

## Talking Points #1 CFPA & AOP

**DATE:** February,01,2021

**TO:** Norman McDonald, Program Manager, Wildland Fire & Aviation Program

**FROM:** Kato Howard

**SUBJECT:** Changes to Cooperator Fire Protection Agreement (CFPA), Annual Operating Plan (AOP), On-line Application System (OLAS) and the Alaska Incident Handbook Business Handbook

Updates and changes were needed to the Agreements and OLAS program. Inconsistencies between the Alaska Incident Business Management Handbook (AIBMH) and documents pertaining to Agreements and OLAS prolonged invoicing and payment. Two phases will be used changing and updating Agreements, OLAS and the AIBMH. Phase one (Winter of 2019) is the largest cycle with the updating and changing of process's established in the past but un-changed. Phase 2 (Winter of 2020) is the finish of all the updates and adjustments to new changes. Department policy and regulatory audits have made some required to change requests to OLAS and Agreements to meet SOA Procurement Regulations.

A list of some of the partial list of major changes for 2020:

- I. Cooperator Fire Protection Agreement (CFPA)
  - a. Re-organize, edit, restructure and remove redundancy in document
  - b. Incorporated the Conditions of Hire definitions
    - a. Updated definition language. Changed all language from "CFD, SFD, Cooperator" to Fire Department (FD)
    - c. Added new section for non-wildfire participation
    - d. Changed the Refurb Rates clause to meet high use and long-term assignments.**
    - e. Made a requirement for Fire Departments to send Forestry position rates prior to start of fire season. No transfer of PII data.
    - f. Reiterated local Area Foresters ability to change or correct invoice issues.**
    - g. Added Indemnification clause. Departmental requirement.
    - h. Needs to be signed every 5 Years
- II. Annual Operating Plan (AOP)
  - a. Re-organize, edit, restructure and remove redundancy in document
  - b. Incorporated most of Condition of Hire into document.
  - c. Updated definition language. Changed all language from "CFD, SFD, Cooperator" to Fire Department (FD)
  - d. Consolidation of invoice types and rates. There are 2 types of rates, STANDARD DAILY RATE and COMBINED DAILY RATE**
    - i. STANDARD Daily Rate is apparatus only rate.**
    - ii. COMBINED Daily Rate is apparatus and personnel in on rate.**
  - e. Finance Packets will be made in Forestry dispatch and maintained on the apparatus while on assignment.
  - f. Update of Training and Red Card Language. Fire Departments will now have a date to turn in all crosswalk personnel for red card issuing.**
  - g. Updated Investigation and Prevention Section.

- h. Added a new Invoice Matrix. This will help with what information is needed during the invoice process.
- i. Added a new section for IMT participation
- j. Changed Type 3 apparatus minimum staffing to 3
- k. Reiterated local Area Foresters ability to change or correct invoice issues.**
- l. Needs to be signed Yearly

### III. On-line Application System (OLAS)

- a. Updated language restructure and removed redundancy on Vendor and Fire Department sides of program
- b. Changed all language from “contractor” to “vendor”
- c. Changed all language from “CFD, SFD, Cooperator” to Fire Department (FD)
- d. Equipment (Vendor) side of OLAS – Added some required SOA forms requests.
  - i. Business license
  - ii. Proof of Liability and vehicle insurance
  - iii. W-9
  - iv. Proof of Workman’s Comp
- e. No rate changes, as of this date. Interagency partners have not had enough time to adjust to 2020 rates schedule.**
- f. Conditions of Hire will stay for equipment. Updated for language and format
- g. Removed Double Shift from the tables. Apparatus daily rate is from 00:01 to 23:59. If a double shift is requested personnel will be ordered.**
- h. Expiry Date has been added. Yearly reviews of FD entries will now be a requirement. Yearly Emails will be sent out to update information. Year 1 apparatus will go into non-compliant; Year 2 apparatus will be archived.

### IV. AIBMH

- a. Re-organize, edit, restructure and remove redundancy in Chapters.
- b. Chapter 7 is the CFPA and AOP**
- c. Links added for all documents.
- d. Vendor conditions of hire Updated.

### V. Outcomes

- a. New Training information for Forestry and FD: Administrators, Dispatch and Management
  - i. Onsite presentations
  - ii. Examples
  - iii. Create quick reference guides
  - iv. Update current reference guides
- b. Forestry Dispatch to create Finance Packets
- c. FD will need to submit a list of position and hourly rates when AOP is signed.**
- d. FD will need to submit a crosswalk list of personnel by May 1<sup>st</sup> of every year**
- e. FD will be asked at time of hire which rate you will be using, for Resource order documentation**
- f. FD will be asked for a contact list at time of hire for apparatus personnel**