

COST CALCULATION AND REPORTING

Responsibilities

Incidents, Area Dispatch Offices, and the State Logistics Center (SLC) 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. Multipliers put on the personal services help estimate these costs.**

Calculating Costs

For fires in the state response areas AND responded to by state fire personnel, we calculate the total cost for the entire fire (all agencies). In our attempts to cut back the dispatcher time involved in reporting costs, we have prepared a spreadsheet (located at the end of this chapter) which involves no calculation on the part of the reporting dispatcher. There are boxes in which to insert the fire number, costs pulled from IFM on aircraft, equipment, crews, and engines, number of personnel (a separate box for EFF single resource and regular personnel as requested), and percentage of ownership based on the GIS calculations done in the office daily for each ongoing fire. The costs and dispersal (State and Reimbursable) is calculated within the spreadsheet and appears at the bottom of each section.

The percentage of ownership is determined by the GIS calculations performed daily on acreage and ownership of the fire. Percentages are also applied, within the worksheet, to personnel to include benefits, per diem, lodging, etc. As federal ADs do not receive overtime, crew, AD, and EFF costs are currently determined based on a 16 hour day (the number of hours most reported on fires) 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 be below the amount currently authorized for fire activity, it is necessary to apply to OMB for an increase in authorization.

- All false alarm fires are reported at \$1,500 per false alarm.
- Only crews and aircraft that the dispatcher has status on 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. 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.

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, Aircraft, smokejumpers, and prepositioning, etc., not area incurred but ORDERED by State Fire Management; these costs will be submitted timely to SLC by the State Logistics Coordinator at AICC.

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

Areas will report costs using IFM. Costs will be calculated using the Fire Cost Estimate Worksheet for 2016; the worksheet will be issued upon receipt of AFS costs calculation sheet which will be submitted to us the last week in April (Crew, EFF, and AD rates are calculated each year by AFS fire finance).

- **State Logistics Center** will report costs on behalf of the Area Offices when resources are assigned to the Lower 48 and/or Canada.
- **Final Reports:** Areas close the final reports in IFM and SLC checks the reports for accuracy,

The Fire Cost Estimate Worksheet for 2016 will calculate both the State and Federal/Canadian (which includes Northwest Compact States) based on the GIS percentage of land ownership, regardless of resource ownership. As the goal of the estimate is to determine the **total** State cost, as long as the fire has a perimeter – IFM can calculate the %. (For initial attack – it will be the point). Note: if the fire is in limited – State; and no action takes place for the first three days and on the fourth day – we take action – the cost will still be 100% state unless we have a cost agreement.

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 (Mat Su) we have an agreement with USFS. For Fairbanks Air Force lands (Clear/ Eielson) 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.

Cost Calculation Worksheet

The Cost Calculation Worksheet is similar to the past several years. The differences are:

- There is only State and Reimbursable (fed) costs which are determined by the ownership acreage.
 - The ownership is figured by the GIS calculation in each office each time an acreage changes;
 - Training is given each spring to each area dispatch to enable the GIS calculation
- The duration report in IFM will be used for each class of reporting, not just aircraft and Station costs.
- Areas will receive 2 each 8 gig thumb drives which are loaded with the cost calculation worksheet
 - The thumb drives will be utilized for preparing night reports (COSTS 2016) and to send a season of cost reports back to the central office (COSTS 2016-CO).
 - The first thumb drive (COSTS 2016) is for area use in calculating daily fire costs for the night report. This will also be the area's record for the season.
 - The second thumb drive (COSTS 2016 – CO) will contain a copy of EVERY night report incident and be returned to the Central Office at the close of the fire season. We are close to moving the job of cost reporting into IFM; this drive will help refine that process.

Thumb drives are available through SLC.

If there are any questions during the 2016 fire season on the reports, please feel free to contact Sue Braund-Clark at 907-230-8316 or K. Pyne at 907-371-7751 or 907-356-5858.