

State of Alaska
Division of Forestry & Fire Protection (DOF)



**INCIDENT
MANAGEMENT
TEAM (IMT)
SUPPLEMENTAL**

2023

Welcome to Alaska!

Thank you for coming to help 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.

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Introduction

This Incident Management Team (IMT) Briefing emphasizes the critical financial and administrative procedures to be followed within the State of Alaska protection area. Please contact the Area Administrative Assistant or Regional Administrative Officer if you have questions about anything related to incident business management practices within the State of Alaska.

Primary State of Alaska Incident Business Management Contact

Fire Business Specialist (Administrative Officer 2)

3700 Airport Way
Fairbanks, AK 99709
(907) 451-2611

Northern Region Administrative Officer 1

3700 Airport Way
Fairbanks, AK 99709
(907) 451-2663

Coastal Region Administrative Officer 1

101 Airport Rd
Palmer, AK 99645
(907) 761-6217

Other Contact

Administrative Operations Manager 1
101 Airport Road
Palmer, AK 99645
(907) 761-6204

Upon arrival acquire the following:

- **Thumb drive with the IMT Supplemental.**
- **Alaska - Type II Crew Management Guide.**
- **Area Orientation (dispatch) Guide.**

The land and resources to be protected on this incident may involve multiple agencies National Park Service (NPS), Bureau of Indian Affairs (BIA), Fish & Wildlife Service (F&WS), Bureau of Land Management (BLM), United States Forest Service (USFS), and State of Alaska (SOA), 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 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 DOF (except the Chugach National Forest).
- The Southeastern part of the State is protected by Department of Agriculture, U.S. Forest Service except for the Haines State Forest which falls under the DOF Protection.

The State's Jurisdictional Agency Administrator is the Division Deputy Director or a Regional Forester, but responsibilities may be delegated to a Regional Forester, Regional FMO or Area FMO. 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.
- Coastal Region includes Palmer (Mat-Su)/McGrath (Southwestern), Haines/ Ketchikan (Southeast), Soldotna (Kenai-Kodiak), Glennallen (Valdez/Copper River)

Deliniator	Office	Location
NRS	Northern Region	Fairbanks
FAS	Fairbanks Area	Fairbanks
DAS	Delta Area	Delta
TAS	Tok Area	Tok
SCS	Coastal Region	Palmer
CRS	Valdez-Copper River Area	Glennallen
KKS	Kenai-Kodiak Area	Soldotna
MSS	Mat-Su Area	Palmer
SWS	Southwest Area	McGrath

EFF HIRING -

State of Alaska casual hire employees are referred to as EFF (Emergency Firefighter) and are hired either as members of a Type 2 Crew or as a non-crew EFF (single resource).

Type 2 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.

All hiring of State EFF is done in the Area or Regional Offices.

Pay/Qualifications

State of Alaska adheres to the red card requirements as outlined in the [PMS 310-1](#) and [NWCG Standards for Interagency Incident Business Management \(SIIBM\)](#). 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 DOF is mandated to pay only the rate commensurate with the job title as quoted in the List of EFF Classifications.

INCIDENT PAYROLL**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 for any hours worked above 40 hours in the work week. The work week begins at 0001 Monday and ends at 2400 Sunday.

Pay/Time

Crew Time Reports (CTRs) and Timesheets (OF-288s) are required for all personnel assigned to the incident with a resource order 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. **USE ONLY LEGAL NAMES, NOT NICKNAMES.**

State employees, both EFF and regular, must have a signed OF-288 turned in to their Home Unit per payroll deadlines. EFF OF-288s must be either an interim or final version. Draft copies will not be accepted.

Any State of Alaska employees from other Departments/Division than DOF supporting an incident are to receive the same documentation as other resources. For combined shift ticket submittal, any equipment resources provided by other State agencies require Resource Orders, inspections (pre and post), and shift tickets as documentation.

Crews**State Managed Crews**

Paid with CTRs and OF288s. Will submit a state timesheet with home unit.

Pioneer Peak Type 1 Crew - State employees
Gannett Glacier Type 2 IA Crew - State employees
White Mountain Type 2 IA Crew - State employees

State Sponsored Cooperative Crews

Paid with CTRs and OF288s. Will submit invoice to DOF through Cooperative agreement.

Chugachmiut (Yukon) Crew Type 2 IA - Chugachmiut employees
Tanana Chiefs Type 2 IA - Tanana Chiefs Conference employees

Refer to the table below for submittal.

Deliniator	Office	Location	EMAIL
NRS	Northern Region	Fairbanks	dnr.nroeff@alaska.gov
FAS	Fairbanks Area	Fairbanks	faf-das-submissions@alaska.gov
DAS	Delta Area	Delta	faf-das-submissions@alaska.gov
TAS	Tok Area	Tok	michelle.freitas@alaska.gov
SCS	Coastal Region	Palmer	dnr.dof.cr.admin@alaska.gov
CRS	Valdez-Copper River Area	Glennallen	michelle.freitas@alaska.gov
KKS	Kenai-Kodiak Area	Soldotna	joyce.vaudrin@alaska.gov
MSS	Mat-Su Area	Palmer	alana.anselment@alaska.gov
SWS	Southwest Area	McGrath	dof.mcgrath.office@alaska.gov

2023 Payroll Schedule

PAY PERIOD #	PAY PERIOD END DATE	PAY PERIOD #	PAY PERIOD END DATE	PAY PERIOD #	PAY PERIOD END DATE
26	12/11/2022	9	4/16/2023	18	8/20/2023
1	12/25/2022	10	4/30/2023	19	9/3/2023
2	1/8/2023	11	5/14/2023	20	9/17/2023
3	1/22/2023	12	5/28/2023	21	10/1/2023
4	2/5/2023	13	6/11/2023	22	10/15/2023
5	2/19/2023	14	6/25/2023	23	10/29/2023
6	3/5/2023	15	7/9/2023	24	11/12/2023
7	3/19/2023	16	7/23/2023	25	11/26/2023
8	4/2/2023	17	8/6/2023	26	12/10/2023

Mandatory Day Off/Fatigue Management

For non-routine activity, on station activity, or in-State assignments: one day of rest is required in 21 days. This requirement should rarely be needed if days off are given during periods of routine activity.

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 Incident Commander (IC) until containment. Excess hours should be mitigated as soon as conditions allow.

Closing Out OF-288's

- **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 or 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.

Demobilization

Demobilization should have a clear objective and attainable glide path. The Demobilization Plan should be developed as early as possible with ample lead time to implement and should include identification of resources available for reassignments. The Dispatch Supervisor should be given tentative releases/availability for reassignment information a minimum of 48 hours before expected release.

To the extent possible, it is expected that your team will process demobilization for all resources except for those remaining on the incident after your departure. Any in-progress demobilization, as well as a listing of those resources still assigned to the incident, should be identified in the transition plan that your team will prepare. This plan will be communicated to the Dispatch Supervisor prior to your teams’ departure.

Performance evaluations will be done where appropriate.

COMMISSARY

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 respective Regional Administrative 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 employees’ OF-288). All commissary purchases must be documented.

WORKERS COMPENSATION (INJURY)

Any State of Alaska employee, including EFF, MUST report any event involving serious injury (admitted to hospital) or fatality WITHIN 8 HOURS learning of the event. Notification should be made to the Division Safety Officer or Designee and Regional FMO.

A Medical Log will be provided with the final fire package to the Home Unit.

Filing Procedures & Responsibilities

Any event involving death or in-patient hospitalization to the Regional FMO and the Division’s Safety Officer within 8 hours of learning of the event.

Tom Greiling	Safety Officer	(907) 414-0994
David Calvert	Designee, Medical Programs Coordinator	(907) 761-6374/(907) 707-8619
Rob Allen	Northern Region FMO	(907) 795-1485
Phil Blydenburgh	Southern Region FMO	(907) 863-2014

Any State of Alaska employee or EFF (crew or single resource) traveling to a medical facility for treatment of an injury or illness will have an agency representative accompanying them to the facility and remaining with them until their return to camp/duty station. The local Area Dispatch Office MUST be notified when someone is taken to a medical facility. Area Admin may request notification as well and this can be coordinated as appropriate.

The State of Alaska uses the State of Alaska Department of Labor’s “Report of Occupational Injury or Illness to Employer” (Form 07-6100), and the State of Alaska’s “Supervisor’s Accident Investigation Report” (Form 02-932) to document work-related injuries and illnesses for any State of Alaska employee, including EFF. When an employee has been, or claims to have been, injured

or becomes ill from work-related causes, Form 07-6100 must be completed and submitted immediately to the applicable Finance Section. If an employee chooses not to file, the supervisor may file on the employee’s behalf relaying whatever information is available to them.

See that copies of the Form 07-6100 and Form 02-932 (Supervisor’s Accident Investigation Report) are sent immediately to the employee’s home unit.

At no time should employees comment on the likelihood of a claim being covered other than to inform the injured or ill party of their financial liability if the claim is determined not to be work related.

The agency administrator or designee for the incident will coordinate with the employee’s home unit to identify a Worker’s Compensation liaison to assist the injured employee with worker’s compensation claims and procedures.

The State of Alaska does not have any type of Agency Provided Medical Care (APMC).

Contacts for Paperwork

All State employees, including EFF, Workman’s Compensation paperwork MUST be submitted as soon as possible to the applicable Area Office listed in the table below.

OFFICE	PHONE	PRIMARY	ALTERNATE	EMAIL
Coastal Region Office	(907) 761-6289	VACANT	Will Pace	dnr.dof.cr.admin@alaska.gov
MSAO/Palmer	(907) 761-6389	Lisa Vietmeier	Alana Anselment	lisa.vietmeier@alaska.gov
KKAO/Soldotna	(907) 260-4200	Becky Howard	Joyce Vaudrin	becky.howard@alaska.gov
SWAO/McGrath	(907) 414-9349	Tina Clifford	Lisa Vietmeier	tina.clifford@alaska.gov
VCRAO/Glennallen	(907) 822-5534	VACANT	Will Pace	dnr.dof.cr.admin@alaska.gov
Northern Region Office	(907) 451-2660	VACANT	Tricia Rood	dnr.nroeff@alaska.gov
FAO/Fairbanks	(907) 451-2600	Heather Spencer	Cecilia Simon	faf-das-submissions@alaska.gov
DAO/Delta	(907) 895-4225	Jessica Brooks	Stef Garcia	faf-das-submissions@alaska.gov
TAO/Tok	(907) 883-1400	Michelle Freitas	Alicia Putman	michelle.freitas@alaska.gov
SER/Ketchikan	(907) 225-3070	Mindy Byron	Greg Staunton	mindy.byron@alaska.gov
Statewide Aviation	(907) 761-6270	Candy Turner	Sarah Burnett	candy.turner@alaska.gov
Northern Fire Program	(907) 451-2604	Melanie Pabst	Sarah Burnett	melanie.pabst@alaska.gov
Southern Fire Program	(907) 761-6289	Madlyn Lowe	Sarah Burnett	madlyn.lowe@alaska.gov

Provider Contacts

Worker’s compensation insurance adjuster for State of Alaska employees:

<p><i>Penser North America Inc.</i> <i>P.O. Box 241148</i> <i>Anchorage, Alaska 99524</i> www.pensernorthamerica.com</p>	<p><i>Toll free: 1-844-463-2727</i> <i>Phone: (907) 313-7650</i> <i>Fax: (907) 302-3803</i></p>
<p><i>Amber Treston-Claims Administrator: amanda.treston@alaska.gov</i> <i>Jordan Rivera-Risk Management (Light duty Return to Work Coordinator):</i> <i>jordan.rivera@alaska.gov (Medical documentation goes to Jordan)</i></p>	

Procedures for State Sponsored Cooperative Crews

Chugachmiut Crew

Report of Occupational Injury or Illness forms for Chugachmiut crew members will be completed to the extent DOF is 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 Daisy Barnes @ (907) 743-0644 and then mailed to:

Daisy Barnes Human Resources Manager 1840 Bragaw St. Suite 110 Anchorage, AK 99508-3463 PH: (907) 562-4155 FAX: (907) 743-0644 Daisy@chugachmiut.org Any questions during normal work hours should go to Daisy	After Hours/Weekends Robert Lacy (907) 562-4155 robert@chugachmiut.org
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Tanana Chiefs Crew (TCC)

After initial medical treatment, management of the employees’ care will be transferred to 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 Occupational Injury or Illness 07-6100 and scan to TCC, attention Elise Alexander at elise.alexander@tananachiefs.org, then mail original to:

Elise Alexander HR Generalist/TCC 122 1st Avenue Fairbanks, AK 99701 (907) 452-8251 Ext: 3259 Cell: (907) 347-2220 elise.alexander@tananachiefs.org Any questions during normal work hours should go to Elise	Point of Contact for the Fire Crew Jolene Bante (907) 452-8251 Ext: 3472 Jolene.bante@tananachiefs.org
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After hours or on weekends, please call in the following order:

- | | |
|------------------------------------|--------------------------------|
| 1) Clinton Northway (907) 978-0075 | 2) Jolene Bante (907) 452-8251 |
|------------------------------------|--------------------------------|

The following is only for TCC employees.

24/7 injury helpline: 1-800-553-8041

By using this helpline, a TCC crewmember can avoid the paperwork, report a claim over the phone and receive a claim number right away.

Federal Worker’s Compensation Claims Distribution

Financial Services (located at BLM-AFS on Ft. Wainwright) coordinates federal worker’s compensation claims for Alaska BLM employees. Financial Services may coordinate claims for other federal employees (Forest Service, Fish and Wildlife, etc.) if they receive treatment in Fairbanks, or if requested to do so by an Incident Management Team or host agency.

For BLM-Alaska Fire Service employees, fax the relevant forms to AFS – Financial Services within 48 hours. All **originals** go to BLM – Alaska Fire Service.

<p><u>Alaska Fire Service</u> Financial Services P.O. Box 35005 Ft. Wainwright, AK 99703 Phone: (907) 356-5786 Fax: (907) 356-5789</p>	<p><u>Other BLM Employees</u> Fax the forms to the home unit within 48 hours.</p>	<p><u>US Forest Service</u> Fax and mail the original to: Fax: (866) 339-8583 US Forest Service, ASC-HRM-Annex Attn: Workers' Compensation 3900 Masthead St. NE Albuquerque, NM 87109</p>
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If you have any questions, please call the Forest Service Workers' Comp office at (877) 372-7248 and press 2, option 2, during the hours of 7am and 6pm, Monday through Friday, Mountain Time.

If a USFS employee is seriously injured, call the following in descending order until contact is made.

1. Chugach Duty Officer	(907) 743-9433
2. Eric Stahlin	(907) 743-9435 Cell (907) 240-1208
3. Kevin Martin	(503) 703-4334

For a Tongass National Forest employee, contact (907) 772-5879 or cell: (907) 209-2446

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 agency representative will need to obtain a doctor's work release (if needed).

In addition, the two contract health agencies, Alaska Native Medical Center (ANMC) and Tanana Chiefs Contract Health (TCCH), have strict guidelines for what they will cover and what they will not cover.

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 (see pharmacy/prescription section below).

When receiving treatment by a non-Indian Health Services Provider, or as soon as possible afterwards, contact TCCH or the ANMC 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 TCCH. 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 1-800-478-6682, ext. 3613

Alaska Native Medical Center Contract Health (907) 563-2662 or 1-800 478-1636

Timekeeping Adjustments

For regular state employees and 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.

Dental

Because dental charges are frequently NOT approved by worker's compensation, all dental charges will be paid by the employee directly or charged to the employee's commissary and they may seek reimbursement through the worker's compensation carrier.

Pharmacy/Prescriptions

All employees should bring with them enough of their prescribed medication to last the entire assignment. Situations arise where it is necessary to obtain a prescription while on an incident due to injury or illness. The employee will be responsible for the charges if the adjustor determines the injury or illness is not work-related. If the work relatedness of the injury or illness is questionable, the medications are charged to the employees' commissary. The employee can seek reimbursement from the adjustor.

Prescriptions can be paid for as follows:

- Injured employee pays up front and seeks reimbursement from adjustors.
- Pharmacy charges the adjustor directly (if not work-related, employee will be responsible for the charges) - follow up with the Pharmacy may be required if a claim number has not yet been issued.
- A P-Card may be used to purchase the medication.
 - * *The cardholder must:*
 - Request a Resource Order (S#) from the Incident for the purchase.
 - Inform the Incident Finance Section that the cost of the medication is to be entered on the injured/ill employees' OF-288 as a payroll deduction (they will need a copy of the receipt).
 - Make sure that the charge shows up on the employees' OF-288 as a payroll deduction (if regular State employee, must be noted on timesheet as well).
 - The injured/ill employee turns in the receipt to the adjustor for reimbursement.

Burn Injury Protocol

Required Treatment for Burn Injuries

The following standards will be used when any firefighter sustains burn injuries, regardless of agency jurisdiction.

After on-site medical response, initial medical stabilization and evaluation are completed: the agency administrator or designee having jurisdiction for the incident and/or firefighter representative (e.g. Crew Boss, Medical Unit Leader, Compensation for Injury Specialist, etc.) should coordinate with the attending physician to ensure that a firefighter whose injuries meet any of the following burn injury criteria is immediately referred to the nearest regional burn

center. It is imperative that action is expeditious, as burn injuries are often difficult to evaluate and may take 72 hours to manifest themselves. These criteria are based upon American Burn Association (ABA) criteria as warranting immediate referral to an accredited burn center.

During these rare events, close consultation must occur between the attending physician, the firefighter, the Agency Administrator or designee and/or firefighter representative, the firefighter's physician (if they have one), and the burn center to assure that the best possible care for the burn injuries is provided.

Burn injury Criteria

- Partial thickness burns (second degree) involving greater than 10% Total Body Surface Area (TBSA)
- Burns (second degree) involving the face, hands, feet, genitalia, perineum, or major joints.
- Third degree burns of any size are present.
- Electrical burns, including lightning injury are present.
- Inhalation injury is suspected.
- Burn injury in someone with preexisting medical disorders that could complicate management, prolong recovery, or affect mortality (e.g., diabetes).
- Any patient with burns and concomitant trauma (such as fractures) in which the burn injury poses the greatest risk of morbidity or mortality. In such cases, if the trauma poses the greater immediate risk, the patient may be initially stabilized in a trauma center before being transferred to a burn unit.
- When there is any doubt as to the severity of the burn injury, the recommended action should be to facilitate the immediate referral and transport of the firefighter to the nearest burn center.

Severity Determination

- First Degree (Superficial) Red, sometimes painful
- Second Degree (Partial Thickness) Skin may be red, blistered, swollen, painful to very painful.
- Third Degree (Full Thickness) Whitish, charred, or translucent, no pin prick sensation in burned area.

Additional guidance regarding federal employees and a list of possible burn care facilities may be found at: http://ameriburn.org/verification_verifiedcenters.php.

PERFORMANCE EVALUATIONS & DISCIPLINE

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

Performance evaluations should be coordinated between the incident and home unit supervisor as necessary.

Employee Conduct and Discipline

It is the intent of the Division of Forestry & Fire Protection (DOF) that all government employees, regular state employees, crew EFF and non-crew 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. For conduct and discipline of crew and non-crew EFF, contact the incident jurisdictional home unit.

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., completed on an employee.

EQUIPMENT ACQUISITION

EQUIPMENT RATES CAN BE FOUND IN APPENDIX A OF THIS DOCUMENT

DOF prohibits contracting equipment with/from a DOF employees' immediate family member. Only as a last resort may a DOF employee's family member's equipment be hired. [This requires pre-approval from the Regional FMO or Agency Administrator.](#)

Definitions - Immediate Family Member

- a) The spouse of a DOF employee.
- b) A person cohabiting with the DOF employee in a conjugal relationship that is not a legal marriage.
- c) A child, including a stepchild and an adoptive child, of a DOF employee.
- d) A parent, sibling, grandparent, aunt, or uncle of a DOF employee.
- e) A parent or sibling of a DOF employee's spouse or conjugal partner.

Rental Vehicles

May be procured through Statewide or DOF-specific Master Agreements (MA), National Emergency Rental Vehicles (NERV) (Reserved via dispatch only) or through the On-Line Application System (OLAS) Innovative Procurement Plan and Fire Hires. Use of rental vehicles must be authorized by the jurisdictional agency administrator and be properly documented on the Resource Order (including the name of the agency administrator that authorized). The ordering Dispatch office will order vehicles for IMT's.

Master Agreement's (MA)

DOF Coastal or Northern Transportation Unit will create equipment packets and perform inspections which will travel and remain with the vehicle.

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

- The rental car company contract.
- Vehicle/Heavy Equipment Safety Inspection Checklist (the pre-use inspection) OF-296 to include marking the relevant diagrams on the form showing any damage upon receipt of the vehicle and listing damages in the damage section at the bottom of the OF-296
- Emergency Equipment Shift Ticket (OF-297) showing the date/time of hire.
- Copy of the Resource Order.
- Finance Section MA Cost Sheet.

Ground Support Section will track MA vehicles, maintain copies of shift ticket(s), provide a copy of the MA cost sheet to COST, and ensure that the vehicle and all originals including the vehicle packet remains intact and is returned to the hiring Transportation Unit. Copies of shift tickets are to be kept in the final fire package.

If a MA rental vehicle is assigned to an individual, they are responsible for the tracking and providing a copy of the MA Cost Form to COST.

If a rental vehicle becomes inoperable, the rental company must be contacted to let them know it has been taken out of service and given the option to replace or repair the vehicle. The rental company must be contacted to authorize repairs prior to the repairs being made.

NERV

NERV Vehicle can only be rented by dispatch. All paperwork pertaining to NERV Vehicle remains in the packet and is turned into the employee's home unit for submittal to Enterprise. Submittal procedures will be included in on the cover sheet of the packet. Rented per the criteria listed on the [NERV website](#).

OLAS Innovative Procurement Plan (IPP) and Field Hires

Online Application System (OLAS) is considered to be IPP. OLAS allows vendors to add, edit, or delete equipment. OLAS is used by dispatchers to search for and equipment hires. Equipment in OLAS may be IPP compliant or non-compliant and must be documented as such on the Emergency Equipment Rental Agreement (EERA) and the Resource Order. Equipment may on occasion be hired in the field. IPP non-compliant and field hired equipment are called Field Hires.

Fire Department equipment that is not fire apparatus (i.e. not engines and tenders) is registered on the Vendor side of OLAS and is treated as other vendor equipment. Cooperator Fire Department fire apparatus is also registered in OLAS but in a different area and is treated differently in some respects than vendor equipment - see the next section for information.

“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 Incident Action Plan (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.

Equipment Reassignments

If the piece of equipment is not released to the new incident before 0800, the releasing fire will pay the full day. A new packet will be created with the new Resource Order, a starting shift ticket and an OF-296 upon release of original incident. That packet travels with the equipment to the new incident.

Tracked Vehicles

When posting time for a Type 1-3 tracked utility vehicle, an additional rate is allowed for the use of a water tank. This use must be noted daily on the shift tickets.

Transports

The State of Alaska hires Transports in 3 ways. When ordering heavy equipment, it is Operations who determines how the transports are to be ordered. Dispatch will document on the Resource Order how each transport is to be hired.

1. POINT TO POINT- **Default hiring method.** The vendor arranges transport and payment is posted to the hired equipment's Emergency Equipment Use Invoice OF-286. If the transport is used under six hours, it will receive the ½ day rate. No inspection of transport is needed.

2. **ASSIGNED TRANSPORTS** - This option is used if the transport is to remain with the piece of equipment. The vendor is still responsible for arranging the transport and it will be paid on the equipment's Emergency Equipment Use Invoice OF-286. No inspection of transport is needed. When a transport is assigned to a piece of equipment and uses the same operator, the daily rate for the transport will be deducted by **\$590**. On the first/last day, if equipment receives ½ day rate, these deductions will be reduced by half. State of Alaska pays for fuel of an Assigned Transport.
3. **STAND ALONE TRANSPORTS** - On a large incident with several pieces of equipment, the Incident Commander (IC) or Operations Chief may approve a request for a Stand-Alone Transport. This transport may be used to move other vendor's equipment and the transport vendor is required to carry commercial motor carrier's insurance with a minimum liability coverage of \$1 million. A stand-alone transport will be issued its own E# and shift tickets must be generated. This is the only type of transport treated as a separate piece of equipment (requires inspection, a hiring packet, Resource Order (E#), shift tickets, and OF-286).

The vendor (owner of the hauled equipment) is always responsible for arranging the transport of their equipment to and from the fire. This includes any special permits and pilot cars if required.

AKDOT - Weekend and Holiday Restrictions

AKDOT restricts the movement of heavy equipment on weekends and holidays. Please make operations aware of these restrictions when demobing heavy equipment.

http://dot.alaska.gov/mscve/assets/webdocs/permits_manual.pdf

Equipment Time

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

The vendor is not paid for times that the equipment is not operable due to mechanical reasons or staffing issues (for equipment hired with operator). If down for a full shift, no part of the daily rate is paid. If down for part of a 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).

Equipment is hired "dry" meaning 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.

Fire apparatus from State of Alaska Departments/Divisions other than DOF require shift tickets and Resource Orders as documentation.

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

Porta-potties

Porta-potties are available through MA's. An S# is issued which includes servicing. Subsequent porta-potties can be ordered using the same S#, 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 show the rental fees for the porta-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.

Most of the paperwork requirements referred to under the IPP and Field Hires would apply to Services with the following exceptions: executed vendor contract may be substituted for Emergency Equipment Rental Agreement (EERA) OF-294. Agreed-upon rate will be listed on the Resource Order. Mobilization inspections are not required. Emergency Equipment Use Invoice OF-286 may be used as backup documentation, but vendor is required to submit an invoice. The final equipment packet is forwarded to the Jurisdictional Area Office to be audited against the vendor provided invoice and submitted for payment.

Fuel Slips

Work with the jurisdictional admin/dispatch to set up a bulk purchase agreement with local vendors near the incident for fueling vehicle that do not have fuel cards available.

Boats

State of Alaska requires that all boats that are hired to move passengers, the operator must be a U.S. Coast Guard credentialed merchant mariner for the class of boat being hired. If the boat is hired to haul cargo only the U.S. Coast Guard credentials are not required. More information pertaining to this requirement can be found on the U.S. Coast Guard link.

https://www.uscg.mil/pvs/UPV.asp#Passengers_for_Hire.

All boat owners are required to go into OLAS to update their equipment by changing the category for their boat to one of the following categories: Passenger Boat, Passenger Airboat, Cargo Boat, or Cargo Airboat. All boats are currently found under Other Support Equipment. We will only hire boats using the new categories.

State of Alaska does not hire inflatable rafts or canoes.

Use of ATV's/UTV's

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

1. Resource Ordering

The person ordering the ATV's/UTV's needs to specify who the equipment will be issued to. This could be the Ground Support or Facility Unit Leader if the equipment is to be used in logistics, or the Operations Section Chief or Division Supervisor if the equipment will be assigned to Operations. The Incident Commander could elect to have the equipment issued in their name. At no time can 3-wheelers be hired.

2. Daily Field Inspection Tag

ATV's and UTV's 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

Everyone operating ATV's/UTV's 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 ATV's/UTV's 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.

Emergency Field (Fire) Hires

Field Hiring of Equipment Preference should be given to vendors from OLAS first that are IPP Compliant, second to IPP Non-Compliant Vendor's. However, field personnel can hire equipment on-site that meets the immediate needs of the incident. For equipment not hired through OLAS (Field/Fire Hire), an Emergency Equipment Rental Agreement (EERA) OF-294 and Conditions of Hire can be found online at (<http://www.forestry.alaska.gov/equipment.htm>). If EERA forms are unavailable, they may be obtained from the Jurisdictional Area Office. A signed agreement must be in place before any equipment is put to work.

Field Hires

1. The IC can hire equipment in the field and should use the current Equipment Hiring Package available <http://www.forestry.alaska.gov/equipment.htm> that includes the Emergency Equipment Rental Agreement (EERA), the State of Alaska Conditions of Hire, and the current year suggested Equipment Rate Chart. The Remarks section must note that the equipment is Field Hired.
2. **Equipment that is hired at a rate higher than the State suggested rate should be replaced as soon as possible.** Non rate compliant field hire agreements are only valid for 48 hours. The IC/operations staff should try to hire the vendor's equipment at the State suggested rate.
3. A pre-hire inspection should be conducted at time of hire and any "pre-existing" damages should be documented. The IC/operations staff should use good judgment and not hire equipment that is unsafe, defective, or operated by minors or inexperienced operators. IC/Operations staff should document any actions to avoid claims for damages or wages, and in no case, encourage the filing of claims or make promises to vendors regarding benefits or remuneration outside the scope of the agreed upon rates.
4. If the temporary offer exceeds the suggested rate, the equipment should be replaced with another Vendor who has agreed to the State suggested rate. The local Area Forester needs to document any decision regarding the use of equipment that exceeds the suggested rates. In remote locations, it may be impractical or cost-prohibitive to replace temporarily hired equipment.

5. When an IMT field hires equipment, the Ordering Manager will submit an order to AK-NFDC or their Expanded Dispatch Office, with “Filled Locally” and all pertinent information regarding the Resource Assigned.
6. Sometimes field hired equipment may have been engaged in initial attack suppression efforts and an inspection was not conducted. A pre-use inspection should be conducted as soon as practical, and any pre-hire damages should be noted by incident personnel. Incident personnel should take pictures of field hired equipment using their phones or tablets if a camera is not available to document any pre-existing damages or general conditions of the equipment. The photos should be printed and kept in the vehicle equipment package.

COOPERATOR EQUIPMENT HIRE

Cooperators **ALWAYS** take the original completed equipment packet for fire apparatus, including the final inspection checklist, back to their home unit for processing. Non-fire apparatus (i.e. ATV’s/UTV’s, boats, etc.) are processed the same as equipment in the previous section.

Cooperator Fire Departments (CFD’s) are required to register their fire department in 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, ATV’s and trailers will be signed up under the IPP part of 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.

Combined/Standard Rates

There are two methods the CFD’s may choose from to be reimbursed (determined by Dispatch and CFD at time of hire. Both methods require Emergency Equipment Use Invoice OF-286 and OF-288’s regardless of method chosen. Rates can be found in Appendix B this Supplement.

1. Combined Rate
This method pays one rate for the equipment and operator(s). If minimum staffing is not met, this method cannot be used. All staff must be fire department employees and paid by the fire department.
2. Standard Rate
This rate is for the equipment only. The operator(s) may be fire department employees, EFF, or regular government employees.

Payment Packet

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-288's - originals, unless operator(s) are EFF (then copies).
- Any receipts documenting reimbursable expenses accrued on the assignment - originals.
- Emergency Equipment Rental Agreement (EERA).
- Vehicle/Heavy Equipment Safety Inspection Checklist (the pre-use inspection) OF-296
- Resource Order.

GOVERNMENT PROPERTY MANAGEMENT

Damage/Loss

All employees shall provide an adequate explanation when damage or loss occurs. Explanations are documented on a modified Property Loss or Damage Fire Suppression (OF-289). The employee, supervisor or a witness must include any appropriate comments or statements on the form. The Agency Administrator will add comments and make a decision on the claim, if within their delegation, or **forward the claim to the Incident Area Office**. Damage claims should be submitted to the administering agency as soon as the forms are completed.

MEALS/LODGING

Resources with agency provided credit cards, deemed self-sufficient should utilize their credit cards for pre-approved lodging and per diem.

Lodging

Any lodging not provided at the Incident must be pre-approved by the Jurisdictional 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 Jurisdictional Area 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 catered meals and may be delivered to fire camps or provided in restaurants.
- Meals in the McGrath dining hall - Personnel staged at the McGrath Division of Forestry & Fire Protection (DOF) station are provided meals in the station Dining Hall. At each meal, personnel provide their name, Resource Order #, 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 (MRE's).
- Fresh food boxes - When it is determined that an incident will extend past three days, the incident may order fresh food boxes on a Supply Resource Order. Cook kits and coolers should be ordered with the first fresh food order. Subsequently ordered personnel may need to eat MRE's until such time an additional fresh food box order is placed and ordered.

- 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.

VEHICLE ACCIDENTS

All completed forms should be turned in to the Home Unit

Applicable Forms

In the case of damage to a vehicle, these Applicable Forms are to be filled out.

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

State-owned Vehicles in an accident

Fill out items # 1, 2, 3, 4, and 5 (above)

Leased Vehicles in an accident

Fill out items # 1, 2, 3, and 4 and 5. 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 (MA, NERV, or OLAS IPP EERA and EERA and Field Hires) are the responsibility of the Department/Division assigned the vehicle.

Rental Vehicles in an accident

Fill out items # 1, 2, 3, and 4 plus any rental agency accident forms. Rental vehicles are most often with a commonly recognized national auto rental company.

A statewide 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 minivan. Other vehicles and/or situations may be exempt from these contract requirements. Check specifically for off-road use limitations.

DOF non-mandatory MA's are in place. Limited 4 x 4 vehicles may be available. All other auto rentals 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, 3, and 4. 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 Safety Inspection Checklist (the pre-use inspection) OF-296 Front - Back (or a separate piece of paper) or you can use the online fillable Vehicle/Heavy Equipment Pre-Use Inspection Checklist OF-296 and keep it with the equipment packet.

Vehicle Damage Claims

Any damage to vehicles for which the owner wishes to submit a monetary claim must do so according to Claim procedures listed in the Vendor and Employee Property Claims section of this Supplement.

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 Administrative Officer and Regional Forester.
- Division of Forestry & Fire Protection (DOF) Procurement Specialist.

All applicable forms will be routed through the Jurisdictional Area Office.

VENDOR AND EMPLOYEE PROPERTY CLAIMS

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

Finance Section Chief (FSC) may settle claims for equipment hired under an EERA up to \$1,000 (depending on Delegation) via payment on the Emergency Equipment Use Invoice OF-286.

Procedures for Vendor Claims

- Claimant fills out State of Alaska (SOA) Division of Forestry & Fire Protection (DOF) (DOF) "Property Loss/Damage Report" 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 Jurisdictional Area Office.
- Claims requires a bid for repair if the damage is over \$3,000; two bids for repairs will be required. **UNDER NO CIRCUMSTANCE WILL CLAIMS BE FRAGMENTED TO KEEP THE COST UNDER \$3,000.**

Procedures for all Employee Claims (Personal property not purchased by the State)

- Claimant fills out SOA DOF “Property Loss/Damage Report”.
- Any State employee may receive the claim and then give it to the Procurement Unit Leader/Finance Section Chief or Jurisdictional Area Admin.
- Signed witness statements (printed home unit names, addresses and phone numbers).
- Include narrative of events.
- 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.

COST CALCULATION AND REPORTING

The State of Alaska manages Cost Share through the yearly Alaska Master Agreement. This eliminates any Cost Share reporting by the IMT. Finance Section Chief’s (FSC’s) will coordinate with Cost Unit Leaders to ensure that finance records reflect true activity on the fire. COST will coordinate with the Incident agency on cost estimates to be used in eISuite. Coordinate with the incident agency at in-brief on what cost reports jurisdictional agencies want to see and how frequently. Daily cost estimates will be calculated through eISuite. A complete list of when the cost reports should be sent will be provided during the Finance In-Brief.

High cost or underutilized equipment will be addressed to appropriate Command and General Staff for discussion on incident retention or release. IMT’s will document and summarize key strategic decisions that affect incident costs. This documentation should include key decisions made by the IMT that increased or decreased the overall cost of the incident. The documentation will be presented to the Agency Administrator at the IMT close out. A copy will be put in the financial records box.

EMERGENCY PROCUREMENT

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 invoiced and submitted to the Jurisdictional 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, 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

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 found with this document. 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.
- 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.

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 FMO, Regional FMO, IC, the Finance Section Chief or Procurement Unit Leader depending on their Delegation of Authority.

Any claims for damages are submitted using the process outlined in Claims section above.

FINAL FIRE FINANCE PACKAGE

All Type 1,2 & 3 fires that are managed by an IMT will establish their incident within FIRENET Microsoft Teams. You will be provided a copy of our SOA Electronic Documentation Processes Manual. This manual provides standard operating procedures for incident documentation in FIRENET Microsoft Teams. The incident will submit the final finance package to the Jurisdictional Area Office