share for non-interface fires will be based on ownership of acres burned. All costs associated with the fire after the mutual aid time period and all aviation costs will be determined based on these percentages.

Beyond 72 Hours

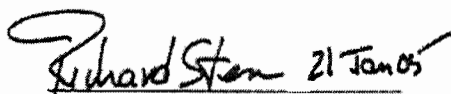
- The cost share agreement in place after 72 hours will remain in place unless local line officers determine a need for adjustment based on new and special circumstances.

Rehabilitation Costs

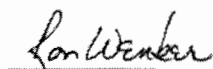
- Non-suppression rehabilitation costs are the responsibility of the jurisdictional agency.

 8-23-04
Colorado State Forest Service Date

 9/14/04
USDI National Park Service Date

 21 Jan 05
USDA Forest Service Date

 8/25/04
USDI Fish and Wildlife Service Date

 8/27/04
USDI Bureau of Land Mgmt Date

Cooperator Incident Reimbursement Guidelines

Effective January 2006 through April 2008

A. General Information

This document is intended to guide cooperators through the incident assignment and reimbursement process. The Cooperator Resource Rate Form (CRRF) is the basis for the reimbursement process. The CRRF, which documents department costs, is completed prior to the fire season as part of the county's Annual Operating Plan and is valid through April 30, 2008. If a new CRRF is completed prior to the existing CRRF ending date, the new CRRF will take precedence.

Departments who do not complete a CRRF prior to dispatch will be subject to established CSFS equipment rates for reimbursement. A CRRF may be completed at an incident using established CSFS rates and will only be valid for the duration of that incident. Cooperator equipment should not be signed up on an Emergency Equipment Rental Agreement (EERA).

Additional information regarding Colorado cooperators and process is found in the Rocky Mountain/Great Basin geographic area supplement to Chapter 50 of the Interagency Incident Business Management Handbook (IIBMH).

B. Incident Reimbursement Process

1. Cooperator responsibility

- Premobilization
 - complete a CRRF
 - equipment and personnel meet NWCG standards
 - status resources with appropriate dispatch center
- Mobilization
 - accept incident assignment
 - acquire copy of resource order
 - travel to incident, keeping record of travel time and expense
- Checkin at incident
 - provide copy of CRRF
 - pre-use inspection
- Demobilization
 - checkout through proper channels on incident
 - get original finance documents
 - travel home safely, keeping record of travel time and expense
- Submit reimbursement request documentation within 30 days of return
 - letter of invoice
 - resource order copy
 - original finance documents
 - documentation for additional expense
 - Submit to local CSFS district office

2. CSFS responsibility

- Payment process
- District office review
- Fire Division review and approval
- Payment document request and approval
 - payment via check or electronic transfer
 - copy of adjusted invoice sent with check

C. Equipment

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

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

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

Normally, the cost of a chase vehicle will not be charged to an incident, unless authorized in writing by the dispatch center and benefiting agency.

Equipment that does not pass a pre-use inspection performed by the benefiting agency after arriving at an incident may be rejected and the Cooperator may not be compensated for any time or mileage incurred. At the option of the benefiting 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 will not be compensated for any time or mileage incurred.

Cooperators will not be reimbursed for equipment staffing exceeding RMA standards, unless requested and approved in writing by the incident.

Equipment assigned to a local incident but not listed on the current CRRF will be reimbursed at the established CSFS rates. A CSFS representative will assist incident personnel to complete a CRRF for the duration of that incident only.

Original Emergency Equipment Use Invoice (OF-286) and pink original copies of Equipment Shift Tickets (OF-297) are required for reimbursement. Each document should be signed by both the cooperator and the incident. If the incident does not prepare an Emergency Equipment Use Invoice, the pink original copies of the Shift Tickets are required for reimbursement. In this situation, Shift Tickets must be signed by both the cooperator and the incident. Without these required signatures, reimbursement may be denied.

When a cooperator takes a CSFS-assigned engine to a reimbursable incident, CSFS will reimburse the cooperator \$50 per day for department owned tools on the engine. Original pink Equipment Shift Tickets, and original Equipment Use Invoices when available, for these engines must be provided to the local CSFS district office. When the cooperator staffs a

CSFS-owned engine, they will be reimbursed for the department personnel that operate the engine. Both expenses (\$50 per day and personnel cost) should be listed separately on the reimbursement invoice.

The total reimbursement requested for specialized equipment on a single incident will not exceed replacement costs.

D. Equipment Operators and Single Resource Personnel

Reimbursement to the cooperator for full time employees will be at current department pay rates. Pay rates for department members and others employed on an incident-by-incident basis will be commensurate with the NWCG established rates for ICS positions, as established in Chapter 10, Section 13.6, Exhibit 01 of the current IIBMH. When billing for personnel time, cooperators will identify the base and overtime or premium payrates and the number of hours on each incident charged at each rate.

Cooperators should take the original copy of the Emergency Firefighter Time Report (OF-288) when demobing from an incident. The form must be signed by both the individual and the incident. Without these required signatures, reimbursement may be denied.

Changes should not be made to EFTRs after the document has been reviewed and signed by incident finance personnel. Travel time may be left open when demobing and should be completed with ending travel time prior to submitting to CSFS for reimbursement.

If an error is discovered on the EFTR, provide a copy of the appropriate Crew Time Report (SF-261) with an explanation of the circumstances and correction needed. Any corrections necessary on the EFTR (OF-288) will be made by CSFS Fire Division staff during the approval process.

Acceptable full-time personnel costs for reimbursement include:

- a. Salary as direct compensation to personnel, both regular and overtime/premium pay.
- b. Backfill employees (regular and/or overtime) needed to cover for full time employees who are on an incident assignment.
- c. Benefits, including health, life & disability; unemployment; Medicare; workers compensation insurance; retirement, and sick leave. Benefits are usually shown as a percentage of the employee pay (for example: (employee pay) X (% benefits) = employee compensation).

The cooperator may elect to hire personnel only for an incident assignment. These individuals are not considered full-time department employees. The cooperator will be reimbursed at the current NWCG established rate for the ICS position assigned. Benefits charged may include workers compensation, as well as health, life, and disability, if provided to the employee.

Expenses for training, operating, PPE, annual physicals, etc., are not direct employee compensation and benefits and will not be reimbursed.

Because CSFS makes initial payments to cooperators using State funds, a detailed breakdown of cooperator employee compensation may be requested at any time.

E. Days Off and Assignment Extensions

Personnel are to be prepared for 14 days on an 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 situations that will be coordinated through the incident and the interagency dispatch system.

The incident may request to keep resources longer than 14 days. Extension of assignment procedures as defined in Chapter 10 of the IIBMH will be followed.

Full-time cooperator personnel may be entitled to two (2) days off following a 14-day assignment (exclusive of travel), according to current guidelines in Chapter 10 of the IIBMH. The cooperator may be reimbursed expense of days off for full time personnel provided:

1. cooperator has actually incurred expense; and
2. days off are regular work days immediately following return travel.

Reimbursement of expense for employee days off should be identified separately on letter of invoice.

F. Travel Expense Claims

Travel expenses will be reimbursed to the cooperator for expenses paid to their employees. Cooperator travel forms, identifying applicable locations and per diem rate(s), should be included with request for reimbursement. Identify days in travel status and location(s). The CSFS per diem and expense form may be used in place of cooperator forms, or may be used by cooperators who do not have own travel forms.

Standard Continental US (CONUS) per diem rates will be the maximum reimbursed. If actual meal expense is requested instead of daily per diem, reimbursement will only be allowed with itemized receipts, up to the maximum per diem for that location. Expense for alcoholic beverages is not reimbursable. Per diem should not be claimed when assigned to an incident base where food and sleeping location is provided.

Normally, overweight and oversized baggage fees for commercial flights will not be reimbursed by the incident. Current NWCG weight allowances (45 pounds personal gear plus 20 pounds web gear or briefcase) are within commercial baggage allowances (two bags not to exceed 50 pounds each).

Itemized receipts are required for lodging and other miscellaneous expenses. Credit card receipts alone are not acceptable documentation. Lodging rate must be reasonable for the location. Items such as ice, pop, coffee, snacks, postcards, film, etc., purchased for personal use are not reimbursable. When lodging is claimed, additional add-on room expenses (movies, personal phone calls, laundry, etc.) are not reimbursable.

Travel expenses will be reimbursed only to the cooperator that pays the individual for their time (i.e., an individual may not process time through one department, and be reimbursed for travel expenses through another department).

Use of a privately owned vehicle (POV) must be authorized by the ordering interagency dispatch center at the time of dispatch, and noted on the resource order. Personal vehicles are compensated as a travel expense and receive mileage reimbursement only. An Emergency Shift Ticket (OF-297) may be used to document personal vehicle use, and signed at the incident. Maximum allowable mileage is the current IRS rate or established department rate. Privately owned vehicles should not be signed up on a CRRF or EERA.

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.

G. Damage/Loss Claims

All claims for lost or damaged equipment must be reported and documented at the incident. An estimate of damage replacement or repair may be made at the incident, but this estimate or claim allowance does not guarantee approval of reimbursement and will not be used as sole documentation for claim resolution. A copy of the paid invoice documenting replacement or repair must be supplied to CSFS, along with a copy of the incident claim documentation, before reimbursement will be considered. If a finance function is not staffed at the incident, the claim should be reported to the Incident Commander or local agency FMO. If the cooperator does not report a loss or damage claim prior to leaving the incident, resolution of the claim is at the discretion of CSFS prior to any reimbursement.

Replacement of tires will generally not be reimbursed by the incident. Claims for damage that appears to be outside of the "normal wear and tear" of incident use should be documented by the incident.

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 for replacement after return to home unit. This document, along with actual paid invoice copy for items replaced, must be included with all reimbursement requests.

H. Miscellaneous Expenses

Miscellaneous expenses associated with an incident assignment may be reimbursed. The expenditure must be directly related to the incident and expense approved by the incident via resource order. A copy of the invoice and corresponding resource order must accompany reimbursement request for each expense.

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 may be reimbursed with copies of receipts.

Cell phone use must be authorized either on the resource order at time of dispatch, or with an S-number resource order assigned from the incident. The resource order provides authorization to use the phone only for incident purposes. Without the S-number, the cooperator may not be reimbursed costs. Calls on the cooperator cell phone directly related to, and during the time period of, the incident may be claimed. Calls made to the home unit for purposes of department business are not reimbursable. Costs eligible for reimbursement are limited to actual airtime and toll charges used during an incident period, but not a

percentage of the monthly service plan. A copy of the cell phone billing and resource order must be included with the reimbursement request with the calls appropriately identified for the incident.

Reasonable time required to rehab and refurbish equipment upon return from the incident may be included in the reimbursement request. This expense should be noted separately at the employee's hourly rate.

Reasonable administrative charges may be added to cooperator billing invoices. These charges should be identified by number of hours and hourly rate, as for personnel costs.

I. Reimbursement Documentation and Process

Documentation for prompt reimbursement to the department includes a letter of invoice, all original incident documentation and any additional supporting receipts and documentation for expense being claimed. The letter of invoice on department letterhead (see example attached) should request reimbursement for specific incident(s). Supplying the proper documentation will facilitate prompt payment of claimed expenses to the cooperator.

Following is a list of documentation that may be needed for department reimbursements as applicable:

- Resource order copy for each incident
- CRRF copy with resource highlighted
- Original letter of invoice on department letterhead
- Original Emergency Equipment Use Invoice (OF-286)
- Pink copies of Emergency Equipment Shift Tickets (OF-297)
- Original Emergency Firefighter Time Report (OF-288)
- Copies of pre-use and release Equipment Safety Inspection Checklist (OF-296)
- Copies of itemized fuel receipts
- Per diem documentation or itemized meal receipts
- Copies of lodging receipts
- Copy of paid receipt for replacement or repair of lost or damaged equipment with incident documentation and statements related to claim
- Copy of cell phone bill with resource order documentation

Cost reimbursement requests with complete supporting documentation should be submitted to the local CSFS district office within 30 days of return from an incident. District personnel reviews documentation, then forwards reimbursement request to the CSFS Fire Division for final review and approval. Requests are processed on a "first come, first served" basis. Payment requests are submitted to CSU for processing. Copies of adjusted invoices are forwarded to CSU to include with payments. Checks are issued weekly and cooperators may make electronic transfer arrangements by contacting CSU Accounts Payable.