

COOPERATOR RESOURCE RATE FORM COMPLETION GUIDELINES

For January 2009 through April 2011

The Colorado State Forest Service (CSFS) Cooperator Resource Rate Form (CRRF) documents rates for Colorado county, local, and rural department resources used for reimbursable responses on wildfires, prescribed fires, or other incidents as identified in cooperative agreements with CSFS. As an attachment to the county Annual Operating Plan (AOP) and through existing mutual aid agreements with the county, the CRRF links the cooperator to other agreements with CSFS and to the federal agencies responsible for fire suppression. Local fire organizations completing this document are considered to be cooperators, not contractors.

The CRRF lists department equipment available for wildland fire response only. Cooperators should indicate resource availability for dispatch. Listing equipment on the CRRF for reimbursement purposes does not replace resource statusing in the Resource Ordering and Statusing System (ROSS). Cooperators without approved CRRFs are not to be listed at the interagency dispatch center as available for dispatch outside their own jurisdiction or mutual aid response areas.

Equipment must be department owned or federal equipment placed with the department through agreement with CSFS (FEPP). **Privately owned equipment cannot be listed on the CRRF.** Personnel made available through the CRRF should be department employees or members. Contractors will not be included on the CRRF.

What can be included on a CRRF:

- Department owned equipment, i.e., engines, tenders, vehicles, ATVs, etc.
- FEPP equipment assigned by agreement with CSFS (yellow engines)
- CSFS state engines assigned to the department (white engines)

What not to include on a CRRF:

- Contractor equipment
- Contractor personnel
- Cell phones
- Privately owned equipment (including personal vehicles, aircraft, ATVs, computers, chain saws, etc.)
- Mileage rates (fuel expense is reimbursed instead)
- Consultants
- Per diem rates
- Position kits
- Individual listing of personnel, positions or specific hourly rates

All existing CRRFs are valid through their ending date, unless updated earlier. If a new CRRF is completed prior to the existing CRRF ending date, the new CRRF will take precedence. All previous CRRF versions and guidelines are no longer valid and should be discarded.

Equipment Rates

State cooperator rates and formulas for **engines and tactical tenders** for the 2009 and 2010 fire seasons were established at a meeting of representatives from Colorado State Fire Chiefs Association (CSFCA), Division of Fire Safety (DFS) and CSFS. The results were three options for establishing department rates for engines and tenders on new CRRFs.

Option 1: Standard Engine and Tender Rates 2009-2010 – use established rates as shown for engines and tactical tenders. CSFS District Forester may approve CRRF and forward original to Fire Division.

Option 2: Standard Cost Determination Formula 2009-2010 – this formula uses Engine and Tender Cost Template Keys to determine hourly rates for equipment. Standard values are included for “Life Span in Years” and “Average Use per Year”. Documentation of actual costs used in calculation is required by CSFS District Forester prior to approving CRRF and forwarding original to Fire Division.

Option 3: Special Circumstance Rate Cost Determination Formula – this formula is used to determine rates with special cost factors not included in either Options 1 or 2. All values and cost data included in calculation must be fully documented and sent to Fire Division for review and approval. Only CSFS Fire Division staff may approve these CRRF rates.

Standard cooperator rates for **other kinds of equipment** are listed in the FEMA/EM&FS table. When a daily rate appears in the far right column, use as the appropriate work rate for that kind of equipment, instead of an hourly rate. Contact CSFS Fire Division staff (Janell Ray) with questions regarding rates not previously identified.

Signature and Approval

Each CRRF must be signed by an authorized department representative and submitted to the local CSFS district office. When standard cooperator equipment rates are used (Options 1 or 2), the CSFS District Forester may approve and forward the original CRRF to the Fire Division. The Fire Division will use the mail log to track and report on CRRFs received and status of processing.

Any equipment rates other than current state cooperator rates (Option 3) **must** be forwarded to CSFS Fire Division for approval. All calculations and supporting documentation used for non-standard rates must be included with the CRRF and will be reviewed and approved by Fire Division staff.

CRRFs may be voided and re-negotiated by Fire Division if needed.

CRRF Distribution

Following District Forester review and approval, the original signed CRRF will be forwarded to the Fire Division. The Fire Division will retain all original CRRFs and a scanned copy will be forwarded to the CSFS ROSS representative. Scanned copies will be available on the CSFS intranet site. The blank CRRF forms and current season guidelines will be available on the Fire Division, Incident Business portion of the CSFS website <http://csfs.colostate.edu>.

Revisions and Updates

Departments may submit CRRF revisions or updates for new or replacement pieces of equipment to the CSFS district office for approval. If current state cooperator equipment rates are used (Options 1 or 2), the CSFS District Forester may sign. If Option 3 is used for rate calculation, all documentation should be forwarded to the Fire Division for approval. Approved revisions will be returned to the CSFS district office and submitted to ROSS representative as noted above.

TIPS FOR COMPLETING PAGE 1 – CRRF blank form

BLOCK 1. Ordering Office

No input needed. Do not make changes.

BLOCK 2. AOP County and Dispatch Center

Enter county name. If the Cooperator covers area in more than one county, list all counties. Enter local dispatch center.

BLOCK 3. Effective Dates

Enter beginning date of CRRF. Do not change ending date. All ending dates will be April 30, 2011.

BLOCK 4 (4a & 4b). Cooperator

Enter Unit Identifier. Unit Identifiers (PMS 931) document can be found at www.nwccg.gov/pms/pubs/pubs.htm or www.nifc.blm.gov/nsdu/unit_id . Complete department name, address, zip code, and phone numbers.

BLOCK 5. CSFS Contacts

Each CSFS district should enter district contact information before distributing the CRRF form to cooperators.

BLOCK 6. Payment Office

No input needed. Do not make changes.

BLOCK 7. Special Provisions

Special provisions applicable to use of department resources may be entered here. Do not repeat CSFS general provisions, policies or procedures.

BLOCK 8. Billing Information

No input needed. Do not make changes.

SIGNATURES

Self-explanatory. The CRRF is not valid unless signed by cooperator and CSFS representative (District or Fire Division).

PAGE 2 – Conditions of Use

No input required. Do not make changes to Page 2 Conditions of Use.

TIPS FOR COMPLETING PAGE 3 – CRRF Resource Listing

Header Block

Enter the department name from Block 4, Page 1.

Enter Unit Identifier from Block 4, Page 1.

Check appropriate level of response. Identify resource availability as:

County = within jurisdictional response area, including mutual aid

Local = within local interagency dispatch center zone

Statewide = within State of Colorado

Regional = within the five-state Rocky Mountain Area

National = nationally

BLOCK 9. Equipment Description

List one piece of equipment on each line. Use as many pages as needed to cover all department-owned **wildland fire** equipment available for incident assignment.

List all specific equipment information, including unit identification (e.g., engine call number), make, model, year, VIN, and license number (if applicable).

CSFS engines assigned to department must be listed and identified on CRRF as "CSFS-owned".

BLOCK 10. Kind

Indicate appropriate equipment kind per NWCG standards (e.g., engine, tender, etc.).

BLOCK 11. Type

Indicate the appropriate equipment type per NWCG standards (e.g., 1, 2, 4, etc.). If equipment is 4-wheel drive, follow the number with letter "X".

BLOCK 12. Work Rate

Enter the standard state cooperator rate for engines and tactical tenders listed in Block 9. Established rates include rehab costs, administration and overhead. Acceptable rates for other types of equipment are included in the FEMA/EM&FS listing attached.

All tools and equipment listed on the equipment inventory list are included in the standard work rate.

If no state cooperator rate has been established for a specific kind of equipment, contact CSFS Fire Division (Janell Ray or Clair Brown) for assistance.

If the department costs for equipment are determined to exceed the established state cooperator rates, the department may submit all cost calculation documentation with CRRF to Clair Brown, CSFS Fire Division, for approval.

All vehicles will be reimbursed at a daily rate only. Cost of fuel will be reimbursed, based on actual fuel receipts. No mileage rates will be accepted.

BLOCK 13. Minimum Daily Guarantee

Minimum daily guarantee only applies to equipment assigned an hourly rate. Calculation is eight (8) hours times the hourly rate.

There is no separate daily guarantee for equipment hired at a daily rate.

Attachments:

CRRF blank, pages 1, 2, 3

CSFCA rates and Option formula spreadsheets

Colo EM/FS rates for other equipment

DF approval checklist

District Forester CRRF Approval Checklist

Page 1

Block 1 – no change

Block 2 – county and dispatch center entered

Block 3 – both beginning and end dates entered

Block 4 – correct unit ID entered; full dept name, mailing address, phone numbers

Block 5 – no change

Block 6 – no change

Block 7 – any special provisions added must not be contrary to other CSFS guidelines and direction

Block 8 – no change

Must have cooperator signature, name, title and date

Page 2

No changes

Total page number completed

Page 3

Total page number completed

Be sure cooperator name and unit ID is filled in

Block 9 – each item must be described in detail as noted

Block 10 and 11 – kind and type should be filled in

Block 12 – work rates should be as shown in standard rates. No mileage reimbursement rates are allowed for any equipment.

Department representative's initials are on each page and appropriate CSFS representative has signed each page.

Original CRRF copy with all appropriate signatures should be sent to the State Office, Fire Division.