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**GREAT BASIN COORDINATING GROUP  
INTERAGENCY INCIDENT BUSINESS MGMT HANDBOOK  
SUPPLEMENT**

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**This document provides direction for the Great Basin and supplements the Interagency Incident Business Management Handbook, PMS-902.**

**CHAPTER 50 – INTERAGENCY COOPERATIVE RELATIONS**

**Supplement No.:** GBCG-50-2012

**Effective Date:** April 3, 2012

**Duration:** Effective until superseded or removed

**Approved:** /s/ SUSAN A. STEWART  
Chair, Great Basin Coordinating Group

**Posting Instructions:** Supplements are numbered consecutively by handbook number and calendar year. Post by document; remove entire document and replace with this supplement. Retain this transmittal as the first page of this document.

<b>New Document(s):</b>	GBCG-50-2012	20 Pages
<b>Superseded Document(s) by Issuance Number</b>	RM/GBCG-2011-5	60 Pages

**Digest:**

Exhibits 1-3 – Updates State Incident Business Policy and removes the Rocky Mountain States.

**Agreements between Federal and State Fire Organizations**

Equipment and operating personnel obtained from city, county or rural fire departments are normally ordered and reimbursed in accordance with existing cooperative agreements. The mechanics of each agreement vary considerably; however, there are a few general points to consider when dealing with these state cooperators.

1. The cooperative agreement normally specifies that the cooperator must be reimbursed for their costs. Government agencies, whether they are city, county, or rural, should not be in the profit making business. These costs are outlined in the annual operating plans and cooperators should carry the operating plan and rate agreement with them to an incident.
2. City, county or rural fire departments like other governmental entities are subject to the policies and guidance that govern incident replacement of government property.
3. The method of tracking equipment use for cooperators varies with each state cooperative agreement. The most common method uses the Emergency Equipment Shift Ticket OF-297 and Emergency Equipment Use Invoice OF-286 for all equipment. The **original** Shift Tickets and Use Invoice are provided to cooperator personnel for billing documentation.
4. When equipment rates do not include personnel costs, document personnel time on a Crew Time Report SF-261 and Emergency Firefighter Time Report, OF-288. Mark "Other" in Block 4. Give **originals** of the OF-288 to cooperator personnel.
5. Commonly city, county or rural fire departments have Federal Excess Personal Property (FEPP) available to assist on wildland fires. Equipment in this program is on loan from the US Forest Service to the state, which in turn loans it to city, county or rural departments. This equipment can be identified by a small silver or yellow sticker, or plate, which states that it is federal property under the control of the US Forest Service. This identification is normally found on the dashboard of vehicles and in prominent locations on other pieces of equipment. The renting of FEPP equipment to federal agencies is not authorized. Use charges should include only operating costs (fuel and oil), operator costs if applicable, and possibly transportation costs. Charges should not include amortization, depreciation, replacement costs and related charges for the vehicle. Such charges may be appropriate for special equipment added to the loaned unit, such as tanks or pumps.

States are governed by their own procurement statutes, rules, policies and procedures. Commonly, States have procurement latitude during the fire season to use contracts competitively solicited or signed up as incident only by federal agencies on state jurisdictional fires. States will have resource lists for equipment and services under contract through their procurement system. Generally these can be used on multijurisdictional fires when the state is the payment agency and federal agency (s) guidelines and business practices are followed for contracted resources on federal managed fires.

**Exhibits**

Exhibit 1 – Idaho Department of Lands (IDL) ..... Page 50-4  
Exhibit 2 – Nevada Division of Forestry (NDF)..... Page 50-9  
Exhibit 3 – Utah Division of Forestry, Fire and State Lands (FFSL) ..... Page 50-14

**IDAHO – Idaho Department of Lands (IDL)**

The Idaho Department of Lands (IDL) utilizes the standard forms contained in the Interagency Incident Business Management Handbook (IIBMH). In cases where IDL policy varies from those established in the IIBMH, the policies summarized below shall be followed. Additional information regarding IDL specific policies are contained within the Idaho Department of Lands Incident Business Operating Guide (IBOG). The IBOG will be provided to Incident Management Team (IMT), Buying Team, and extended dispatch personnel assisting on incidents under the jurisdiction of IDL. The IBOG, and additional resources, may be found on the Fire Management link on the IDL public web page available at <http://www.idl.idaho.gov/bureau/firemgt.htm#incident> .

For further information, contact:

Wendy Walter  
Fire Business Program Manager  
208-666-8648

Or

Debbie Godfrey  
Financial Technician  
208-666-8639

At

Bureau of Fire Management  
3284 West Industrial Loop  
Coeur d'Alene, ID 83815  
Phone 208-769-1525  
Fax 208-769-1524

## 1. PERSONNEL

### A. Employment of Casual Employees

IDL forest protective districts and supervisory areas are responsible for hiring casuals and processing all necessary paperwork. The IMT may also sign up local resources as casuals to meet existing needs. For details and the required hiring forms, see the Idaho Department of Lands Incident Business Operating Guide.

### B. Specialized Personnel

#### 1. Fire Service Organizations

It is the IDLs' responsibility to be the single hiring point for equipment and personnel obtained from Fire Service Organizations (FSOs). The only exception is local initial attack mutual assistance agreements. For details, see the Idaho Fire Service Organization Rate Book available on the Fire Management page of the IDL public web page.

#### 2. Idaho Department of Correction

Idaho Department of Correction (IDOC) resources may be used on any wildland fire incident. IDOC resources are made available through IDL. The following resources are available by institution:

- St. Anthony Work Camp (SAWC) - Two Type 2 crews, one ten-person camp crew, and one food unit catering trailer staffed with a crew of six inmates.
- South Idaho Correctional Institution (SICI) - One to two Type 2 crews.
- Idaho Correctional Institution - Orofino (ICIO) - Four Type 2 crews.

All IDOC costs in support of other agencies, will be paid through IDL.

Specific direction regarding the use of these resources can be found in the Operating and Financial Plan between the Idaho Department of Correction and Idaho Department of Lands available on the Fire Management page of the IDL public web page.

### C. Compensation for Injury/Agency Provided Medical Care (APMC)

IDL follows APMC guidelines as defined in the IIBMH, Chapter 10.

### D. Injury/Illness Reporting Procedure for an IDL Employee

When an injury/illness occurs to an IDL employee, one of the following procedures will be followed:

1. While on an incident under IDL jurisdiction, the Supervisor's Accident Report, SIF17-82, should be filled out as soon as possible following an injury/illness. This is an Idaho state form and is the preferred form of documentation when injuries/illnesses occur to state employees while conducting official business. The Supervisor's Accident Report is available online from the Idaho State Insurance Fund at <http://www.idahosif.org/forms/SAR%20Form.pdf>.
2. On an incident managed by an IMT, or while working for another jurisdiction, a Report of Traumatic Injury and Claim for Continuation of Pay/Compensation, CA-1, or a Notice of Occupational Disease and Claim for Compensation, CA-2, are acceptable forms and may be used in place of the Supervisor's Accident Report. Completion of the Supervisor's Accident Report is not required upon return to the home unit as the CA-1 and 2 forms contain the necessary information.
3. If the injury/illness cannot utilize APMC, the injury/illness will need to be reported to the Idaho State Insurance Fund, Workers' Compensation. The Workers' Compensation - First Report of Injury or Illness, SIF 02/01E, is the required documentation to initiate a claim for an injury/illness. The form will be completed and submitted to the State Insurance Fund by the home unit within ten days of the occurrence of an injury or occupational disease. IMT personnel are asked to facilitate communication with the home unit but are not responsible for initiating a claim.

The injury/illness is required to be reported to the Idaho State Insurance Fund when any of the following conditions are met:

- a. A work-related injury results in the need for medical treatment by an attending physician following release from the incident.
- b. A worker has missed more than one day of work as the result of a work-related injury.
- c. If initial treatment by a medical provider occurs after the date of injury.
- d. Whenever an injured worker requests to file a claim under Idaho Workers' Compensation regardless of circumstances.

## 2. ACQUISITION

### A. Emergency Equipment Rental Agreements

There is flexibility in procurement methods for equipment on IDL jurisdiction fires. Equipment that has been competitively bid through the federal contracting process may be procured through usual dispatch procedures. Equipment that has not been competitively bid, but is available locally, can be procured through local Emergency Equipment Rental Agreements (EERAs). The local dispatch office maintains a list of preseason EERAs that supplements the equipment available through federal contracts.

If equipment is available locally, but has not been signed up preseason, it may be signed up at the time of the incident. IMT procurement personnel, and designated IDL employees, are authorized to execute EERAs when necessary. Procedures will follow those outlined in the IIBMH and its geographic area supplements to Chapter 20. IDL EERAs do not need to be incident only agreements. Procurement personnel should consult with district Fire Warden to determine the appropriate ending dates. Purchasing authority is not based on a specific dollar amount; however, it must be used with oversight.

In all cases, the preferred procurement method is that which reduces mobilization time and/or is most advantageous in meeting fire suppression objectives, as determined by the Line Officer.

On state fires, agreements initiated by IDL personnel (or by personnel representing IDL) do not have to be countersigned by Contracting Officers or Procurement Unit Leaders working for a federal agency.

If the IMT elects to retain equipment that meets their needs, and it is already on the fire, an order will be placed with Expanded Dispatch (with a notation that the equipment is already on the fire). The procurement personnel will execute an EERA, ensure inspections are complete, and that Emergency Equipment Shift Tickets are up-to-date. Immediately after completing the paperwork, the IMT will send the completed EERAs to the host agency, who will forward the completed package to the Bureau of Fire Management for prompt processing. Any EERAs used on IDL fires will have the new EERA clauses found on the NWCG web site attached to the EERA.

#### B. Local Procurements/Contracts

Upon arrival at an IDL incident, the finance section will be given a list of local vendors and resources that may be used in support of the incident. The following may be included in these lists:

- a. Preseason agreements in place with restaurants throughout the state. Use of the preprinted Restaurant and Lodging Authorization Forms, which can be obtained through the local Area office, is required.

- b. Procurement contacts for the Idaho Department of Lands.

c. Preseason Emergency Equipment Rental Agreements.

d. Any preseason land use agreements and cooperative fire agreements on request.

**C. Buying Team Procedures**

Procurement decisions should be based on sound judgment considering cost and the most expeditious source of supply to meet the needs of the suppression effort. IDL has flexibility in its procurement methods and is not bound by federal competitive solicitations. However, federal contracts should be used when most advantageous in meeting suppression objectives. Additional information regarding buying team procedures can be found in the IBOG.

**D. State-Owned Vehicles and Equipment**

An hourly rate, daily rate or a mileage rate will be used for state-owned vehicles and equipment. The appropriate mileage rate will be used when the vehicle or equipment is used for transportation of personnel and equipment only. Due to extreme use conditions and additional wear and tear on equipment in fire suppression activities, an hourly rate will be used during all fire suppression operations.

**3. CLAIMS**

Settlements arising under the jurisdiction of the State of Idaho can be negotiated by the incident Line Officer (Area Manager) up to \$2,500. Settlements exceeding \$2,500 must be referred to the Bureau of Fire Management.



**Nevada – Nevada Division of Forestry (NDF)****Nevada Division of Forestry Jurisdiction**

The Nevada Division of Forestry is charged with the protection of state and private property, including structures, from fire and other threats by Nevada Revised Statutes and through county fire districts in the following counties: Carson, Clark, Elko, Eureka, and Storey.

Nevada Division of Forestry has agency resources available for all-risk incidents under the authority and provisions of the Master Cooperative Wildland Fire Management and Stafford Act Response Agreement, information provided is from the State Wide Annual Operating Plan. The AOP covers information helpful to IMT's managing fires in Nevada and instances where Nevada resources are ordered for out of state assignments.

This information is provided in summary and is a general outline for the State of Nevada, NDF incidents or employees. For further information contact the Fire Business Manager in Carson City, Nevada at (775) 684-2522 or (775) 443-7740.

**State and Cooperator Personnel (Ref: Chapter 10 Section 11-14 IIBMH)**

1. **Emergency Fire Fighters and Casuals.** Emergency Firefighters (EFF) are the NDF equivalent of casual employees. Emergency firefighters must complete an Emergency Firefighter Employment Agreement, I-9 Employment Eligibility Verification and W4 form prior to being hired. The agreement contains acknowledgment of a Fair Labor Standards Act (FLSA) exemption which must be explained to the EFF. Emergency Firefighters are paid through the Purchase Order System. Emergency firefighter time is tracked by the assigned supervisor or regional accounting personnel. Time must be recorded on an NDF ERR and the federal Emergency Firefighter Time Report, OF-288. EFF employees are assigned an AD rate commensurate with the complexity of the job, position or task assigned. Emergency firefighters are eligible for overtime for those hours worked which are in excess of 53 hours in a 7-day work period.
2. **Pay Plans.** State employee costs are reimbursed based on their wage and benefits. I-Suite reflects these rates as a Great Basin median cost and includes premium pay, subsistence and ground travel costs.
3. **Personnel Time Keeping.** NDF employees complete the NDF Emergency Response Report (ERR) for submittal with time sheets and the Incident Report. NDF employees will also complete the Emergency Firefighter Time Report, OF-288, as described in the Interagency Incident Business Management Handbook. Discrepancies may exist between the two time reporting forms due to specific time reporting requirements of some state positions, such as Conservation Crew Supervisors and 24-hr shift firefighters. There may also be times when there are discrepancies in meal time reporting between the employee's ERR and the OF-288. These are due to state reporting procedures. NDF employees receive paid standby for every non-working

hour while in a fire camp setting. Standby is reported on the employees ERR and does not need to be noted on the OF-288. NDF Headquarters may on a case-by-case basis approve 24-hour pay for NDF employees and Correctional Officers where incidents cannot provide reasonable “off shift” accommodations within a reasonable timeframe. State employees receive shift differential if they work a qualifying shift. As used in this section “qualifying shift” means a scheduled work period of at least 8 hours, of which 4 hours must fall within the hours from 7:00 p.m. to 7:00 a.m. for a maximum of 8 hours in one shift. This is noted on the employees ERR and is not required to be noted on the Emergency Firefighter Time Report. Emergency firefighters are not eligible for shift differential.

4. **Crew Time Report SF-261.** Crew Time Report is used in the same manner as described in this handbook with the following additions. Inmates assigned to crews are paid by the Division of Forestry portal to portal, although only actual line time is reported on the Crew Time Report. An Inmate Crew Time Report must be completed and submitted to the Regional Office at completion of the incident.
5. **Hazard Pay.** Nevada Division of Forestry employees do not receive hazard pay for firefighting with two exceptions: 1) when personnel work more than 16 feet above the ground, or floor; and 2) for time spent in single engine aircraft or helicopters, when not part of their regular job.
6. **Commissary.** NDF employees are not allowed payroll deduction for commissary. Cash and personal credit card may be used.

### Compensation Injury and Illness (Chapter 10 section 15 IIBMH)

1. **Worker Compensation Insurance.** The State of Nevada carries Workers Compensation insurance coverage for all State of Nevada employees, emergency firefighters (casuals) hired by NDF, inmates working on wildland fire suppression crews, and volunteer firemen from those Volunteer Fire Departments located in Elko County and administered by the Nevada Division of Forestry.

If an injury or occupational disease (OD) arises out of, or during, the course of employment, the employee, volunteer, inmate/inmate’s crew supervisor or emergency firefighter must provide written notice to the employer as soon as practicable, but not later than seven (7) days after the accident or date of the OD. A “Notice of Injury or Occupational Disease Incident Report” (form C-1) must be completed by the injured worker and signed by his/her supervisor. Distribution of the form is noted on the form.

The Supervisor’s Accident Investigation needs to be completed (immediately, if possible, but not later than 48 hours). Obtain written witness statements if applicable. In addition NDF staff must complete the “Employer’s Report of Industrial Injury or Occupational Disease” (form C-3) at the time the employee completes a C-1 form and submit all paperwork (form C-1, C-3 & Investigative Report) to the State Office in Carson City.

If medical treatment is sought, and the injury occurs on a fire in the State of Nevada, a “Claim for Compensation” (form C-4) will be available at the place of the initial treatment. The injured employee, volunteer, crew supervisor of an inmate, or the emergency fire fighter must file a completed “Claim for Compensation” (form C-4) within 90 days after an accident. The treating physician or chiropractor must complete the “Claim for Compensation” form within three (3) working days after the treatment and mail the completed form (employer’s copy) to NDF at the address listed above, and mail a copy of the Nevada Administrators Workers’ Compensation Third Party Administrators to the address listed on the C-4 form.

These forms may be obtained at <http://risk.state.nv.us> or from the NDF State Office in Carson City.

### **Travel (Ref: Chapter 10 Section 16 IIBMH)**

Travel does not need to be separated from working time; however, in the interest of consistent timekeeping, if the timekeeper wishes to use the "T" in the hours block, it is acceptable.

1. **Per Diem.** Employees are self-supporting. The State follows the IIBMH definition for incident provided meals and lodging. When not provided by the incident reimbursement for food and lodging is based on State Travel policy.
2. **State Car Rental.** The State of Nevada does not rent vehicles for employee use on assignment.

### **Acquisition (Ref: Chapter 20 IIBMH)**

1. **Procurement.** Generally NDF will operate within the guidelines identified in this handbook. However, Nevada Division of Forestry procurement procedures differ significantly from the federal procurement system. Authorized employees may utilize Emergency Purchase Orders to obtain a wide variety of equipment, services, and supplies as outlined in NDF Policy and Procedures and the State Administrative Manual.
2. **State Owned Vehicles and Equipment.** When state-owned vehicles and equipment are used on incidents with state or federal jurisdiction, do not initiate Emergency Equipment Rental Agreements.
3. **Emergency Equipment Rental Agreement, OF-294.** Equipment used by NDF is usually signed up preseason by the local BLM and/or Forest Service field office and those agreements are included in the service and supply plan. A copy of the service and supply plan may be obtained from the local Dispatch Center, the BLM or Forest Service office or from the Administrative Service Officer at NDF. In the event equipment does not have a preseason agreement, follow procedures in the IIBMH and the geographic supplements to Chapter 20. NDF fiscal staff can execute Emergency Equipment Rental Agreements (EERA) OF-294s for state jurisdiction fires.

4. **Land and Facilities Use Agreement Form.** Nevada State will use a LUA form that complies with State Purchasing Policy and State law.
5. **Federal Competitive Bids.** Equipment that has been competitively bid through the federal contracting process may be procured through usual dispatch procedures on State hosted fires.
6. **Fire Service Organizations, City/County/Volunteer Fire Departments.** The Nevada Division of Forestry is the single hiring point for Local Government Fire Service Organizations (FSO) pursuant to the Cooperative Wildland Fire Protection Agreement. All FSO “Assistance-by-Hire” beyond the base of operation contained within a local agreement shall be through the State as the designated single point of contact for local government resource mobilization. For further information contact the Fire Mobilization Coordinator in Carson City, Nevada at (775) 684-2516 or (775) 720-2401. Volunteer Fire Departments are paid a minimum call-out charge of two hours, and a per hour charge for each hour after two hours for each incident call. Volunteer firefighters are paid when called out of their home districts, and may be hired as ADs after eight (8) hours on an incident within their home districts.

### State Fires

1. **Incident Business Advisor.** The Administrative Services Officer (ASO) IV may assign an Incident Business Advisor for complex, multi-agency, and/or Type I incidents within NDF jurisdiction. Contact the ASO IV at (775) 684-2522.
  2. **Imminent Threat.** During the time period in which there is an imminent threat to Nevada citizens, visitors, livestock, property, or structures, normal State procurement requirements are temporarily waived and emergency purchase orders (as documented on the emergency purchase order log) may be utilized for immediate fire suppression and protection purposes. Immediately upon recognition that the imminent threat no longer exists, all state procurement requirements contained within the State Administrative Manual, the NDF Fire/Emergency Incident Business Manual, and the Nevada Division of Forestry Policy/Procedure manual, must be adhered to.
  3. **Backup Documentation.** Copies of all paperwork including backup documentation sufficient to tie each expenditure to the incident, should be submitted to Nevada Division of Forestry at the address listed at the end of this section. This paperwork should include EERAs (OF-294), Emergency Equipment Use Invoice (OF-286), Emergency Shift Tickets (OF-297),  
  
Vehicle/Heavy Equipment Inspection Checklist (OF-296) and the Emergency Fuel and Oil Issue (OF-304).
1. **Procurement.** Agreements initiated by NDF fiscal personnel do not need to be countersigned by Contracting Officers or Procurement Unit Leaders working for a federal agency.
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The State receives its procurement authority from State laws, and is, therefore, not subject to Federal procurement laws. Whenever the State is responsible for the management of an incident (including an incident within the direct protection area of a Federal Agency) the State will comply with State laws and regulations covering procurement. Use the address listed at the end of this section on all paperwork.

Use the Employer Identification Number or the Social Security Number in the Contract block. This number **MUST** be filled in. A signed W-9, Request for Taxpayer Identification Number and Certification, must be completed and attached to the agreement. Payment cannot be made without a completed W-9.

Nevada Division of Forestry  
2478 Fairview Drive  
Carson City, NV 89701  
Office (775) 684-2500  
Fax (775) 684-2573 – procurement, contracting & fire billing documents  
Fax (775) 684-2572 – personnel & workers compensation forms

**Utah – Utah Division of Forestry, Fire and State Lands (FFSL)**

Utah has agency resources and cooperators available for all-risk incidents under the authority and provisions in the Cooperative Fire Management Agreement (CFMA). Information provided is from State Wide Annual Operating Plan (AOP) with the Division of Forestry Fire & State Lands and federal agencies. The AOP covers information helpful to IMT's managing fires in Utah and instances where Utah resources are ordered for out of state assignments. Information contained herein is organized by IIBMH chapters and other reference documents are cited.

**State and Cooperator Personnel (Ref: Chapter 10 IIBMH)**

1. Emergency Fire Fighters. Employees and cooperators are hired under their agency specific pay plans or rate agreements.
2. Length of Assignment. FFSL employees are authorized administrative days off based on length of assignment which will be charged to the incident.
3. Pay Plans. State employee costs are reimbursed based on their wage and benefits. Cooperators are reimbursed based on rate agreements with FFSL. Cooperators will provide a copy of their rate agreement at check-in.
4. Personnel Time Keeping. All personnel time will be documented on the Crew Time Report (SF 261) and Emergency Firefighter Time Report (OF-288). Original documents are given to State employees and cooperators at time of demobilization.
5. Hazard Pay. FFSL employees are entitled to hazard pay as per State policy.
6. Commissary. State employees and cooperators are not allowed payroll deduction for commissary. Cash and personal credit card may be used.

**Compensation Injury and Illness (Ref: Chapter 10 IIBMH)**

1. APMC. The State is not authorized to provide and pay for APMC on State jurisdictional fires. State employees and cooperators may receive APMC on other jurisdictional fires following guidelines in the IIBMH.
2. Worker Compensation Insurance. State employees and state cooperators are covered for work related injuries or illness through workers compensation insurance. Federal CA reporting forms should not be used.
  - a. State employees are covered by the Workers Compensation Fund of Utah (WCF). Injury or illness reporting will be initiated by the employee and their supervisor who will submit information to their home unit HR office where it is submitted electronically to WCF within 7 days of the injury or illness. Utah Department of Labor form 122 Supervisor's First Report of Injury is used to collect initial information; however the treatment facility should not send billing

information to the Department of Labor. The treatment facility will need the WCF claims address and policy number. The WCF claims address is:

- i. Workers Compensation Fund, 100 West Towne Ridge Parkway, Sandy, UT 84070.
  - ii. Questions can be directed to Utah Department of Natural Resource; Forestry, Fire and State Lands, Karen Harris (o) 801-538-7212, (fax) 801-538-7219, email: [karenharris@utah.gov](mailto:karenharris@utah.gov).
  - iii. <https://www.wcfgroup.com/forms>
- b. Cooperator Coverage. State cooperators are required to carry workers compensation insurance on all employees and volunteers. Utah has several Government Associations or Trusts that provide insurance including WCF to the local fire department organizations. Cooperator employees will provide contact information and reporting procedures for their worker's compensation provider.

#### **Travel (Ref: Chapter 10 IIBMH).**

1. Per Diem and Lodging. Employees and cooperators are self –supporting when assigned to an incident. When not provided by the incident, reimbursement for food and lodging is based on State travel policy or specified in cooperator agreements or cooperator's agency policy.
2. State Car Rental. State vehicle rental agreements provide for damage and liability coverage when the terms and conditions of the agreement are followed, (e.g., operating the vehicle on paved, or graded roads regularly maintained by a governmental entity). If the incident assignment requires operation of the vehicle outside these parameters, the rental vehicle will be covered by the State's Risk Management Division with a \$500 deductible. The deductible is an eligible expense for reimbursement from the host agency as per Utah's State Annual Operating Plan.

#### **Acquisition (Ref: Chapter 20 IIBMH)**

1. Procurement Authority. The State is subject to its own procurement statutes, rules, policies and procedures. FFSL is authorized by special purchasing delegation to use federal solicited I-BPA and other federal service and supply contracts.
2. Local Procurement/Contracts. State Agency Cooperative Contracts and contracts established by a special purchasing delegation to the Division of Forestry, Fire and State Lands are a means to procure services and supplies and negotiate land and facility use agreements. Invoices will be submitted to the State for payment when State procurement instruments were used on federal jurisdictional fires in Utah. Costs will be reconciled through the consolidated billing process.

FFSL has established some pre-season equipment or service contracts. These can be found in the local service and supply plan. Local dispatch may have a State resource preferred provider list for state jurisdictional fires.

- a. State Fire Wardens have services and equipment listed in County Mobilization Plans. Some listings will have pre-season agreements.
- b. Utah State Division of Purchasing has competitively bid Cooperative Contracts. These are commonly ordered products and services used by all state agencies. Vendors will not be familiar with fire management operations and needs. FFSL should be the purchaser if State Cooperative Contracts are used to guarantee pricing and proper documentation for payment.
- c. Agreements and contracts initiated by FFSL under its special delegation do not have to be countersigned by federal Contracting Officers when the State is the payment agency. The following is the FFSL payment address:

Division of Forestry, Fire and State Lands  
1594 West North Temple  
Suite 3520  
Salt Lake City, Utah 84114

3. Land and Facility Use Agreement. Utah State will use a LUA template that complies with State statute and purchasing policy and procedures. Utah State has agreed to facilitate and execute Land and Facility Use Agreements for multi-jurisdictional fires in Utah. Division of Forestry, Fire and State Lands will be the payment agency
4. State Owned Vehicles and Equipment. The State is self-insured through Utah Division of Risk Management. Vehicle rates include insurance, operating supplies (wet) and general maintenance. Normal maintenance and repairs are covered by State Fleet Management Service contracts with Automotive Resources International (ARI) for all State owned vehicles (excluding added equipment).
  - a. Invoices are not required and should not be processed at the incident for state owned equipment. Equipment use either hourly or daily will be documented in block 11 of the Crew Time Report SF-261.
  - b. State vehicles working under a mileage rate for agency overhead and crew transport will document use on agency forms.
5. Cooperator Equipment. FFSL is the single hiring point for Local Government Fire Service Organizations. Cooperators are signed up through a Cooperative Rate Agreement and follow operating guidelines as specified the Fire Department Manual and Rate Book.



- a. Cooperators are required to carry a copy of their rate agreement. Equipment rates are considered “wet” and include personnel costs at a minimum staffing level. Changes in staffing levels affect the equipment class and /or rate.
  - b. Equipment time for cooperators will be recorded using the Equipment Shift Ticket OF-297. An equipment use invoice, OF-286 may be generated at the incident but is not required for payment. Original documents are given to the cooperator at time of demobilization.
  - c. Cooperators submit an invoice to FFSL with the original incident documents. Incident billings will be submitted by FFSL to the appropriate payment agency.
6. County Owned Equipment. County equipment and services may have established use rates. Contact the State Area Manager or Fire Warden for rate schedules when using County equipment. Equipment Shift Ticket OF-297 is required to document use. The original OF-297 will be given to the operator or Fire Warden at the time of demobilization. The County will bill FFSL for reimbursement through County Agreements with the State Forester. Incident billings will be submitted by FFSL to the appropriate payment agency.

#### **Property Management (Ref: Chapter 30 IIBMH)**

1. Incident Base Security Storage. FFSL can provide law enforcement through State partners for incident security. Contact Tracy Dunford (801) 558-6508 or Shane Freeman (801) 560-1072 for additional information.
2. Property Accountability Controls. The State and cooperators are entitled to incident replacement for government items consumed and agency property damaged or lost. Replacement of government and state cooperator property will be accomplished through the supply ordering system as described in the National Mobilization Guide chapter 20, Interagency Standards for Fire & Fire Aviation Operations chapter 11, Interagency Incident Business Management Handbook chapter 20 and 35 and the Great Basin Mobilization Guide chapter 20. Guidance referenced herein related to charging purchases to an incident is listed at <http://gacc.nifc.gov/egbc/business.php>.
3. Vehicle Accidents - State. Utah is self-insured for all motor vehicles and licensed equipment. State equipment rates include insurance coverage through State Division of Risk Management. The employee will use a web-app to report accidents to Utah Division of Fleet Services. There is a \$500 dollar deductible for vehicles and \$1,000 dollar deductible placed on equipment (e.g. trailers and chippers and AUX mounted equipment).

#### **Business Coordination (Ref: Chapter 40 IIBMH)**

1. Delegation of Authority (DOA). A DOA is required for all Type I and Type II fires. The jurisdictional Agency Administrator will ensure participation from the state when non-

federal lands have burned or are threatened to burn, and will ensure participation from the appropriate federal agencies when federal lands burn or are threatened to burn. Any agencies whose lands have burned or are threatened to burn will participate in preparation of and sign the DOA.

2. Incident Business Advisor. A State IBA may be assigned to any State hosted fire or assist when state and private lands have burned on multi-jurisdictional fires.
3. Incident Finance Package (IFP). A full incident documentation package (both planning and finance documents) will be completed for each State jurisdictional fire. Incident Management Record guidelines and IIBMH Chapter 40 guidelines will be followed unless specifically directed otherwise.  
<http://www.nwcg.gov/policies/records/index.html>.
4. Buying Team. The State may provide (if available) FFSL personnel with State issue Visa credit cards and access to State Wide Purchasing Contracts within their purchasing authority.
5. Incident Information Technology – Personally Identifiable Information
  - a. In accordance with I-Suite standard operating procedures, the I-Suite database is uploaded to the I-Suite repository upon an Incident Management Team's (IMT) demobilization from an incident. If the incident database is not complete, then an interim copy of the database is uploaded to the repository and the master database is transferred to the host agency. The repository file is encrypted and automatically purges Tax ID numbers (TIN) and social security numbers. The database and all backups are then deleted from any team devices. A copy of the database and last back-up file along with the password and administrative account will be provided on electronic media and placed in the Finance package given to the hosting agencies.

### **Cooperative Relations (Ref: Chapter 50 IIBMH)**

1. Cooperative Agreements. FFSL has formal agreements with its working partners. City, county, and rural fire service organizations are considered State resources and are subject to the conditions in the Cooperative Fire Management Agreement and Operating Plans.
  - a. Utah National Guard - The Governor of Utah must declare a state of emergency before these resources can become available. To insure all necessary steps are met to use these resources, they must be ordered through the Utah State Fire Management Officer, Division of Forestry, Fire and State Lands.
  - b. Department of Natural Resource (DNR) Law Enforcement - State agency law enforcement may be made available for incident security needs. Availability of this

resource is controlled by the DNR Law Enforcement Coordinator. Orders must be placed through the State Office of Utah Division of Forestry, Fire and State Lands.

- c. Department of Transportation and Public Safety - The state maintains cooperative agreements with the Department of Transportation for equipment. Orders are placed through the State Forester's Office or orders may be delegated to the local State area representative and are considered State agency equipment. Examples of equipment include variable message board, road grader, truck-transport, loaders and water tanks.
- d. County and Local Organizations - Local fire departments / districts that respond to fires outside their area of statutory authority have a memorandum of understanding with the Division of Forestry, Fire & State Lands and cooperator rate agreements. Personnel will be required to be certified wildland firefighters and equipment has been inspected to meet NWCG requirements.
- e. Documents By Reference – The following documents are available at the Lone Peak Conservation Center WEB link: [http://www.lonepeak.utah.gov/business\\_mgmt.html](http://www.lonepeak.utah.gov/business_mgmt.html).
  1. Utah Cooperative Fire Management Agreement
  2. Utah State Annual Operating Plan
  3. Utah Fire Wardens Manual -2012
  4. Fire Department Manual and Rate Book 2012 (cooperator)
  5. Fire Department MOU (example)
  6. County MOU with Utah State Forester (Template)
  7. Utah National Guard Agreement
  8. Utah Department of Transportation Agreement
  9. Utah Incident Business Operating Guidelines
  10. Utah State Cost Share Template
  11. Great Basin Standard Cost Spreadsheet (CH. 80)
  12. Land Use Agreement Team Rotation

2. Fire Management Assistance Grant. In the event a wildland fire threatens a community, the State or local government may receive financial assistance through a Fire Management Assistance Grant (FMAG) from the Federal Emergency Management Agency (FEMA) to offset the suppression costs to the state and local communities.

- a. The State will be responsible for initiating the process, notifying FEMA and collecting the required documentation.
- b. Agency Administrators and/or the delegated IMT will cooperate with the State representatives working the declaration; collecting cost data, time and invoice records, and planning documents to support the request for FEMA cost share funding.
- c. Incident management personnel may be asked to help State personnel or the Principal Advisor to obtain information in support of the state's reimbursement claim request.

- d. The State and IMT work together to assure existing agreements are understood and cost accounting procedures are adequate to provide a clear, supportable record of the state's share of incident costs. In most cases, the costs need to be identified by operational period.

#### **Claims (Ref: Chapter 70 IIBMH)**

1. Contractor Claim Resolution. A federal contracting officer may resolve contractor claims and corresponding payment invoices on State jurisdictional fires. Claims not resolved at the incident will be adjudicated by FFSL at the State Office Level.
2. State Personal Property Claims. Employee loss or damage of personal items on an incident will be subject to the laws, regulations and rules of the State and may be reimbursable by the protecting agency. Absence of any State forms, a federal employee claim form can be used for documentation and determination of the claim at the employee's home unit.
3. Land and Facility Use Claims. FFSL will make claims determination and settle all LUA claims executed by FFSL.

#### **Cost Accounting (Ref: Chapter 80 IIBMH)**

1. Cost Share Agreement. The host Agency Administrator is responsible to initiate a cost share agreement on multi-jurisdictional fires. Include names and contact information of principle authors when using the Utah State Cost Share template.
2. State Owned Equipment and Resources. State fixed assets usually generate a reimbursable expense to the incident. Rates are established each year based on capital rental fees and operating expenses paid by the State. Rates are listed in the Fire Wardens Manual.
3. Cooperator equipment. Each participating Fire Service Organization has a signed rate agreement with FFSL. These rates follow the guidelines in the Fire Department Manual and Rate Book. Cooperators will have a copy of the current rate agreement for the incident Finance Section.
4. Cost Calculations - Spreadsheet. A spreadsheet for incident cost calculations is available representing estimates for Utah and the Great Basin. The spreadsheet is a tool for estimating costs during initial attack or Type 3 IMT where I-Suite is not in use.