

Administrative Briefing

Alaska Division of Forestry

TABLE OF CONTENTS

WELCOME TO ALASKA!	2
Primary State of Alaska Incident Business Management Contact:.....	2
Protection Responsibility	2
EFF HIRING	3
EFF (Emergency Fire Fighter) versus Casual/AD	3
Recruitment/Pay/Time	3
Pay/Qualifications.....	3
Mandatory Day Off.....	3
Excess Hours	4
Hiring.....	4
Incident Payroll.....	4
OF-288 SIGNOFF	4
State (EFF).....	4
Federal (AD).....	4
Regular Federal Government.....	4
Regular State Government.....	4
Other Agency Personnel.....	4
Fiscal Year End.....	4
COMMISSARY	4
INJURY	5
Injury	5
Medical Unit.....	5
Pharmacy	5
Vision.....	5
Dental.....	5
EQUIPMENT HIRE	6
Fuel slips.....	6
COOPERATOR EQUIPMENT HIRE	7
GOVERNMENT PROPERTY MANAGEMENT	8
MEALS / LODGING	8
Lodging.....	8
Meals	8
ACCIDENTS	8
VENDOR AND EMPLOYEE PROPERTY CLAIMS	8
GENERAL PURCHASING	8
FEDERAL CREDIT CARDS.....	8
LAND USE AND FACILITY RENTAL AGREEMENTS	8
FINAL FIRE FINANCE PACKAGE	8
How to arrange Final Finance Package	8
Timesheets	9
Compensation for Injury files	9
Claims	9
Equipment Procurement	9

Administrative Briefing

Alaska Division of Forestry

Welcome to Alaska!

Thank you for coming up to help us protect the lives and property of Alaskans. We appreciate your efforts on our behalf and will provide you with the information and guidance necessary to complete your mission. This short administrative briefing is meant to provide a quick summary of topics for your convenience. The last word on any given topic in greater detail is found in the following chapters. Please feel free to contact the Area Admin Assistant or Regional Admin Officer if you have questions about anything related to incident business management practices of the State of Alaska.

Primary State of Alaska Incident Business Management Contact:

Regional Administrative Officer

3700 Airport Way
Fairbanks, AK 99709
907-451-2663

Other Contact:

Admin Operations Manager
550 W. 7th Ave. Suite 1450
Anchorage, AK 99501
907-269-8477

Upon arrival acquire the following:

- Thumb drive with the AIBMH (Alaska Incident Business Management Handbook) and other helpful information and forms
- Alaska – Type II Crew Management Guide
- Area Orientation (dispatch) Guide
- Local phone book
- Incident Business Procedures

The land and resources to be protected on this incident may involve multiple agencies (NPS, BIA, F&WS, BLM, USFS, and State of Alaska), however; due to interagency agreements, no cost share agreements are necessary. Cross billing on all Federal land is accomplished at the end of the year, therefore; no cost share agreements are used. State Area Offices are responsible for cooperative agreements between the State and the individual fire departments (road system fires). Be sure to coordinate with the administering office to obtain copies of pertinent agreements.

Protection Responsibility

The State of Alaska is divided among three agencies:

- The Northern part of the State is protected by the BLM - Alaska Fire Service
- The Southern part of the State is protected by State of Alaska, Department of Natural Resources, Division of Forestry (except the Chugach National Forest)
- The Southeastern part of the State is protected by Department of Agriculture, US Forest Service except for the Haines State Forest which falls under the Division of Forestry

Administrative Briefing

Alaska Division of Forestry

The **State's Jurisdictional Agency Administrator** is Tim Dabney, Regional Forester, located in Palmer Alaska. There is a Central Office located in Anchorage. The State area is further divided into individual Area Offices as follows:

- Northern Region includes Delta/Fairbanks, Glennallen (Valdez/Copper River)/Tok
- Coastal Region includes Palmer (Mat-Su)/ McGrath (Southwestern), Haines (NSE), Ketchikan (SSE), Soldotna (Kenai-Kodiak)

Crews – There are both State and Federally-administered crews in Alaska – a list showing all designated crews, their administering agency, and Area/Zone affiliation are in AIBMH Chapter 1 – Emergency Firefighter Hiring.

State-managed crews are:

Pioneer Peak Type 1 crew, State employees
Gannett Glacier Type 2 IA crew, State employees
White Mountain Type 2 IA crew, State employees
University of Alaska, Fairbanks, Type 2 agency crew, State employees

Contract Crews:

Yukon Crew Type 2 IA - State sponsored contract crew, Chugachmiut employees
Tanana Chiefs Type 2 IA- State sponsored contract crew, Tanana Chiefs Conference employees

EFF HIRING – See AIBMH Chapter 1

EFF (Emergency Fire Fighter) versus Casual/AD - State of Alaska casual hire employees are referred to as EFF and have a different pay plan than Casual/ADs. EFF are paid overtime after completing a 40-hour work week. The work week begins @ 0001 Monday and ends @ 2400 Sunday night.

Recruitment/Pay/Time - CTR's & OF-288s are required on all personnel assigned to the incident and must be recorded in half hour increments. The CTR must be signed by a supervisor within the incident chain of command and all OF-288s must be signed off by an incident timekeeper. All employees **must** sign their OF-288s before turning them into their home unit. All timesheets signed off by timekeepers and employees must be done so in blue ink. **USE ONLY LEGAL NAMES, NOT NICKNAMES.**

Pay /Qualifications – State of Alaska adheres to the red card requirements as outlined in the 310-1, the AIBMH, and the IIBMH. Pay rates for positions requiring red cards will not be honored unless the red card indicating the appropriate qualifications for the pertinent position is in the employee's possession. In addition, by statute Forestry is mandated to pay only the rate commensurate with the job title as quoted in the List of EFF Classifications in Chapter 1. **PAY FOR ANY POSITION NOT SHOWN IN SAID LIST MUST BE DETERMINED BY THE STATE OF ALASKA TRAINING OFFICER AND STATE FORE OPERATIONS FORESTER.**

Mandatory Day Off – State of Alaska regular employees and EFF must have one day off in 21. The State of Alaska differs from the IIBMH as the State mandatory day off is one-calendar day, in certain circumstances relating to teams, a 24-hour period is acceptable to set the clock to begin an assignment. The State of Alaska regular employees and EFF are not paid for their mandatory day off.

Administrative Briefing

Alaska Division of Forestry

Excess Hours – all hours in excess of 16 after the first shift must have a written justification signed off by a supervisor and approved (in writing) by the IC until containment.

Hiring – State of Alaska single resource EFF generally apply for work through the local Alaska Job Center the first time they seek employment with Forestry. Before hiring, check with the Area office to ensure that the correct forms are used and that the procedures for hiring are understood. An application will be provided upon request.

The AIBMH contains a list of the required forms in Chapter 1.

Incident Payroll - See AIBMH, Chapter 2

Due to the complex logistical issues presented in the State of Alaska, please work closely with Area dispatch and Area Admin when coordinating timesheet submission for State of Alaska regular employees.

OF-288 SIGNOFF

State (EFF) –Dispatch at the home unit should be notified of return travel arrangements. See Chapter 2 page 9 for help determining whether to sign off crews and project time or leave time open.

Crews – See AIBMH Chapter 2, page 9

Federal (AD) – Travel time is left open and the timesheet is sent with the employee crew boss to be turned in at their point of hire (home unit) IMMEDIATELY upon their return. Dispatch at the home unit should be notified of return travel arrangements.

Regular Federal Government – Travel time started and left open – it will be closed out by the employee's home unit.

Regular State Government – Travel time started and left open – it will be closed out by the employee's home unit.

Other Agency Personnel – Project travel time to home unit, close out OF-288 and give original to agency person.

Fiscal Year End

State of Alaska fiscal year cut off is June 30. Timesheets for both regular and EFF State employees must be cut off at end of shift or 2400 on **June 30**, and new timesheets started for July 1 at 0001. Please coordinate with the Area office to get the timesheets submitted in a timely manner.

COMMISSARY – See Chapter 3

The State of Alaska does NOT have contract commissary. The State of Alaska uses agency-provided commissary only. Buying individual commissary is the standard method for State of Alaska fires. Purchases are made for emergency commissary only. Coordinate with the Regional Admin Officer to verify compliance with the State of Alaska policies and procedures regarding commissary. Locals cannot buy commissary unless they are camped at the incident and cannot go home.

Administrative Briefing

Alaska Division of Forestry

INJURY - See Chapter 4

The State of Alaska worker's compensation insurance adjuster is TriStar.

Any Alaska EFF (crew or single resource) traveling to a medical facility for treatment of an injury or illness will have someone accompany them to the facility and remain with them until their return to camp/duty station. The local Area dispatch office is to be notified when someone is brought in to a medical facility. Area Admin may request notification as well and this can be coordinated as appropriate.

All State employees must use State forms. Form 07-6100 is the Employee Report of Occupational Injury or Illness to Employer. Form 07-6101 is used by the employer to report injuries and illnesses.

Physician's report along with the Supervisor's Accident Investigation Report (02-932). See Chapter 4 Compensation for Injury for instructions. **The State of Alaska does not have any type of Agency-provided Medical Care (APMC) available.**

Injury – For non-crew EFF, time ends at the time of arrival at the medical facility. For crew EFF, time ends at the time of arrival at the medical facility or eight hours into shift time to meet the Crew Management Guide guarantee (whichever is greater). Time spent receiving care is non-compensable unless required to meet guaranteed hours. Any crew personnel unable to work on the line may be assigned to camp duty not to exceed three days if light duty is assigned. Camp time must be noted as such and they will be paid their guaranteed eight hours. We ask that you keep an injury log.

Medical Unit - Most incidents will order a medical kit that comes with an EMT (or two) to provide incident medical care. EMTs hired with kit are hired and paid as EFF, per their training and classification.

Pharmacy – Work related pharmacy charges will be billed to TriStar, the State of Alaska Area office, or a PCard. If TriStar is not charged, the cost of the medicine or medical supplies will be charged to the employee as a commissary item for which they can seek reimbursement from the adjusters. Non-work-related pharmacy charges can be paid by the employee or charged to their payroll as a commissary item.

Vision – Eye injuries received on the job will be treated like any other worker's compensation claim. Eye care not related to an injury will be direct billed to the State of Alaska Area office or charged on a PCard and charged back to the employee via commissary deduction. Compensation may be sought by the employee through their workers' compensation carrier.

Dental – Charges for dental services will be paid by the employee or billed directly to the State of Alaska Area office. Because dental charges are frequently NOT approved by worker's compensation, all dental charges will be charged to the employee's commissary and they may seek reimbursement through their worker's compensation carrier.

Administrative Briefing

Alaska Division of Forestry

EQUIPMENT HIRE – See Chapter 6

The equipment available for fire assignment is through the database On-Line Application System (OLAS). OLAS allows an EERA vendor to add, edit or delete equipment. OLAS is used by dispatchers to search for and hire EERA or Cooperator Fire Department equipment.

Cooperator fire department equipment available for fire assignment is through the database On-Line Application System (OLAS). Information of equipment types are found in Chapter 7.

All other equipment rental info is found in chapter 6.

The State of Alaska pays for fuel for equipment hired under an E#. We do not pay for fuel for transports or buses hired under an S#.

To clarify payment terms for the State of Alaska, “under hire” is defined as when a piece of equipment has an active Resource Order and has passed inspection. It remains under hire until it is released. A shift is the shift hours as defined by the IAP or by the dispatch office if not on an incident. Being “on shift” is defined as working or being in a state of readiness during the IAP or dispatch-defined shift.

Equipment hire in the Area is generally limited to local equipment. Pre-use and post-use inspections are **required**. At no time, can 3-wheelers be hired. Please note the new requirement when hiring 4-wheeler/UTV on an incident. Note the deduction for transports/equipment with one operator.

All CDL (Commercial Drivers License) requirements with respect to necessary forms and inclusion in the State’s drug testing pool are necessary before hiring a CDL driver. In addition, all applicable endorsements must be met.

All original documentation should be turned in to the local Area office for processing with a copy retained in the final fire package.

Fuel Slips – Most State and some FEPP vehicles have assigned credit cards to be used for fueling. These assigned credit cards have a vehicle number noted in the bottom left corner of the card that generally is the same as the vehicle plate number. For vehicles that do NOT have assigned cards and for general fueling purposes, general use fuel cards are used and are identifiable by the notation in the bottom left corner specifying vehicle # followed by the TDN#. When using fuel cards, be sure that you write the following on the fuel slips:

- the vehicle or TDN #/info noted in the bottom left corner (charges are eventually cross matched with the card used)
- name of individual using the card (in case there are questions) printed collocation code/fire number the fuel is to be charged to.

The machine printout of the receipt should CLEARLY and LEGIBLY show the date, gallons, vendor, and cost.

Administrative Briefing

Alaska Division of Forestry

COOPERATOR EQUIPMENT HIRE – See Chapter 7

Cooperator Fire Departments (CFDs) are required to register their fire department under the Online Application System (OLAS) and enter information regarding equipment the CFD wishes to make available for fire assignments. Other vehicles/equipment owned by the CFD such as boats, ATVs and trailers will be signed up using the regular Emergency Equipment Rental Agreement (EERA), this equipment is also registered under OLAS.

- a. On the first and last shift of hire or assignment, the Cooperator shall be paid at the half day or daily rate, provided the apparatus is operable and available. The half day rate will be paid if the apparatus is hired after 1600 hours or released before 0800 hours (depending on estimated time of arrival at home unit). The daily rate will be paid if the apparatus is hired before 1600 hours or released after 0800 hours.
- b. If the apparatus is inoperable or unavailable during an on-shift period, this will be considered down time, and charges will not accrue.

There are 3 methods the CFDs may choose from to be reimbursed.

- a) Cooperator Reimbursement: Actual costs of personnel and apparatus are reimbursed to the Cooperator. Personnel remain the employees of the CFD. Under Cooperator Reimbursement, the CFD will submit an invoice and the Equipment Packet to its own Area Forestry office for the use of its equipment using the rates as listed in OLAS. In the case of Cooperators being paid by the reimbursement method, both the Emergency Equipment Use Invoice and any pertinent OF-288s will be included as backup documentation for any invoice requesting reimbursement from the State
- b) Combined Personnel and Apparatus Reimbursement (Lump Sum): where combined rate per daily and/or double crew daily rate includes the established rate for both the personnel and apparatus. Under Lump Sum, the CFD will submit an invoice which combines both personnel and apparatus costs as listed in OLAS
- c) Direct Payment: Where the apparatus is rented from and paid directly to the CFD. CFD personnel, as mutually agreed to by both the Cooperator and the State, are hired as Emergency Firefighters (EFF) by the State and paid directly. Under Direct Payment, the CFD will submit an invoice for only the apparatus and the Equipment Packet using the rates established on OLAS. EFF must document time worked on a supervisor-signed CTR, and submit CTRs and a signed OF-288 to the Home Unit. The State will directly pay the CFD personnel hired as EFF at the level on their Overhead Resource

Cooperators ALWAYS take a completed equipment packet, including the final inspection checklist, back to their home unit for processing.

Administrative Briefing

Alaska Division of Forestry

GOVERNMENT PROPERTY MANAGEMENT – See Chapter 8

MEALS / LODGING – See Chapter 9

Lodging

Lodging (when approved by administering office), should be charged to the State of Alaska Area office. Lodging vendors will be paid **ONLY** for lodging. All other charges (phone calls, room service, meals charged to rooms, cost of a safe, etc.) are the responsibility of the individual. Because the Areas already have agreements in place, work with the Area dispatch or logistics office prior to setting up any lodging.

Meals Policy

The State of Alaska will subsist incident staff in most cases. The Area Forester determines whether per diem will be allowed. See Chapter 9 for meal options.

ACCIDENTS – See Chapter 10

VENDOR AND EMPLOYEE PROPERTY CLAIMS – See Chapter 11

All originals of State forms are to be turned in to the administering Area office immediately upon completion.

GENERAL PURCHASING – See Chapter 14

Should the need arise to procure items locally, contact the local Area office **BEFORE** doing so. Original receipts with a copy of the Resource Order should be provided to the local administrative office within 24 hours after purchase (copy of invoice kept in final fire package) so that payment processing can begin. All charges/purchases require a Resource Order.

All invoices such as equipment use charges, etc., should be billed to the Area office. This allows the State to audit all billings prior to payment.

FEDERAL CREDIT CARDS can be used by authorized personnel if all the following conditions are met:

- No alternate method (direct billing to the State, State credit card, field warrant, etc.) to acquire goods and services is available
- Use is temporary until such time as an alternate method can be established by incident personnel in coordination with the Agency Administrator or the Administrative designee and approval has been given to proceed
- Documentation on all credit cards must be provided to the Agency Administrator or Administrative designee that shows all information and source backup required to document the acquisition and to document the use of the card for acquisition

LAND USE AND FACILITY RENTAL AGREEMENTS – See Chapter 16

Negotiated rate suggestions.

FINAL FIRE FINANCE PACKAGE

How to arrange Final Finance Package

The incident prepares and completes the final finance package and gives it to the Area office.

Administrative Briefing

Alaska Division of Forestry

Timesheets

- Crews filed alphabetically, crew boss on top, squad bosses next alphabetically, then the rest of the crew filed alphabetically – CTR's clipped to each crew's OF-288's
- Single resources filed alphabetically – CTR's filed chronologically

Injury Files

Keep a completed injury log. Identify files that are complete and those that require follow-up.

Claims

Claims should be filed alphabetically. For any potential claims, provide narrative and verbally inform the Area Admin or the agency administrative contact. Maintain claim log. Provide written documentation on follow up, problems, and recommendations for solutions. Process per the directions in Chapter 11.

Equipment Procurement

Original equipment logs

File emergency equipment invoice copies and backup documentation alphabetically by vendor. Identify files as ready for payment or follow-up required if turning over to a new team or back to the administering Area. Each file, (envelope) to contain (original or copy):

- Rental agreement
- Pre-use and release inspections plus any inspection notes and photos
- Copy of Resource Order
- Shift tickets in chronological order with E# in top right corner
- Copies of backup for any deductions (commissary, fuel, etc.)
- Completed and signed invoices
- Documentation of existing or potential claims
- Narrative of follow up required, provide recommendations for resolution
- Receipts – copies of all receipts with appropriate resource order number indicated

Original Land Use

Other agreement files Original agreement

**Administrative Briefing
Alaska Division of Forestry**

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