

**STANDARD OPERATING PROCEDURES
FINANCE SECTION
for
INCIDENT MANAGEMENT TEAMS
Operating in
Forest Service – Pacific Southwest
Region 5**

June 2014



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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 are intended as guidelines and acceptable work methods to assist the Forest Administrative or Budget Officer, the Incident Business Advisor (IBA), 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.).

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.

PERSONNEL

FORMS AND DOCUMENTATION

It is important to **communicate** information to all incident personnel regarding general and specific policies related to personnel time.

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.**

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>

Personnel	Reimbursed	Documentation Required When Ordered Thru CFAA	Documentation When Ordered Thru Local Agreement
Personnel that routinely respond to emergencies, i.e., chief officers, company officers, firefighters	Portal to Portal	Emergency Activity Record Cal EMA Form F-42 (See page 5)	Activity Record Forest Service, Region 5 Form FSLA-5 (See page 5 and Exhibit 3)
Civilian personnel, such as mechanics, admin. personnel, dispatchers	Actual Hours	Emergency Activity Record Cal EMA Form F-78 (See page 5)	CTRs and Activity Record Forest Service, Region 5 Form FSLA-5
Supplemental resources, i.e., non-permanent fire department personnel who are mobilized for incidents only	Actual Hours	N/A	CTRs and Activity Record Forest Service, Region 5 Form FSLA-5

FTRs (Firefighter Time Reports, OF-288)

All Federal employees including AD/Casuals will have a FTR completed. An exception may be with Department of Defense (DOD) employees, whose agreement may require specific documentation. These agreements can be found at the website referenced on page 4.

All other requirements for the FTR still apply. Establish a review process for final approval and signature of the FTRs.

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.**

Emergency Activity Record, Cal EMA Form F-42

The CFAA requires the use of California Emergency Management Agency (Cal EMA) Form F-42 for fire department “**personnel that routinely respond to emergencies**” ordered under this agreement. The Form F-42 must be signed by designated incident personnel (IC or FSC) and the on-scene Cal EMA agency representative, if assigned. See the following website for a blank template and instructions:

<http://www.calema.ca.gov/FireandRescue/Pages/Reimbursement.aspx>.

Emergency Activity Record, Cal EMA Form F-78

The CFAA requires the use of Cal EMA Form F-78 for **shift/civilian personnel** ordered under the agreement. The Form F-78 must be signed by designated incident personnel (IC or FSC) and the on-scene Cal EMA agency representative, if assigned. Prior to signing the document, it is important to ensure the supervisor has initialed the approver box (i.e. mechanic shift would be approved by the GSUL). See the following website for a blank template and instructions:

<http://www.calema.ca.gov/FireandRescue/Pages/Reimbursement.aspx>.

Activity Record, Forest Service, Region 5, Local Agreement Form FSLA-5 (Rev 01/11)

Region 5 **local cooperative fire agreements** require cooperators to complete form FSLA-5. The FSC or IC signs for the Forest Service. If delegated by the FSC, the Time Unit Leader can sign on behalf of the FSC. 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.

Other Local Fire Department Time Reports

There are some local fire departments that require their employees to fill out an additional agency-specific time report. FSCs may sign these documents if hours correspond to those recorded on the required documentation noted above.

OPERATIONAL SHIFTS

“On-Shift” Time

In general, “on-shift” time for overhead and crews **assigned to the fireline** should not start prior to the **posted briefing time** and should terminate on arrival back in camp. However, based on the incident, there could be exceptions and the FSC needs to evaluate these exceptions on a case-by-case basis using “on-shift” policy in Chapter 10 of the IIBMH. Supervisors must document and approve additional time in the remarks block of the CTR.

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. See **Exhibit 2** for the standard documentation form for a 24-Hour Operational Period.

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. See **Exhibit 3**.

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.” The memo acknowledges an EMT, Safety Officer, Strike Team Leader, Fire Investigator, Division Supervisor, or other technical/resource specialist will be entitled to hazard pay **if the fireline is their primary work area for the shift.**

The policy letter continues with, “Incidental or occasional assignments that make it necessary for an employee to be sent to the fireline area are not to be considered as included in this definition,” such as a truck driver delivering supplies or a Fire Information Officer taking media representatives near the fireline area.

Resources assigned to the fireline **will be shown in the IAP.** In situations where an IAP is not prepared or a resource is not included on the IAP, the IC or Line Officer can document approval on the CTR. For the purpose of this documentation, the FSC will coordinate with the IC or Line Officer on the approval or denial of hazard pay recommendations.

A copy of this letter is located at:

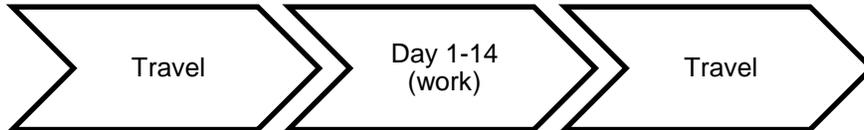
http://www.fs.fed.us/fire/ibp/personnel/2009_5_29_HP_clarification.pdf.

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.

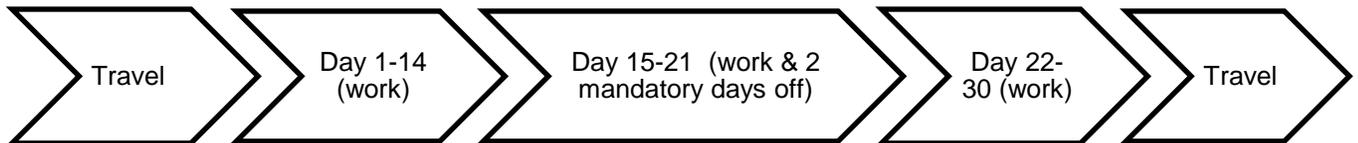
14 Day Scenario



21 Day Scenario



30 Day Scenario



AD PAY PLAN FOR EMERGENCY WORKERS

Forest Service

By policy, the Forest Service AD Pay Plan is incorporated in the IIBM. 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> under Incident Business Practices.

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. 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 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: Single Resource Casual Hiring Form ([MS Word](#)).

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/2013_payment_procedures/2013_yearly_accrual_payment_guide.pdf . 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.

The current version of the DOI Pay Plan is located at the following website: <http://www.nwcg.gov/branches/pre/ibc/index.htm>.

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.

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: http://www.fs.fed.us/fire/ibp/personnel/PROCESS_FOR_TRAUMATIC_INJURIES.pdf.

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 4** 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/vipragreements.php>

As of FY 2014, Region 5 Incident Procurement has the following pieces of equipment/services solicited through the VIPR program.

- Heavy Equipment (including dozers, excavators, and transports)
- Skidders (rubber tired)
- Chippers
- Feller Bunchers
- Masticators (type I, II, III)
- Road Graders
- Mechanic with Service Truck
- Clerical Support Units
- Tent
- Weed Washing Units
- Faller Module/Single Faller
- Fuel Tender
- Vehicle with Driver
- Helicopter Support Trailer
- GIS Trailer
- Communication Trailer
- Mobile Sleeper Units
- Chainsaw and Small Engine Repair Service
- Aircraft Rescue Firefighting Apparatus (ARFF)
- Refrigerator Trailers
- Engines and Support Water Tenders
- Mobile Laundry
- Potable/Gray Water Trucks
- Trailer Mounted Handwash Station
- Portable Toilet/Portable Handwashing Units Ambulance
- Portable Air Tower

At the national level, there is a contract for crew buses. This national contract can be found 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 2014

Computers, Printers, and Scanners

Region 5 will utilize a Regional BPA for FY 2014. 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: <http://fswweb.r5.fs.fed.us/unit/aqm/FireAviation/>.

Vehicle Rental

Region 5 will utilize a Regional BPA for FY2014. 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://fswweb.r5.fs.fed.us/unit/aqm/FireAviation/>.

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. See **Exhibit 5** for a blank form.

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

All resources furnished under this agreement shall be in acceptable condition. 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 6** for Verizon information and **Exhibit 7** 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:

<http://fsweb.r5.fs.fed.us/unit/aqm/FireAviation/>

Region 5 Fire & Aviation External Site:

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

Region 5 Fire & Aviation Incident Procurement:

http://www.fs.fed.us/r5/fire/management/incident_procurement/

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://fsweb.wo.fs.fed.us/aqm/incident/vipr>

VIPR Preseason Agreements:

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

NIFC – Contracting – National Contracts:

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

WO AQM Site – Incident Procurement Link for topics:

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

PROPERTY

INCIDENT PERSONNEL RESPONSIBILITIES

As described in the IIBMH, 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.

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) 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 IMT or Incident Agency Representative. For replacement with incident funds, the item must have been clearly damaged or destroyed on the incident. 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 IBA, FSC, or LSC. **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.)

Use of Recycling Funds

This direction is for Forest Service Admin Unit versus an Incident Management Team.

Per the FSH 6509.19, Chapter 10, Section 18 – One hundred percent of revenues from Waste Management (Recycling, reuse, salvage, waste reduction, and pollution prevention) must remain available until expended for acquisitioning of Waste Management equipment, supplies and services. Unless the Chief says otherwise, funds shall be available for the generating units to utilize.

Use the following Job Code with the applicable budget organization (Region/unit code) to record and manage proceeds and expenses from **Waste Management (recycling, reuse, salvage, waste reduction, and pollution prevention revenues)**.

Job Code	Fund/Program	Fund Category	Treasury Symbol
RECYPYY	GRGG	H	12X5214

More information can be found in the FSH 6509.19, Chapter 10.

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/policies/records/index.html>.

- 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 8 assists in facilitating decisions related to the type of fire rehabilitation being accomplished and funding associated with the activity.

SERIOUS ILLNESS OR INJURY/DEATH ASSOCIATED WITH EMERGENCY INCIDENTS

See the Personnel Section and **Exhibit 4**.

COOPERATIVE AGREEMENTS

There are three primary types of cooperative fire agreements utilized in California:

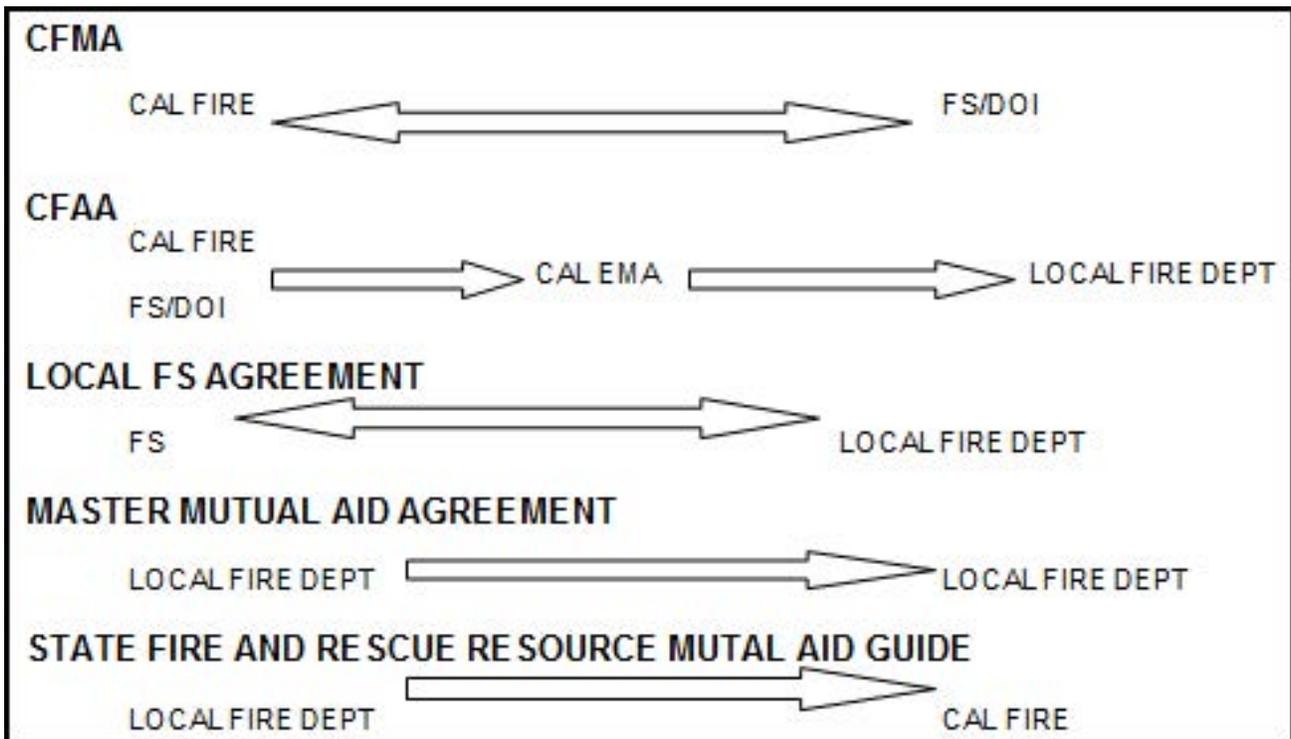
- **California Master Cooperative Wildland Fire Management and Stafford Act Response Agreement (CFMA)** – this agreement is between Federal wildland fire agencies and CAL FIRE.
- **California Fire Assistance Agreement (CFAA)** – this is an agreement that allows Federal wildland fire agencies and CAL FIRE to utilize local government resources through Cal EMA.
- **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 complete agreements are located on the following website:

http://www.fs.usda.gov/detail/r5/fire-aviation/management/?cid=fsbdev3_046649

It is important to become familiar with these agreements in order to understand entitlements. See **Exhibit 9** 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:



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. See **Exhibit 10** for the **Region 5 Accident/Injury/Fatality Notification Flow Chart**.

MOTOR VEHICLE ACCIDENTS

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

See the Personnel Section and **Exhibit 4**.

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.

Reimbursement to local law enforcement agencies should be limited to activities/services that are beyond the established responsibilities of the law enforcement agency. Law Enforcement personnel should assist IMTs in determining responsibilities.

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 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. This method is used for incidents that go beyond initial attack.

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

All Federal incidents with Forest Service expenses, involving Type I and II IMT's are required to send daily accrual reports to ASC. These reports shall be sent using the daily export and upload functions of I-Suite. If unable to export and upload data, submit via email or fax to ASC. See additional information in the Payment Section of this guide.

COST SHARE/APPORTIONMENT

Under the terms of the cooperative fire agreement, if an incident is the jurisdictional responsibility of multiple agencies, a cost share agreement will be developed at the incident using one of the four cost sharing methodologies outlined in the IIBM. If cost apportionment is the methodology used, a Cost Apportionment Technical Specialist (CATS) for each agency involved should be requested through the process identified in the California Mob Guide. Federal CATS are assigned to the FSC who should provide as much assistance as possible to collect all related cost data and documentation. State CATS are assigned to their agency's Finance Section.

Application of Cost Apportionment

When the cost apportionment methodology is used, individuals assigned to operational positions may be asked 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.

Cost Share information can be found at the following website:

http://www.fs.fed.us/r5/fire/management/incident_business_practices/coop/index.php.

CIIFA Representatives can be found at the following website:

http://gacc.nifc.gov/oscc/cwccg/standing_committees/ciifa/index.html.

ALL HAZARD INCIDENTS

EMERGENCY SUPPORT FUNCTION #4 (ESF4), FIREFIGHTING

The National Response Framework (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 the Federal Emergency Management Agency (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>.

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

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: _____

Approved by IC or FSC: _____ Date: _____

Form Distribution:

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

Copy: **Incident Management Team**
Finance Section



EXHIBIT 1

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

Completed

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

Date and Time Departed: <u>06/06/2013 / 1600 hrs.</u>	Return Date and Time: <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>	

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

PERSONNEL INFORMATION

APPARATUS/EQUIPMENT/VEHICLE INFORMATION

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

Signature of Authorizing Officer For Department: _____

Date Signed: _____

Approved by IC or FSC: _____
Date: _____

Form Distribution:

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

Copy: **Incident Management**
Team Finance Section



EXHIBIT 2
General Operating Plan, 24-Hour Operational Period

General Operating Plan
24-Hour Operational Period

Incident Name: _____

Background: This operating plan is for the purpose of documenting information regarding the decision to utilize a 24-hour operational period. Situations may arise that will require adjustments on an operational period basis.

What: 24-Hour Operational Period

Where: (forest/national park, etc.) _____

When: (dates) From: _____ Through: _____

Why: Document the circumstances and reasons for implementing a 24-hour operation shift.

Line Officer _____ **Date** _____

Incident Commander _____ **Date** _____

EXHIBIT 4

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.

	Transport of sick/injured	Transport of deceased body	Funeral/Memorial Attendance by F.S. Employees	Honor Guard Representation at Funeral/Memorial	Additional Support/Items
FS Regular Employees (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
Casual Employees	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
Contractors	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
Federal Cooperators	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
State/Other Government Cooperators	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 5 Incident Blanket Purchase Agreement (IBPA) Performance Evaluation

Highlighted blocks are required to be completed.

Agreement Number:	Rating Period: From _____ to _____	
Contracting Office: <i>(Including Address)</i>	Fire Name:	Resource Order Number:
Contractor Name:	Requirement Description: <i>(Equipment Type)</i>	

Ratings

Summarize contractor performance and check the number which corresponds to the rating for each rating category (See *attached Rating Guidelines*).

Quality of Product or Service *(How did the Contractor perform, document any noncompliance or performance issues)*

<input type="checkbox"/> N/A <input type="checkbox"/> 0=Unsatisfactory <input type="checkbox"/> 1=Marginal <input type="checkbox"/> 2=Satisfactory <input type="checkbox"/> 3=Very Good <input type="checkbox"/> 4=Exceptional
--

Government Comments for Quality of Product or Service (2000 characters maximum):

Timeliness of Performance (Schedule) *(Did the Contractor arrive when expected, demob timely; and perform the work in a timely manner)*

<input type="checkbox"/> N/A <input type="checkbox"/> 0=Unsatisfactory <input type="checkbox"/> 1=Marginal <input type="checkbox"/> 2=Satisfactory <input type="checkbox"/> 3=Very Good <input type="checkbox"/> 4=Exceptional
--

Government Comments for Timeliness of Performance (2000 characters maximum):

Business Relations *(Did the Contractor perform in a business-like manner; complete administrative requirements timely)*

<input type="checkbox"/> N/A <input type="checkbox"/> 0=Unsatisfactory <input type="checkbox"/> 1=Marginal <input type="checkbox"/> 2=Satisfactory <input type="checkbox"/> 3=Very Good <input type="checkbox"/> 4=Exceptional
--

Government Comments for Business Relations (2000 characters maximum):

Would you recommend ordering this contractor again? Yes No **(Check one)**

Government Comments on Customer Satisfaction (2000 characters maximum): *(If no above, explain below)*

EXHIBIT 5
Incident Blanket Purchase Agreement (IBPA) Performance Evaluation

Contractor Comments:

Contractor (signature) This rating has been discussed with me

Rated By (signature) Date

Date

Admin Info

Please Print

Project Officer/COTR *(Individual completing the evaluation)*

Name: _____

Phone: _____

E-mail Address: _____

Contractor Representative

Name: _____

Phone: _____

E-mail Address: _____

****EVALUATOR to RETURN A COMPLETED EVALUATION FORM TO FINANCE SECTION****

EXHIBIT 5
Incident Blanket Purchase Agreement (IBPA) Performance Evaluation
Rating Guidelines
Quality of Product or Service; Timeliness of Performance; and Business Relations

0 = Unsatisfactory 1 = Marginal 2 = Satisfactory 3 = Very Good 4 = Exceptional

Unsatisfactory	<p>Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains a serious problem(s) for which the contractor's corrective actions appear or were ineffective.</p> <p>NOTE: To justify an Unsatisfactory rating, identify multiple significant events in each category that the contractor had trouble overcoming and state how it impacted the Government. A singular problem, however, could be of such serious magnitude that it alone constitutes an unsatisfactory rating. An Unsatisfactory rating should be supported by referencing the management tools used to notify the contractor of the contractual deficiencies (e.g., management, quality, safety, or environmental deficiency reports, or letters).</p>
Marginal	<p>Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.</p> <p>NOTE: To justify Marginal performance, identify a significant event in each category that the contractor had trouble overcoming and state how it impacted the Government. A Marginal rating should be supported by referencing the management tool that notified the contractor of the contractual deficiency (e.g., management, quality, safety, or environmental deficiency reports, or letters).</p>
Satisfactory	<p>Performance meets contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.</p> <p>NOTE: To justify a Satisfactory rating, there should have been only minor problems, or major problems the contractor recovered from without impact to the contract. There should have been NO significant weaknesses identified. A fundamental principle of assigning ratings is that contractors will not be assessed a rating lower than Satisfactory solely for not performing beyond the requirements of the contract.</p>
Very Good	<p>Performance meets contractual requirements and exceeds some to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor was effective.</p> <p>NOTE: To justify a Very Good rating, identify a significant event and state how it was a benefit to the Government. There should have been no significant weaknesses identified.</p>
Exceptional	<p>Performance meets contractual requirements and exceeds many to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor was highly effective.</p> <p>NOTE: To justify an Exceptional rating, identify multiple significant events and state how they were of benefit to the Government. A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating. Also, there should have been NO significant weaknesses identified.</p>

EXHIBIT 6
Verizon – Emergency Fire Phone Ordering ONLY &
Fire Emergency Procedures

<h1>Verizon Business</h1> <p>Emergency Fire Phone Ordering ONLY</p> <p>Year 2014</p>
--

Normal Hours 7:30 am - 5:30 pm M-F (PST)		
Verizon Care Center	(800) 344-4831	
Email	Bcc.ca.central@verizon.com Subject Field "FIRE LINES" cc email to francie.rollins@verizon.com and denise.l.karnas@verizon.com	
After Hours and Weekends		
On-Call Duty Manager		(800) 483-5931
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
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		
Government Accounts	(800) 344-4831 (California and Texas Only)	
Email Bcc.ca.central@verizon.com Subject Field "FIRE LINES" Please cc email to francie.rollins@verizon.com and denise.l.karnas@verizon.com		

EXHIBIT 6
Verizon – Emergency Fire Phone Ordering ONLY &
Fire Emergency Procedures

Verizon Business Fire Emergency PROCEDURES Year 2014
Verizon Care Center (VCC) Responsible to write the orders
New Orders during Regular Hours 7:30 am-5:30 pm M-F (PST)
Best Option is to send Email to: Bcc.ca.central@verizon.com
Required Information: Region: Forest: District: FIRE NAME: Local Address: POC & phone #: Demark or Service Location (Fire Camp, etc): Type of Service (Pots lines, DSL, etc):
For POTs lines, the Long Distance Provider (PIC/LPIC) will be the LOCAL Carrier Only!!
Numbers will NOT be Published!!
Billing Address will be the Local Administrative Unit with the Fire Name on the BILL.
These Services are TEMPORARY ONLY, Not to be kept after the Fire Emergency is Closed Down.
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.
New Orders After Hours Including Weekends
Call On Duty Manager and Submit in writing at the Email Address the Above information

EXHIBIT 7
AT&T (CA ONLY) – Emergency Fire Phone Ordering ONLY &
Fire Emergency Procedures

AT&T –California Only

Emergency Fire Phone Ordering ONLY

Year 2014

Updated 08 October 2013



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) – 703-251-9055 office/703-203-1430 cell
2. Barbara Weiss – (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 7
AT&T (CA ONLY) – Emergency Fire Phone Ordering ONLY &
Fire Emergency Procedures

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 7
AT&T (CA ONLY) – Emergency Fire Phone Ordering ONLY &
Fire Emergency Procedures

AT&T Fire Emergency PROCEDURES

Year 2014

Updated 08 October 2013

Executive Service
Responsible to write the orders

California Only

Required Information:

Region:

Forest:

District:

FIRE NAME:

Local Address:

POC & phone #:

Demark or Service Location (Fire Camp, etc):

Type of Service (Pots lines, DSL, etc):

For POTs lines, the Long Distance Provider (PIC/LPIC) will be the LOCAL Carrier Only!!

Numbers will NOT be Published!!

Billing Address will be the Local Administrative Unit with the Fire Name on the BILL.

These Services are TEMPORARY ONLY, Not to be kept after the Fire Emergency is Closed Down.

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.

EXHIBIT 8 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.

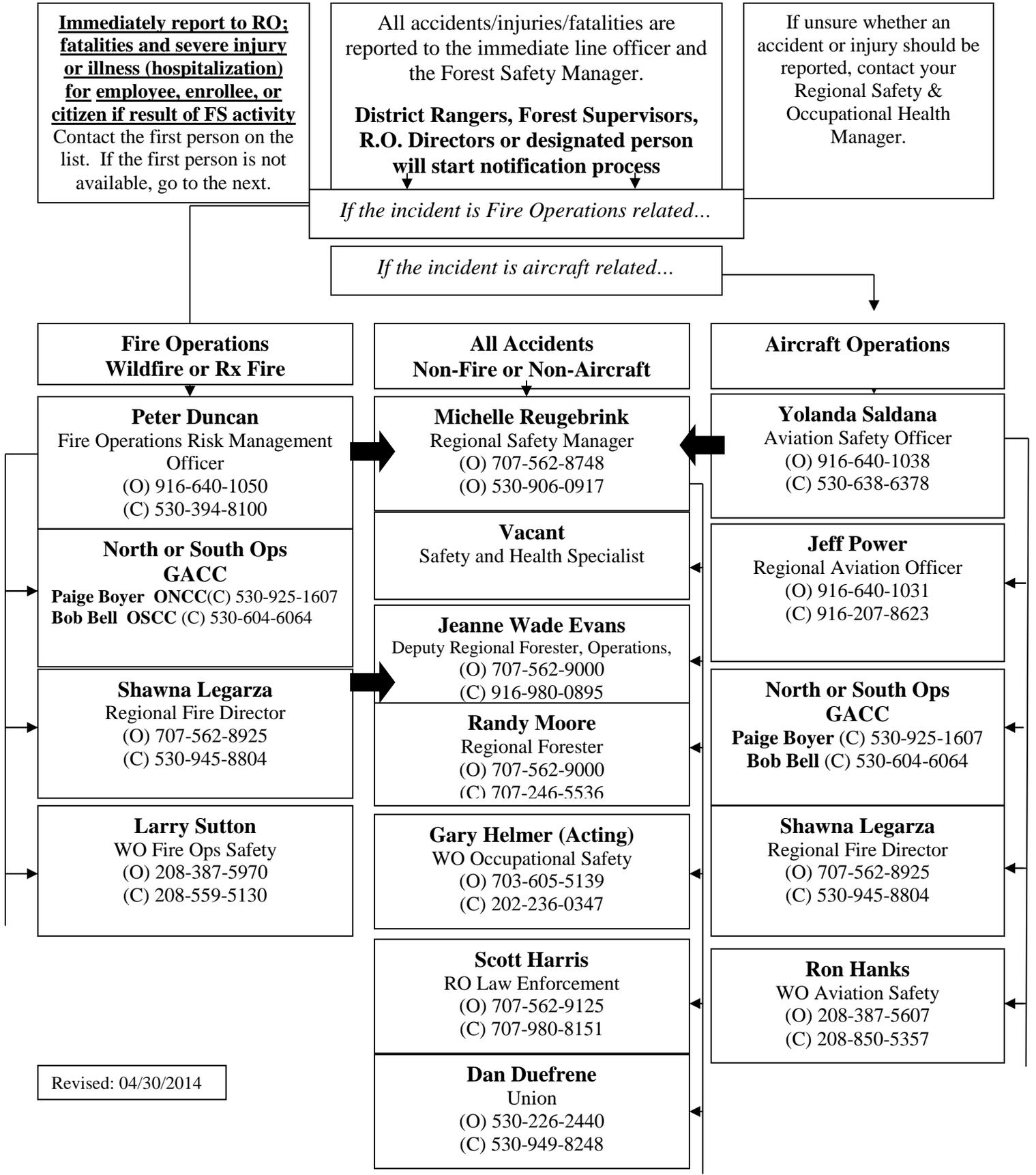
Property Damage Resulting from:	Suppression Activity (Immediate) FSH 6509.11g, 51.24	Burned Area Emergency Rehab (BAER – Short-Term) FSM 2523; FSH 6509.11g, 51.25	Fire Damage Restoration (Long-Term)
Objective:	Repair or minimize damage to soil, water, and other resources directly attributable to the 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.
Typical Activities:	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.
Timeframes:	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.
Financing:	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 9 Agreement Matrix

	Damages	Fuel	Replacements	Injury/Claims	Pay Documents	Travel
CFMA	Agencies will comply with the processes and procedures established in the Operating Plan for Cooperative Incident Billing Procedures					
CFAA	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	Not reimbursable unless formally documented and approved in writing at the incident. State-owned Cal EMA emergency apparatus motor fuels & lubricants are charged to the incident while assigned, not traveling to & from the incident		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 EMA Form F-42. Civilian personnel must complete Cal EMA Form F-78. The forms must be signed by the Cal EMA rep or FSC. A copy is left in the finance documentation.	Not reimbursable unless formally documented and approved in writing at the incident
Local Agmts	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 and OF-288s are also 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.

EXHIBIT 10

Region 5 Accident/Injury/Fatality Notification Flow Chart



Revised: 04/30/2014