

2019 Summary of Changes

Administrative Briefing –

Changes throughout the Handbook

- Made footers for the appendices and forms sections consistent

Chapter 1 – Hiring

- Added the Purpose
- Updated formatting
- Rearranged some info
- Reworded info on EFF Classifications and THSPs/trainees
- **Added GSUL and EQMG to those needing to fill out Firearms Possession form**
- **Adjusted the approval procedure for Nepotism requests**
- **Changed the email of where to submit hiring paperwork to the Regional generic email rather than to the respective Office Assistants**
- Updated contact information
- Updated hiring forms
- EFF rates – 2 listings, one for rates prior to 5/16/19 and one for rates effective 5/16/19

Chapter 2 – Incident Payroll

- Added Purpose
- Updated formatting
- Reminder: if on assignment, all regular employees must turn in an OF-288 along with their regular timesheet
- Info was added as to what documentation will be mandatory for in-Area work on Function codes
- Moved info on Yukon, TCC, and UAF Crews to end of chapter
- Still getting clarification on Fatigue Management so there may be changes yet to come
- **Reworded and removed most contract language and timesheet entry references from Overtime, Shift Differential, Recall, Holidays, Standby, and Hazard Pay.**
- Reworded Meal Period info and removed parts that did not pertain to pay and that are covered in Chapter 9.
- Changed info about closing out timesheets/OF-288s to emphasize payroll deadlines and signatures needed.
- Revised timesheet checklist
- Changed to note the GGU Compensation LOA is valid only through 6/30/19; a new LOA is being written

- Moved info on Yukon, TCC, and UAF Crews to end of chapter.

Chapter 3 - Commissary

- Added Purpose
- Updated formatting
- Minor editing changes

Chapter 4 – Compensation for Injury

- Updated contact information of provider and state contact
- Moved serious injury/fatality notification info to the beginning of the chapter and listed contacts
- Added information on the routing of forms
- Updated worker's comp admin contacts
- Replaced Form 5 with revised form 9/26/18

Chapter 5 – Performance Evaluation

- Updated formatting
- Changed some wording to show that evals apply to reg state employees also, not just EFF
- Rearranged some info

Chapter 6 – Equipment Acquisition

- Added language in NERV rentals
- Added info about porta potties being under contract

Chapter 7 – Cooperator Fire Departments

- Removed Lump Sum method of payment
- Changed wording on IA and Extended Attack
- No increase in rates

Chapter 8 – Property Management

- Section on routing forms was added
- Added language that land/facility claims use the procedures in this chapter

Chapter 9 – Meals, Lodging, and Travel

- **Changed wording on POV approvals**
- Replaced TA form with the Fire Trip-Details w/ Closure Form in Forms

Chapter 10 – Vehicle Accidents

- Some changes in organization of chapter
- Added info on NERV procedures for reporting accidents
- Rearranged the Forms Section to follow the list of forms in the chapter

Chapter 11 – Contractor and Employee Property Claims

- Added that this chapter covers land/facilities under an Agreement

Chapter 12 – Cost Calculation and Reporting

- Minor rearranging and removed year reference in last sentence of chapter
- Updated contacts

Chapter 13 – Suppression Component Coding

- Updated codes to 2019
- Updated formatting
- Couple of edits in the coding tables to clarify usage

Chapter 14 – Procurement

- Updated formatting
- Changed submission/approval process in #1 and the approval table
- Removed references to AROs; new process for aircraft procurement is through DNR Procurement
- Added language that porta potties are under Master Agreements
- Changed wording of Activity: FIRE

Chapter 15 – Allowable Fire Activity Cost

- Changed wording of Activity: FIRE
- Updated formatting

Chapter 16 – Land Use and Facility Rental Agreements

- Added info on claim procedure – to see Chapter 11
- Added info on who should sign as Warranted Contracting Officers
- Updated formatting

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