

WASHINGTON STATE PATROL – OFFICE OF STATE FIRE MARSHAL
WASHINGTON STATE FIRE SERVICES RESOURCE MOBILIZATION
INCIDENT BUSINESS OPERATING GUIDELINES

The Washington State Fire Services Resource Mobilization Plan (Plan) provides a mechanism for fire service resources to respond to fires, disasters, or other events that meet the intent of the Mobilization Plan Legislation (RCW 43.43.961). When a local fire jurisdiction and/or region has expended or will expend, all available local and mutual aid resources in attempting to manage fires, disasters, or other events that jeopardize the ability of a jurisdiction and/or region to provide for the protection of life and property, Mobilization may be requested. **Mobilization is not a replacement for local mutual aid.**

Authority to Request Mobilization

Only the Fire Chief of the local fire protection jurisdiction or the Fire Chief's authorized representative has the authority to request Mobilization.

Question: Can an Incident Commander of an Incident Management Team make a request for Mobilization if acting under a signed delegation of authority?

Answer: No, the Incident Commander would still need to work with the Fire Chief of the local fire protection district or the Fire Chief's authorized representative to make this decision and the request.

Question: If a fire is burning on lands protected by the Department of Natural Resources or a federally protected property, can Mobilization be requested?

Answer: Not unless the fire is threatening the local fire jurisdiction. Mobilization could only be authorized once the local jurisdiction's resources are expended and other pre-identified trigger points are met.

Unprotected Areas

Mobilization shall not be used to obtain fire protection resources for geographical areas with no local fire protection authority, i.e., No Man's Land, or for the protection of structures in such areas, except as necessary to assist a local fire protection jurisdiction in taking appropriate action on a threatening fire or other hazard outside its exposed jurisdictional area.

Relationship of the Washington State Patrol and the Agency Administrator

The Agency Administrator (AA) is a single person, and will be from the Agency Having Jurisdiction (AHJ) upon Mobilization being approved and would likely be one of the Fire Commissioners, Mayor, City Executive or Fire Chief. This person will be the one signing the Delegation of Authority to the Incident Management Team (IMT).

The Washington State Patrol (WSP) – State Fire Marshal's Office (SFMO) plays a dual role at Mobilizations. The first responsibility of the SFMO is to locate and dispatch resources needed as identified by the initial attack incident commander. The initial attack IC will continue to be in charge until an IMT has signed the Delegation and takes operational control. In addition, a Mobilization Representative(s) will be assigned and dispatched to the Mobilization to serve as the Agency Representative and Incident Business Advisor (INBA).

INCIDENT BUSINESS OPERATING GUIDELINES

The following outlines standard Incident Business Operating Guidelines for an authorized Mobilization incident in Washington State. These guidelines emphasize the critical financial and administrative procedures to be followed on incidents. They are intended to support IMT operations and to provide consistency in incident business management operations throughout the incident.

Deviation from these guidelines will be negotiated with the Mobilization Representative in advance.

Mobilization Representative

The Mobilization Representative assigned to the incident serves as the Agency Representative and Incident Business Advisor for the WSP/SFMO.

<u>Name</u>	<u>Position</u>	<u>Office</u>	<u>Blackberry</u>	<u>Cell</u>
Esther Hernandez	Deputy State Fire Marshal	360.596.3926	360.239.3687	509.961.2893
Barbara Maier	Deputy State Fire Marshal	360.596.3925	360.480.8970	509.961.2891

Additional SFMO staff or Regional Coordinators may be called in to assist during periods of extreme fire activity.

Responsibilities of the Mobilization Representative include:

- Act as the subject-matter expert for State Mobilization
- Serve as a liaison between the Agency Administrator and Incident Management Team
- Provide advice and recommend alternatives with an emphasis on reviewing cost
- Provide recommendations on incident business issues
- Provide guidance and support on differing fiscal/payment/business needs and requirements that are specific to the SFMO

Organization and Communications

Names of the individuals responsible for counterpart activities on the incident are to be provided to the Mobilization Representative for contact purposes.

At a minimum, the Finance Section Chief (FSC) and the Mobilization Representative will establish a set time for daily communications for information exchange and to report current progress of incident business management operations. The FSC should review the attached Agency Specific Clarification chart for Region 6 fire agencies differences in fiscal practices.

The FSC should contact the Mobilization Representative after the IMT has been notified of release and before demobilization from the incident, to ensure all transitioned financial processes have been finalized, and to check on the status and condition of payment documentation processed by the Finance Section. All financial documents should be hand-delivered to the Mobilization Representative or designee prior to IMT release.

Cost Containment and Documentation

Costs are to be closely monitored and appropriate to the complexity of the incident. It is the IMTs responsibility to track and report costs as required by the incident agencies or as outlined in the cost share agreement. The FSC should coordinate with Operations and Aviation to ensure costs are tracked in e-ISuite in accordance with the cost share method utilized.

The IMT will document and summarize key strategic decisions that affect incident costs. The documentation should include key decisions made by the IMT that increased or decreased the overall cost of the incident. The Planning Section Chief (PSC) should work with the FSC to ensure resources are released with the minimum cost impact.

Cost Accounting and Cost Share Agreements

The IMT should immediately start tracking the percent of effort by agency jurisdiction by division, including Air. The IMT may be asked to track ground and air resources separately. Operations should sign off daily. The IMT should keep records of the percent of effort by jurisdiction for all shifts on multi-jurisdictional fires. Documentation should be done on the front cover of the IAP. This is the preferred method for apportioning costs to the appropriate jurisdiction.

The FSC will coordinate the preparation of a cost share agreement between all agencies with jurisdiction on the incident. This process should be initiated within 72 hours. The INBA or equivalent with each jurisdictional agency must participate in the decision process. The SFMO is not a signatory to the Master Agreement; hence, for any incidents involving Mobilization and a Federal Agency, the local DNR Region INBA must be present as they will sign the final cost share agreement as the representative for WA State.

Camp support costs are to be determined based on the level of detail of camp costs captured by the IMT. Every effort should be made to account for camp cost based on actual expenses being incurred. If this is not possible, a suggested rate is to be determined by the INBAs of the respective agencies. This rate is negotiable and should be based on the complexity of the incident and associated support requirements.

Cost share incidents will require tracking of all costs in the COST program including accurate completion of the contracting agency field. The IMT should have in place standard e-ISuite operating procedures and appropriate personnel for successful completion of e-ISuite. State Mobilization must be listed as a separate payment agency from WA DNR. The payment agency code for Mobilization is WFS and the accounting code is the fire number, i.e., WFS-401. The code will not change if FMAG is approved. *A decision on the use of e-ISuite for type 3 incidents will need to be discussed with the Mobilization Representative.*

COST reports must be provided to the Mobilization Representative and Mobilization Coordinator daily. Specifically, send the reports titled "Incident Weekly Summary", "Incident Weekly Detail" and "Payment Agency Weekly Summary" to esther.hernandez@wsp.wa.gov and barbara.maier@wsp.wa.gov. The COST database will be provided to DSFM Esther Hernandez on day three of the incident for review.

Acquisition

All orders require a short explanation outlining why the resource is being ordered. Orders that do not fit the Operational, Planning or Tactics Briefings and where the IC or ordering designee cannot provide an explanation for the order, will be delayed until an explanation can be provided.

On a strictly Mobilization incident or joint jurisdiction incident where SFMO is the paying agent, after the initial order is placed, all further orders are placed through the Mobilization Representative. They will assign all resource order numbers to approved requests. All orders for Washington State Fire Service resources will be placed by the Mobilization Representative. Other requests will be given back to the Logistics Section to fill.

During joint or multiple jurisdiction incidents where SFMO is not the paying agent, all orders except those for Washington Fire Service resources will follow the identified state or federal agency ordering guidelines. All orders for Washington State Fire Service resources will be placed by the Mobilization Representative.

See attached Ordering Process Flow Chart for State Mobe.

Camp Support

If the IMT or host agency can obtain and pay for the resource, a claim will be submitted for reimbursement at the end of the incident. If the resource(s) can be obtained but funds are not available, the vendor will be contacted to see if the purchase can be obtained now and paid for later with a WSP credit card. If the resource(s) cannot be obtained without payment, the Mobilization Representative will take on the task of obtaining the resource(s) and providing payment at the time of delivery.

All meals must comply with Washington Office of Financial Management per diem guidelines, see attached Per Diem map. If there is no kitchen or catering service available at the incident, meals may be provided in a restaurant. A resource order number is required and a Restaurant Authorization form must be completed and signed by the Mobilization Representative prior to purchase. The Sack Lunch Order Form will be utilized when purchasing sack lunches from a local vendor.

Supplemental food purchases are to follow the National Wildfire Coordinating Group Policy dated 3/25/03. Costs are not to exceed \$3.00 per day per person. Any supplemental purchases which cause expenditures over the \$3.00 per person limit or outside the above policy must be justified and approved by the Mobilization Representative. No vitamins or mineral supplements are to be provided.

The Logistics Section Chief (LSC) or FSC should consult with the Mobilization Representative before purchasing items of questionable nature, quantities, or non-expendable equipment and supplies with a useful life past the length of this incident, i.e., garbage cans, ice chests, fans, etc.

All invoices, receipts, or packing slips for supplies purchased locally or delivered to the incident must be approved by the receiving IMT member (signature, printed name, date, position and resource order number) and provided to the FSC for cost tracking.

Vendor and Private Contract Resources

The Procurement Unit Leader (PUL) must follow incident agency procurement regulations. The SFMO honors R6 agreement rates but not the terms and conditions. Pay documents for vendor and private contract resources hired by Mobilization should be provided with the final finance package to the Mobilization Representative and not sent to Albuquerque Service Center.

Land Use Agreements

The IC and FSC are authorized to negotiate a rate for use of a facility on behalf of the SFMO. The Mobilization Land Use Agreement form should be utilized. The published rate schedule for the facility shall be used unless the required rate type is unavailable, i.e., monthly vs daily.

Property Management

The IMT is expected to place a high priority on property management. Included in this expectation is the need for the FSC to review property issuance, i.e., gas, radios, etc, sign out and return procedures to ensure proper accountability.

All resources should be purchasing fuel using their agency issued credit cards at local commercial gas stations. Ordering a fuel truck shall be the exception, not the norm. If a fuel truck is used, it should come with the ability to accept credit cards. If fuel is not paid by credit card, separate fuel tickets will be used, not a log, for fuel issuance and deductions will be made from the resource's reimbursement. Fuel tickets will be attached to the OF-286 when deductions are made. The cost of repairs to equipment performed by agency mechanics or local vendors must be tracked and deducted from the payment invoices.

If property items are not returned, a system will be incorporated to ensure the value of missing items is deducted from the resource's reimbursement.

Any loss or damage incurred by Washington Fire Service resources ordered by Mobilization must be documented on a Loss/Damage Report even if no claim will be filed. Follow all instructions included on the form. The form should be used for documentation purposes only if the loss or damage is incurred by non-Washington Fire Service resources ordered by Mobilization. Those resources must follow the Tort Claims process.

Claims are not to be settled at the incident. The contractor, landowner, etc must go through the Tort Claims process. For information on the forms and process, the claimant should call 360-902-7303 or go to www.ofm.wa.gov/rmd/tort. Do not give advice on filing a claim. Provide the information on the process only.

Use of Other County and State Agencies

Special agreements with other agencies, such as traffic control, must be discussed with the Mobilization Representative and properly documented to ensure accountability and accurate, prompt payment. Other state and local agency services that fall within that agency's responsibilities are not reimbursable and shall not be a cost to the incident.

Other services related directly to the fire, such as specifically requested personnel or equipment, may be eligible for reimbursement. If payment is to be made, the resource must be ordered through the Mobilization Representative and a resource order number issued. All time shall be tracked on CTRs and/or shift tickets and costs included in the COST system.

Incident Agency Payments

Section 16 Personnel Compensation & Section 17 Apparatus Compensation of the Plan outline the compensation guidelines for personnel and equipment. The SFMO utilizes the Washington State Fire Chiefs Wage & Equipment Rates. Payment provisions contained in the Plan and the Chiefs Rates must be followed.

Volunteer firefighters must complete a current *W-4* and a *WSP Waiver of Polygraph & Background Check* with a revision date of 05/08 or later. These forms must be completed at each incident regardless if they have participated on a Mobilization earlier in the season.

Volunteer firefighters are paid for the position qualified and assigned. Those persons wishing reimbursement by the SFMO for positions higher than Firefighter 2 will need to meet or exceed the standards as set out in NWCG 310-1 and have such documentation on their red card. Single Resource Boss trainee and below will be paid at the highest level carded, i.e., a FF1-t will be paid at the FF2 rate.

SFMO will honor current and valid federal and state agreement prices for resources, excluding sack lunches or meals provided by a restaurant. SFMO cannot honor the conditions of the federal and state agreements.

Closeout

The final incident Finance Package will meet the standards outlined in Chapter 40 of the IIBMH and include the following:

- A written narrative that summarizes actions and decisions of the FSC, TIME, PROC, COST and Comp/Claims.
- Written documentation of all negotiated rates and approving signatures.
- Documentation of excess hours worked and approved by the IC.
- Utilize forms and payment documents as outlined in Chapter 40 of the IIBMH and with attention to the Agency Specific Clarifications document.
- Do not extend dollars on handwritten OF-286 or OF-288.
- A CTR or shift ticket must be provided to support all entries on the OF-286 and OF-288, including travel time to and from the incident. Division/Group Supervisor (DIVS) or higher must sign CTRs and shift tickets.
- CTRs and shift tickets should be placed in the Equipment Use Envelope.
- COST reports as identified by the Mobilization Representative and as required in the Cost Share Agreement.
- A copy of the COST data and password on a CD.
- A list of IMT personnel consisting of Chief and Unit Leader level with their home unit phone numbers.
- Copies of all special agreements and support documentation.

- A narrative on savings accomplished and an analysis of cost efficiencies to the agency administrator and a copy in the finance box.
- Written documentation on all outstanding items, unresolved issues and problems.

Logistics information to be included in the Finance Package:

- Any “deals” made for sharing resources, supplying meals, etc that effect incident cost and/or billing need to be clearly documented, entered in COST and filed with costs in the Finance Box.
- Copies of all special agreements and support documentation (shift tickets for facilities, sanicans, dumpsters, traffic control, land use, water sources, etc).
- Fuel truck invoices documenting receipt of fuel (signed by IMT member) and disbursement fuel tickets, logs, etc.
- Unit logs or summary notes that document any of the above or items related to reimbursement or non-reimbursement of any resource.
- Provide written documentation on all outstanding items including unresolved issues and problems.
- A summary of all items arranged including: phones, wash stations, sanicans, dumpsters, rental items, etc. These details are needed when payment is made.

The Finance Package will be turned in to the Mobilization Representative at the incident unless otherwise directed.