

# Administrative Briefing for IMTs

## Alaska Division of Forestry

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***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 Administrative Briefing emphasizes the critical financial and administrative procedures to be followed within the State of Alaska protection area. Greater detail can be found in the referenced chapters of the Alaska Incident Business Management Handbook (AIBMH). 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. 7<sup>th</sup> 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 between these agencies are necessary. Fire on military lands may have different requirements; check with the administering office. 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)

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- 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. The State's Jurisdictional Agency Administrator is the Regional Forester but responsibilities may be delegated to an Area Forester. There is a Central Office located in Anchorage. The State area is further divided into individual Area Offices as follows:

- Northern Region includes Fairbanks/Delta and Tok/Glennallen (Valdez/Copper River)
- 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, Appendix A & B.

### 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:

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

All forms can be found in the Forms Section of the relevant chapter of the AIBMH. All appendices can be found in the Appendices Section of the relevant chapter of the AIBMH.

### **EFF HIRING** – See AIBMH Chapter 1

*A Social Security Card must be presented in order to be hired. Two alternatives to presenting a physical card are possible but may delay hiring and deployment.*

State of Alaska casual hire employees are referred to as EFF and are hired either as a member of a Type II Crew or as a non-crew EFF (single resource).

Type II crews are hired, managed, and paid by the State of Alaska under the guidelines set forth in the Alaska Emergency Firefighter Type II Crew Management Guide. EFF must be a minimum of 18 to be eligible for employment.

Hiring is typically done in the Area or Regional Offices unless delegated otherwise. If delegated, check with the Area office to ensure that the correct forms are used and that the procedures for hiring are understood. An application must be included with any hiring packet and can be obtained at the Area or Regional Office. The AIBMH contains a list of the required forms.

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Any EFF hired as a warehouse worker, driver, EQMG, or GSUL is required to fill out a Qualification Inquiry – Firearms Possession form.

Any EFF hired as a driver must bring a copy of their driving record obtained from their local Department of Motor Vehicles.

**Pay/Qualifications** – State of Alaska adheres to the red card requirements as outlined in the 310-1, the AIBMH, and the NWCG Standards for Interagency Incident Business Management (SIIBMH). 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 Appendix 1. **PAY FOR ANY POSITION NOT SHOWN IN SAID LIST MUST BE DETERMINED BY THE STATE OF ALASKA TRAINING OFFICER AND STATE FIRE OPERATIONS FORESTER.**

**INCIDENT PAYROLL** - See AIBMH, Chapter 2

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

**Pay/Time** - CTR's & OF-288s are required on all personnel assigned to the incident and must be recorded in half-hour increments for EFF and quarter hour increments for regular state employees. 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 in to their home unit. All timesheets signed off by timekeepers and employees must be done in blue ink. **USE ONLY LEGAL NAMES, NOT NICKNAMES.**

Pay periods end on the 15<sup>th</sup> and last day of each month. Regular state employees must have a signable OF-288 along with their regular timesheet turned in to their Home Unit per payroll deadlines. If feasible, single resource EFF are paid on the same schedule. EFF crewmembers are generally paid at the end of an assignment. **Time closeout is mandatory for regular and EFF employees on June 30th due to the end of the State fiscal year.**

### **Mandatory Day Off/Fatigue Management**

- For in-State assignments, 1 day of rest is required within 21 days.
- A regular or mandatory day off is a calendar day, not a 24-hour period. An employee may not be in pay status.
- An employee cannot be placed on standby when taking a mandatory day off.
- When on assignment and assigned a day off, that day will be uncompensated. State employees and EFF must show zero hours on State timesheets and/or the OF-288 for that calendar day.

**Excess Hours** – all hours in excess of 16 hours after the first shift must have a written justification signed off by a supervisor and approved (in writing) by the IC until containment. Excess hours should be mitigated as soon as conditions allow.

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### **Closing Out OF-288s**

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

Crew/Single Resource EFF - When the arrival time at the home unit can be reliably predicted, the incident may close out the timesheet or leave it open. If crew members are traveling home on different aircraft, end times for the same crew will vary. Where practical, start a new column for travel time home.

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.

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

**COMMISSARY**– See AIBMH Chapter 3

The State of Alaska does NOT have contract commissary. Purchases are made for emergency commissary only and are arranged by Agency personnel. Coordinate with the Regional Admin Officer to verify compliance with the State of Alaska policies and procedures. Locals cannot order emergency commissary unless they are camped at the incident and cannot go home. All commissary for State employees is paid for by the individual or through payroll deduction (posted to the employee's OF-288). All commissary purchases must be documented.

**INJURY** - See AIBMH Chapter 4

**Any event involving death or in-patient hospitalization must be reported to the Regional Forester at \_\_\_\_\_ and the Division's Safety Officer Thomas Greiling at 907-414-0994 or Designee within 8 hours. Designees are the State Prevention Officer at 907-355-2328 and the Administrative Officer at 907-987-0231.**

The State of Alaska worker's compensation insurance adjuster is Penser. The State of Alaska does not have any type of Agency-provided Medical Care (APMC) available.

**Burn Injury Protocol – refer to Appendix D in Chapter 4**

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, Employee Report of Occupational Injury or Illness to Employer
- Form 02-932 Supervisor's Accident Investigation Report

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- Form 07-6102 Physician's Report
- Authorization for Treatment memo
- Worker's Compensation Injury/Illness Information
- Form 07-6101 Employer Report of Occupational Injury or Illness (filled out by the employee's home unit).

### **Emergency Medical Care**

Emergency medical care should be obtained from the nearest qualified physician or hospital. Employees will be responsible for all medical expenses if the injury/illness is not covered by worker's compensation. Before leaving the medical treatment facility, the employee or accompanying Admin will need to obtain a doctor's work release.

### **Non-work-related Medical Treatment for Alaska Natives (including American Indians)**

Prior to seeking treatment, be sure to notify the employee that:

Worker's compensation does not cover non-work-related medical treatment

Their contract health organization will only cover emergency care

The employee may ultimately be responsible for all expenses incurred

In addition, the two contract health agencies, ANMC and Tanana Chiefs have strict guidelines for what they will cover and what they will not cover. Documents with these guidelines can be found in the Appendices A and B.

If a non-work-related injury, illness, dental problem interferes with the capacity to work and medical attention is warranted, reasonable effort should be made to find the closest Indian Health Care provider where services may be obtained. Call the provider to be certain the employee's visit will be covered. If not, a non-Indian Health Care Provider, dentist or doctor can be utilized, but the charge for the visit and any medications or prosthetic devices will be paid by the employee or paid by P-Card or other means and deducted from the employee's pay via commissary.

When receiving treatment by a non-Indian Health Services Provider, or as soon as possible afterwards, contact the Tanana Chiefs Contract Health or the Alaska Native Medical Center Contract, depending on the residence of the employee to notify them of the treatment being provided to their client to see if the treatment will be covered by ANMC or TCC. If the medical treatment is being sought on a weekend or after hours, call the appropriate Native health agency at the numbers shown below as soon as possible during their normal business hours. Both contract health agencies in Alaska will only pay for emergency medical treatment.

Tanana Chiefs Contract Health

(907) 451-6682, ext. 3613 or 1-800-770-8254, ext. 3613

Alaska Native Medical Center Contract Health

(907) 563-2662 or 1-800 478-1636

### **Non-work-related Medical Treatment for Non-Natives**

If the employee is not an American Indian or Alaska Native, seek medical treatment in the most practical and expedient manner. The employee should be informed that worker's compensation does not cover non-work-related problems and they will be responsible for all medical expenses

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if their claim is denied by the Worker’s Compensation Adjustor. A Report of State of Alaska Report of Occupational Injury or Illness must be completed and submitted.

**Timekeeping Adjustments** – 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 the crewmember will be paid their guaranteed eight hours. An injury log must be kept.

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

**Pharmacy** – Work related pharmacy charges will be billed to Penser, the State of Alaska Area office, or a PCard. If Penser is not charged and the employee is unable to pay for the charge, 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 adjustors. 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 the 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 the worker’s compensation carrier.

Paperwork is to be submitted as soon as possible to the contacts in the table below.

<u>OFFICE</u>	<u>PHONE</u>	<u>PRIMARY</u>	<u>ALTERNATE</u>
COASTAL	(907) 761-6289	Will Pace	RaDonna Turner
AMSO/Palmer	(907) 761-6389	Lisa Vietmeier	Lezelda Fiebig
KKAO/Soldotna	(907) 260-4200	Becky Howard	Jody Fenton
SWAO/McGrath	(907) 414-9349	Lezelda Fiebig	Lisa Vietmeier
VCRAO/Glennallen	(907) 822-5534	Tammy Mauden	Mike Trimmer
NORTHERN	(907) 451-2663	Beth Cender	VACANT
FAO/Fairbanks	(907) 451-2600	Tina Donahue	Cecelia Simon
DAO/Delta	(907) 895-4225	Angi Tucker	Mike Goyette
TAO/Tok	(907) 883-1400	Sylvia Jacobson	Peter Talus
SER/Ketchikan	(907) 225-3070	Mindy Byron	Greg Staunton
Statewide Aviation	(907) 761-6270	Candy Simmons	Will Pace
Statewide Fire	(907) 451-2611	Sarah Burnett	Lynn Crance



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Procedures for Contract/Agency Crews

### Chugachmiut Crew

Report of Occupational Injury or Illness forms for Chugachmiut crew members will be completed to the extent we are aware of the information. This form, along with any physician's reports or medic forms from the incident, will be faxed to Chugachmiut attention of Phyllis Wimberley at (907)743-0644 and then mailed to:

Selma Gabbert  
Human Resources & Administration Division Director  
1840 Bragaw St. Suite 110  
Anchorage, AK 99508-3463  
PH: (907)562-4155  
FAX: (907)743-0644

Any questions during normal work hours should go to Selma at (907)562-4155, [Selma@chugachmiut.org](mailto:Selma@chugachmiut.org). After hours or on weekends, call Robert Lacy at (907)562-4155, [robert@chugachmiut.org](mailto:robert@chugachmiut.org).

### Tanana Chiefs Crew

After initial medical treatment, management of the employee's care will be transferred to Tanana Chiefs Conference (TCC) staff. The injured firefighter is to call MEDCORE at 1(800)553-8041, to speak to a Registered Nurse (RN). The RN will give the TCC employee a case number and follow up instructions. The employee may wish to complete the Employee Report of Occupational Injury or Illness to Employer Form 07-6100, and scan to TCC, attention Holly Weaver at [holly.weaver@tananachiefs.org](mailto:holly.weaver@tananachiefs.org), then mail original to:

Holly Weaver  
122 First Avenue – Suite 600  
Fairbanks, AK 99701

Any questions during normal work hours should go to Holly at (907)452-8251 ext. 3282. After hours or on weekends, please call in the following order:

Clinton Northway (907)978-0075  
Will Putman (907)347-8068

### University of Alaska Fairbanks Crew

Notify Bryan Uher of any injury.

Bryan Uher  
4280 Geist Rd  
Fairbanks, Alaska 99709  
[bmuh@alaska.edu](mailto:bmuh@alaska.edu)  
Phone: (907)474-2613  
Cell: (907)322-4655

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### PERFORMANCE EVALUATIONS & DISCIPLINE – See AIBMH – Chapter 5

State of Alaska uses performance evaluations to keep personnel qualifications current. Employees should seek to have an evaluation completed and submitted for every assignment.

#### **Evaluation Routing**

##### EFF Crew/Non Crew

- One copy will be given to the Crew Superintendent/Crew Boss (or individual if non-crew) prior to release
- One copy will be given to the incident's Plans function, if applicable, or the administrative unit in charge of the assignment
- One copy will be sent to the crew/non-crew local governing body, contractor or home unit (whichever is applicable) as soon as possible.

##### State employee

- A copy given to the individual
- A copy given to plans (to be forwarded to the individual's home unit)

#### **EFF Conduct and Discipline**

The basis for conduct and discipline for crew and non-crew EFF is found in the Alaska Emergency Firefighter Type 2 Crew Management Guide. It is the intent of Forestry to ensure all EFF are held to the same standard of conduct.

#### **Government Employee Conduct and Discipline**

It is the intent of Forestry that all government employees, regular state employees as well as EFF, are held to the same standard of conduct. However, union agreements, personnel rules, and Human Resources' direction dictate response in many aspects of discipline.

Government employees can be terminated from an assignment for cause and required to return to their home unit. The administrative unit in charge of the assignment shall forward to the home unit any evaluations, investigations, reports, etc., done on an employee.

### EQUIPMENT ACQUISITION – See AIBMH Chapter 6

Equipment can be hired through Master Agreements (MA), as an employee POV, or through an EERA.

**Vehicles hired through MAs:** State Logistics Center (SLC) orders vehicles for IMTs and the Coastal or Northern Transportation Unit will create packets, do inspections, and give fill information to SLC.

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### **MA Equipment Packets are BLUE and include:**

- The rental car company contract
- Rental car company inspection diagram card OR a copy of form OF-296, Vehicle/Heavy Equipment Safety Inspection Checklist (the pre-use inspection) to include marking the relevant diagrams on the back side of the form showing any damage upon receipt of the vehicle
- Emergency Equipment Shift Ticket (OF-297) showing the time of hire
- copy of the Resource Order
- Finance Section Cost Form

Ground Support Section, along with Finance Section, will maintain shift tickets, process any damage paperwork, and ensure that the vehicle and original packet are returned to the Mobilization Center or Transportation Unit that originally hired the vehicle. Copies of time records are to be kept in the final fire package.

If repairs are needed, the rental company must be contacted to authorize repairs prior to the repairs being made.

### **Use of POVs**

Use of POVs is the exception and must be pre-authorized. For in-State assignments pre-approval is by the IC/Area Forester/FMO of the requesting unit. For out-of-State assignments pre-approval is by the home unit Area Forester. If an employee elects to use their POV, no reimbursement is allowed. Authorized POVs are to be used only for official business and the employee is responsible for insurance and fuel. Once on the assignment, the employee should ride with others or use vehicles assigned to the incident, where possible.

### **EERAs**

Equipment hired under an EERA is acquired through the On-Line Application System (OLAS). OLAS allows vendors to add, edit or delete equipment. OLAS is used by dispatchers to search for and hire EERA equipment. Cooperator Fire Department equipment is also registered in OLAS and information can be found in AIBMH Chapter 7.

Forestry employees are prohibited from contracting with the Division of Forestry under any circumstance. See Chapter 6 for Forestry provisions for contracting with family members.

Most equipment is hired at a daily rate except for first and last days. Reference Appendix A for equipment rates. Note the deduction for transports/equipment with one operator.

If a piece of equipment will be used 24 hours per day (a rare circumstance), the Resource Order must reflect the “double-shift” need and the equipment will be paid at the double-shift rate. Hiring equipment at the double shift rate requires Incident Commander or Section Chief approval.

“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.

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Equipment hired in the Area is generally limited to local equipment. Pre-use and post-use inspections are required.

All CDL (Commercial Driver's 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.

### Equipment Hired as E#

If the equipment is under hire less than 8 hours (equipment hired after 1600) on the first day of hire, the vendor will receive payment for ½ the daily rate shall receive ½ the daily rate.

If the equipment is under hire less than 8 hours (equipment released before 0800) on the last day of hire, the vendor will receive payment for ½ of the daily rate. On the final day of hire, the release time will be used to determine the payment due. The release time should be documented on the shift ticket and should be calculated to allow the vendor to return to the point of hire. Vendors will not be paid for additional time if they elect or are unable to demobilize equipment that has been released.

If the equipment is not operable due to mechanical reasons or staffing issues for the full shift, a deduction from the daily rate is calculated by converting the length of shift to determine the hourly rate and paying the Contractor the prorated amount for the number of hours worked during the shift (not to exceed the daily rate).

The State of Alaska pays for fuel for equipment hired under an E#. Vendors provide all other operating supplies when equipment is hired with operator; the State provides operating supplies when equipment is hired without operator. Exception: the State will provide fuel and oil for boats.

### Equipment Hired as an S#

#### *Point-to-Point Hires*

Vehicle inspections are not required except for buses.

The State does not accept damage claims.

Vendors will be paid the daily rate if they are under hire for six hours or more in a calendar day. Vendors will receive half the daily rate if they are under hire for less than six hours.

Fuel costs for transports or buses hired under an S# are included in the rate.

#### *Services*

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An S-number can be issued for a company to provide porta-potties with servicing to an incident. Subsequent port-a-potties can be ordered using the same S-number, and a complete documentation package must be maintained showing number of units in service on each day, copies of the Resource Orders, daily shift tickets that can show the rental fees for the port-a-potties, servicing/pumping fees, and any additional fees such as relocation fees.

As the incident begins to wind down, porta-potties are often removed incrementally and this affects the daily rental and servicing fees. This situation would hold true for dumpster services as well.

Porta-potties are now ordered through a Master Agreement.

Most of the paperwork requirements regarding Hiring Equipment Under an EERA would apply with the following exceptions: executed vendor contract may be substituted for Emergency Equipment Rental Agreement, Form OF-294; agreed-upon rate will be listed on the Resource Order; mobilization inspections are not required; Emergency Equipment Use Invoice Form OF-286 may be used as backup documentation, but vendor is required to submit an invoice; and final equipment packet is forwarded to the billing office to be “married up” with the vendor-provided invoice.

**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, the operator must 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)
- printed name of individual using the card (in case there are questions)
- 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.

### Use of ATVs/UTVs

The following procedures are to be followed to help reduce damages and tighten up property management.

1. Resource Ordering: The person ordering the ATVs/UTVs needs to specify who the equipment will be issued to. This could be the Ground Support or Facility Unit Leader if the equipment was going to be used in logistics, or the Operations Section Chief or Division Supervisor if the equipment was being assigned to Operation. The Incident Commander could elect to have the equipment issued in their name. At no time can 3-wheelers be hired.

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2. Daily Field Inspection Tag (Form): ATVs and UTVs will be inspected daily on a field inspection tag which is attached. The primary goal is to have the operator consciously look at the equipment before they ride off without ever paying attention to deteriorating condition of the equipment. The tags will be zip-tied to the equipment and completed tags will be kept in the equipment packet.
3. ATV/UTV Operator Responsibilities (Form): Everyone operating ATVs/UTVs must do so in a responsible manner and should exercise due care when operating in rough terrain. The copy of the ATV/UTV List of Driver/Operator responsibilities will be signed by incident personnel prior to operating the equipment. The goal is for everyone to take more responsibility for the condition of the equipment so that ATVs/UTVs will continue to be a useful tool for field personnel. Management personnel on the incident should determine who should be the authorized user of the equipment.

### **COOPERATOR EQUIPMENT HIRE** – See AIBMH Chapter 7

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

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.

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.

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 2 methods the CFDs may choose from to be reimbursed (determined by Dispatch and CFD at time of hire. Rates are located in the Appendix.

1. Cooperator Reimbursement
2. Direct Payment: under this method, the personnel are hired as EFF and therefore their OF-288s are handled like other single-resource EFF except that a copy of their OF-288 is also put in the Equipment Packet to go back to the Home Unit.

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**Regardless of the method chosen, the following items make up the payment packet:**

- Cooperator's Use Invoice or invoice on their CFD letterhead
- Emergency Equipment Use Invoice (OF-286) -originals
- Completed Equipment Shift Tickets - originals
- Completed OF-288s - originals, unless Direct Payment method (then copies)
- Any receipts documenting reimbursable expenses accrued on the assignment - originals
- Emergency Equipment Rental Agreement (OF-294)
- Vehicle/Heavy Equipment Safety Inspection Checklist - original
- Resource Order

**GOVERNMENT PROPERTY MANAGEMENT** – See AIBMH Chapter 8

Damage/Loss - All employees shall provide an adequate explanation when damage or loss occurs. Explanations are documented on a Federal Property Loss or Damage Report, Fire Suppression (OF-289). The employee, supervisor or a witness must include any appropriate comments or statements on the form. The Incident Commander, Logistics Section Chief or Area Forester, as appropriate, shall include written comments and sign the form. A SOA Lost-Stolen-Damaged Property Review form (02-627) may also need to be filled out for non-Cache accountable property. Damage claims should be submitted to the administering agency as soon as the forms are completed.

**MEALS / LODGING** – See AIBMH Chapter 9

### **Lodging**

Any lodging not provided at the Incident must be pre-approved by the administering 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**

The State of Alaska will subsist incident staff in most cases.

Meal subsistence for Resource Ordered personnel assigned to Incidents may be provided by:

- Sack Lunches
- Contract meals - Contract meals are sometimes provided as an alternative to per diem or catered meals and may be delivered to fire camps or provided in restaurants.
- Meals in the McGrath dining hall - Personnel staged at the McGrath DOF station are provided meals in the station Dining Hall. At each meal, personnel provide their name, RO#, and incident #. Personnel whose Home Unit is McGrath will reimburse the State for meals eaten by payroll deduction or personal check.
- Meals Ready to Eat (MREs)
- Fresh food boxes - When it is determined that an incident will extend past three (3) days, the incident may order fresh food boxes on a Supply Resource Order. Subsequently ordered personnel may need to eat MREs until such time an additional fresh food box order is placed and ordered.

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- Catered meal - Once incident personnel numbers reach 150 and are expected to remain at that level or higher for three days or more, the State may choose to contract with a Mobile Food Service Unit to provide hot meals at the incident at rates in accordance with the individual contract.

### ACCIDENTS – See AIBMH Chapter 10

#### **In the case of damage to a vehicle, the applicable forms are to be filled out:**

1. Police Report (over \$2,000.00 damage or bodily injury)  
Or State of Alaska Vehicle Accident Report Form #12-209 if law enforcement officer is not present (under \$2,000.00 damage and no bodily injury). The report must be filed within 10 days with the local police department or State Troopers
2. Must always be filled out, Liability Accident Notice Form #02-919 (03/06) sent to the Area and Risk Management
3. Supervisor's Accident Investigation Report Form #02-932 filled out by an immediate supervisor
4. Certification of Insurance – Form #466 (03/11). List owner as State of Alaska
5. If damaged government equipment is a total loss, a Lost-Stolen-Damaged Form #02-627 must be used

State-owned Vehicles in an accident – Fill out items # 1, 2, 3, and 4.

Leased Vehicles in an accident – Fill out items # 1, 2, 3, and 4. A leased vehicle would be defined as a vehicle with a long-term lease from a dealer in lieu of a State-owned vehicle. The State of Alaska does not provide Collision Coverage for State-leased vehicles. The repairs of State-leased vehicles are the responsibility of the Department/Division assigned the vehicle.

Rental Vehicles in an accident – Fill out items # 1, 2, and 3 plus any rental agency accident forms. Rental vehicles are most often with a commonly recognized national auto rental company.

A non-mandatory contract exists for rental vehicles in the cities of Anchorage, Fairbanks, and Juneau with Budget. The contract specifies that the vendor will be responsible for both the physical damage and liability coverage (subject to their policy limits) for the rental vehicles. Not all vehicles rented from the contract holder are covered under these rules. They do include sedans and some small SUV's or a mini-van. Other vehicles and/or situations may be exempt from these contract requirements. Check specifically for off-road use limitations.

All other auto rentals either in-state or out-of-state are covered under the State self-insurance plan

#### Emergency Equipment Rentals With Operator

The vendor is responsible for filling out any paperwork that satisfies municipality or state requirements plus State forms listed in items #1, 2, and 3. A report to the police should be made if there are any injuries or if damage exceeds \$2,000. If a vehicle sustains damage, document the damage on the Vehicle/Heavy Equipment Inspection Checklist #OF-296 (or a separate piece of paper) and keep it with the equipment packet.



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### Vehicle Damage Claims

Any damage to vehicles for which the owner wishes to submit a monetary claim must do so according to AIBMH Chapter 11.

### **Where to Submit Forms**

All accidents or incidents involving State-owned, leased, or rented equipment (NOT equipment hired through an EERA), must be reported to:

- IMT, Finance
- Immediate supervisor
- Area FMO, Regional Admin Officer and Regional Forester
- Division of Forestry Procurement Specialist

All applicable forms will be routed through the Regional Administrative Officer.

### **VENDOR AND EMPLOYEE PROPERTY CLAIMS** – See AIBMH Chapter 11

**All claims must be filed at the incident, Area Office, or Regional Office within 30 days of release from an incident.**

Procurement Unit Leader or a Finance Section Chief, may settle claims for equipment hired under an EERA up to \$1,000 via payment on the Emergency Equipment Use Invoice OF-286.

### **Procedures for Contractor Claims**

- Claimant fills out DOF “Property Loss/Damage Report (Form 1)” within 30 days of release from incident
- If the claim involves an automobile accident, refer to Chapter 10 for the appropriate forms
- A Supervisor’s Accident Investigation Report must be completed
- Include narrative of events
- Signed witness statements (printed home unit names, addresses, and phone numbers)
- Owner/contractor will submit claim to the incident or administering Area Office
- Claims will be entered into Incident/Area/Region claims logs
- Incident/Area/SLC will attach any pre-use and post-use inspections, photos, and recommendations, then send to the Regional Admin Officer/Regional Forester

### **Procedures for all Employee Claims**

- Claimant fills out DOF “Property Loss/Damage Report” (see Form 1)
- Any State employee may receive the claim and then give it to the Procurement Unit Leader/Finance Section Chief or Area Forester
- Signed witness statements (printed home unit names, addresses and phone numbers)
- Include narrative of events
- Make copies for the administering Area/Region files
- If on a non-State incident, make copies for the finance unit on the incident
- Additional incident administering agency paperwork may be required
- Employee submits the claim through their home unit within 30 days of release

### **GENERAL PURCHASING** – See AIBMH Chapter 14

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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 and submitted 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 AIBMH Chapter 16

Temporary rental of property for fire purposes requires the same degree of good business judgment, including reasonable price determinations, as any other procurement action. In making the determinations, as to price fairness, consideration should be given, but not limited, to the following items:

- Fair market rental rates for the property in the area
- Costs to the property owner, loss of rental fees from other sources, disruption
- Alterations needed and who will make them
- Impacts on the property
- Costs of restoration, and who will do the restoration work
- Duration of the rental, (emphasis should be on weekly or monthly rates), with a limit on total costs
- Schools and other governmentally owned facilities should be compensated for operating costs only, since these facilities are funded by the taxpayers through tax revenues. Additional costs incurred will be paid for by the incident such as additional janitorial services or cleaning fees.
- A pre-inspection and post-inspection shall be made of the premises using the forms later on in this chapter. The inspections can be documented on separate inspection documents if additional details or information are needed. Pre- and post-inspection photographs are required showing where actual damages occur that may result in a claim.
- Such pre- and post-inspections shall note all improvements and conditions, including items such as fences, buildings, wells, crops, road conditions, etc. The rental documents shall indicate who will be responsible for providing services and utilities, if any are required.

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- Whenever possible, coordinate with the Division's Procurement Officer. The rental documents shall indicate whether site rehabilitation requirements exist, or a site rehabilitation plan must be signed by the owner/agent and the state prior to completion of the final inspection.

Any claims for damages are submitted using the process outlined in Chapter 11.

While admins or other personnel in the field may conduct negotiations with the land/facility owners, the Warranted Contracting Officer signing the Agreement should be the Area Forester, the IC, the Finance Section Chief or Procurement Unit Leader depending on their Delegation of Authority.

### **FINAL FIRE FINANCE PACKAGE**

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

#### **How to arrange Final Finance Package**

##### 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

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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 for IMTs**

## **Alaska Division of Forestry**

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