## Boulder County Cooperators <u>www.BoCoFire.org</u> 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... <u>www.bocofire.org/documents/bcc/2014-06.pdf</u>
  - b. Additional reimbursement forms (and CRRF-Cooperator Resource Rate Forms) are available on the CDFPC's Wildland Fire Billing page... <u>http://tinyurl.com/llmnfxc</u>

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

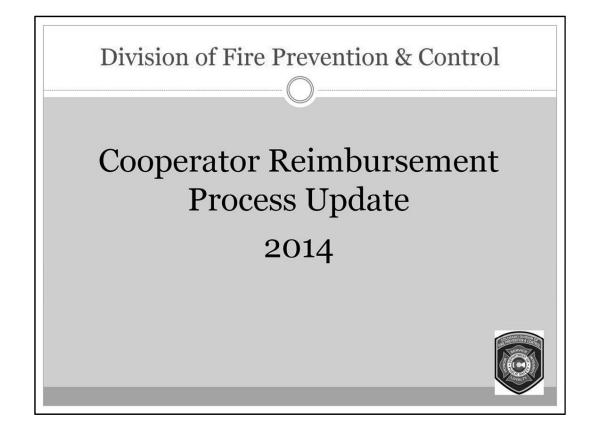


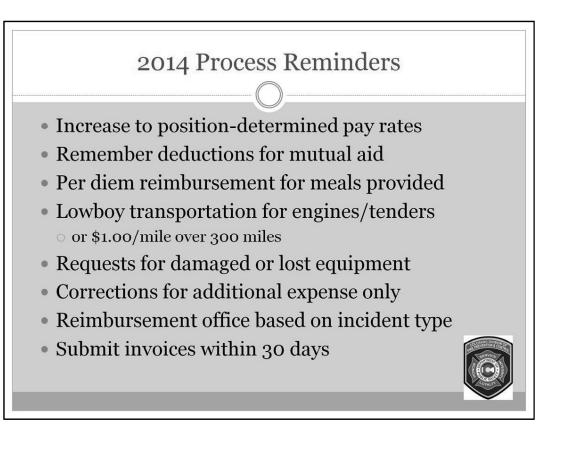
- Leave the fire with all of the correct, **signed** documentation:
  - Resource Order (not "pending")
  - o Original OF-288 (no SSN)
  - o Yellow CTRs
    - You should never sign your own CTR to authorize time worked.
  - o Original OF-286
  - o Original pink Shift Tickets
  - Any information regarding 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: <u>http://www.dfpc.state.co.us/</u>
- 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.
  - o If there are no discrepancies, CTRs are not required for reimbursement.
  - o 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

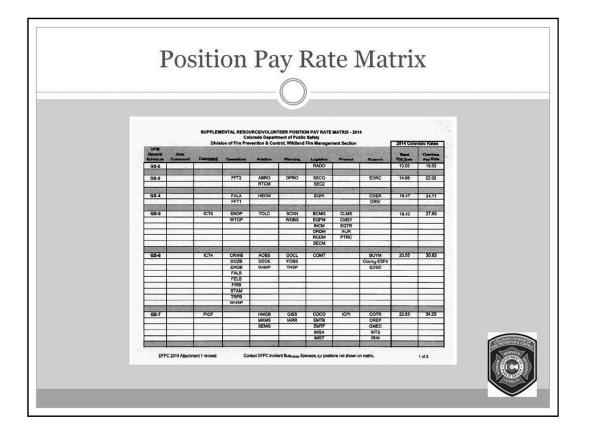
- Per diem:
  - The rate for the entire day is determined by where you stop for the night.
    - Current rates: <u>www.gsa.gov</u> click on "Per Diem Rates"
    - Rates are determined by county, so if the specific city is not listed, search for the county. (<u>www.naco.org/Counties/Pages/CitySearch.aspx</u>)
  - Any and all meals you provide yourself are eligible for reimbursement; no 75% on 1<sup>st</sup> and last day.
  - o 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.
  - o If requesting POV mileage, fuel is not reimbursable; it is an either/or expense.
  - POV mileage rate: <u>www.gsa.gov</u> 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.
  - o 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.
  - o Oil changes, air filters, fuses, bulbs, etc. are not reimbursable.

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- 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



- 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.

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Annual Personnel Reso	urce List - 2013			Colorad	do Division	of Fire Pi	revention 8	Control
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Chief or Designee signature				Title			Date	
Chief or Designee signature				Title			Date	
Chief or Designee signature				Title			Date	

- The Personnel Resource List hasn't been revised for 2014 yet, so please continue to use the 2013 version.
- Should be included with the first invoice submitted for the calendar year if not already submitted for 2014.
- Can be emailed to Janell or myself.
- Kept in DFPC files as supporting documentation/reference material of pay and benefit structure for reimbursement.

Cooperato	r Incident Assignment I	invoice
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- 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!

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			CDPS Form 6 - 2014		

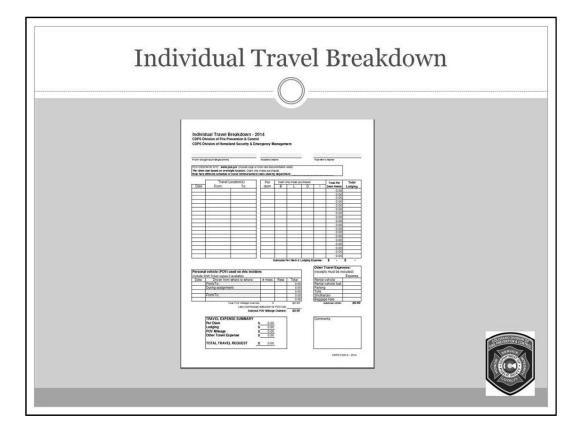
• This is an optional form, intended to be used for invoices with multiple individuals, such as a hand crew.

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- Cooperators will be reimbursed for actual personnel payroll expense
- No portal to portal pay will be allowed without specific incident documentation.
- This should accompany an original Emergency Firefighter Time Report (OF-288), which should be signed by both the individual and the incident.
  - Social Security numbers are never needed!
- Crew Time Reports are not required for reimbursement, unless they are being used to document a discrepancy found on OF-288, or documenting actual return travel time.
- Up to 4 hours of rehab time is allowable for personnel after an assignment; please identify rehab hours separately.
- Reimbursable personnel costs include:
  - Salary for regular and OT pay (for full, part-time, volunteer, and supplemental employees)
  - Backfill expense for 24-hour shift personnel on the deployed firefighter's normal work days
  - Benefits
- Please identify the employee type, and give us information in regards to the employee's schedule as documented on this form.
  - Personnel is usually the most complicated portion of an invoice to be reviewed, and as much information as possible is appreciated.
- A 10% indirect cost is allowed for supplemental and volunteer employees using the Position Pay Matrix.
  - 10% of the base hours times the base hourly rate (without benefits)

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



- Per diem meal rates will be used to reimburse meals purchased.
  - No 75% of the daily rate for first and last days; please request the full per diem rate for meals purchased during travel
  - Meal receipts are not required for per diem reimbursement.
  - The appropriate per diem rate is based on where you stayed the night
  - Rates can be found on GSA website
  - The \$5.00 incidental is reimbursable for each day on the incident, even if meals are provided.
- Receipts are required for lodging reimbursement.
- Reimbursement for meals or lodging should not be requested when assigned to an incident where food and sleeping areas are provided.
- Please use a shift ticket to track odometer readings for POV mileage reimbursement.
  - Fuel is not reimbursable when requesting POV mileage.
- Receipts required for other travel expense, including rental vehicles and rental fuel
  - Personal items such as ice, soda, coffee, etc. are not reimbursable; covered by the daily \$5.00 incidental.
- Airline baggage fees for your first 2 bags will be reimbursed with a receipt. Overweight and oversized fees will not be reimbursed unless you have specific resource authorization
  - (Ch.10 National Interagency Mobilization Guide)

Equ	ipment Use Summar	У
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- This form is optional
- Original Emergency Equipment Use Invoice (OF-286) and pink copies of Shift Tickets (OF-297) are required for reimbursement
  - All documents should be signed by both the cooperator and incident personnel.
  - If no OF-286 is created at the incident, pink shift tickets are sufficient for reimbursement.
- Minimum daily guarantee for equipment does not apply on the first and last days of an incident; payment is for actual hours of travel and work.
  - If return travel is estimated prior to demob, a shift ticket with actual travel time should be included with the reimbursement request.
- Reminder: up to four hours of crew time is allowed to rehab equipment after an assignment; this time is not reimbursable for the equipment.

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	CD#8 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.

Fuel Summary	
Fuel Summary - 2014         CDPS Division of Fire Prevention & Control         CDPS Division of Jonantiand Security & Emergency Management         cooperation Department         Date       Location         Fuel Amount         Date       Location         Fuel Amount         Date       Location         Cooperation       Fuel Amount         Date       Location         Cooperation       Fuel Amount         Date       Location	
Total Fuel Expense     ************************************	

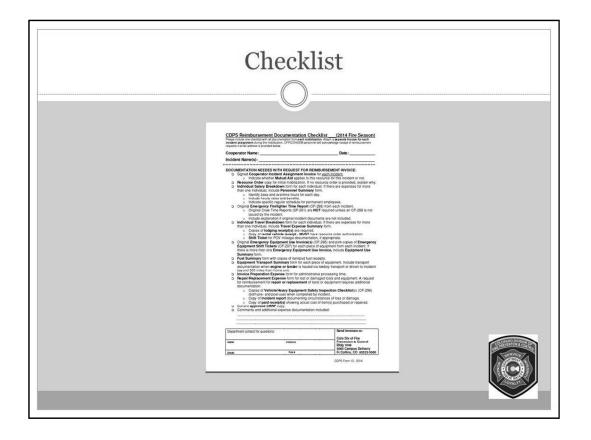
- Copies of itemized fuel receipts are required for reimbursement; we do not need the originals.
- Rental fuel receipts can be tracked with this summary form, but we prefer rental vehicle fuel to be included with the travel breakdown.

In	voice Preparation Expense
	Invoice Preparation Expense - 2014       CDP Division of Pre-Prevences & Central Compositions & Control Compositions and Central Science & Composition of the International Science & Composition & Central
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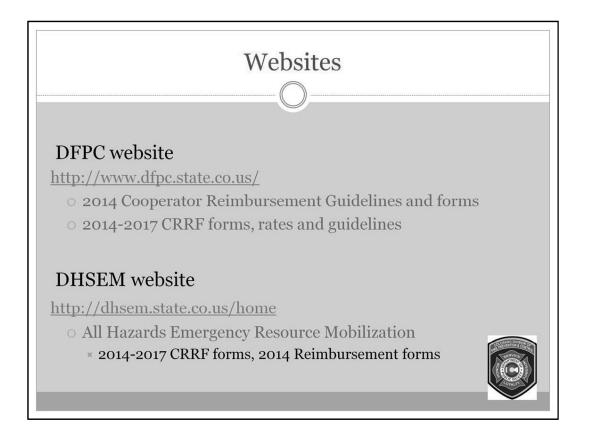
- Direct reimbursement for invoice preparation is a reimbursable expense.
  - Document who assisted with preparation, the amount of time, and the appropriate pay rate.

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Repair/Replacement Expense - 2014         COPS Division of The Prevention & County & Envergency Management         CoPS Division of The Prevention & County & Envergency Management         Franc Cosparate: Objectment         Process Technology & County & Envergency Management         Process Technology & County & Envergency Management         Process Technology & County & Envergency Management         Process Technology & County & Coun	
Total Repair Replacement Results:	

- 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.



- 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 Continued

