

Boulder County Cooperators  
[www.BoCoFire.org](http://www.BoCoFire.org)  
Business Meeting Minutes – Friday, May 2, 2014 – 0830 at the Boulder Fire Training Center

Introductions

Approval of May 2014 minutes: Motion to approve May 2014 minutes as submitted 1<sup>st</sup> R O'Donnell, 2<sup>nd</sup> P Davidovich.  
Motion passed – none opposed.

1. Treasurer's Report
  - a. BCFA Structure Academy = \$6,415.63
    - i. Paid off loan for insurance
  - b. BCC = \$22,399.25
    - i. No outstanding checks/payments
  - c. Annual audit completed by Pinnacol for BCFA (sent 6/4/14)
    - i. Based on number of instructors and amount paid.
  - d. County funding is now under the Sheriff's Dept. no longer under the Commissioners. Unsure how or if this will impact funding.
2. Update on 2014 Pack Tests
  - a. Numbers were down for people taking it – approximately 70 people took it.
  - b. There are still people calling trying to get one done.
  - c. Discussion regarding the need to offer one more pack test.
  - d. Discussion regarding the need to offer one more Refresher.
3. BCFCA Updates
  - a. AAR of call last week re creek victim
    - i. M Chard is working on a synopsis of the call.
  - b. Colorado has an elder abuse law. Anything that is obvious or suspected must be reported!
4. Fall structure academy update
  - a. Dates 9/2-11/13 Tues, Thurs, Sat
  - b. NFPA 1403 might be part of it depending on class size.
    - i. Jan. 1 2015 – it will be required that live burn instructors must be 1403 certified and have Fire Instructor.
5. Fall classes
  - a. S230, 231 blended
  - b. S215 working on getting an offering
  - c. S131, S133 and L280
  - d. All classes will be in Nov. Dec timeframe scheduled on weekends and evenings.
  - e. Continued discussion regarding a blended S130/190 online with a field day. Group agreed to revisit this topic when planning for fall classes.
6. Agency updates - None
7. Guest Presenter – Erin Claussen, Div. Fire Prevention & Control
  - a. Overview of Fire Billing for 2014 – see presentation... [www.bocofire.org/documents/bcc/2014-06.pdf](http://www.bocofire.org/documents/bcc/2014-06.pdf)
  - b. Additional reimbursement forms (and CRRF-Cooperator Resource Rate Forms) are available on the CDFPC's Wildland Fire Billing page... <http://tinyurl.com/llmfxc>

**Next meeting will be Friday, July 11th, 2014- 0830 at the Boulder Fire Training Center**

**Change to the date due to the July 4<sup>th</sup> holiday.**

# Cooperator Reimbursement Tips 2014



- 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: <http://www.dfpc.state.co.us/>

- 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 noted 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.

**Renee Creek** (970) 491-7911  
Wildland Fire Billing Specialist

**Joan Johnson** (970) 491-7538  
Fire Billing Specialist

**Erin Claussen** (970) 491-8497  
Incident Finance Manager

- Per diem:
  - The rate for the entire day is determined by where you stop for the night.
    - Current rates: [www.gsa.gov](http://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](http://www.naco.org/Counties/Pages/CitySearch.aspx))
  - Any and all meals you provide yourself are eligible for reimbursement; **no 75% on 1<sup>st</sup> and last day.**
  - Meal receipts are **not** required for reimbursement.
  - Daily incidental is reimbursable for **every day** of the assignment, even when meals are provided by the fire.
- 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](http://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 1<sup>st</sup> 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, but will be reviewed on a case-by-case basis.
  - Oil changes, air filters, fuses, bulbs, etc. are not reimbursable.

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Division of Fire Prevention & Control



Cooperator Reimbursement  
Process Update  
2014



## 2014 Process Reminders

- Increase to position-determined pay rates
- Remember deductions for mutual aid
- Per diem reimbursement for meals provided
- Lowboy transportation for engines/tenders
  - or \$1.00/mile over 300 miles
- Requests for damaged or lost equipment
- Corrections for additional expense only
- Reimbursement office based on incident type
- Submit invoices within 30 days



- All positions on the Supplemental Resource/Volunteer Position Pay Rate Matrix were increased for 2014.
- Please be aware of your local mutual aid agreements, and show those deductions on your invoice.
- No 75% per diem on first and last day. Submit the full per diem amount for any and all meals you provide.
- Mileage over 300 from a home unit to a fire and/or from a fire to a home unit is reimbursable at \$1.00 per mile. Applies to engines and tenders only.
- Request for damaged/lost equipment require a paid receipt, not an estimate, and documentation from the fire. Damaged or lost equipment can be reimbursed on its own invoice, so as not to hold up reimbursement for the crew and equipment.
- If you need to send in a correction to an already-submitted invoice, please send in an invoice for the additional expense ONLY. Do not resubmit the entire invoice, as it may result in duplicate payment.
- Wildland Fire mobilizations will be reimbursed by DFPC
- Colorado All Hazard Mobilizations will be reimbursed by DHSEM

# Position Pay Rate Matrix

**SUPPLEMENTAL RESOURCE/VOLUNTEER POSITION PAY RATE MATRIX - 2014**  
Colorado Department of Public Safety  
Division of Fire Prevention & Control, Wildland Fire Management Section

OPM General Schedule	Area Command	Command	Operations	Aviation	Planning	Logistics	Finance	Support	2014 Colorado Rates	
									Base Pay Rate	Overtime #/Rate
GS-2						RADO			13.02	19.53
GS-3			FFT2 RYCM	ABRO	DPRO	SECG SEC2		EDRC	14.68	22.02
GS-4			FALA FFT1	HECM		EQPI		CCER DRIV	16.47	24.71
GS-5		ICT5	ENOP WICP	TOLC	SCKN WQBS	BCMG EQPW INCH ORDM RCDM SECH	CLMS CMRY EQTR INJR PTRC		18.43	27.85
GS-6		ICT4	CRWB DOZB ENGB FALB FELB FRB STAM TRPB WHSP	AOBS DECK RAMP	DOCL FOBS TNSP	COMT		BUYM County ESF4 EDSO	20.55	30.83
GS-7		PICP		HMGB MXMS SEMG	GSS IARR	COCO EMTB EMTF IMSA WEST	ICPI COTR CREP GMEC INTS IRIN		22.83	34.25

DFPC 2014 Attachment 1 revised      Contact DFPC Incident Business Specialist for positions not shown on matrix.      1 of 3



- NWCG definition: “Supplemental Fire Department Resources (are) overhead tied to a local fire department generally by agreement who are mobilized primarily for response to incidents/wildland fires outside of their district or mutual aid zone. They are not a permanent part of the local fire organization and are not required to attend scheduled training, meetings, etc. of the department staff.”
- Supplemental resources are reimbursed based on the positioned they worked on the incident.
  - Based on a 7 day work week beginning on day one of the mobilization.
  - OT is paid at time and a half for hours in excess of 8 hours per day for the first 5 days; days 6 and 7 are all OT
  - The 2014 Position Pay Matrix includes the appropriate OT rate for each position.
  - Benefits may be added on to the position pay rate.
- We recommend using the position pay rate matrix for determining volunteer rates for departments who do not have set volunteer rates.



# Cooperator Incident Assignment Invoice

**Cooperator Incident Assignment Invoice - 2014**  
COPD Division of Fire Services & Control  
COPD Division of Homeland Security & Emergency Management

DPIC Log # \_\_\_\_\_  
of \_\_\_\_\_  
Revised edition  
Yes No

From Cooperator/Department \_\_\_\_\_ Title \_\_\_\_\_

Incident Name \_\_\_\_\_  
Incident Number \_\_\_\_\_  
Incident Financial Code \_\_\_\_\_  
Resource Request # (Non-mutual Aid) \_\_\_\_\_  
Incident Assignment Date \_\_\_\_\_

Total Personnel \$ \_\_\_\_\_  
Total Travel \$ \_\_\_\_\_  
Total Equipment \$ \_\_\_\_\_  
Total Fuel \$ \_\_\_\_\_  
Total Equipment Transport \$ \_\_\_\_\_  
Total Invoice Preparation \$ \_\_\_\_\_  
Total Repair Replacement \$ \_\_\_\_\_  
Total Reimbursement Request \$ 0.00

Send payment to: \_\_\_\_\_  
Vendor ID# \_\_\_\_\_

I certify that this request and the documentation included for reimbursement are correct and accurate.

Required Signature: Chief or Authorized Representative \_\_\_\_\_ Title \_\_\_\_\_

For DPIC Use Only: Document # PIV-BA-001 \_\_\_\_\_

DPIC # \_\_\_\_\_ Coding: NAA \_\_\_\_\_ 2002-01- \_\_\_\_\_ \$ \_\_\_\_\_  
DPIC # \_\_\_\_\_ Coding: NAA \_\_\_\_\_ 2002-01- \_\_\_\_\_ \$ \_\_\_\_\_  
DPIC # \_\_\_\_\_ Coding: NAA \_\_\_\_\_ 2002-01- \_\_\_\_\_ \$ \_\_\_\_\_  
DPIC # \_\_\_\_\_ Coding: NAA \_\_\_\_\_ 2002-01- \_\_\_\_\_ \$ \_\_\_\_\_

COPD Form 3 - 2014

- Please fill out a separate Incident Assignment Invoice for each incident of a mobilization
- Let us know if a mutual aid deduction has been made
- All invoices must be signed!



# Personnel Expense Summary



**Personnel Summary - 2014**  
CDPS Division of Fire Prevention & Control  
CDPS Division of Homeland Security & Emergency Management

Cooperator/Department \_\_\_\_\_  
Incident Name & Number \_\_\_\_\_

Optional: Use this form when including more than one individual. Salary Breakdown:

	Name	Individual Salary Breakdown: Total
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
Total Personnel Expense		\$ -

CDPS Form 6 - 2014



- This is an optional form, intended to be used for invoices with multiple individuals, such as a hand crew.



# Travel Expense Summary



Travel Expense Summary - 2014  
CDPS Division of Fire Prevention & Control  
CDPS Division of Homeland Security & Emergency Management

Cooperator Department \_\_\_\_\_

Incident Name & Number \_\_\_\_\_

Optional: Use this form when tracking more than one individual travel breakdown.

	Name	Individual Travel Breakdown Total
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
Total Travel Expense \$		-

CDPS Form 7 - 2014




- This is an optional form, intended to be used when tracking multiple individual travel breakdowns.





# Equipment Transport Summary



**Equipment Transport Summary - 2014**  
 CDFS Division of Fire Prevention & Control  
 CDFS Division of Homeland Security & Emergency Management

Cooperator Department \_\_\_\_\_  
 Incident Name & Number \_\_\_\_\_

**REIMBURSEMENT REQUEST FOR TRANSPORT, MILEAGE, OTHER CHARGES**

**A. Engine/Tender was transported to incident:**  **yes** or  **no** (attach paid invoice copy) **A**  
criteria or transport record file on B/F/I  
 Transport/lowboy expense (must include paid invoice copy): \$ \_\_\_\_\_

**B. Engine or Tender driven to incident over 300 miles from home:**  **yes**  
Mileage reimbursement is only allowable for engines and tenders when driven to an incident more than 300 miles from home unit. Include documentation for number of miles required, i.e. shift tickets, online mileage calculation, etc. Mileage between incidents or on an incident is not reimbursable.

To incident:		Total miles to incident: _____
From city & state: _____	Subtract the first 300 miles:	-300
To city & state: _____	Mileage reimbursement @ \$1/mile:	-\$300
Total Mileage Reimbursement: <b>\$600.00 B</b>		


  

Home from incident:		Total miles home from incident: _____
From city & state: _____	Subtract the first 300 miles:	-300
To city & state: _____	Mileage reimbursement @ \$1/mile:	-\$300

**C. When state-assigned FEPP equipment is used, \$50 per day reimbursement to the department may be requested. Engine use is retained by DFPC.**

# days on incident: _____	# days x \$50/day:	\$ _____
Total FEPP Engine Reimbursement:		\$50.00 C

**TOTAL A, B and C EXPENSE: -\$600.00**



CDFS Form 10 - 2014

- For incidents beyond 300 miles from the home unit, lowboy transportation is preferred for Type 1, 2, 3, and 4 engines and tenders.
  - Lowboys may be requested through the dispatch center when accepting an assignment.
  - If a lowboy isn't available, a department may make their own arrangements.
    - A copy of the paid receipt for private contract lowboy transport must be included with your reimbursement request.
    - County- and/or department-owned lowboy(s) must be listed on the appropriate CRRF and will be reimbursed accordingly.
- If lowboy transportation is not available, \$1.00 per mile will be allowed for driving distances greater than 300 miles from a home unit to an incident and return to home unit
  - Not eligible for reassignments
  - Eligible one-way
  - Odometer readings recorded on a shift ticket is the preferred method of mileage documentation, but a MapQuest printout will work, too.
- State-assigned FEPP engines (yellow engines) are entitled to \$50.00 per day reimbursement.
  - Original pink shift tickets and original Equipment Use Invoices must be provided to DFPC for appropriate billing to the incident.



# Invoice Preparation Expense

○

**Invoice Preparation Expense - 2014**  
CDPS Division of Fire Prevention & Control  
CDPS Division of Homeland Security & Emergency Management

From Cooperator Department \_\_\_\_\_

Incident Name & Number \_\_\_\_\_


**Department Invoice Preparation Expense**

Identify number of hours and hourly payrate for time spent on incident invoice preparation.

	# hrs	hrly pay rate	Subtotal
Name _____			\$0.00
Name _____			\$0.00
Name _____			\$0.00
Name _____			\$0.00
Name _____			\$0.00

Total Invoice Preparation Expense

CDPS Form 11 - 2014



- Direct reimbursement for invoice preparation is a reimbursable expense.
  - Document who assisted with preparation, the amount of time, and the appropriate pay rate.



# Repair/Replacement Expense

Repair/Replacement Expense - 2014  
CDPS Division of Fire Prevention & Control  
CDPS Division of Homeland Security & Emergency Management

From Cooperator/Department \_\_\_\_\_

Incident Name \_\_\_\_\_

**Request for Loss or Damaged Tools and Equipment**  
(If available, submit separate Cooperator Incident Assignment Invoice when documentation is available)

\_\_\_\_ Copies of pre-/post-use inspection(s) when completed by incident.  
\_\_\_\_ Attach reporting documentation from incident.  
\_\_\_\_ Copy of paid invoice(s) for reimbursement.  
\_\_\_\_ Include resource order from assignment.

Invoice(s) to be reimbursed:	Amount
_____	_____
_____	_____
_____	_____

Total Repair/Replacement Request

COMMENTS: \_\_\_\_\_

CDPS Form 12 - 2014

- Repair/reimbursement requests require: incident report and authorization documentation, copy of the resource order, copy of the paid invoice, copy of the resource order, pre- and post-use inspections.
- Please do not hold an assignment invoice while waiting for repair or replacement to be completed. Send in personnel, equipment, travel, etc request for reimbursement, and include the repair/replacement in a separate invoice.
- Receiving an S# from the fire does not guarantee reimbursement from DFPC.
- Any items covered by department insurance should be deducted from the repair/replacement request; reimbursement will be for expense not covered by insurance.
- Air filters, oil changes, bulbs, windshields, etc. are considered normal wear and tear, as are most tire replacements, and will generally not be reimbursed.
- Damages received while in travel status, such as a cracked windshield, generally aren't reimbursed.

# Checklist



## CDPS Reimbursement Documentation Checklist (2014 Fire Season)

Please ensure you include all of the documentation for each mobilization. Allow 2 weeks review for each incident assignment during the mobilization. CDPS/CDPSM personnel will acknowledge receipt of reimbursement requests. Family address is provided below.

Cooperator Name: \_\_\_\_\_ Date: \_\_\_\_\_

Incident Name(s): \_\_\_\_\_

### DOCUMENTATION NEEDED WITH REQUEST FOR REIMBURSEMENT INVOICE:

- Signed **Cooperator Incident Assignment Invoice** for each incident.
  - Indicate whether **Mutual Aid** applies to this resource for the incident or not.
- Resource Order** copy for initial mobilization. If no resource order is provided, explain why.
- Individual Salary Breakdown** form for each individual. If there are expenses for more than one individual, include **Personnel Summary** form.
  - Identify base and overtime.
  - Include hourly rates and benefits.
  - Indicate specific regular schedule for permanent employees.
- Original **Emergency Firefighter Time Report** (CF-288) from each incident.
  - Original **Crew Time Reports** (CF-281) are **NOT** required unless an CF-288 is not issued by the incident.
  - Include explanation if original incident documents are not included.
- Individual Travel Breakdown** form for each individual. If there are expenses for more than one individual, include **Travel Expense Summary** form.
  - Copies of **lodging receipts** are required.
  - Copy of **rental vehicle receipt** - **NOT** have resource order authorization.
  - Sheet** Ticket for **PCV** mileage documentation, if applicable.
- Original **Emergency Equipment Use Invoice(s)** (CF-295) and pink copies of **Emergency Equipment Sheet Tickets** (CF-237) for each piece of equipment from each incident. If there is more than one **Emergency Equipment Use Invoice**, include **Equipment Use Summary** form.
- Fuel Summary** form with copies of itemized fuel receipts.
- Equipment Transport Summary** form for each piece of equipment. Includes transport documentation when engine or trailer is hauled via towbar transport or driven to incident beyond 200 miles from home site.
- Travel Preparation Expense** form for administrative processing time.
- Repair/Replacement Expense** form for lost or damaged tools and equipment. A request for reimbursement for **repair or replacement** of tools or equipment requires additional documentation:
  - Copies of **Vehicle/Heavy Equipment Safety Inspection Checklists** (CF-296) (both pre- and post-use) when completed by incident.
  - Copy of **incident report** documenting circumstances of loss or damage.
  - Copy of **paid receipts** showing actual cost of items purchased or repaired.
- Current **approved CDPS** copy.
- Comments and additional expense documentation included:

Department contact for questions:		Send invoices to:	
Name	Phone	Colo Div of Fire Prevention & Support Bldg 1040 5000 Campus Delivery Ft Collins, CO 80525-5000	
Email	Fax		

CDPS Form 13 - 2014



- Serves as a double check that you've submitted the necessary forms and fire documentation for reimbursement.
- Please remember to fill out the contact information in case our reviewers run into questions.

# Websites



## DFPC website

<http://www.dfpc.state.co.us/>

- 2014 Cooperator Reimbursement Guidelines and forms
- 2014-2017 CRRF forms, rates and guidelines

## DHSEM website

<http://dhsem.state.co.us/home>

- All Hazards Emergency Resource Mobilization
  - ✦ 2014-2017 CRRF forms, 2014 Reimbursement forms



## Websites Continued



### RMACC website

[http://gacc.nifc.gov/rmcc/administrative/fire\\_business.html](http://gacc.nifc.gov/rmcc/administrative/fire_business.html)

- Incident Business Management
  - 2012 Interagency Incident Business Mgmt Handbook
  - 2014 Rocky Mountain IIBMH chapter supplements

### GSA

<http://www.gsa.gov/portal/category/100000>

- Per Diem rates
- Mileage Reimbursement Rates



# DFPC Fiscal Support Staff



- **Erin Claussen, Incident Finance Manager**
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