

ALASKA DEPARTMENT OF NATURAL RESOURCES
DIVISION OF FORESTRY
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK

CHAPTER 12
COST CALCULATION AND REPORTING

Responsibilities

Incidents, Area Dispatch Offices, State Logistics Center (SLC), and other sections are required to calculate and report suppression fund expenditures on a daily basis. The reports can be done first thing in the morning for the previous day.

Objective

To track expenditures of suppression funds by individual incidents or activities, to identify the suppression fund balance, and to identify dollar amounts to be billed to other agencies. **Note: The suppression fund includes Cost of Fires, Fire Stores, Detection and other flights, Preposition, standby, HFD Overtime, Over-budget, all accounts payable where we pay other agencies for incurred state costs, Crew Costs, Single Resource EFF, all 33 numbers (Engine Training, Crew training, Type 2IA Agency Sponsored Crews, Communications, etc.) and all miscellaneous costs which are exclusively fire.**

Calculating Costs

For fires in the state response areas AND responded to by state fire personnel, the total cost is calculated for the entire fire (all agencies). All costs (fire, preposition, non-fire) are now entered by Area Dispatch offices, State Logistics Center, Warehouse and the State Logistics Coordinator at AICC into a web-based cost sheet. This cost sheet is accessed through IFM and the reported totals are auto-filled into IFM under the respective sections.

The percentage of ownership is determined by the GIS calculations performed daily on acreage and ownership of lands impacted by the fire. As federal AD's do not receive overtime, crew, AD, and EFF costs are currently determined based on a 16-hour day to standardize the amount earned per day. These are issued from AFS, usually around the last week in April.

Reporting Costs

The purpose of the cost reporting is to monitor available costs; when costs are estimated to exceed the amount currently authorized for fire activity, it is necessary to apply to OMB for an increase in authorization.

- Only crews and aircraft that are assigned to the fire or at the station will be tracked in IFM. In Type 1 and 2 fires, the home office will need to maintain financial liaisons with the team
- Fire acreage is entered as a percentage calculated through GIS in each area office in the case of Type 3, 4, & 5 fires; Type 1 or 2 fire acreage is determined by the Team managing the fire
- Station Costs are reported the same as a Type 3, 4, or 5 fire; IFM should report those in the duration report as well
- Personnel Costs are reported by the count of hours or a daily rate depending on the most appropriate method. A form for personnel tracking is being created and will be put on the website for admin or dispatcher's use as a cross reference

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Area Offices, Dispatch Offices, and SLC will be responsible to report expenditures that occur within their jurisdictional boundaries. Regions will report their costs directly to the SLC. SLC will report all costs incurred through State Resources Orders, crews and aircraft, **that are not incurred by the areas but are ORDERED by State Fire Management.** The State Logistics Coordinator at AICC will report costs for Tactical Resource (tankers, jumpers, air attack) standby and Northwest Compact Preposition.

Areas will report costs through IFM using a "cost" button located in the report panel to access the web based cost sheet.

- **State Logistics Center** will report costs on behalf of the Area Offices when resources are assigned to the Lower 48 and/or Canada. These costs will also be entered in IFM through the web based cost sheet accessed by the "cost" button located on the SLC the report panel.

Inputs into IFM will determine the fire cost apportionment. In order to apportion costs for Alaska wildfires IFM first requires the initial strategy of the incident. The computer aided dispatch systems (CAD) Integrated Fire Management (IFM) includes a field that is tied to the Initial Fire Strategy field labeled Strategy with the Integrated Reporting of Wildland Fire Information (IRWIN). Values in this field include: Full Suppression, Point Protection, Confine, and Monitor.

Initial Response	Selected Initial Strategy	Default Cost Apportionment Method
Initial attack resources take action on the fire within 12 hours of discovery with the intent to fully contain the fire.	Full Suppression	Costs will be apportioned based on jurisdictional acres burned and the associated responsible fiscal party(ies).
Initial attack resources take action within 12 hours of discovery to protect specific values from the fire, but there is no intent to fully contain the fire.	Point Zone Protection	All cost will be attributed to the agency on whose land the wildfire originated and billed to the fiscally responsible party.
Initial attack resources take action on a portion of the fire within 12 hours of discovery to protect values, but there is no intent to fully contain the fire.	Confine	All cost will be attributed to the agency on whose land the wildfire originated and billed to the fiscally responsible party.
Initial response to the fire within 12 hours of discovery consists of monitoring only. No action is taken to contain the fire or protect values. Also includes fires where the reason no action is taken is a lack of available resources, higher priorities, or safety concerns.	Monitor	All cost will be attributed to the agency on whose land the wildfire originated and billed to the fiscally responsible party.

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Below is the definition of State vs Reimbursable costs.

- **State Costs:** Costs for which the State is responsible, and for which reimbursement is not expected. This includes fires that burn on State, municipal, or privately-owned lands. Activities normally include preposition actions to State protection locations or when resources are directed by the State to stand by. Federal agency expenditures on fires or activities for which the State is responsible for cost reimbursement to the Feds will be reported as state costs. Some exceptions apply, which include Military/ Federal lands fires – where AFS doesn't have an agreement. For JBER, Clear Air Force Base, Eielson Air Force Base, and possibly other military lands, the State has to seek reimbursement through FEMA –Fire Marshal's office in DC. This is a different process than a FEMA fire. Not all State costs are covered.
- **Reimbursable Costs:** These are expenditures paid by the state for suppression costs for which reimbursement to the state is expected. This includes cost for fires that burn on lands owned by the federal government within state protection areas, state support to a federal agency when the fire is located on lands owned by the federal government, state support to the Lower 48 or to Canada incidents. Also, when the state provides resources, standby, or preposition support to a federal agency.

If there are any questions during the 2018 fire season on the reports, please feel free to contact K. Pyne at 907-451-2608 or 907-371-7751.

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