



Colorado State Forest Service (CSFS) Cooperator Incident Reimbursement Guidelines 2009 Fire Season

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. CRRF are completed prior to the fire season as part of county Annual Operating Plans. All new CRRFs will be effective from date of signature through April 30, 2011.

Departments must have an approved CRRF to be available in ROSS for out of local area dispatch. Resources assigned to a state EFF fire from a department without a current CRRF will be reimbursed using established cooperator rates but will be effective only for the duration of that incident. Cooperator equipment should not be signed up using an Emergency Equipment Rental Agreement (EERA).

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

Standard CSFS reimbursement forms have been developed to facilitate prompt completion and review of expense documentation. Utilization of these forms will help CSFS provide prompt payment of reimbursement requests.

Any expense reimbursed by CSFS to a department but disallowed by the paying/jurisdictional agency may be charged back to that department by CSFS.

Resource order documentation is required for incident reimbursement. A resource order with completed "fill" information should be requested from the dispatch center prior to beginning travel to the first incident. The initial resource order can be used for all incidents during a single mobilization. Request copies of resource orders for subsequent incidents.

Reimbursement for personnel and equipment time will be based on all properly documented on-shift time (i.e., work, travel and ordered standby). No portal to portal reimbursements will be approved.

B. Incident Reimbursement Process

1. Cooperator responsibility

- 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 resource order
 - travel safely to incident, keeping record of travel time and expense
 - work/rest (2/1) applies, 10 hr driving time/person/day
- Check in at incident
 - provide copy of CRRF to finance personnel
 - request pre-use inspection for equipment
- Demobilization
 - check out through proper channels on incident
 - get original payment documents from finance
 - travel home safely, keeping record of travel time and expense
 - work/rest (2/1) applies, 10 hr driving time/person/day
- Submit reimbursement request documentation within 30 days of return
 - standard CSFS invoice for each incident
 - resource order copy
 - original finance documents from incident
 - expense documentation for personnel, equipment, travel, fuel
 - submit directly to CSFS Fire Division

2. CSFS responsibility

- Email notification of invoice receipt
- Payment process
 - Fire Division review and approval
 - request payment
 - copy of adjustments faxed or emailed to cooperator
 - payment via check or electronic transfer

C. Equipment

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

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.

For incident destinations beyond 300 miles from the cooperator's home unit, engine transportation by lowboy is preferred. Request lowboy transportation from dispatch center when accepting engine assignment. If lowboy is not available through ROSS, request transport authorization on the resource order and arrangements for transport may be made by the department. Copy of paid receipt for hauling must be included with invoice for reimbursement.

If lowboy transportation is not available to the incident, an additional **special rate of \$2.00/mile** is allowed for distances over 300 miles. Odometer readings should be recorded on Shift Tickets to document miles driven. Mileage reimbursement does not apply when traveling between incidents. If mileage information is not tracked to

the incident, a printout of map mileage documentation from home unit to incident may be provided for reimbursement.

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

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.

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. 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 may not be compensated for any time (personnel or equipment) or expense incurred.

No additional charges will be reimbursed for tools and equipment listed on equipment 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, etc.)

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 state EFF fire but not listed on an approved CRRF will be reimbursed at the current state cooperator rates. (See attached for 2009/2010 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 copies of Equipment Shift Tickets (OF-297) should accompany request 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 Shift Tickets are required for reimbursement.

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 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 equipment is out of service.

If return travel time is estimated at the incident prior to demobilization, a Shift Ticket with actual travel time should be included with reimbursement request.

When a cooperator takes a **CSFS-assigned FEPP (yellow) engine** to a reimbursable incident, CSFS will reimburse the cooperator \$50 per day for department owned tools on the engine when included on the invoice. This daily charge will not be an additional expense to the incident, but will be paid out of the CSFS use rate charged to the incident. Original pink Shift Tickets and original Equipment Use Invoices for these engines must be provided to the CSFS Fire Division.

When the cooperator staffs a **CSFS-owned (white) engine**, they will be reimbursed for the department personnel that operate the engine. There is no \$50 per day allowance for these state engines.

Department vehicles will be reimbursed at the daily rate. Mileage will not be charged as actual fuel expense is being reimbursed.

D. Fuel Expense

Fuel costs incurred during the incident assignment will be reimbursed based on copies of fuel receipts. Fuel Summary form should be completed to record expense and submitted with copies of receipts.

If receipts are lost or illegible, a copy of the transaction from the credit card statement will be acceptable documentation for reimbursement.

E. Equipment Operators and Single Resource Personnel

Cooperators will be reimbursed for personnel payroll expenses incurred for payments to employees when assigned to incidents. Reimbursement to the cooperator for full time employees will be at current department pay rates. Pay rates for personnel employed on an incident-only basis (CWN cooperators) should be commensurate with the federal established AD rates for ICS positions, as established in the current IIBM, Chapter 10, Section 13.6, Exhibit 01. Rates should be based on each incident assignment, not highest qualification of an individual.

When billing for personnel time, cooperators will identify base and overtime/premium hours and payrates for each day of assignment on an incident. The CSFS Cooperator Salary Summary form should be used unless an alternate format has been approved by Fire Division incident business staff.

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

Cooperators should request the original copy of the Emergency Firefighter Time Report (OF-288) when demobing from an incident. The form should be signed by both the individual and the incident. Never provide an employee's social security number for any incident documentation. The original Crew Time Reports will be retained by the incident; yellow CTR copies or photocopies should be included with reimbursement request to document needed change or correction to OF-288.

Changes should not be made to EFTRs after the document has been reviewed and signed by incident finance personnel. Travel time should be left open when demobing and may be completed with ending travel time prior to submitting to CSFS for reimbursement. If return travel time is estimated at the incident prior to demobilization, a CTR with actual travel time should be included with reimbursement request. Meal breaks should be shown during travel.

If an error is discovered on the EFTR, include a copy of the appropriate CTR with an explanation of correction(s) needed for reimbursement documentation. CSFS incident business staff will review and approve the requested correction.

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 applicable hourly rate.

Acceptable full-time personnel costs for reimbursement may include:

- a. Salary as direct compensation to personnel, for 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.

The cooperator may hire incident-only/call when needed (CWN) personnel for incident assignments and should pay commensurate with the current federal established AD rate for the ICS position assigned. Benefits charged should include workers compensation, as well as overtime, health, life, and disability, if provided to the employee.

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

F. 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. Crew swaps will be coordinated through the incident management team and the interagency dispatch system.

The incident may request to keep resources longer than 14 days. Extension of assignment procedures as defined in the IIBMH will be followed. Crew rotations may be requested by incidents and will be processed and paid for through the incident agency dispatch process.

Personnel are entitled to two (2) days off following a 14-day assignment (exclusive of travel), according to current IIBMH guidelines (Chapter 10, Section 12.7-2):

“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 provided day(s) off are regular work days and occur on the 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 will be reimbursed.

If days off (either at the incident or after return) occur on an employee’s regular day off, no salary expense will be charged to the incident. Incident-only/CWN employees can be compensated for the daily guarantee if given days off at the incident, but are not entitled to paid days off after return from an incident.

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

G. Travel Expenses

Travel expenses will be reimbursed to the cooperator for eligible expenses paid to their employees. Standard CSFS travel summary form, identifying overnight locations and applicable per diem rate(s) for each individual, should be included with request for reimbursement. Identify days in travel status and overnight location(s).

Per diem may be claimed for meals provided during travel to and from an incident. Meal receipts are not needed for per diem reimbursement. Standard Continental US (CONUS) per diem rates, based on overnight location(s), will be the maximum reimbursed. Specific per diem rates can be found at www.gsa.gov. Include copy of per diem rate documentation used to determine daily rate(s).

Reimbursement for meals or lodging should not be claimed when assigned to an incident base where food and sleeping location typically is provided. Provide explanation or IMT documentation when asked to provide own meals and/or lodging during the incident.

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

Airline bag charges will be reimbursed with appropriate receipts. Typically, overweight and oversized baggage fees for commercial flights will not be reimbursed by the incident, unless the traveler has specific resource order authorization for these additional charges. (See National Interagency Mobilization Guide, Chapter 10, Section 13.8 for current weight allowances and exceptions.)

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

Use of an employee's privately owned vehicle (POV) for travel to an incident must be authorized by the ordering dispatch center at the time of dispatch, and noted on the resource order. Personal vehicles are reimbursed the current mileage rate (see GSA website above) as a travel expense. An Emergency Equipment Shift Ticket (OF-297), signed by the incident supervisor, should be completed with odometer readings to document POV use on the incident. 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. When an individual is compensated for POV mileage, any damage that occurs during that assignment may not be charged to the incident.

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.

H. Claims for Damaged or Lost Equipment

All claims for lost or damaged department 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 claim allowance does not guarantee approval of reimbursement and will not be used as sole documentation for claim resolution. If a finance position is not staffed at the incident, the claim documentation should be provided to the Incident Commander or local agency FMO.

Use the Miscellaneous Expense Summary to request reimbursement for loss of or damage to department equipment. Incident documentation must accompany all requests for actual replacement or repair expense. Claim payment determination will be made by CSFS Fire Division staff.

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

Some lost or damaged cooperated 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.

Any items covered by department insurance should be deducted from claim against

the incident. Claim reimbursement should be for expense not covered by insurance.

I. Miscellaneous Expenses

Additional 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 paid invoice and corresponding resource order must accompany reimbursement request for each expense.

Cell phone reimbursement will be the exception and 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 appropriate authorization, the cooperators will not be reimbursed. Cell phone calls directly related to the incident during the period of assignment 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 detail billing and resource order must be included with the reimbursement request with the calls appropriately identified for the incident.

Position-specific kits will not be reimbursed at a daily rate but may be covered for reimbursement for loss, repair or one-time cleaning/rehab charge.

Actual department administrative expense for invoice documentation preparation may be added to cooperator billing invoices. Charges for personnel costs should be identified by number of hours and hourly rate. This expense may be summarized using the admin expense block on the Salary Summary.

J. Reimbursement Documentation and Process

Documentation for prompt reimbursement to the department includes a signed invoice for each incident, all original incident payment documents and any additional supporting receipts and documentation for expense being claimed. 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 first incident – and each subsequent incident if possible
- CRRF copy with resource highlighted
- Original Cooperator Invoice for each incident
- Original Emergency Firefighter Time Report (OF-288)
- Personnel Salary Summary
- Equipment Summary
- Original Emergency Equipment Use Invoice (OF-286)
- Pink copies of Emergency Equipment Shift Tickets (OF-297)
- Copies of Equipment Safety Inspection Checklist(s) (OF-296)

- Fuel Summary
- Copies of itemized fuel receipts
- Travel Expense Summary
- Copies of lodging receipts
- Copy of per diem rate documentation
- Copy of paid receipt for replacement or repair of lost or damaged equipment with incident documentation and statements related to claim
- Copy of detailed cell phone bill with resource order documentation

Cost reimbursement requests with complete supporting documentation should be submitted to the CSFS State Office within 30 days of return from an incident. Email confirmation of receipt will be sent to department contact. Requests are processed on a “first come, first served” basis. Copies of invoice adjustments will be faxed or emailed to cooperators. Check requests are submitted to CSU for processing. Checks are usually issued weekly and mailed by Friday. Departments may make electronic transfer arrangements by contacting CSU Accounts Payable (970-491-7113).

K. 2009 Attachments:

Reimbursement Documentation Checklist

Incident Assignment Invoice

Salary Summary

Travel Expense Summary

Equipment Summary

Fuel Summary

Miscellaneous Expense Summary