

# WELCOME TO PACIFIC SOUTHWEST REGION 5

## STANDARD OPERATING PROCEDURES FOR INCIDENT ADMINISTRATION

May 2016



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# INTRODUCTION

The following document outlines the Incident Business Standard Operating Procedures (SOP) for the Pacific Southwest Region. These procedures and guidelines are prepared to ensure a consistent approach for implementing incident administration policy and are intended to complement the **Interagency Incident Business Management Handbook (IIBMH)** and other agency-specific policies.

The NWCG Handbook 2 (IIBMH) has been incorporated into the Forest Service Directive System as FSH 5109.34. The Forest Service directives provide agency direction and policy.

These SOP's are intended as guidelines and acceptable work methods to assist the Forest Administrative or Budget Officer, the Incident Business Advisor (INBA), and the Finance/Administrative Section (FSC) of Incident Management Teams (IMTs) operating in Region 5 of the Forest Service and can be used as a reference document for all levels of incidents (i.e. Type 1, Type 2, Type 3, etc.)

## REGIONAL EXPECTATIONS FOR TRANSITIONS

The key priorities for Finance/Administrative transitions between Incident (local unit or assigned IMT) and Interagency Teams in Region 5 are to meet with Forest Unit Administrative Personnel, Incident Commander and General Staff, outgoing Finance Section Chief, Buying Units, Procurement Unit Leader, and Medical Unit Leader to assure compliance with legal requirements and efficient use of resources.

Incoming teams should review proposed/existing agreements, contracts, Forest Administrative Standard Operating Procedures, service/supply plans, accruals, and payments and request that the Incident Business Advisor (IBA) provide a narrative report on incident administration performance, commendations, and improvements noted to date. Out-going personnel should provide the narrative report for Cost Containment noted to date.

With this information in hand, focus the plan of work on: Applying local policy and specific information, interpretations, and resources to effectively accomplish incident administration duties and strategically managing the finance/administrative units by looking to the future in earmarking resources, forecasting costs, and planning for further transitions or fire containment.

The Finance Section Chief should brief the Incident Management Team, Agency Administrator, INBA, and Forest Administration on current major incident business issues existing at the time of transition and continue to keep the Forest abreast of the situation by working closely with the INBA and/or Forest Administrative personnel.

## **INCIDENT BUSINESS ADVISORS**

The Agency Administrator (AA) or Line Officer from the incident agency (host unit) has the overall responsibility for incident business activities on their unit. The AA or Line Officer is responsible for assigning an individual, typically from the local unit, to provide oversight to administrative and financial activities and to ensure fiscal integrity. Persons assigned these duties will report directly to the AA or Line Officer and will receive a delegation of authority.

The AA or Line Officer will ensure the individual assigned has the knowledge and skill commensurate with the complexity of the incident(s). These positions focus on the full realm of administrative coordination on incidents, such as contract and AD payments, procurement, cost shares, financial documentation, and other activities that support an incident.

If the incident agency does not have personnel with the required skill level, an order for an IBA will be placed. IBAs will be ordered following guidelines in the California Mobilization Guide.

## **GEOGRAPHIC AREA COORDINATION CENTERS**

Each Geographic Area Coordination Center (GACC) Emergency Operations Coordinator/CAL FIRE Region Duty chief, through their dispatching organization, is responsible for providing for the coordination of all National, Regional, and Unit resources located within their respective Geographic Area.

### **Operations, Northern California (North Ops/ONCC)**

North Ops consists of National Forests, Bureau of Land Management Districts, National Parks, Fish and Wildlife Service Refuges, Bureau of Indian Affairs units, and CAL FIRE units north of and including the San Mateo-Santa Cruz Unit on the west, Eldorado National Forest, Amador-El Dorado Unit, and Lake Tahoe Basin Management Unit on the east, and includes Hawaii and the Pacific Trust Territories for wildland fire assignments.

### **Operations, Southern California (South Ops/OSCC)**

South Ops consists of all Federal wildland units south of and including the Los Padres, Stanislaus and Inyo National Forests, National Parks, Bureau of Land Management Districts, Fish and Wildlife Service Refuges, and CAL FIRE protection units. The Coordination Center also includes Hawaii and the Pacific Trust Territories for FEMA assignments. Sequoia-Kings Canyon National Park and Yosemite National Park, which are closely tied to the Stanislaus and Sierra National Forests for local mutual aid, apply directly to South Ops for assistance on major incidents.

## COOPERATIVE AGREEMENTS

There are numerous types of cooperative fire agreements utilized in California:

### **California Master Cooperative Wildland Fire Management and Stafford Act Response Agreement (CFMA)**

This agreement is between Federal wildland fire agencies and CAL FIRE. The CFMA is an agreement between CAL FIRE, USDA Forest Service, Pacific Southwest Region; the USDI Bureau of Land Management, California Office; the USDI National Park Service, Pacific West Region; USDI Fish and Wildlife Service, Pacific Southwest Region, and USDI Bureau of Indian Affairs, Pacific Region. The purpose of the CFMA is “to document the commitment of the Agencies to this Agreement to improve efficiency by facilitating the coordination and exchange of personnel, equipment, supplies, services, and funds among the Agencies to this Agreement”. The CFMA discusses interagency coordination, fire protection responsibilities, joint use of resources, and cost sharing. Differences in agency missions are represented by the understanding of each agency’s mission objectives, authorities, and policies.

The CFMA defines which lands the different agencies will take wildfire responsibility for (including fiscal responsibility) and how fire will be managed on those lands, which are documented in Direct Protection Area (DPA) maps. The agencies will review and update the DPAs annually. DPAs indicate where it is most efficient for each agency to assume wildland protection responsibilities. DPAs can include lands managed by several different agencies—boundaries are defined without regard to jurisdictional responsibility.

In some areas, lands that the State of California has the responsibility to protect from wildland fire are adjacent to or intermingled with lands that Federal agencies have the responsibility to protect. The concept of a functionally integrated fire protection system, involving Federal, State, and Local government resources, is the most effective method of delivering fire protection where life, property, and natural resource values are at risk.

CAL FIRE administratively supports themselves on incidents, even as assistance-by-hire on Federal incidents. CAL FIRE brings their staff to process payroll, track costs, and arrange for accommodations when an incident is significant. CAL FIRE business is carried out according to state labor agreements. In the absence of an incident command structure, the CAL FIRE Agency Representative will explain CAL FIRE procedures.

### **California Fire Assistance Agreement (CFAA)**

This is an agreement that allows Federal wildland fire agencies and CAL FIRE to utilize local government resources through CAL OES. The CFAA is an agreement between the State of California Office of Emergency Services (CAL OES), CAL FIRE; USDA Forest Service, Pacific Southwest Region; the USDI Bureau of Land Management, California

Office; the USDI National Park Service, Pacific West Region; USDI Fish and Wildlife Service, Pacific Southwest Region, and USDI Bureau of Indian Affairs, Pacific Region. The purpose of this agreement is to allow the various State and Federal Fire Agencies access to the California Fire and Rescue Mutual Aid System and its resources. The CFAA is an all-risk agreement and has been utilized on various emergency events.

Through this agreement, State and Federal Fire Agencies can request resources from the California Fire and Rescue Mutual System through CAL OES. This agreement is the primary fiscal authority for reimbursing local government agencies for the use of their resources. Local Federal and State cooperative agreements will point out this agreement and follow the same terms and conditions of reimbursement. In some cases on a single incident, the State and Federal Fire Agencies may need to convert resources that were ordered under statewide Master Mutual Aid (MMA) to be reimbursed resources under the CFAA. In these cases, MMA resources will be released by the responsible agency and reordered by through the CFAA.

### **Local Cooperative Fire Agreements**

These agreements are between individual National Forests and individual local fire departments that allow National Forests to utilize local fire department resources. The State and Federal Agencies have many Cooperative Fire Protection agreements with local fire departments that are both reciprocal and provide firefighting resources. These agreements provide emergency equipment, aviation, and personnel (including IMT members). These agreements provide the authority for cost sharing activity with local government agencies.

### **California Disaster and Civil Defense Master Mutual Aid Agreement (MMA)**

The Federal agencies are not signatory to this agreement.

MMA is an agreement between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies of the State of California.

The purpose is to allow neighboring jurisdictions to assist one another without reimbursement (“neighbor helping neighbor”). As outlined in the CFAA, resources need to be converted from MMA to CFAA for reimbursement, they must first be released and then reordered under the CFAA. The MMA provides the authorization for CAL FIRE, as a State agency, to provide mutual aid to local governments. Mutual aid, without reimbursement, is authorized when an emergency incident has exceeded, or is likely to exceed, the ability of the responsible entity to control it, assuming the local government entity has taken all actions within its capacity and has exhausted local resources.

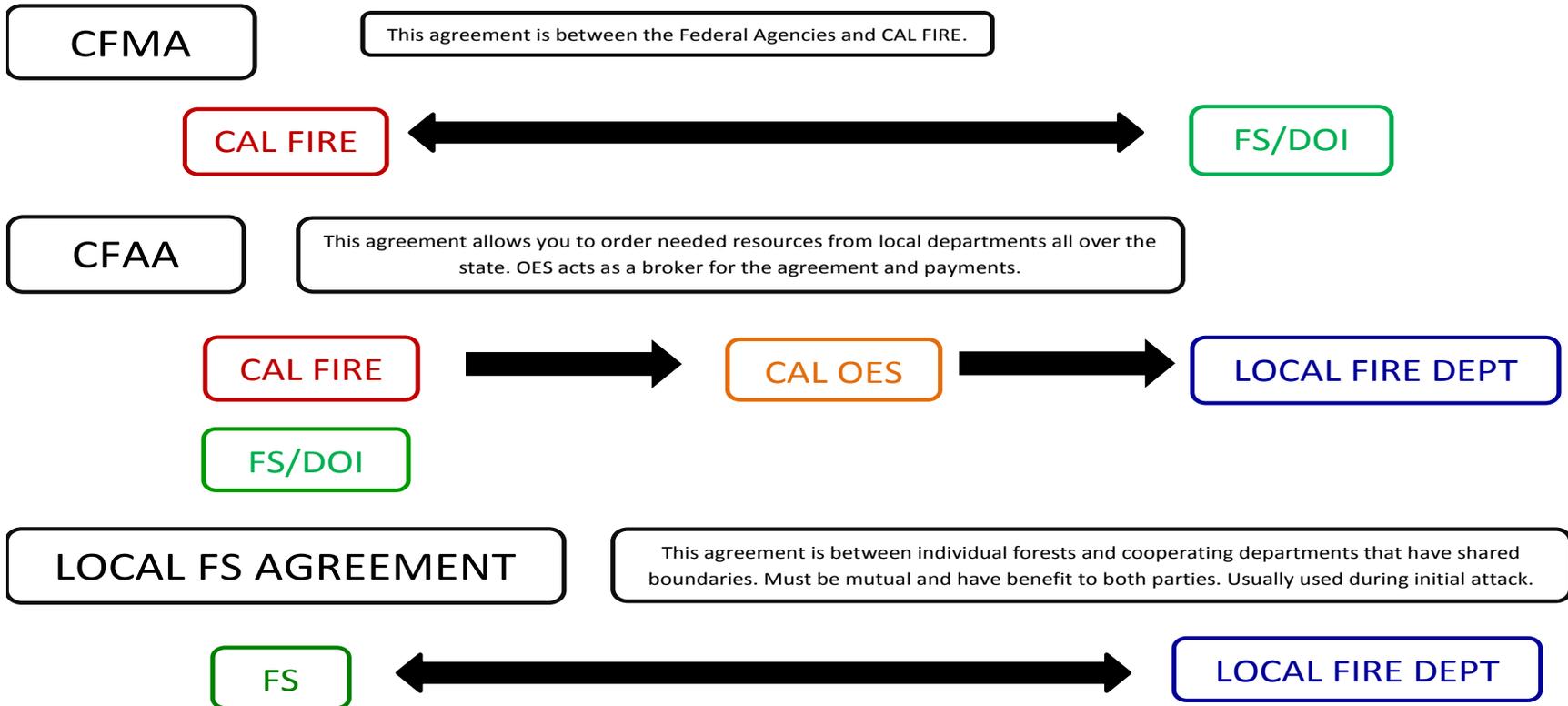
## **California Conservation Corps (CCC) Master Agreement**

The Forest Service and the CCC have established an agreement for the purpose of utilizing corps members to work on various conservation projects, emergency projects occasioned by natural disasters, fire prevention and suppression, rescue of lost or injured person and any other activity for the protection of the public lands and/or preservation of natural resources. This agreement provides an opportunity to integrate CCC personnel directly with Forest Service crews, thereby providing an internship program for purposes of job training and development.

The Forest Service will reimburse the CCC for project costs as agreed upon in the Agreement Addendum (CCC Form 96A) and using Sponsor Verification (CCC Form 124). Reimbursement will be made for all costs directly related to and necessitated by the projects. The Forest Service may contribute non-monetary items for the project, such as technical supplies, supervision, tools, materials, equipment, supplies and instruction, and environmental education training.

It is important to become familiar with these agreements in order to understand entitlements. **See Exhibit 6** for a Matrix of Agreements and categories of issues and explanations

**Below is a depiction of the various regional agreements, which indicate the parties and their relationships:**



## Utilizing Inmate Crews

Fires in California require interagency cooperation. This sometimes means utilizing inmate crews that are supervised by CAL FIRE through cooperative agreements. The fire crews are comprised of adult inmates and youth wards. These firefighters require custodial supervision during off shift periods, and are limited to incidents within the confines of California. Reciprocal agreements have been made with the State of Nevada, allowing these crews to respond to wildland fires threatening the State of California up to 25 miles within the Nevada border. CAL FIRE crews may be dispatched out of the State of California with agency approval. They are trained for wildland firefighting and, in some cases, for Urban Search and Rescue missions.

There are 47 conservation camps located to provide fire, work projects, and other emergency coverage. The typical camp has approximately 120 inmates organized into 6 fire crews. Each crew consists of approximately 17 inmates and one CAL FIRE fire captain. Each crew is fully trained and staffed to immediately go to work. Communications are provided by a CAL FIRE radio in the CCV and a portable radio that the fire captain keeps. Whenever the fire captain is actively performing firefighting or other emergency tasks, he/she also has the custody of the inmates on the assigned crew. This custody is transferred back to the custodial officer(s) (custodial agency is CDC or CYA) once the crew gets back to base/camp. Should any conflict or question arise, final authority for all inmate issues rests with the CDC agency representative.

In regards to working alongside inmate crews, the California State Penal Code contains laws and regulations that finance/administrative personnel must adhere to, summarized here:

- Do not aid any inmate to escape. (Be alert to subtle ways interaction or situations could be construed as “assisting” an inmate that facilitates escape).
- Do not allow any inmate to communicate with outsiders in any manner (written, verbal, sign language, radio, or any other form of conveying messages).
- Do not permit former inmates to loiter, associate, or interfere with inmate activity in any manner. (This is a custodial officer issue, not for Forest Service to enforce. Only be alert to possibilities and report any suspicious activity).
- Do not permit any inmates to use a telephone, mail a letter, or communicate in any manner that will permit inmate contact with outsiders.
- Do not accept gratuities or presents from inmates or their families or friends.
- Neither accept from nor deliver to an inmate any package, message or letter.
- Do not, in any way, contact or communicate with families or known associates of inmates.
- Keep inmates away from private residences or request closer security.
- There will be absolutely no alcoholic beverages or drugs near or around inmates.
- The same applies to firearms and explosives.
- Only state employees with proper training will directly supervise an inmate crew.
- No inmate will be permitted to drive a vehicle of any type on a public road except in the case of an extreme emergency (immediate and imminent threat to life and limb).



# PERSONNEL

## **FORMS AND DOCUMENTATION**

It is important for the administrative support staff and/or FSC to understand what agreement the resource was mobilized under and the appropriate documentation required as well as communicating this information to all incident personnel regarding general and specific policies related to personnel time.

The following forms assure a clear distinction between federal agencies and Local Agreements or the California Fire Assistance Agreement (CFAA) to support the appropriate payment and billing procedures.

### **CTRs (Crew Time Reports, SF-261)**

All personnel assigned to an incident will complete a CTR **unless noted in the box below.**

The next higher-level supervisor **MUST** sign all CTRs. If the Crew Captain or Superintendent is also the Crew Boss, then the Division Group Supervisor must sign. CTRs must be turned into the Time Unit at the end of each operational period.

Travel on CTR's should not be signed by the Finance Section. These need to be signed by the supervisor of the employee while on the fire.

### **FTR's (Firefighter Time Reports, OF-288)**

All Federal employees including AD/Casuals will have an FTR completed. An exception may be with Department of Defense (DOD) employees, whose agreement may require specific documentation. All other requirements for the FTR still apply. Establish a review process for final approval and signature of the FTR's.

### **Forms Required for Local Cooperative Fire Department Personnel**

It is important for the administrative support staff and/or FSC to understand what agreement the resource was mobilized under and the appropriate documentation required. The following forms assure a clear distinction between local agreements and California Fire Assistance Agreement (CFAA) to support the appropriate billing and payment procedures. There are no payment documents that need to be signed for resources mobilized under the California Master Cooperative Wildland Fire Management Agreement (CFMA) (CAL FIRE resources)

## Emergency Activity Record, CAL OES Form F-42

The CFAA requires the use of the California Emergency Management Agency (CAL-OES) Form F-42 for all personnel that are mobilized under this agreement. The Form F-42 must be signed by designated incident personnel (IC or FSC) and the on-scene CAL OES agency representative, if assigned. See the following website for a blank template and instructions: <http://www.caloes.ca.gov/Cal-OES-Divisions/Fire-Rescue>.

## Activity Record, Forest Service, Region 5, Local Agreement Form FSLA-5

Region 5 local cooperative fire agreements require cooperators to complete form FSLA-5. The FSC or IC signs for the Forest Service. The original copy will be provided to the local fire department employee along with any associated CTRs, if required. A copy of the FSLA-5 should be included in the fire package. See **Exhibit 1** for a blank template and an example of a completed form.

CAL FIRE and California Department of Corrections and Rehabilitation (CDCR) are not required to fill out a CTR. These agencies administer their own finance/administration process for collecting agency personnel time.

California Local Cooperating Fire Departments mobilized under the California Fire Assistance Agreement (CFAA) or a local cooperative fire agreement should follow the documentation guidelines below. Referenced agreements are located at: <http://www.fs.usda.gov/detail/r5/fire-aviation/management>

<b>Personnel</b>	<b>Reimbursed</b>	<b>Documentation Required When Ordered Thru CFAA</b>	<b>Documentation When Ordered Thru Local Agreement</b>
Suppression Personnel, i.e., chief officers, company officers, firefighters	Portal to Portal	<b>Emergency Activity Record Cal OES Form F-42</b>	<b>Activity Record Forest Service, Region 5 Form FSLA-5 (Exhibit 1)</b>
Non-Suppression personnel, such as mechanics, admin., dispatchers	Actual Hours	<b>Emergency Activity Record Cal OES Form F-42</b>	<b>CTRs and Activity Record Forest Service, Region 5 Form FSLA-5</b>
Supplemental resources, i.e., non-permanent fire department personnel who are mobilized for incidents only	Actual Hours	<b>Emergency Activity Record Cal OES Form F-42</b>	<b>CTRs and Activity Record Forest Service, Region 5 Form FSLA-5</b>

## **24-Hour Operational Period**

Use of a 24-hour operational period is a strategic incident decision determined by the IC and AA or Line Officer. Circumstances requiring a 24-hour operational shift will be documented in a written justification and filed in the fire package. CTRs must reflect meals and breaks. If meals and breaks are not taken, a justification statement is required in the remarks section of the CTR.

## **Shifts in excess of 16 hours, Work/Rest and Fatigue Management**

The AA or Line Officer and IMT are required to manage fatigue using the work/rest guidelines and policy outlined in the IIBMH. The intent of the guidelines is to manage fatigue.

Written justification of extended work shifts and mitigation measures used to reduce fatigue must be maintained as part of the incident package.

Fatigue management must be separated from Federal and local government pay guidelines in order to be implemented and monitored successfully. Documentation of excessive shifts for pay purposes is the responsibility of the FSC. Fatigue management, on the other hand, is the responsibility of fireline overhead and unit leaders.

## **Finance/Administration Role**

- Assist with supporting the work/rest policy including communication and interpretation.
- Assist other operational sections with mitigation documentation and justification.
- Assure proper documentation has been prepared and is filed in incident package.
- Assist with identifying and monitoring trends and alert Operations and Safety of any concerns.

## **Staging Areas**

Resources identified on the Incident Action Plan (IAP) and assigned to a staging area must show “staging” on their CTR. Any hours recorded on the CTR that are above the employees’ guaranteed daily tour of duty must meet the conditions of “Ordered Standby” to be compensable. “Ordered Standby” policy is outlined in the IIBMH.

## **COMPENSABLE SITUATIONS**

### **Hazard Pay**

Approval for hazard and hazardous environmental differential pay must follow guidelines and regulations set forth by the Office of Personnel Management (OPM).

Further, as outlined in the Forest Service memo dated May 29, 2009, *Definition of Fire Crew for Entitlement to Hazard pay on a Wildland Fire Assignment*, “a member of a firefighting crew shall be defined as anyone assigned to an actual fireline for the shift.”

A copy of this letter is located at:

[http://www.fs.fed.us/fire/ibp/personnel/2009\\_5\\_29\\_HP\\_clarification.pdf](http://www.fs.fed.us/fire/ibp/personnel/2009_5_29_HP_clarification.pdf).

### **Length of Assignment and Days Off**

NMAC issued a memo on August 31, 2011, concerning Length of Assignment. This memo provides clarity regarding the intent of the current work/rest language. It did not change existing criteria for approval of assignment extensions. Key information from the memo is provided below:

- All assignment scenarios are exclusive of travel.
- The current language provides flexibility for managers to determine the assignment length for incident personnel based on the needs of the incident.
- Managers need to consider scheduling mandatory days off if they intend to keep a resource beyond a 21 day assignment.
- Approval for assignment extension must follow the documentation process outlined in Chapter 20 of the National Interagency Mobilization Guide.

### **AD PAY PLAN FOR EMERGENCY WORKERS**

#### **Forest Service**

By policy, the Forest Service AD Pay Plan is incorporated in the IIBMH. The current version of the Forest Service Pay Plan is located at the following website:

<http://www.fs.fed.us/fire/ibp/personnel/personnel.html> under AD Pay Plan and Related Documents.

The Region 5 Question and Answer Guide is located at the following website:

[http://www.fs.usda.gov/detail/r5/fire-aviation/management/?cid=fsbdev3\\_046649](http://www.fs.usda.gov/detail/r5/fire-aviation/management/?cid=fsbdev3_046649).

For positions not listed in the Incident Position Matrix of the AD Pay Plan, and when the scope of the emergency warrants, the hiring official may request to establish an Excepted Position. Currently approved accepted positions are available at the following website: <http://www.fs.fed.us/fire/ibp/index.html>. The hiring official will need to write a description of duties and skills to accompany the Single Resource Casual Hiring form for payment. A copy of the excepted position description must be provided to Regional Office, Incident Business Program Manager, Yolie Thomas at [ythomas@fs.fed.us](mailto:ythomas@fs.fed.us) for approval and signature prior to hiring of AD. This signed copy must be attached to the OF-288 FTR when submitted to ASC Incident Finance for payment.

Single resource ADs require the Single Resource Casual Hire form. This form is submitted with the payment package. This form is located at the following link: [http://www.fs.usda.gov/detail/r5/fire-aviation/management/?cid=fsbdev3\\_046649](http://www.fs.usda.gov/detail/r5/fire-aviation/management/?cid=fsbdev3_046649) Single Resource Casual Hiring Form.

Per agency policy, travel for casual hires will be processed in accordance with the Federal Travel Regulations. Under certain circumstances, IMTs or hiring units have the option to process casual travel **FOR INCIDENT ASSIGNMENTS ONLY** utilizing the OF-288 FTR. Direction on this process is located at the following website: <http://www.fs.fed.us/fire/ibp/personnel/personnel.html> under AD Pay Plan and Related Documents.

Information on the payment process for ADs can be found at the following website: [http://www.fs.fed.us/fire/ibp/incident\\_payments/incident\\_payments.html](http://www.fs.fed.us/fire/ibp/incident_payments/incident_payments.html). Following these procedures ensures accurate and timely payments.

### **Department of the Interior**

Department of the Interior (DOI) AD employees should be handled in accordance with the DOI agency procedure. Payment packages, and where the packages should be sent, should follow the procedures located at the following website: [http://www.nifc.gov/programs/programs\\_PaymentCenter.html](http://www.nifc.gov/programs/programs_PaymentCenter.html).

The current version of the DOI Pay Plan is located at the following website: [http://www.fs.usda.gov/detail/r5/fire-aviation/management/?cid=fsbdev3\\_046649](http://www.fs.usda.gov/detail/r5/fire-aviation/management/?cid=fsbdev3_046649)

### **COMPENSATION FOR INJURY OR ILLNESS**

All injuries and illnesses (including contractors and cooperators even though incident agencies may not be responsible for payment), must be reported to the Compensation/Claims unit for proper documentation and assistance. All forests should have a Hospital Liaison program. Ask at in-briefing for details and any forest specific policies that might be in place.

### **Forest Service**

Human Capital Management-Workers Compensation (HRM-WC) now manages all Forest Service Workers' Compensation Claims. HRM-WC is now the point of contact for processing and managing all Forest Service employees' work-related injury/illness claims. Further information concerning processes for injuries and illnesses are located at the following website under OWCP: <http://www.fs.fed.us/fire/ibp/personnel/personnel.html>

### **Authorizing Medical Care**

OWCP has authorized agencies to issue form CA-16, Request for Examination and/or

Treatment, to medical facilities/provides authorizing medical treatment for work related traumatic injuries. Issuing of CA-16's for Occupational Disease or Illness is not authorized. **Follow policies as defined in Chapter 10 of the IIBMH.**

### **Agency Provided Medical Care (APMC)**

APMC is appropriate to use with certain First Aid cases as described in the IIBMH. The costs for these cases may be paid with the purchase card under the APMC program with form FS-6100-16. A copy of the Medical Log with the assigned number shall be included with the documentation but shall not include any Personal Identifiable Information (PII). APMC can only be used while the employee remains at the site of the incident. All other payments for medical care must be handled through HCM-WC and authorized on Form CA-16. **A FS-6100-16 should never be used for serious injuries or care beyond First Aid as defined in the IIBMH.**

### **Department of the Interior**

DOI employees should be handled in accordance with the DOI agency procedures concerning Workers' Compensation and the use of APMC.

### **Forest Service Funding Matrix – Serious Illness or Injury/Death Associated with Emergency Incidents**

Critical incidents that occur within the context of an incident can be strenuous for those involved, especially when there is a serious injury or death. **Exhibit 2** provides information to assist in the decision-making process related to fiscal matters.

### **TRAVEL**

The Interagency Standards for Fire and Fire Aviation Operations (Red Book), Chapter 07, Safety and Risk Management states, "To manage fatigue, every effort should be made to avoid off unit (excluding IA response) mobilization and demobilization travel between 2200 hrs and 0500 hrs." When personnel are being released, the administrative support staff and/or FSC should be aware of this policy.

## ACQUISITIONS

### **VIRTUAL INCIDENT PROCUREMENT (VIPR) PROGRAM**

Information on the VIPR Program can be found on the following website:

<http://www.fs.fed.us/business/incident/vipr.php>

VIPR is a web-based Forest Service application designed to award preseason Incident Blanket Purchase Agreements (IBPAs – formerly referred to as Emergency Equipment Rental Agreements or EERAs). An IBPA is a three year agreement, which is modified for the second and third years for new pricing. All equipment is required to be awarded under VIPR, except those awarded or hired under the Regional Pre-Season EERA/Contracts, under the Incident Only EERA, and at the National Level.

Information on preseason IBPAs can be found on the following website:

[http://www.fs.fed.us/business/incident/vipr/vipr\\_agreements.php](http://www.fs.fed.us/business/incident/vipr/vipr_agreements.php)

At the national level, there are agreements for crew buses and Clerical Support Units. Copies of these agreements can be requested on the following website:

<http://www.fs.fed.us/fire/contracting/>.

### **Dispatch Priority List**

Dispatch Priority lists per resource category by forests or GACC can be found at:

<http://www.fs.fed.us/business/incident/dispatch.php>.

This website has information needed for verifying contract numbers, vin numbers, dispatch priority list standing, etc. The agreement number noted per these lists can then be used to obtain a copy of the agreement, should that be necessary.

### **Contracts Competed Outside of VIPR for FY 2016**

#### **Computers, Printers, and Scanners**

Region 5 will utilize a Regional BPA for FY 2016. Commercial Pricing/competition was sought and specifications have been approved by IT/NIFC, GIS, etc. Key factor will be the responsibility of IMTs and ordering personnel to follow the process that is in place. No DEVIATIONS for ordering, payment, or equipment will be allowed. Process and BPA information can be found on the Region 5 Internal Fire & Aviation Site:

<https://ems-team.usda.gov/sites/fs-r05-ipsteam/SitePages/Home.aspx>.

#### **Vehicle Rental**

Region 5 will utilize a Regional BPA for FY2015. Commercial pricing and competition was sought utilizing the GSA/RSVP program and other disaster contracts available.

Region 5 has chosen to implement specific process requirements and payment features that will not be allowed to be deviated from. Again, accountability of the IMTs, ordering personnel, and any fire personnel utilizing this agreement is salient. Process and BPA information can be found on the Region 5 Internal Fire & Aviation Site: <http://www.fs.usda.gov/detail/r5/fire-aviation/management/?cid=stelprdb5303034>.

### **INCIDENT ONLY EERAs**

On December 31, 2011, all remaining pre-season EERAs were expired and will not be replaced. Beginning January 1, 2012, resource categories that fall under this group will become Incident Only EERAs. They will be executed at the time of need by a warranted Contracting Officer (CO) within a service area, forest, or Buying Team, or by a Procurement Unit Leader (PUL) on an IMT.

The program will allow for AQM to support the wildland field response needs for equipment/services that do not fall within the VIPR IBPAs. This program will work from a master list of resource categories remaining outside of VIPR.

- 1) Contractor Performance Evaluations for Incident Only EERAs will be addressed under the AQM process.

### **CONTRACTOR PERFORMANCE EVALUATIONS**

It is critical that Contractor Performance Evaluations are executed at the end of each incident to ensure that best values principles are followed. The contractor's performance will be documented on the Standard Contractor Performance Report (OMB No. 9000-0142; the form is posted on the Region 5 Incident Procurement Webpage). The report will be completed at the incident by the government representative supervising the work. The original report will be forwarded to the CO signing the EERA (or left with the incident agency CO for forwarding), a copy will be given to the contractor, and a copy will be retained in the host unit incident file. The reports, and any additional performance information, will be utilized to facilitate the compilation of the contractor's annual performance report, for each agreement year, and may be used for future procurements.

If equipment has been awarded per a VIPR agreement, the Contractor Performance Evaluations will be forwarded to Region 5 Fire & Aviation, Incident Contracting, 3237 Peacekeeper Way, Suite 101, McClellan, CA 95652, for review and input into the CPARS system. Forms can be downloaded from the following website <http://www.fs.fed.us/fire/ibp/acquisition/acquisition.html>.

### **EMERGENCY REHABILITATION WORK**

Equipment hired under an EERA or IBPA may be used during and immediately after an incident for rehabilitation work (generally defined as up to the time the fire is controlled).

When equipment will be utilized for rehabilitation for an extended period following an incident, competition should be sought to ensure the best value to the government.

### **INSPECTION AND REPAIR COSTS**

The Government reserves the right to reject resources that are not in safe and operable condition. Prior to incident use or anytime the resource is under hire, the Government will perform inspections. If the resource does not pass inspection at the incident or designated inspection station, it is considered noncompliant. The Contractor may be given 24 hours or time frame designated by Government representatives to bring the resource into compliance. If the resource does not pass inspection, no payment will be made for travel to the incident or point of inspection or return to the point of hire, or for the time that the resource was not available.

Repairs shall be made and paid for by the Contractor. The Government may, at its option, elect to make such repairs when necessary to keep the resource operating. The cost of such repairs will be \$90 per hour, plus parts and will be deducted from payment to the contractor.

### **COMMERCIAL INVOICES**

A commercial invoice for services performed under an Incident Only EERA (I/O) and VIPR agreements (IBPAs) may be utilized unless the contract or agreement states otherwise. The commercial invoice should include all of the items in accordance with FAR 32.905(b) (1) for a proper invoice. When submitting invoices for payment, payment should be reviewed and approved by a government representative with authorization to approve invoices for payment.

### **RESTRICTIVE PURCHASES**

In addition to the list of restrictive purchases in the FSH 6309.32 and the list of potential ordering problems in the Buying Team Guide, **each forest/unit may impose additional restrictions**. Refer to the local unit's Operating Guidelines, if available. If not available, the AA will have to make the determination on a case by case basis.

It is encouraged that the purchase of flares is done through the cache due to the restrictive nature of the purchase.

### **TELEPHONE**

There are two companies that provide emergency services on short notice: Verizon and AT&T. Each company has their own procedures for ordering services. These lines are TEMPORARY and **will not be kept after the emergency is closed down**. Both companies have the same procedures for billing; and the billing address will be the local administrative unit. See **Exhibit 3** for Verizon information and **Exhibit 4** for AT&T

information.

## **FIRE INVESTIGATIVE SERVICES**

When investigating a fire, there may be an emergency or urgency to contact an expert, such as an electrical engineer. For example, in order to determine if power lines should be included or excluded as the cause of the fire. The lifting of a crime scene may be dependent upon the engineer's opinion – which may restore power to hospitals, allow utility companies into the scene to restore down lines and electricity for emergency services, and allow fire suppression personnel into the area. THESE ARE ALL MAJOR SAFETY ISSUES.

The investigative agents, as well as other personnel, are often working on a fire which has officially been designated a "state of emergency" and is not contained, and will need to obtain expertise in order to emergency response to continue.

It is important that all Agents/ASACs, dispatchers, Buying Team Units, and Contracting units understand the process for procuring or dispatching for an expert as stated below.

### **Procurement /Dispatch Ordering Process for an Expert**

- 1) Contact your dispatch and or expanded dispatch.
- 2) Advise dispatch that you will need fire investigative services. Suggest name of expert or sources if known.
- 3) Dispatch should then contact a Buying Team or local warranted CO to order the expert. Dispatch will also generate a resource order for the Buying Team/CO to execute the order.
- 4) A warranted CO will execute the procurement as appropriate.
- 5) Dispatch should relay this information back to the ASAC or Agent to confirm that the order is in process, noting the contact for further information.
- 6) It is important that all Agents/ASACs understand this process and that a warranted CO is in the loop to execute the contracting tool as appropriate.

## **WEBSITES**

Region 5 Fire & Aviation AQM Internal Site:

<https://ems-team.usda.gov/sites/fs-r05-ipteam/SitePages/Home.aspx>

Region 5 Fire & Aviation External Site:

<http://www.fs.fed.us/r5/fire/index.php>

Region 5 Fire & Aviation Incident Procurement:

<http://www.fs.usda.gov/detail/r5/fire-aviation/management/?cid=stelprdb5303034>.

VIPR External Homepage:

<http://www.fs.fed.us/business/incident/vipr.php>

VIPR Internal Site (Can also be found per the WO-AQM site under Incident Procurement link):

<http://fswb.wo.fs.fed.us/aqm/incident/vipr>

VIPR Preseason Agreements:

<http://www.fs.fed.us/business/incident/vipragreements.php>

NIFC – Contracting – National Contracts:

<http://www.fs.fed.us/fire/contracting/>

WO AQM Site – Incident Procurement Link for topics:

<http://fswb.wo.fs.fed.us/aqm/>

# PROPERTY

## INCIDENT PERSONNEL RESPONSIBILITIES

As described in the IIBM, if an individual assigned to the incident utilizes their home unit electronic devices (cell phones, laptops, GPS units, etc), they are responsible for obtaining a resource order for documentation and must adhere to property management procedures.

## PROPERTY ACCOUNTABILITY CONTROLS – DAMAGE/LOSS

All cache items will be returned to the cache in accordance with agency procedures. All procured non-standard cache property left with the agency at the close of the incident will be properly transferred on an agency specific property transfer form (e.g. AD-107). Incident personnel and/or the Buying Team will work with the identified incident agency property management contact for disposition of all non-standard cache items.

Individuals responsible for or assigned property is responsible to document loss or damage on the Property Loss or Damage Report, OF-289 or appropriate incident or home unit form(s). The individual, supervisor and witness document facts and circumstances on the form. The **IC or Logistics Section Chief (LSC)** shall review, sign and take any follow-up action. Any potential claims will be reported to the FSC with all documentation to be forwarded to the claims department at ASC.

The Supply Unit Leader (SPUL) or Incident Agency Representative approves replacement requests for **expendable cache items**. If this equipment or supply is not available at the incident AND the requesting resource is being demobilized, an OF-315 Incident Replacement Requisition is completed and signed by the SPUL.

All non-cache items available through the cache (e.g. sleeping bags, line gear, tents) will be replaced with cache items. Replacement for normal wear and tear is through home unit project funds.

Specialized equipment (**non-cache and non-expendable**) brought from the home unit must be documented on a resource order and appropriate to the incident position. Use of the property must be approved by the IC, INBA or Incident Agency Representative. For replacement with incident funds, the item must have been clearly damaged or destroyed on the incident and as a direct result of the fire suppression activities. The **incident agency is responsible** for approving non-cache and non-expendable property replacements or repairs; however, approval authority may be delegated by the AA or Line Officer to the INBA, IC or FSC. **The General Message, OF-213 will be used to request consideration for replacement or repair of these items. Once approved, an S number will be assigned by the incident. Along with the resource order form, the approved OF-213 can be used by the home unit to replace or repair the lost or damaged item.**

## RECYCLING

Federal Executive Order No. 12873 requires Federal agencies to promote cost effective waste reduction and recycling of reuseable materials for wates generated by Federal government activities. Recycling at incident base requires coordination with the incident agency. The incident agency provides information on recycling procedures and requirements to the IMT at the AA or Line Officer briefing. The Logistics Section will manage the incident recycling. Additional information can be found on the following website:

<http://www.fs.fed.us/fire/ibp/property/Incident%20Base%20Recycling%20Guide.htm>.

(Note: This website is a little dated, but has some relevant information.)

## **BUSINESS COORDINATION**

### FINANCIAL AND CONFIDENTIAL RECORDS

The following information is excerpts from the **IMT Instructions for Fire Incident Records Management** document found on the following website:

<http://www.nwcg.gov/records-management>.

- Except for the ***Final Statement of Costs***, **don't mix** Finance Section (Fiscal) records with other records. Fiscal records have a different retention period, and the host unit will need to transfer separately to Federal Record Center.
- Sensitive/confidential records covered by privacy acts **must be protected**. SS#s, TIN#s, personal information, phone numbers/addresses cannot be left in the documentation package. Hand off to the appropriate agency official at the host unit.
- Original **Patient Evaluation (PE)** forms should be given to employee with instructions that it be given to their employer. The PE copy retained by the Medical Unit must be protected for duration of incident. **Post-Incident, additional copies of PE should be destroyed by Medical Unit or the incident agency. Do NOT leave in incident documentation package.**

### FIRE REHABILITATION MATRIX

**Exhibit 5** assists in facilitating decisions related to the type of fire rehabilitation being accomplished and funding associated with the activity.

## All Hazard Incidents

The Federal Emergency Management Agency (FEMA) is responsible for coordinating Federal response to emergencies and disasters under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, (Stafford Act), 42 U.S.C. 5121-5206, and Executive Order 12148. One method for managing disasters is through the issuance of mission assignments (MA's) to other Federal agencies under the provisions established in the Stafford Act and its implementing regulations, and the National Response Framework (NRF).

A MA results from a State request for Federal assistance for unmet emergency needs, or from an internal Federal request to support overall Federal response operations. FEMA uses MAs to direct Federal agencies to perform certain tasks in anticipation of or in response to Presidential-declared disasters and emergencies. A MA is a response-oriented instrument that identifies a specific task to be performed by the assigned Federal agency.

### **Emergency Support Function #4 (ESF4), Firefighting**

The NRF establishes a comprehensive, all-hazard approach to enhance the ability of the United States to manage domestic incidents. The Forest Service, and cooperative support agencies, participate in the NRF in coordination with and through FEMA. The Forest Service is the Coordinator and Primary Agency for implementing ESF4, under the NRF.

Standard Operating Procedures can be found at the following website:  
<http://www.fs.fed.us/fire/ibp/all-hazard/all-hazard.html>.

## **ACCIDENT INVESTIGATION**

The level of accident investigation is determined by the complexity and severity of the event. Jurisdictional agency policy will determine the type of investigation. For federal agencies, see the *Interagency Standards for Fire and Aviation Operations* (Red Book).

### **MOTOR VEHICLE ACCIDENTS**

All motor vehicle accidents will be reported to the Finance section, Comp Claims unit. A copy of documentation, in accordance with jurisdictional agency policy, for vehicle accidents is to be left with the host unit for future follow-up, if needed.

### **SERIOUS ILLNESS OR INJURY/DEATH ASSOCIATED WITH EMERGENCY INCIDENTS**

All accidents/injuries/fatalities are reported to the immediate line officer and the Forest Safety Manager. District Rangers, Forest Supervisors, R.O. Directors or designated person will start notification process.

If unsure whether an accident or injury should be reported, contact your Regional Safety & Occupational Health Manager.

See the Personnel Section and **Exhibit 2**.

## **LAW ENFORCEMENT**

A law enforcement agency contact from the local area should be identified and should make periodic contacts with the IMT.

Sheriff's Office personnel used on a FS incident should be covered under a Cooperative Law Enforcement Agreement; check with the local law enforcement officer for applicable agreements. Payment for law enforcement services will be sent to ASC for payment. For DOI, check with local law enforcement officer for availability of agreements. Law Enforcement personnel should assist IMTs in determining responsibilities.

**Reimbursement to local law enforcement agencies should be limited to activities/services that are beyond the established responsibilities of the law enforcement agency.**

# CLAIMS

## EMPLOYEE CLAIMS

Agencies process claims from their employees according to agency-specific procedures. Agencies may have specific documentation, processing procedures and/or reimbursement procedures.

## TORT CLAIMS

Claims must be handled under the official claims process and not “settled” by personnel on the incident. Only **emergency actions** needed to “prevent further loss or injury” may be taken.

## CLAIMS PROCESSING

IMT or incident agency will submit all original claims documentation to the incident agency. The incident agency will review for accuracy and completeness and will forward to the appropriate adjudicating official. This includes forwarding employee claims to the employee’s home unit, if different than the incident agency.

It is the responsibility of the IMT to make certain that claims documentation is submitted to the incident agency, not left in the “fire box” or “finance documentation box”. If the incident agency is the Forest Service, the **incident unit** must refer all claims documentation to the ASC B&F Claims Branch for processing and determination by the appropriate adjudicating official.

# **COST ACCOUNTING**

Incident cost documentation and analysis are important management tools.

## **COST METHODS**

Initial estimation is generally used during the early stages of the incident to provide a preliminary estimate. The resource cost method multiplies the number of resources by the unit cost to calculate the cost of that resource per day. The totals should be revised as more accurate data becomes available.

## **TRACKING**

Information should be provided in a clear, concise format such as, but not limited to; summary sheets that list daily costs by category and graphical displays (pie charts).

## **ACCRUAL REPORTS**

In order to accurately reflect the accrual of resources in the financial management system and ensure sufficient funds are available for emergency incidents Type 1 and 2 Incident Management Teams (IMTs) must generate accruals daily in the e-ISuite COST module when there are Forest Service expenses involved. (i.e. National Caterers, Showers, Crews, etc.).

Teams have 72 hours upon arrival to submit an initial accrual file via a daily e- ISuite export. Additionally, if for some reason e-ISuite is unavailable, please submit the summary and detail accrual reports via email to the following: [asc\\_ipc@fs.fed.us](mailto:asc_ipc@fs.fed.us) or via fax to 866-816-9532 (required T1 & T2 IMTs). Directions for creating the e-ISuite daily export can be found on the daily finance data export webpage [http://famit.nwcg.gov/sites/default/files/eisuite\\_QRC\\_Financial\\_Export.pdf](http://famit.nwcg.gov/sites/default/files/eisuite_QRC_Financial_Export.pdf).

If an incident transitions from one team to another, please provide Incident Finance the new COST leader or Finance Section Chief (FSC) name and phone number. When the Type 1 or 2 IMT transitions an incident back to the host unit, the host unit is encouraged to continue to report costs until the incident is complete. Teams should provide the name and telephone number of the person from the host unit taking over the responsibility of continuing the process by sending an email to [asc\\_ipc@fs.fed.us](mailto:asc_ipc@fs.fed.us). The incident unit is encouraged to continue utilizing e-ISuite for submission of cost data as an export file.

## **COST SHARE/APPORTIONMENT**

A cost share agreement is needed when there is a multi-jurisdictional incident with a single or unified command and a decision has been made to share resources among jurisdictional agencies, or, an incident threatens to burn across the Direct Protection Areas (DPAs) of the fire agencies involved and the mutual aid period has been

exceeded.

There are four different methods for sharing costs for fires with multi-agency responsibility, which have been agreed upon by the State and Federal Fire Agencies and is outlined in the IIBMH. All methods require documenting the results in a cost share agreement for that incident. The complexity of each incident will dictate the simplicity or complexity of each agreement. **DO NOT** mix cost share methods for the incident cost share period.

### **Initial Attack**

Agency administrators or representatives may agree to assume full cost responsibility for resources their agencies have provided to the incident regardless of which agency dispatched the resources. If the incident goes beyond initial attack, another cost share methodology will be used.

### **You Order You Pay**

Each agency is fiscally responsible for the resources they order, regardless of where they are used on the incident. A unified ordering point is required and agencies agree who will order which resources. Clear documentation in the resource order system must be defined to avoid conflicts/confusion with billings. On-incident support costs may be split by the percentage of agency requested resources. Off-incident support costs are paid for by the ordering unit.

### **Acres Burned**

All costs are divided between agencies based on the acreage percentage of the fire within their protection area. This method is only used when agencies' responsibilities, objectives, and suppression costs are similar. This method becomes questionable when one agency's responsibility or objective is more complex and thus more costly in terms of fire suppression.

### **Cost Apportionment**

For incidents which involve multi-operational periods and/or high cost incidents, as determined by Incident Commanders, for which cost sharing is appropriate, Incident Commanders will use the cost apportionment method in developing incident cost share agreements. State and Federal Cost Apportionment Technical Specialists (CATS) are available to assist an incident command in developing the cost share documentation and agreements for appropriate incidents. These technical specialists are identified in the "California Mobilization Guide" and are available as outlined in Chapter 60, under Cost Apportionment Ordering.

All cost share agreements that the Forest Service is signatory to are to be signed by the unit Forest Supervisor or their delegated line officer.

### **Application of Cost Apportionment**

When the cost apportionment methodology is used, individuals assigned to operational

positions such as Initial Attack IC, OPS, DIVS and AOBD will be debriefed to validate the location of Engines, Crews, Dozers, Water Tenders, Air Tankers and Helicopters that worked on the fire in a given operational period. This information is needed to complete the apportionment process.

The CATS are responsible for ensuring that a cost share agreement is developed. Prior to finalizing and obtaining signatures, the cost share agreement should be reviewed by the appropriate California Interagency Incident Finance Advisor (CIIFA) representative. The CATS, FSC, IBA or other appropriate forest personnel will ensure the agreement is signed by all parties involved. A copy of the signed agreement, including daily operational sheets must be provided to the appropriate CIIFA Representative and the Regional Incident Business Program Manager.

CIIFA Representatives can be found at the following website:  
[http://gacc.nifc.gov/oscc/cwccg/standing\\_committees/ciifa/index.html](http://gacc.nifc.gov/oscc/cwccg/standing_committees/ciifa/index.html).

## **PAYMENTS**

### **FOREST SERVICE – ASC PAYMENT PROCEDURES**

All ASC payment procedures for incident activities is located at the following website:  
[http://www.fs.fed.us/fire/ibp/incident\\_payments/incident\\_payments.html](http://www.fs.fed.us/fire/ibp/incident_payments/incident_payments.html)

This link also contains procedural information and helpful tips on the accrual process.

### **DEPARTMENT OF THE INTERIOR – PAYMENT PROCEDURES**

Contract payments for DOI incidents will be forwarded to the appropriate incident agency.

# EXHIBIT 1

## Activity Record, USFS R5, Local Agreement Form FSLA-5

AGREEMENT NO: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

Date and Time Departed: _____ / _____ hrs.	Return Date and Time: _____ / _____ hrs.
--	--

### DISPATCH INFORMATION

Incident Name: _____	Reporting Location _____
Incident Number: _____	Incident Code: _____
Reporting Date/Time: _____	

### PERSONNEL INFORMATION

Dates of Services	Request Number	Payroll Name(s)	ICS Position	Total Hours to be reimbursed

### APPARATUS/EQUIPMENT/VEHICLE INFORMATION

Dates of Services	Type of Apparatus / Module <small>Engine, Water Tender, Dozer, Crew or Other</small>	Strike Team #	Apparatus or Vehicle #	Vehicle Category <small>Sedan SUV Van PU 2x4 4x4</small>	Vehicle Information <small>POV or Rental Company</small>	Total Mileage Or Operating Hours

Signature of Authorizing Officer For Department: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**Form Distribution:**

Original: **Local Government Agency**  
(Attach to Dept invoice/bill)

Copy: **Incident Management Team**  
**Finance Section**

Approved by IC or FSC: _____
Date: _____



AGREEMENT NO: XX-FI1105-XXXXXX DEPARTMENT: XX FIRE DEPARTMENT

<b>Date and Time Departed:</b> <u>06/06/2013 / 1600 hrs.</u>	<b>Return Date and Time:</b> <u>06/20/2013 / 2000 hrs.</u>
--	--

**DISPATCH INFORMATION**

Incident Name: <u>Fire</u>	Reporting Location: <u>Little Creek</u>
Incident Number: <u>CA-XNF-XXXX</u>	Incident Code: <u>PXXXXX</u>
Reporting Date/Time: <u>6/6/2013 2000 hrs</u>	

**PERSONNEL INFORMATION**

<i>Dates of Services</i>	<i>Request Number</i>	<i>Payroll Name(s)</i>	<i>ICS Position</i>	<i>Total Hours to be reimbursed</i>
06/06/2013	O-XX	John Doe	DIVS	8
06/07-19/2013	O-XX	John Doe	DIVS	312
06/20/2013	O-XX	John Doe	DIVS	20

**APPARATUS/EQUIPMENT/VEHICLE INFORMATION**

<i>Dates of Services</i>	<i>Type of Apparatus / Module Engine, Water Tender, Dozer, Crew or Other</i>	<i>Strike Team #</i>	<i>Apparatus or Vehicle #</i>	<i>Vehicle Category Sedan SUV Van PU 2x4 4x4</i>	<i>Vehicle Information POV or Rental Company</i>	<i>Total Mileage Or Operating Hours</i>

**Signature of Authorizing Officer For Department:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

**Form Distribution:**

Original: **Local Government Agency (Attach to Dept invoice/bill)**  
 Copy: **Incident Management Team Finance Sec**

Approved by IC or FSC: _____  Date: _____
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## EXHIBIT 2

### FS Funding Matrix – Serious Illness or Injury/Death Associated with Emergency Incidents

Critical Incidents that occur within the context of a Fire Incident can be strenuous to the Finance/Admin function especially when they involve serious illness or injury, or death. The following matrix was prepared to assist in the decision-making process related to fiscal matters.

	<b>Transport of sick/injured</b>	<b>Transport of deceased body</b>	<b>Funeral/Memorial Attendance by F.S. Employees</b>	<b>Honor Guard Representation at Funeral/Memorial</b>	<b>Additional Support/Items</b>
<b>FS Regular Employees</b> (includes temporaries)	Yes, with one attendant (can be family member)  Funding Source: WFSU	Yes, including travel expenses, under certain circumstances, for up to 2 persons to escort the remains  Funding Source: WFSU	Yes, ref FSH 6109.11-2010-2	Yes, ref FSH 6109.11-2010-2  Funding Source: WFPR	Contact Regional Incident Administration Coordinator
<b>Casual Employees</b>	Yes, with one attendant  Funding Source: WFSU	Yes, including travel expenses, under certain circumstances, for up to 2 persons to escort the remains  Funding Source: WFSU	Yes, ref FSH 6109.11-2010-2	Yes, ref FSH 6109.11-2010-2  Funding Source: WFPR	Contact Regional Incident Administration Coordinator
<b>Contractors</b>	No However, the Chief may designate an individual as official agency rep to escort the victim  Funding Source: WFSU	No However, the Chief may designate an individual as official agency rep to escort the deceased  Funding Source: WFSU	The Chief may designate an individual as official agency representative, ref FSH 6109.11-2010-2	Yes, with approval from Chief  Funding Source: WFPR	Contact Regional Incident Administration Coordinator
<b>Federal Cooperators</b>	Refer to employing agency of victim	Refer to employing agency of deceased	Yes, ref FSH 6109.11-2010-2	Yes, with approval from Chief, ref FSH 6109.11-2010-2	Refer to employing agency of victim
<b>State/Other Government Cooperators</b>	Refer to employing agency of victim	Refer to employing agency of deceased	The Chief may designate an individual as official agency representative, ref FSH 6109.11-2010-2	Yes, with approval from Chief, ref FSH 6109.11-2010-2	Refer to employing agency of victim



**EXHIBIT 3**  
**Verizon – Emergency Fire Phone Ordering ONLY &**  
**Fire Emergency Procedures**

<h1>Verizon Business</h1> <p>Emergency Fire Phone Ordering ONLY</p> <p>Year 2015</p>
--

<b>Normal Hours 7:30 am - 5:30 pm M-F (PST)</b>		
Verizon Care Center	(800) 344-4831	
Email	<a href="mailto:Bcc.ca.central@verizon.com">Bcc.ca.central@verizon.com</a> Subject Field "FIRE LINES" cc email to <a href="mailto:francie.rollins@verizon.com">francie.rollins@verizon.com</a> and <a href="mailto:denise.l.karnas@verizon.com">denise.l.karnas@verizon.com</a>	
<b>After Hours and Weekends</b>		
<b>On-Call Duty Manager</b>		<b>(800) 483-5931</b>
If NO answer call:		
Manager Customer Service (CA/TX)	Julie Fisher	(805) 206-9909 Cell California and Texas Only
Senior Operations Support	Nora Garrido	(562) 972-9530 Cell
Supervisor Customer Service (CA/TX)	Francie Rollins or Denise Karnas	(805) 816-5809 Cell  (805) 832-3988 Cell
<b>Please include on the request specifics to CANCEL these Services when the FIRE is CLOSED DOWN,            For Both Phone Lines and Long Distance – NO Exceptions</b>		
Government Accounts	(800) 344-4831 (California and Texas Only)	
Email <a href="mailto:Bcc.ca.central@verizon.com">Bcc.ca.central@verizon.com</a> Subject Field "FIRE LINES" Please cc email to <a href="mailto:francie.rollins@verizon.com">francie.rollins@verizon.com</a> and <a href="mailto:denise.l.karnas@verizon.com">denise.l.karnas@verizon.com</a>		

**EXHIBIT 3**  
**Verizon – Emergency Fire Phone Ordering ONLY &**  
**Fire Emergency Procedures**

<b>Verizon Business Fire Emergency PROCEDURES</b> Year 2015
Verizon Care Center (VCC) Responsible to write the orders
<b>New Orders during Regular Hours</b> <b>7:30 am-5:30 pm M-F (PST)</b>
Best Option is to send Email to: Bcc.ca.central@verizon.com  <b>Required Information:</b> Region: Forest: District: FIRE NAME:  Local Address: POC & phone #: Demark or Service Location (Fire Camp, etc): Type of Service (Pots lines, DSL, etc):  <b>For POTs lines, the Long Distance Provider (PIC/LPIC) will be the LOCAL Carrier Only!!</b>  <b>Numbers will NOT be Published!!</b>  <b>Billing Address will be the Local Administrative Unit with the Fire Name on the BILL.</b>  <b>These Services are TEMPORARY ONLY, Not to be kept after the Fire Emergency is Closed Down.</b>  These Services will be Cancelled when the Fire Emergency is over on Each Fire. Please Submit your Cancel Order in a Timely Manor. Make sure you get ALL the services listed.
<b>New Orders After Hours Including Weekends</b>
Call <b>On Duty Manager</b> and Submit in writing at the Email Address the Above information

**EXHIBIT 4**  
**AT&T (CA ONLY) – Emergency Fire Phone Ordering ONLY &**  
**Fire Emergency Procedures**

# AT&T –California Only

## Emergency Fire Phone Ordering ONLY

Year 2015

### Normal Hours 8am-5pm M-F (PST)

Government Accounts

April Celis

(866) 553-5571

email: ac5273@att.com

*Back-up, if April Cannot be reached (normal business hours ONLY):* (800) 737-7050

### After Hours, Weekends and Holidays

Call the AT&T US Forest Service Executive David Hinrichs (Barbara Weiss backup). The Service Executive is the correct entity within AT&T for ordering temporary service/lines for the U.S. Forest Service during an emergency on weekends, holidays, and after hours. The Service Executive is responsible for receiving customer requests for emergency temp service and relaying the requests to the responsible work groups.

#### Service Executive contact numbers:

1. David Hinrichs – ([dh1359@att.com](mailto:dh1359@att.com)) – 703-251-9055 office/703-203-1430 cell
2. Barbara Weiss – ([bw922p@att.com](mailto:bw922p@att.com)) – 970-295-5454 office/970-214-0101 cell

Due to the complexity of providing such service on extremely short notice, ***it is essential that you provide correct and complete information to the Service Executive.*** It is also essential that you confirm that the geographic area for which you are requesting service is in an area supported by AT&T. A few extra minutes to provide correct information can save hours in installation time. Reporting incorrect information, such as an incorrect address, may cause extended delays in our ability to deploy the appropriate work crew to install the service.

Please be prepared to provide the following information:

1. Name of Person ordering service to include full name, title, phone (office and cell), email address, work address.
2. Fire Name
3. Credit Card or Purchase Order information for invoicing.
4. Name on credit card or purchase order, billing address, billing point of contact
5. Service address, including zip code.
6. Point of Contact at service address/location with office/cell and email address.
7. Provide disconnect date. Note: The service will disconnect on the identified date unless AT&T is contact and a request to extend the service is received. If you do not provide a disconnect date, **You must CANCEL all emergent ordered Services when the FIRE is CLOSED DOWN, including DSL, all Phone Lines and Long Distance – NO Exceptions**

**EXHIBIT 4**  
**AT&T (CA ONLY) – Emergency Fire Phone Ordering ONLY &**  
**Fire Emergency Procedures**

<b>AT&amp;T Fire Emergency PROCEDURES</b> Year 2015
Executive Service Responsible to write the orders
<b>California Only</b>
<p><b>Required Information:</b> Region: Forest: District: FIRE NAME:</p> <p>Local Address: POC &amp; phone #: Demark or Service Location (Fire Camp, etc): Type of Service (Pots lines, DSL, etc):</p> <p><b>For POTs lines, the Long Distance Provider (PIC/LPIC) will be the LOCAL Carrier Only!!</b></p> <p><b>Numbers will NOT be Published!!</b></p> <p><b>Billing Address will be the Local Administrative Unit with the Fire Name on the BILL.</b></p> <p><b>These Services are TEMPORARY ONLY, Not to be kept after the Fire Emergency is Closed Down.</b></p> <p>These Services will be Cancelled when the Fire Emergency is over on Each Fire. Please Submit your Cancel Order in a Timely Manor. Make sure you get ALL the services listed.</p>

All initial requests should be made to the Service Executive. If the above procedures do not meet your level of expectation or if the Service Executive is not answering your call, please , please contact these additional back up personnel.

USDA Forest Service Program Manager (Escalations):  
Susan Rizzi (sr1967@att.com) 704-896-5996 office or 980-422-3052 cell

## EXHIBIT 5 Fire Rehabilitation Matrix

There are two recurring rehabilitation issues that come up on incidents. The following chart should assist in facilitating decisions related to the type of fire rehabilitation being accomplished and funding associated with the activity.

<b>Property Damage Resulting from:</b>	<b>Suppression Activity (Immediate) FSH 6509.11g, 51.24</b>	<b>Burned Area Emergency Rehab (BAER – Short-Term) FSM 2523; FSH 6509.11g, 51.25</b>	<b>Fire Damage Restoration (Long-Term)</b>
<b>Objective:</b>	Repair or minimize damage to soil, water, and other resources directly attributable to the fire suppression activity on National Forest lands.	Emergency measures to minimize threats to life or property or minimize unacceptable degradation of natural and cultural resources.	Accomplish work that indirectly resulted from the fire.
<b>Typical Activities:</b>	Repair FS owned airfields, repairing fences broken to provide access to the fire. State, County & private lands – patch a wire fence around a water development, place temp fence to keep cattle from roaming, building a waterbar across a fireline.	Flood and erosion control measures, flood warnings, hazard tree removal, including limited monitoring of treatment measures.	Monitor area recovery, treat noxious weed expansion, mulching, seeding, hazard removal, warning/signing, guardrails.
<b>Timeframes:</b>	Before incident demobilization or as soon thereafter as possible. Work should be completed before the fire is declared “out”. Work beyond that point must be documented and approved in advance by the Regional Forester.	Install treatments before first damaging or degrading event. BAER activities may occur for up to 3 years, if it is clear that the emergency situation still exists. Evaluate the need annually and request funding in one year intervals.	Continuation of rehabilitation activities beyond the initial 3 yrs or the repair or replacement of major facilities damaged by the fire.
<b>Financing:</b>	WFSU charged to the incident.  (P-Code)	WFSU cost organization BR (burn rehab) approved at the Regional or Washington level depending on the amount.  (H-Code)	Primary Purpose (NOT WFSU) and/or supplemental appropriations.  (Unit Project Code)

## EXHIBIT 6 Agreement Matrix

	Repair	Fuel	Replacements	Injury/Claims	Pay Documents	Travel
<b>CFMA</b>	Agencies will comply with the processes and procedures established in the Operating Plan for Cooperative Incident Billing Procedures					
<b>CFAA</b>	Damage that is the direct result of the incident may be reimbursable to the agency. A copy of the appropriate unit documentation must be approved by the INBA, IC or FSC. Billing procedures: also include itemized deductions for maintenance & repair of equip	Not reimbursable unless formally documented and approved in writing at the incident. State-owned Cal OES emergency apparatus motor fuels & lubricants are charged to the incident while assigned, not traveling to & from the incident	Damage that is the direct result of the incident may be reimbursable to the agency. A copy of the appropriate unit documentation must be approved by the INBA, IC or FSC. Billing procedures: also include itemized deductions for maintenance & repair of equip	Dept agencies waive all claims for compensation due to personal injury occurring in the performance of this agreement. Federal representatives should ensure appropriate immediate medical attention is given. Expense of transportation is covered by the dept compensation program. Covered by the home agency compensation program.	Emergency personnel must complete Cal OES Form F-42. Civilian personnel must complete Cal OES Form F-42. The forms must be signed by the Cal OES rep or FSC. A copy is left in the finance documentation.	Not routinely reimbursable unless formally documented and approved in writing at the incident by the INBA, FSC or IC. An S# must be requested at the incident.
<b>Local Agmts</b>	Damage that is the direct result of the incident is reimbursable to the agency. A copy of the appropriate unit documentation must be given to the finance section. Billing procedures: also include itemized deductions for maintenance & repair of equip	The incident will provide fuel and lubricants while equipment is on the incident. The responding agency will provide fuel and lubricants while equipment is enroute to the incident and while returning to the home unit.	Personal support/supply equipment is not reimbursable such as: incident position support kits, calculators, computers, printers, GPS units, cell phones, personal phone charges, support items (tents, sleeping bags, pads, etc)	Dept agencies waive all claims for compensation due to personal injury occurring in the performance of this agreement. Federal representatives should ensure appropriate immediate medical attention is given. Expense of transportation is covered by the dept compensation program. Covered by the home agency compensation program.	Form FSLA-5 must be completed for all resources. CTRs are required for all civilian personnel and supplemental resources (resources being reimbursed for actual hours instead of portal to portal).	Reimbursable according to Forest Service travel policy. Travel expenses are added to the billing invoice based on the documentation that the resource provides to the home unit.

