

Talking Points #3 Dispatch & Admin

DATE: February,24,2021

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

FROM: Kato Howard

SUBJECT: Dispatch/Admin changes for Vendors and Fire Departments through On-line Application System (OLAS). Updates to the Alaska Incident Business Handbook.

Updates and changes were needed to the Cooperative Fire Protection Agreement (CFPA), Annual Operating Plan (AOP), Alaska Incident Business Management Handbook (AIBMH) and OLAS program. Inconsistencies between the AIBMH and documents pertaining to Agreements and OLAS prolonged invoicing and payment. Departmental policy and regulatory audits required changes to OLAS and Agreements to meet SOA Procurement Regulations.

I. AIBMH

- a. Re-organize, edit, restructure and remove redundancy in Chapters 6 &7.
- b. Chapter 7 is the CFPA and AOP. No longer have COH for Fire Departments.
- c. Chapter 6; is currently in the final draft stages, final should be out mid-March. Documents being updated: COH, Supplemental Engine Requirements and AIBMH.
- d. To file a claim for loss or damage Vendor is required to have a completed and signed pre and post inspection form.
- e. **Added language: Prior to the hire of UTV, boat or ATV incident will have to give a name of person who is directly responsible for equipment. Not staff, IC or ordering manager, operator or operator supervisor or equipment boss name. Just like the shotguns, UAS and thermal cameras, a responsible party.** There were too claims and undocumented damage, with no inspection forms or documentation.

Developing Updates for 2021/2022 Season (Will be added to AIBMH prior to release)

- a. Developing transport rate for ATV, UTV, Boat or other equipment.
 - i. Need to develop a smaller equipment drop off like large equipment. Point to point or agency provided.
 - ii. With-in 50-mile radius no rate, 50+ miles at the standard IRS rate for mileage.
- b. Developing subsistence language for contractor.
 - i. Always bring camping gear.
 - ii. Vendor is primarily responsible for providing personnel with needed meals and lodging.
 - iii. Incident may provide meals.
- c. Down time calculations need to be updated and simplified.
- d. Develop a Vendor Finance Packet Matrix.
- e. Re-iterate and update language about using POV on assignment.
 - i. You must have receiving Area Forester permission prior to using.
 - ii. It must be on original RO prior to departing
 - iii. You must submit RO to Area Admin upon return.

II. On-line Application System (OLAS)

- a. *Definition of the words "Daily Rate" has changed; this was a Regulatory Audit, DOA and Procurement requirement. OLAS is registration process for vendors, not a contract or EERA. It is now Agency Suggested Rate, Vendor Suggested Rate; vendor can add their rate. Can be hired at either rate. Dispatchers will have the responsibility for documenting which rate is*

used on the RO and EERA form.

- b. Working to change the OLAS tabs to “Vendor Equipment”, Cooperator Fire Department will be “Fire Department”.
- c. *EERA terminology needs to be adjusted. EERA is the actual contract (paper form). “Fire Hire” can be used on incident as a “emergency” hire for 48 hours. “Fire Support” is what we must use OLAS for. Same Final Document (form). **Dispatchers will have the responsibility for documenting which hiring method is used on the RO and EERA form.** It is a distinction made to accommodate DOA tracking of our use of quick hire methods.*
- d. No Agency suggested rate changes for Summer of 2020.
- e. Removed Double Shift from the tables. Apparatus daily rate is from 00:01 to 23:59. If a double shift is requested, additional equipment and personnel will be ordered.
- f. Update of the EERA form. This change will allow comments in the documentation changes.
- g. Adding Ambulance requirements and rates.
- h. Fire Departments engine name change to “Apparatus”. All other Fire Department equipment, including ambulances will be on the “Vendor” side of registration. **Dispatchers need to review equipment and apparatus under specific “hire areas”.**
- i. *Equipment (Vendor) side of OLAS – Added required DOA forms:*
 - i. *Business license*
 - ii. *Proof of Liability and vehicle insurance*
 - iii. *W-9*
 - iv. *Proof of Workman’s Comp*
- j. *Expiry Date is being added. Yearly reviews of application entries will now be a requirement. Yearly Emails will be sent out to applicants asking them to update information. Year 1 will go into non-compliant, can still hire; Year 2 will be archived, and not available for hire.*
- k. Change “contract/s” to “agreement/s”.
- l. Updates to online documents and links, in OLAS and DNR Equipment page. Addition of new documents: Safety Trifold, Vendor Letter

III. Cooperator Fire Protection Agreement (CFPA)

- a. Re-organize, edit, restructure and remove redundancy in document
- b. Admin rate did not change.
- c. Incorporated the Conditions of Hire definitions
- d. Added new section for non-wildfire participation
- e. Changed the Refurb Rates clause to meet high use and long-term assignments.
- f. Made a requirement for Fire Departments to send Forestry position rates prior to start of fire season. No transfer of PII data.
- c. **Reiterated local Area Foresters ability to change or correct invoice issues.**
- d. Needs to be signed every 5 Years

IV. Annual Operating Plan (AOP)

- a. Re-organize, edit, restructure and remove redundancy in document
- b. Incorporated most of Condition of Hire into document.
- c. **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.**
- d. Finance Packet matrix created. **These will need to be made by Dispatch/Admin prior to the start of the fire season.** Finance packets are to be maintained and kept with

apparatus/equipment for duration of assignment, final documentation to be turned in to area Admin.

- e. Added a new Invoice Matrix. This will help with what information is needed during the invoice process.
- f. Changed Type 3 apparatus minimum staffing to 3
- g. Reiterated local Area Foresters ability to change or correct invoice issues.**
- h. Needs to be signed Yearly

V. Winter 2021/2022 Changes

OLAS

- a. Develop a rating and scoring process
- b. Update typing of equipment. New defining characteristics are available
- c. Change nomenclature of vendor water tenders to match FD language
- d. Insert a countdown date reminder for vendors to see how long they have to update profile or registered equipment/apparatus information
- e. Photo of equipment attached to registration
- f. Additional information on the age of the equipment, develop rules about hiring different types of equipment past "best use by date".
- g. Adjust Agency Suggested Rates.

CFPA & AOP

- h. CFPA-no change status
- i. AOP-updates
- j. Update typing of equipment. New defining characteristics are available.

AIBMH

- a. Review Chap 6 & 7 for compliancy.
- b. Update links for all documents.
- c. Vendor conditions of hire update.
- d. Update Engine Supplemental

VI. Dispatch Notes

- a. Review FD registered apparatus in OLAS, move to different category if registered wrong.
- b. Build Finance Packets for FD and Vendors.
- c. Ask FD which rate they will be using for incident. Document answer on RO.
- d. Tell which Vendor which rate we are hiring at. Document acceptance on RO.
 - i. Document on RO if it is a "Fire Hire" or "Fire Support" hire
- e. Include contact list of personnel received from FD or Vendor in Finance packet.
 - i. Both FD and Vendor should be prepared to hand Dispatch a copy, at time of hire and prior to departure.
 - ii. Save a copy for Area records.