

# Arizona State Forestry Division

## Information for Incident Management Teams

Provide copies of the fire package to the host district office at close out.

The Arizona State Forestry Division is responsible for fire suppression on non-federal, unincorporated (State and private) lands within the State of Arizona. The following information is provided for the Incident Management Teams (especially the Finance Section) working on incidents which involve the Forestry Division or its resources. This information serves as the default. In the event there are changes, then the best information should prevail.

### Contact Information for District Office Staff

Arizona State Forestry Division  
State Forester's Office  
1110 W. Washington, Suite 100  
Phoenix, Arizona 85007  
(602) 771-1400  
(602) 771-1421 fax  
State Fire Management Officer  
<http://www.azsf.gov>

Arizona State Forestry Division  
Flagstaff District (2)  
3650 Lake Mary Rd.  
Flagstaff, Arizona 86001  
(928) 774-1425  
(928) 779-2143 fax  
Kevin Boness, District Forester  
[kevinboness@azsf.gov](mailto:kevinboness@azsf.gov)

Shannon Kelly Fiscal  
[shannonkelly@azsf.gov](mailto:shannonkelly@azsf.gov)

Arizona State Forestry Division  
Phoenix District (1)  
2901 W. Pinnacle Peak Rd.  
Phoenix, Arizona 85027-1002  
(623) 445-0274 x236  
(623) 445-0282 fax  
Jim Downey, District Forester  
[jimdowney@azsf.gov](mailto:jimdowney@azsf.gov)

Arizona State Forestry Division  
Tucson District (3)  
4455 S. Park Ave. Suite 101  
Tucson, Arizona 85714  
(520) 628-5480  
(520) 628-5847 fax  
Brian Lauber, District Forester  
[brianlauber@azsf.gov](mailto:brianlauber@azsf.gov)

Christopher Budreski Fiscal  
[christopherbudreski@azsf.gov](mailto:christopherbudreski@azsf.gov)

Debra Stanley Fiscal  
[debrastanley@azsf.gov](mailto:debrastanley@azsf.gov)

## **Cost Share Agreement**

A *Master Cooperative Wildland Fire Management Agreement* exists between all major wildland fire protection agencies in Arizona. This agreement authorizes general mutual aid, including reciprocal and cooperative fire protection services elaborated upon in local annual operating plans. Other cooperative agreements exist between fire management agencies that authorize fire management services between agencies at the zone level. The objective of the cost share agreement is to establish and document the cost sharing and basic organizational structure in response to specific fires. The cost share agreement should be completed at the same time as the Delegation of Authority.

A Cost Share Agreement addressing all relevant Wildland Fire Management Services will be prepared by the State and the Lead Cooperating Federal Agency when there is a wildfire burning on or threatening lands for which the State and one or more of the Cooperating Federal Agencies are responsible. The agreement will not affix liability for fire cost payment by any agency based upon responsibility for the fire origin. The Lead Cooperating Federal Agency will consult with and represent the involved Cooperating Agencies.

The Cost Share Agreement will be provided to the Incident Commander with the Delegation of Authority as soon as practicable. Administrative cost tracking may be required by the Incident Management Team. The Cost Share Agreement may be amended with the mutual consent of the State and Lead Cooperating Federal Agency.

Copies of cost share agreement, along with a finalized CD of the I-SUITE program (if utilized), all finance unit logs and hard copies of all IAP's (if not on I-SUITE CD) need to be submitted to the proper State Forestry District office responsible for the incident.

## **Timekeeping**

The Arizona State Forestry Division recognizes Federal Emergency Firefighter Time Reports (OF-288) for payment. When working on a federal fire, all state employees will submit Crew Time Reports to the Time Unit. The information should then be transferred to the OF-288. Inbox 24 of the OF-288 should be stamped or written, "To be Paid by the Arizona State Forestry Division." Upon demobilization of the individual, the Finance Section should give the state employee the original OF-288 and retain copy for their files.

It is somewhat critical that state employees submit time reports on a weekly basis (end of day on Fridays). The Finance Section is requested to facilitate the transmittal of Arizona State Forestry Division time if possible, including using a fax machine. Fax the OF-288 to (602) 771-1421.

## **Commissary**

Commissary issues should be entered on the bottom of the Emergency Fire Time Reports as is customary for federal employees. The commissary privilege for state and state cooperators is the same as for federal employees. The state however encourages both state employees and state cooperators to pay commissary directly. If commissary is not paid for directly, the state will collect from its employees and cooperators and reduce the bills to the federal agency.

## Cooperating Resources

The Arizona State Forestry Division has cooperative rate agreements with the majority of the fire departments within the State of Arizona. There are also agreements with most of the counties in the state, and numerous contractors. These agreements constitute a contract with the State of Arizona to provide fire suppression resources and equipment. They are therefore categorized as state resources. Their time should be documented as the Finance Unit would document time for any other federal contractor or resource. In order for the fire departments/cooperators to receive payment for their services, they are required to submit certain forms to the Arizona State Forestry Division. The only difference is that the Arizona State Forestry Division requires the **ORIGINALS** of all forms in order to process billing. The required forms are listed below:

<b>Crew Time Reports</b>	<b>Standard Form 261</b>
<b>Emergency Firefighter Time Report</b>	<b>Optional Form 288</b>
<b>Emergency Equipment Shift Ticket</b>	<b>Optional Form 297</b>
<b>Emergency Equipment Use Invoice</b>	<b>Optional Form 286</b>
<b>Emergency Equipment Fuel and Oil Issue</b>	<b>Optional Form 304</b>

(Some of the forms may be substituted with I-SUITE printouts with original signatures, not copies)

The rates the Arizona State Forestry Division pays fire departments and cooperators are based on the department/cooperator providing their own fuel and oil. However, it is expected that at times the fire departments will need to re-fuel while on the fire. In such cases please document the fuel issued on the use invoice and provide the original copy of the Emergency Equipment Fuel and Oil Issue Ticket to the department/cooperator upon demobilization. It is requested that the Finance Section provide the white (ORDERING OFFICE FILE COPY) to the district office responsible for the fire. The costs incurred for fuel and oil will be deducted from their payment. The same is true for commissary purchases, equipment repair, etc. by fire department personnel.

The copies of these forms may be used for cost estimation done by the Cost Unit. They should NOT be used for payment. The cooperators will be paid by the Arizona State Forestry Division. The State of Arizona will invoice the proper federal agency for these resources and the state will reimburse upon payment.

## Claims

The Arizona State Forestry Division requires pre- and post-use equipment inspections by the Ground Support Unit for fire department/cooperator equipment and vehicles to help validate damage claims submitted after the incident. The Arizona State Forestry Division does not reimburse for loss damage or destruction when (a) it is due to normal wear and tear under the rigors of wildland firefighting, or (b) negligence of the cooperator or the cooperator's agents caused or contributed to the loss, damage or destruction, or (c) damages caused by equipment defects. We request that the I.M.T. refrain from issuing "S" numbers in these situations. If it is a direct result from the fire and cannot be replaced from the supply cache then an S# may be issued. In instances where the cooperator feels that an item should be repaired or replaced they should file a claim with Arizona State Forestry Division. Should the fire department/cooperator choose to file a claim on the incident for lost or damaged equipment, it is requested that the appropriate forms (SF-95, AD-382 or DI-570) be used as in accordance with rules outlined within the Interagency Incident Business Management Handbook, NWCG Handbook 2. Copies of the claim forms should be sent to the host Arizona State Forestry Division District Office as part of the final fire package or individually at the conclusion of the incident. Repairs provided due to normal wear and tear should be noted on the Emergency Equipment Use Invoice so that adjustments can be made to their payment by the ASFD.

## **Medical Claims**

Fire departments and contractors which have agreements with the state are required to have Worker's Compensation Insurance. Should an individual require medical attention while on an assignment for the state, it is required that the departments and contractors utilize their Worker's Compensation Insurance for payment purposes. This is true for fire departments, contractors and state employees.

## **State Forestry Division Wildland Fire Crews (Inmate Crews)**

The Arizona State Forestry Division manages 12 hand crews for fire suppression. No forms or reports for the crew members need to be turned into Finance. The I.M.T. may want to estimate the costs for these crews. Estimated costs for the crews can be obtained from the district fiscal within the Arizona State Forestry Division Offices or the State Forester's Office. For the 2011 fire season the estimated cost of a crew is \$6,000 per day.

## **State Forestry Agency Representatives**

The State Forester will assign a State Forestry Agency Representative and/or an Incident Business Advisor to the team. The Incident Management Team can request an Arizona State Representative or a State Business Management Advisor on incidents where there are numerous state resources or state/private lands are threatened. The request should be made to the Arizona Dispatch Center (623-445-0274 or 1-800-309-7081).