

# Administrative Briefing Alaska Division of Forestry

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# Administrative Briefing

## Alaska Division of Forestry

*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 short administrative briefing is meant to provide a quick summary of topics for your convenience. The last word on any given topic in greater detail is found in the following chapters. Please feel free to contact the Area Admin Clerk or Regional Admin if you have questions about anything related to incident business management practices of the State of Alaska.*

### **Primary State of Alaska Incident Business Management Contacts:**

#### Northern Region Admin

Karen Gordon  
3700 Airport Way  
Fairbanks, AK 99709  
907-451-2662

#### Coastal Region Admin

Darlene Langill  
101 Airport Road  
Palmer, AK 99645  
907-761-6205

### **Other Contact:**

Lex McKenzie, Admin Manager  
550 W. 7<sup>th</sup> Ave. Suite 1450  
Anchorage, AK 99501  
907-269-8477

Upon arrival acquire the following:

- ◇ AIBMH (State of Alaska Incident Business Management Handbook)
- ◇ Alaska – Type II Crew Management Guide
- ◇ Area Orientation (dispatch) Guide
- ◇ Local phone book

The land and resources to be protected on this incident may involve multiple agencies (NPS, BIA, F&WS, BLM, USFS, State of Alaska); however, due to interagency agreements, no cost share agreements are necessary. Cross billing on all Federal land is accomplished at the end of the year; therefore, no cost share agreements are used. 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** in the State of Alaska is divided among 3 agencies (see map).

- ◇ 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)
- ◇ 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

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The **State-managed area** is divided into two fire management regions for fire protection - the Northern Region and Coastal Region (see map). Each of these management areas is further divided into individual Area Offices as follows:

- ◇ Northern Region includes Tok, Delta, Glennallen (Valdez/Copper River) and Fairbanks
- ◇ Coastal Region includes Palmer (Mat-Su), McGrath (Southwestern), Haines (NSE), Ketchikan (SSE), and Soldotna (Kenai-Kodiak).

There is a Central Office located in Anchorage that provides oversight for both the Northern and Coastal regions.

**PERSONNEL** – See AIBMH Chapters 1 & 2

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

**Crews** – There are both State and Federally-administered crews in Alaska – a list showing all designated crews, their administering agency, and Area/Zone affiliation is located in the AIBMH Chapter 1 – Emergency Firefighter Hiring. Other state-managed crews are:

Pioneer Peak Type 1 crew, state employees

Gannett Glacier Type 2

Yukon Crew - state sponsored, Chugachmiut employees

Denali Crew – state sponsored, Chugachmiut employees

## **Recruitment/Pay/Time**

**CTR's & OF-288s** are required on all personnel assigned to the incident, and must be recorded in half hour increments. The CTR must be signed by a supervisor within the incident chain of command, and all OFF-288s must be signed off by an incident timekeeper. All ITS timesheets signed off by timekeepers and employees must be done so in blue ink. **USE ONLY LEGAL NAMES, NOT NICKNAMES.**

**Mandatory Day Off** – State of Alaska recognizes and honors mandatory day off for federal employees; HOWEVER, for State of Alaska Regular State employees and EFF there is no paid mandatory day off.

**Excess hours** – all hours in excess of 1vi after the first shift must have a written justification signed off by a supervisor and approved (in writing) by the IC until containment.

**Hiring** – State of Alaska single resource EFF generally apply for work through the local Alaska Job Center the first time they seek employment with Forestry. EFF that have worked for the State previously may be rehired without going through the Alaska Job Center. Before hiring, check with the Area office to ensure that the correct forms are used and that the procedures for hiring are understood. A hire packet will be provided upon request. The AIBMH contains a list of the required forms in Chapter 1.

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**Pay / Qualifications** – State of Alaska adheres to the red card requirements as outlined in the 310-1, the AIBMH, and the IIBMH. 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 Chapter 1.

**Timesheet Submission** - See AIBMH, Chapter 2

Due to the complex logistical issues presented in the State of Alaska, please work closely with Area dispatch and Area Admin when coordinating timesheet submission for State of Alaska regular employees.

### **Single Resource Time Signoff**

**State (EFF)** –Dispatch at the home unit should be notified of return travel arrangements. See Chapter 2 page 9 for help determining whether to sign off crews and project time or leave time open.

**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.

**Regular State 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.

### **Fiscal Year End**

State of Alaska fiscal year cut off is June 30. Timesheets for both regular and EFF State employees must be cut off at end of shift or 2400 on **June 30**, and new timesheets started for July 1 at 0001. Please coordinate with the Area office to get the timesheets submitted in a timely manner.

**COMMISSARY** – See Chapter 3

**Commissary** – State of Alaska does NOT have contract commissary. The State of Alaska uses agency-provided commissary only. Coordinate with the Area office to verify compliance with Area policies and procedures regarding commissary.

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**INJURY** - See Chapter 4

**The State of Alaska worker's compensation adjuster is Harbor Adjustors.**

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 should 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. The Injury and Illness Report, 07-6101, is used to report injuries and illnesses. Please see the AIBMH for when to use the Supervisors Accident Investigation Report-02-932. **The State of Alaska does not have any type of Agency-provided Medical Care (APMC) available.**

**Injury** – Time ends at the time of arrival at the medical facility or 8 hours to meet the guarantee for EFF (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 3 days. Camp time must be noted as such and they will be paid their guaranteed viii hours. We ask that you keep an injury log.

**Medical Unit** - Most incidents will order a medical kit that comes with an EMT (or two) to provide incident medical care. Generally, EMT's dispatched with the kit are not red carded as MEDL. EMTs hired with kit are hired and paid as EFF.

*The following guidelines regarding comp for injury presume where possible Alaska Natives are treated at a Native health care facility, and where one is not available or where the employee doesn't qualify for treatment at such a clinic, then the following applies:*

**Pharmacy** – Pharmacy charges will be billed to Harbor Adjustors, the State of Alaska Area office, or a One Card. If Harbor is not charged, 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.

**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 One Card and charged back to the employee via commissary deduction. Compensation may be sought by the employee through their workers compensation carrier.

**Dental** – Charges for dental services will be 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 their worker's compensation carrier.

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### **PERSONAL PROPERTY CLAIMS** – See Chapter 11

All originals of state forms are to be turned in to the administering office immediately upon completion.

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

#### **Lodging**

Lodging (when approved by administering office), should be charged to the State of Alaska Area 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 logistics office prior to setting up any lodging.

#### **Meals policy**

The State of Alaska will subsist incident staff in most cases. The Area Forester determines whether per diem will be allowed. See Chapter ix for meal options.

### **GENERAL PURCHASING**

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 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 under 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

### **EQUIPMENT HIRE** – See Chapter 6

Structure fire department equipment rental is found in Chapter 7. All other equipment rental info is found in chapter 6. Especially note the “Liability Insurance” section in Chapter 6.

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Equipment hire in the Area is generally limited to local equipment. Pre-use and post-use inspections are **required**. At no time can 3-wheelers be hired.

All CDL (Commercial Drivers 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.

**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, be sure that you 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)
- collocation code/ 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.

**GOVERNMENT PROPERTY MANAGEMENT** – See Chapter 8

### **FINAL FIRE FINANCE PACKAGE**

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

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

#### **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

#### **Compensation for Injury files**

Copies of all injury paperwork attached to injury log in alphabetical order. 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 according to the directions in Chapter 11.

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### **Equipment Procurement**

Original equipment logs

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 to contain (in original or copy form):

- Rental agreement

- Pre-use and release inspections

- 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

Receipts – copies of all receipts with appropriate resource order number indicated

Original Land Use or other agreement files

- Original agreement

- Pre-use and release inspection

- Identify follow up needed and provide recommendations for resolution