



Fire Division, Building 1049
Fort Collins, CO 80523-5060
970-491-8538

www.csfs.colostate.edu

November 22, 2010

Dear Cooperator,

The 2011-2014 Cooperator Resource Rate Forms (CRRF) and guidelines are now available on the Colorado State Forest Service website. Review the *Cooperator Resource Rate Form Completion Guidelines* document for a summary of the process and key to the form(s).

Highlights

- Engine and tender standard rates remain the same as previous CRRF cycle.
- Introduction of additional standard rates for other commonly used fire equipment.
- This CRRF will be valid for three years, or till 4/30/2014.
- Volunteers will be reimbursed at the *Supplemental Resource Position Matrix* rate.
- CSFS has established a *CRRF Review Panel* to evaluate any non-standard rate submittals for approval. The CRRF Review Panel will be composed of the local District Forester, local Area Fire Management Officer, and CSFS Fire Division.
- The *Annual Personnel Resource List* form is to be submitted to CSFS by April of each year. This documentation will be maintained in the Fire Division files and will not be scanned and posted with the CRRFs.

While the current CRRF is valid through April 30, 2011, please don't wait until the last minute to submit your new CRRF. As in the past, when the new CRRF is approved, it will supersede the existing CRRF, even if prior to the April 30 expiration date. Be sure to start the process early and contact your local CSFS District Forester or CSFS Fire Division with questions.

Sincerely,

The CSFS Fire Division

A handwritten signature in blue ink, appearing to read "Janelle Kay", written over a horizontal line.



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COOPERATOR RESOURCE RATE FORM COMPLETION GUIDELINES
For May 1, 2011 through April 30, 2014

The Colorado State Forest Service (CSFS) Cooperator Resource Rate Form (CRRF) documents Colorado cooperator rates used for reimbursable responses on wildfires, prescribed fires, or other incidents as identified in cooperative agreements with CSFS. Local fire organizations such as county, local, rural department resources that complete this document are cooperators, not contractors.

The CRRF is an attachment to the county Annual Operating Plan (AOP). Through existing agreements with the county, the CRRF links the cooperator to other agreements with CSFS and thus, to the federal agencies responsible for fire suppression.

Quick reference for items included or not included on the CRRF document:

INCLUDED	NOT INCLUDED
Cooperator owned equipment (i.e., engines, tenders, vehicles, ATVs, etc.)	Privately owned equipment (including personal vehicles, aircraft, ATVs, computers, chain saws, etc.)
CSFS state engines assigned to a Cooperator (white engines)	Mileage rates (fuel expense is reimbursed instead)
Equipment available for wildland fire suppression and response only (i.e. engines, tenders, etc.)	Equipment available for non-wildland fire suppression and response only (i.e. boats, swift water rescue, etc.)
FEPP equipment assigned by agreement with CSFS (yellow engines)	Mobile (cell) phones
Personnel documentation	Consultants
	Per diem
	Contractor equipment or personnel

CRRF form

Please add information to the following BLOCKS on the CRRF form only. All other information on the blank CRRF template must remain as written.

Use the following table to complete Page 1:

BLOCK 2 AOP County & Dispatch Center	Enter county name. If the cooperator covers area in more than one county, list all counties. Enter local interagency dispatch center.
BLOCK 3 Effective Dates	Enter begin date of CRRF. Do not change end date. All end dates will be April 30, 2014.
BLOCK 4 Cooperator	Enter Unit Identifier. Unit Identifiers (PMS 931) can be found at www.nifc.blm.gov/nsdu/unit_id . Notify CSFS Fire Division if there is no unit identifier for the cooperator. Add cooperator official name, mailing address, phone number(s), and email address.
BLOCK 5 CSFS Contact	Enter local CSFS District information.
BLOCK 7	Add cooperator agency workers compensation contact information. Person to be contacted by incident personnel regarding injury to cooperator employee.
BLOCK 8 Special Provisions	Special provisions applicable to use of cooperator resources may be entered here. Do not repeat CSFS general provisions, policies or procedures.
SIGNATURES	Cooperator and CSFS representative (District or Fire Division) signatures required for the CRRF to be valid.

No changes allowed to Page 2. Notice the reference to fuel use. All equipment is "dry" (i.e. operating supplies (fuel and oil) are provided by the incident). Cost of fuel will be reimbursed, based on actual fuel receipts. No mileage rates will be accepted.

Use the following table to complete Page 3:

Header	Enter the cooperator name & Unit Identifier from Page 1, Block 4.
BLOCK 9 Equipment Description	List one piece of equipment on each line. Use as many pages as needed to cover all cooperator-owned wildland fire equipment available for incident assignment. CSFS engines assigned to a cooperator must be listed and identified on CRRF as "CSFS-owned". List specific equipment information: <ul style="list-style-type: none">- Equipment identifier (i.e. Brush 1 or Engine E461)- Make and model (i.e. Ford F550)- Year manufactured- Vehicle identification number (VIN)- License plate (if applicable)
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, 3, etc.). If equipment is 4-wheel drive,

	follow the number with letter "X".
BLOCK 12 Work Rate	Cooperators have two options. <u>Option 1: 2011-2014 Standard Rate (preferred)</u> A current listing of standard Colorado state rates can be found in the <i>2011-2014 CRRF Standard Rates</i> document. If there is not a standard rate provided for a specific piece of equipment, contact CSFS Fire Division for assistance or use Option 2. Standard rates include: rehabilitation costs, administration of equipment (insurance, normal wear/tear, and maintenance), and tools listed on the equipment inventory. <u>Option 2: Non-Standard Rate Cost Determination Factors</u> This option may be used to calculate the actual rate for a piece of equipment. All values and cost data included in the proposed rate calculation must be fully documented and submitted with the CRRF to prevent delay. Cooperators may use the <i>Non-standard Rate Cost Determination Factors</i> listed below to provide documentation when requesting a different rate. Any rates calculated under Option 2 should be placed on a separate page of the CRRF to avoid delay in the approval of remaining equipment with standard rates.
BLOCK 13 Minimum Daily Guarantee	Minimum daily guarantee only applies to equipment with an hourly work rate. There is no daily guarantee for equipment paid at a daily rate.
FOOTER	Cooperator initials and CSFS signature required on each page.

2011-2014 CRRF Non-Standard Rate Cost Determination Factors

FACTOR	DETAIL
ORIGINAL PURCHASE PRICE	Brand new equipment that meets NWCG requirements
COST TO EQUIP	Equipping fire apparatus to operate in the wildland-urban interface
LIFE SPAN IN YEARS	Life Span in Years determined by cooperator with proper documentation
COST/YEAR	Total that reflects one time costs divided over life span as defined above
INSURANCE	Vehicle only, assuming fleet insurance
REPAIRS, PARTS, & MAINTENANCE	Annual costs of general maintenance of fire apparatus to include hoses, filters, fluid service(s), and other wearable parts.
RADIO MAINTENANCE	Annual radio maintenance and repairs; approximate lifespan of radio ~ 5 years
ANNUAL PUMP TEST	A test of pumps ability to retain pressure to ensure NWCG standards as noted in the NWCG Equipping Fire Apparatus for Use in the Wildland/Urban Interface
OTHER TESTS	Any other critical safety test related to the fire apparatus
OTHER COSTS	Costs to include administrative costs directly related to equipment management
SUBTOTAL ANNUAL EXP	Total that reflects all annual expenses
GRAND TOTAL COST/YR	Grand total includes both Cost per year and Subannual Expenses
AVERAGE USE/YEAR	Average Use per Year determined by cooperator with proper documentation
COST/HOUR	Grand total divided by average use

Personnel

Personnel made available through the CRRF must be employees or members of the cooperator fire department or agency. Personnel that are not covered under insurance, workers compensation, and other benefits of a cooperator should not be included. Documentation of specific benefits is not required to be submitted with each billing, but annual documentation must be provided to Colorado State Forest Service. Cooperators must submit the *Annual Personnel Resource List* by April 1 of each year to: CSFS Fire Division, Building 1049, 5060 Campus Delivery, Fort Collins, CO 80523-5060. If this information has not been received, and is not included with the first reimbursement invoice submitted, payment processing will be delayed until that information is provided.

Annual Personnel Resource List form

Complete the list as described below.

COOPERATOR NAME	Replace <u>(Cooperator name)</u> with the full, official name of the cooperator.
CY ____	Identify the current calendar year or fire season (i.e., CY 2011).
BENEFITS	Identify each benefit provided to employees by each department. These may vary from examples listed.
% or \$	Identify percent of pay or dollar amount for each type of benefit.
EMPLOYEE NAME	Identify name of each individual person to be paid by the cooperator for incident assignments.
EMPLOYEE TYPE	Select the appropriate type for each individual: 1) Full or part-time paid employee 2) Volunteer 3) Supplemental Resource employee is hired and paid only when accepting incident assignments.
ICS POSITION(S)	List each NWCG qualification and corresponding compensation rate for each employee: 1) FT/PT paid employees are paid the same salary. 2) Volunteers will be reimbursed at the <i>Supplemental Resource Position Matrix</i> rate based on incident assignment. 3) Supplemental Resource employee will be reimbursed at the <i>Supplemental Resource Position Matrix</i> rate based on incident assignment.
BASE PAY	RATE-Identify base hourly payrate
	BENEFITS- total benefit expense
	BILLING RATE- Total of base rate and benefits. Breakdown between pay rate and benefits is required for reimbursement.
OVERTIME COMPENSATION RATE	RATE-Identify overtime hourly payrate. Typically, 1.5 times the base hourly payrate.
	BENEFITS- total benefit expense
	BILLING RATE- Total of base rate and benefits. Breakdown between pay rate and benefits is required for reimbursement.
SIGNATURE	Department chief or authorized designee will sign and provide title.

In order for CSFS to be compliant with NWCG direction regarding supplemental resource pay rates, an annual listing of all individuals and corresponding payrates must be submitted to CSFS for incident reimbursement documentation.

Review and Approval

Each CRRF must be signed by an authorized cooperator representative and submitted to the local CSFS District Forester.

The local District Forester may approve and sign the CRRF at the District level when standard rates are used. Any rate other than the standard rate should be forwarded to CSFS Fire Division for review and final approval. CSFS Fire Division will use the mail log to track and report on CRRFs received and status of processing. All original approved CRRFs will be kept in CSFS Fire Division files.

A CRRF Review Panel, consisting of the local District Forester, local Area FMO and Fire Division staff, will approve rates different from the standard rates. All calculations and supporting documentation used in non-standard rate calculations must be included with the CRRF for review and approval.

CRRF Distribution

The CSFS Fire Division will scan the original signed CRRF and email a copy to the following entities:

- Cooperator listed on the CRRF,
- CSFS District Forester,
- CSFS Zone Fire Management Officer, and
- Rocky Mountain Area Coordination Center

The *Annual Personnel Resource List* will not be scanned, emailed or posted with CRRF.

The approved CRRF will be used to enter cooperator equipment in ROSS. Cooperators without approved CRRFs will not have their equipment listed in ROSS for dispatch outside the cooperator's jurisdiction or mutual aid response areas. Be aware that listing equipment on the CRRF for reimbursement purposes does not replace statusing availability in ROSS.

Revisions

Cooperators may submit CRRF revisions for new or replacement pieces of equipment at any time. The same review, approval, and distribution process will be used for CRRF revisions. All existing CRRFs are valid through the end date as documented on the CRRF. If a new or revised CRRF is completed prior to the existing CRRF end date, the new CRRF will take precedence.

References

The current CRRF guidelines and forms are posted on the CSFS website www.csfs.colostate.edu . Annual reimbursement guidelines and forms are posted as well.

2011-2014 CRRF STANDARD RATES

<i>EQUIPMENT</i>	<i>TYPE</i>	<i>RATE</i>	<i>METHOD OF HIRE</i>	<i>DAILY GUARANTEE</i>
ATV	1 rider	\$30	DAILY	
	2 rider	\$40	DAILY	
AMBULANCE	ALS & Transport	\$55	HOURLY	\$440
CHIPPER (TRAILER MOUNTED)	6-12" Capacity	\$25	HOURLY	\$200
	> 12" Capacity	\$55	HOURLY	\$440
DOZER	Type 1	\$135	HOURLY	\$1,080
	Type 2	\$85	HOURLY	\$680
	Type 3	\$60	HOURLY	\$480
ENGINE	Type 1	\$120	HOURLY	\$960
	Type 2	\$110	HOURLY	\$880
	Type 3	\$98	HOURLY	\$784
	Type 4	\$98	HOURLY	\$784
	Type 4 FEPP	\$86	HOURLY	\$688
	Type 5	\$65	HOURLY	\$520
	Type 6	\$65	HOURLY	\$520
	Type 6 FEPP	\$40	HOURLY	\$320
	Type 7	\$60	HOURLY	\$480
TENDER (TACTICAL)	Type T1	\$110	HOURLY	\$880
	Type T2	\$95	HOURLY	\$760
TENDER (SUPPORT)	Type S1	\$55	HOURLY	\$440
	Type S2	\$48	HOURLY	\$384
	Type S3	\$43	HOURLY	\$344
	Type S4	\$38	HOURLY	\$304
TRANSPORT (LOWBOY)	Tractor with Trailer	\$90	HOURLY	\$720
VEHICLE, SEDAN	non-SUV	\$35	DAILY	
VEHICLE, UTILITY (4 X 4)	Light SUV	\$40	DAILY	
	Full Size SUV	\$60	DAILY	
VEHICLE, PICKUP (4X2 & 4X4)	Compact	\$45	DAILY	
	1/2 TON	\$50	DAILY	
	3/4/TON	\$55	DAILY	
	1 TON	\$70	DAILY	
VEHICLE, STAKESIDE TRUCKS	3/4 TON	\$60	DAILY	
	1 TON	\$75	DAILY	

2011-2014 CRRF, DOZER TYPES COVERED UNDER IDENTIFIED RATES

TYPE 1	Horsepower greater than or equal to 200	CATERPILLAR INTERNATIONAL/ D-7R D-8H(35A) 36A) DRESSA TD-20E TD-20H KOMATSU D85E-12 D85E-21 D87E-2 D87P-2 TEREX 82-20B 82-30 CATERPILLAR D-8H(46-A) D-8K D-8N FIAT-ALLIS 21-B 21-C FD-30 INTERNATIONAL/ DRESSA TD-25C TD-25E TD-30A TEREX 82-30B 82-40 CATERPILLAR D-8L Kk-9+>>> FIAT-ALLIS 31 Series 41-B KOMATSU D155A-1 D155AZX-5 D275A-5 D-335A-3 D355A-1 D375A-1+>>> TEREX 82-50 82-80
TYPE 2	Horsepower greater than or equal to 100	CASE 1150B-D 1150-H 1450 1450B 1650K CATERPILLAR D5-B D-5H D-6C D-6M D-7C D-7D JOHN DEERE JJD-700H JD-750 JD-750B C JD-850 JD850B FIAT-ALLIS 10-B 10-C 11-B 14-C KOMATSU D41E-6 D53A-15/16/16A/17 D53P-16/17 D60P-3/6 D61-EX-12 D61PX-12 D65A-6 INTERNATIONAL/ DRESSA TD-12+ TD-15B TD-15C CASE 1850K CATERPILLAR D-6H D-7E D-7F D-7G D-8(13A) D-8D(15A) D-8G(15A) D-8E(14A) D-8E(14A) JOHN DEERE JD-850C-II+ FIAT-ALLIS 16B FS-20 KOMATSU D65E-6 D65EX-12 D65P-6 D65PX-12 D85A-12 INTERNATIONAL/ DRESSSTA TD-15H TD-20B TD-20C TD-125B TEREX 82-20 CASE Hd-4 6+ hd-11b 550+ 650+ 750+ 850+ 1150 CATERPILLAR D3+ D-4+ D-5 D-5C D-5G D-6 D-6B JOHN DEERE JD-450+ JD-550 JD-650+ JD-750C-D FIAT-ALLIS FD-5 F-6+ FD-7+ FD-9 KOMATSU D-31+ D-32+ D-37+ D-38+ D-39+ D45A-1 D45A-3 INTERNATIONAL/ DRESSSTA TD-7+ TD-8+ TD-9+
TYPE 3	Horsepower greater than or equal to 50	CASE 1150 CATERPILLAR D3+ D-4+ D-5 D-5C D-5G D-6 D-6B JOHN DEERE JD-450+ JD-550 JD-650+ JD-750C-D FIAT-ALLIS FD-5 F-6+ FD-7+ FD-9 KOMATSU D-31+ D-32+ D-37+ D-38+ D-39+ D45A-1 D45A-3 INTERNATIONAL/ DRESSSTA TD-7+ TD-8+ TD-9+

2011-2014 CRRF, VEHICLE TYPE EXAMPLES

<p>UTILITY VEHICLES 4 X 4</p>	<p>LIGHT UTILITY Ford Explorer Chevy Trailblazer Toyota 4Runner Ford Escape</p>	<p>FULL SIZE UTILITY 1/2 & 3/4 TON Ford Bronco Chevy Tahoe Chevy Suburban Ford Expedition</p>			
<p>PICKUPS 4 X 2 & 4 X 4</p>	<p>COMPACT Dodge Dakota Toyota Tacoma Chevy S-10 Ford Ranger Nissan Frontier</p>	<p>FULL SIZE 1/2 TON Chevy 1500/C10/K10 GMC 1500/C10/K10 Ford 150 Dodge 1500 Nissan Titan Toyota Tundra</p>	<p>FULL SIZE 3/4 TON Chevy 2500/C20/K20 GMC 2500/C20/K20 Ford 250 Dodge 2500</p>	<p>FULL SIZE 1 TON Chevy 3500/C30/K30 GMC 3500/C30/K30 Ford 350 Dodge 3500</p>	
<p>4 x 2 & 4 x 4 STAKESIDE TRUCKS</p>		<p>FULL SIZE 3/4 TON Chevy 2500/C20/K20 GMC 2500/C20/K20 Ford 250 Dodge 2500</p>	<p>FULL SIZE 1 TON Chevy 3500/C30/K30 GMC 3500/C30/K30 Ford 350 Dodge 3500</p>		