

2018 Summary of Changes

Administrative Briefing – expanded information and put as separate document on the AIBMH website

Changes throughout the Handbook

- Changed Supplements to Appendices
- Added Forms section

Chapter 1 – Hiring

- Addition of new question on application about misdemeanors
- New requirement for all EFF to use the BLM or DNR Emergency Firefighter or Casual Support Worker application
- Reword “Distribution of Hiring Paperwork”
- Added email addresses under “Distribution of Hire Paperwork”
- Updated contact information
- Updated hiring forms
- New EFF rates
- Added SS Form letter info

Chapter 2 – Incident Payroll

- Reminder: if on assignment, all regular employees must turn in an OF-288 along with their regular timesheet
- Added checklist requirement for signed timesheets/OF-288s per the audit
- Combined Mandatory Day Off and Fatigue Management and updated the information
- Removed contract language on Flex Time Agreements and Standby
- Added the SU Compensation LOA valid through 6/30/18 in Appendices

Chapter 4 – Compensation for Injury

- Updated contact information of provider and state contact
- Added a new form and procedures of what should be sent to the Safety Officer
- Updated and added worker’s comp admin contacts
- Moved the Burn Injury Protocol to Appendices

Chapter 6 – Equipment Acquisition

- Increase of 1% for most equipment rates
- Moved the Supplemental Engine Requirements to the Appendices
- Added language on debarments

Chapter 7 – Cooperative Conditions of Hire

- Changed the title to Cooperator Fire Departments
- Corrected the footer information
- No increase in rates

Chapter 9 – Meals, Lodging, and Travel

- Completely reorganized chapter with general info first, then sections on meals, lodging, and travel
- Expanded explanations of different meal subsistence options
- Included new POV use policy
- Updated language on per diem to reflect that approval is no longer needed on the RO except for Preposition orders
- Added language on how to determine the location for per diem rate
- Added language on excess baggage fees
- Added language on airline seat upgrades
- Updated language on travel deviations

Chapter 12 – Cost Calculation and Reporting

- Changed language to reflect the change to an on-line reporting system
- Updated contacts

Chapter 13 – Suppression Component Coding

- Added definitions
- Updated language to reflect IRIS FIN and HRM

Chapter 14 – Procurement

- Added language on the use of Activity: FIRE on invoices with over \$10000 in charges
- In the second table and other text changed reference from EMG10999 to Activity: FIRE

Chapter 16 – Land Use and Facility Rental Agreements

- Added debarment language and form

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