

Boulder County Cooperators
Business Meeting Minutes – May 3, 2013

Motion to approve April 2013 minutes as submitted: 1st Chris O'Brien, 2nd Matt Hise; all in favor, none opposed.

Treasurers Report – Eric Philips

- Current balance: \$24,645.25 as of 5/1/13
- Approximately \$10K of reimbursements are pending for the new equipment cache and course costs

Wildland Refresher AAR – Fritz Koch

- Summary of course evaluations is below – a VERY successful year with 93%+ favorable ratings in every category except course length
- I'd like to personally thank all of the students and instructors for making that happen!
- In 2014, we hope to accomplish three main goals...
 - 1) Shorten the classroom portion;
 - 2) Incorporate more hands-on field skills;
 - 3) Incorporate more local, role-based scenarios (e.g., different tasks for FFT2s/FFT1s/SRBs/etc.)

CDFPC Paperwork Review – Erin Claussen

- Many great tips are included in the following handout – including Erin's contact info
- Thanks, Erin, for helping us better facilitate our dispatch paperwork in 2013!

Everbridge – Fritz Koch

- All BoCo agencies are encouraged to use this great, free messaging tool
- The BCC is now also able to utilize this technology however needed/desired like...
 - Announcing/cancelling trainings and meetings
 - Polling about trainings and meetings
 - Any group communication needs
- For questions about or signing up for this free service, please contact...
 - Francesca Gonzales
 - 720-564-2726
 - fgonzales@bouldercounty.org

Next meeting: Friday, Jun 7, 0830 at the Boulder Fire Training Center

Minutes respectfully submitted by Fritz Koch on 5/3/13

Attendees

- Eric Bader – Sunshine
- Erin Claussen – CDFPC
- Paul Davidovich – Lyons
- Tim Farrell – Boulder Mountain
- Matt Hise – BCSO
- Chris Jennings – Timberline
- Fritz Koch – Lefthand
- Dave Lasky – Sugarloaf
- Russell Leadingham – Lefthand
- Zach Littlefield – Four Mile
- Scott Noakes – Longmont
- Chris O'Brien – Lefthand
- Rob O'Donnell – Boulder Rural
- Eric Philips – Louisville
- Patrick Richardson – Nederland/Castle Rock
- Ryan Roberts – Nederland
- Rich Stanger – Deadwood



2013 Fireline Safety Refresher (RT-130)

12 Refreshers - 429 Participants

9 Allenspark	44 Boulder Mountain	14 Gold Hill	1 Louisville	36 Sugarloaf
29 BCPOS	41 Boulder Rural	15 Hygiene	26 Lyons	10 Sunshine
30 BCSO	11 Coal Creek	12 Indian Peaks	17 Nederland	3 Timberline
14 BES	4 CSFS	13 Jamestown	3 OSMP	4 USFS
2 Boulder	25 Four Mile	32 Lefthand	1 Rocky Mountain	33 Other/None

358 Course Evaluations

Median Answers and % who either "Agree" or "Strongly Agree"

Please <u>CIRCLE</u> your choices	Median Answers and % who either "Agree" or "Strongly Agree"				
	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
REGISTRATION process was easy and pre-course information was helpful.	1	2	3	4 99%	5 5
COURSE was well-organized.	1	2	3	4 95%	5 5
COURSE was the right length. <input type="checkbox"/> Too Short <input checked="" type="checkbox"/> Too Long	1	2	3	4 82%	5 5
LEVEL of instruction was appropriate (not too advanced and not too basic).	1	2	3	4 95%	5 5
PRESENTATION was clear and well organized (videos, slides, exercises).	1	2	3	4 93%	5 5
INSTRUCTOR was prepared and knowledgeable about subject matter.	1	2	3	4 99%	5 5
CLASSROOM was appropriate (lighting, temperature, cleanliness, furnishings, equipment, distractions)	1	2	3	4 96%	5 5
COURSE overall met my objectives and fulfilled my expectations.	1	2	3	4 97%	5 5

The MOST valuable part of this course was: (Top 9)

- #1 Shelter practice (68 responses); #2 Skills (56-Sugarloaf/Lyons/BMFA); #3 W/UI (50); #4 Local (41); #5 Cramer (30); #6 Fire behavior (29); #7 Broad/new (24); #8 Instructor (22); #9 10&18/comm (18)

The LEAST valuable part of this course was: (Top 9)

- #1 Music/fire truck (21); #2 Too long (19); #3 Fire behavior (12); #4 Air ops (11); #5 10&18/comm (11); #6 'Death by PowerPoint' (10); #7 Shelter folding video (9); #8 Disorganized (9); #9 Technical issues (6)

Other comments or ways this course can be improved:

- ✓ "This year had much more useful info than past years."
- ✓ "Rather than some instructors just saying words or directives, you went into 'what does it mean.' Thanks for that."
- ✓ "Do more hands on exercises, spin weather, operate/program radios, etc."
- ✓ "Shorten class length, hard to focus for 8-9 hours. 6 would be better. One full day is still easier to schedule than two night or day courses." Avg Attendance... 5 Sats:44, 4 Wk Days:36, 3 Paired Wk Nights:21

2013 Fireline Safety Refresher Training (RT-130)

Fireline Behavior: Yours, and Fire's

Morning or 1st Night

- Fire Season Summary
- Watchout Situations
- Wildland Fire Behavior
- Chainsaws and Human Factors: Balancing Safety and Production
- Heat Related Illness: Avoidance, Recognition, and Treatment
- Fire Shelters

What was planned?

Afternoon or 2nd Night

- Fire Shelter Deployments
- The Cramer Fire: Fire History in the Salmon River Breaks
- Load and Return: Fire Retardant and the Airplanes that Deliver It
- Wildland/Urban Interface: Behavior Modification

What actually happened?

Why did it happen?

Optional> 1) Structure Protection Strategies in the Wildland/Urban Interface; 2) Paracargo: A Tool for Resupply; 3) Historic Film: Forest Smokechaser



WILDLAND FIRE SAFETY TRAINING
ANNUAL REFRESHER



AAR

Boulder County Cooperators

www.BoCoFire.org

PO Box 17651, Boulder, CO 80308



What can we do next time?

More skills stations vs. shorter classes

Add more skills like Sugarloaf/Lyons/BMFA?

Limit A/V presentation to __ hours?

More organized presentation

Simpler slides with no music/animations?

Separate PPT modules vs. complete PPT?

Linked info vs. facilitator's guide vs. t-t-t?

Lead vs. subject matter unit instructors?

Other suggestions?



Cooperator Reimbursement Tips



Distributed 5/3/2013 by Erin Claussen- erin.claussen@state.co.us (970) 491-7911

- Leave the fire with all of the correct, **signed** documentation:
 - Resource Order (not "pending")
 - Original OF-288 (no SSN)
 - Yellow CTRs
 - You should never sign your own CTR to authorize time-worked.
 - Original OF-286
 - Original **pink** Shift Tickets
 - Any information regarding damaged or lost equipment, including a statement on how the equipment was damaged as submitted to the incident with an S# or recommendation by the incident agency or IBA.
- Be aware of your jurisdiction's mutual aid agreements, and deduct any mutual aid expense from your invoice.
- Current forms: www.dfs.state.co.us/WildlandCooperatorForms.html

- Make sure **actual** travel time is reported on the OF-288. If the fire estimated your return travel and it is incorrect, please hand-correct the OF-288 and submit a CTR with actual return travel.
- The same is true for equipment travel time: hand-correct the OF-286 and submit a Shift Ticket with actual travel time if the OF-286 is incorrect.
- A copy of the yellow CTR (with written explanation) should be submitted as the correction whenever a discrepancy has been made on an OF-288. A pink Shift Ticket is used as the correction to an OF-286.
 - If there are no discrepancies, CTRs are not required for reimbursement.
 - Shift Tickets, though, are required for equipment reimbursement.
- A full or part-time employee is eligible for 2 paid days off at the end of a 14 day assignment. The 14 work days must be **exclusive of travel** days; and the 2 paid days off must fall on a regularly scheduled shift/work day.
 - If only 1 of the 2 paid days off falls on a regularly scheduled work day, that 1 day is reimbursable.
- Up to 4 hours of rehab time, if necessary, after an incident is eligible for **personnel** reimbursement. A rehab/maintenance factor has been built into the equipment rates, so no additional rehab time is eligible for reimbursement. Therefore, please break out rehab time from return travel time for personnel on CTRs.

- Per diem:
 - The rate for the entire day is determined by where you stop for the night.
 - Current rates: www.gsa.gov – click on “Per Diem Rates”
 - Rates are determined by county, so if the specific city is not listed, search for the county. (www.naco.org/Counties/Pages/CitySearch.aspx)
 - Any meals you provide yourself are eligible for reimbursement; **no 75% on 1st and last day.**
 - Meal receipts are **not** required for reimbursement.
 - Daily incidental is reimbursable even when meals are provided by the fire.
- Hotel check-in times at the end of the day should closely match the end of your workday on your OF-288. Compensable time ends when you arrive at your hotel during travel to/from an incident and when you stop for a meal break.
- POV or engine/tender mileage (when not hauled by a lowboy over 300 miles) should be recorded on a Shift Ticket for reimbursement. MapQuest can be used to verify claimed mileage if absolutely necessary, but a Shift Ticket is the preferred documentation.
 - If requesting POV mileage, fuel is not reimbursable; it is an either/or expense.
 - POV mileage rate: www.gsa.gov – click on “POV Mileage Reimbursement”
- Airline baggage fees for your first 2 bags will be reimbursed with a receipt. Overweight baggage fees will not be reimbursed unless you have specific resource order authorization.
 - Weight allowances and exceptions can be found in Ch. 10 of the National Interagency Mobilization Guide.

- Equipment is **not** entitled to the daily guarantee on 1st and last days.
- Mileage reimbursement for travel over 300 miles does not apply to reassignments; it is from the home unit to a fire and from a fire to the home unit.
 - Mileage reimbursement only applies to engines and tenders.
- **Copies** of itemized fuel receipts are required for reimbursement. If receipts are not available, a copy of the credit card statement showing the fuel transaction(s) is acceptable.

- Requests for lost or damaged equipment require a paid receipt for reimbursement. An estimate of repair/replacement costs made at the incident does not guarantee reimbursement and cannot be used solely as reimbursement documentation. A written report should be submitted to the incident for review to receive an S# or written recommendation from the incident agency or IBA.
- Tire and windshield repairs generally fall under “normal wear and tear” and are not reimbursable.
 - Oil changes, air filters, fuses, bulbs, etc. are not reimbursable.