

**COLORADO DEPARTMENT OF PUBLIC SAFETY
DIVISION OF FIRE PREVENTION & CONTROL
STATE-RESPONSIBILITY FIRE**

**INCIDENT BUSINESS & ADMINISTRATION
OPERATING GUIDELINES (IBOG)
2018**

This document provides guidance for incident business and administration activities on Colorado Department of Public Safety (CDPS), Division of Fire Prevention and Control (DFPC) State-Responsibility fires. These guidelines are provided as direction to incident business personnel, Incident Management Teams (IMTs), Buying Teams and other incident support organizations. DFPC follows ICS organization, Wildland Fire Qualification System Guide PMS 310-1 for qualifications and the Interagency Incident Business Management Handbook (IIBMH) for business practices. Additional information is contained in this document and in the Rocky Mountain supplement to Chapter 50 of the IIBMH. Deviation from these referenced documents and this guideline will be negotiated with the DFPC Agency Administrator (AADM) or State Incident Business Advisor (INBA) prior to the use of a different procedure or guideline.

DFPC supports the use of e-ISuite when feasible to facilitate incident business operations, planning and resource activities, create pay documents, and provide cost estimates. Use of e-ISuite on smaller local fires (Type 3, 4, or 5) should be based on availability and readiness of equipment and local personnel for use. Finance documentation for Type 3, 4, and 5 fires may be completed using manual forms.

INCIDENT BUSINESS ADVISOR (INBA)

An INBA may be assigned to state-responsibility fires and will act as a liaison between the DFPC AADM and assigned IMT. The INBA may visit any established incident command post, staging area, expanded dispatch, buying team, and other incident support locations to facilitate communication and successful incident business practices. Technical specialists may coordinate with the INBA to assist in specific areas of concern. For example, the CDPS Fire Accounting Supervisor and/or CDPS personnel may visit the incident base.

The INBA will establish a daily time for communications with the IMT to exchange information and to report current progress on incident business management issues.

In the absence of an assigned State INBA, the AADM will handle all incident business issues or contact the State Incident Business Specialist, Erin Claussen, at 720-544-2262 office, 303-263-5937 cell or erin.claussen@state.co.us.

IN-BRIEFING AND CLOSEOUT

Whenever possible, the DFPC AADM and INBA will participate in the team initial briefing and final closeout with an assigned IMT. The INBA and/or other agency personnel will meet with the Finance, Planning, and Logistics Sections as needed to discuss expectations, local protocols and procedures.

The AADM, INBA or DFPC representative will provide information to IMT and Buying Team personnel:

- State and local cooperator agreements
- Geographic area supplements to the IIBMH
- Local annual operating plan(s)
- DFPC Incident Business & Administration Operating Guidelines (IBOG)

The final Incident Finance Package (IFP) should meet the standards established in the IIBMH Chapter 40 and current national records management guidelines. When possible, file box labels should be in large font and clearly identify incident information and specific records included in each box (legible from across the room).

The DFPC requires a complete copy of the entire fire package for each state-responsibility incident that occurs. When a cost share agreement is in place (or being negotiated) for an incident, a copy of the complete incident fire package will be provided to each jurisdictional agency, unless directed otherwise.

A time will be scheduled for a finance closeout meeting for review and transfer of the finance package documentation with the Finance Section, INBA(s) and jurisdictional agency finance representative(s).

DFPC PAYMENT PROCESS

DFPC may make payments based on OF-286 invoices created from all agreements (EERAs and I-BPAs) administered on the incident. This does not include national agreements (caterer, shower, hand crews, etc.). A representative from the CDPS DFPC fiscal staff may visit the assigned Finance Section to ensure accuracy of payment processes. A DFPC, CDPS, or other state employee may be assigned to work in the Finance Section.

Payment address for all contract payment documents is:

- Colorado Division of Fire Prevention & Control
- 5060 Campus Delivery, Building 1049
- Fort Collins, CO 80523-5060

Attached is information to be given to all **contractors** regarding payments made by DFPC for this fire (Appendix 1, with CDPS W-9). If possible, collect completed forms prior to demobilization of contractors to expedite payments (include in contractor envelopes). Contact state INBA with questions.

When the IMT closes out with DFPC or at the end of the State-Responsibility cost share period, all contractor invoices should be submitted for interim payment if contract resource is not being demobilized. New invoices should be initiated for resources staying for type 3 or assignment to the local agency(ies).

FEMA Fire Management Assistance Grant (FMAG)

A State-Responsibility fire may receive a FEMA FMAG declaration. The declaration provides for future reimbursement of a portion of eligible state and county costs. Standard IIBMH business processes, forms and the IFP will normally provide all the documentation necessary for the State's FEMA claim for reimbursement. Any specific needs because of a FEMA declaration will be explained by the INBA or AADM.

COLORADO NATIONAL GUARD and DEPARTMENT OF CORRECTIONS CREWS

Colorado National Guard (CONG) and Colorado Department of Corrections (CDOC) resources are both state cooperators under the Colorado Statewide Cooperative Wildland Fire Management & Stafford Act Response Agreement.

National Guard resources (personnel, aviation and equipment) must be ordered through the assigned DFPC Agency Administrator. Repeat the process if additional Guard resources are needed for the same incident.

Department of Corrections crews (aka Colorado Correctional Industries [CCi], Juniper Valley, SWIFT crews) are located at Canon City, Buena Vista, and Rifle. Orders for these Type 2 crews are placed through the normal interagency resource ordering process. A current CRRF will be provided to the IMT for cost information and an OF-286 Equipment Use Invoice should be prepared for each crew. The original OF-286 and pink shift tickets are given to crew boss at demob.

Payment address for all CONG and CDOC payment documents is:

Colorado Division of Fire Prevention & Control
5060 Campus Delivery, Building 1049
Fort Collins, CO 80523-5060

FINANCE SECTION

Personnel and Equipment Timekeeping

All resources are to use ICS forms to report and record time while assigned to the incident. Travel should be broken out on CTRs and STs and recorded separately on OF-288s.

The employee's home unit information should be entered in e-ISuite for each OF-288.

All personnel time should be documented on OF-261 Crew Time Report and recorded for resources assigned, **including initial attack/mutual aid time**. Even though it may be documented in the finance documentation, time posted for the mutual aid period may or may not be compensated.

All equipment time should be documented on OF-297 Emergency Equipment Shift Ticket and recorded for all resources assigned, **including initial attack/mutual aid time**. Time posted for the mutual aid period may or may not be compensated.

Original OF-288s are given to Colorado State employees and cooperators at the time of demobilization.

Payment copies of OF-286s should be kept in equipment use envelopes after demob for review by the CDPS DFPC payment office. Do not separate file and payment copies of equipment use documentation.

Procurement and Acquisition

Any facility and land use agreements needed on a State-Responsibility fire may be initiated by IMT personnel (Logistics and/or Finance) using the standard land use agreement format (IIBMH Appendix B Tool Kit). Land Use Agreements (LUAs) may be negotiated through the local county finance department or by a federal warranted contracting officer on the IMT or Buying Team if assigned to the incident.

The INBA/AADM will provide a Delegation of Authority for buying team/PROC contracting officers when the incident is entirely on state or private jurisdiction, or as needed on a multi-jurisdictional incident.

It is not appropriate to hire equipment or services provided by state or local cooperator employees or relatives.

Any Incident-Only EERAs should follow Rocky Mountain Area IIBMH Chapter 20 supplement geographic area rates. Current RMA IBC supplements are posted at https://gacc.nifc.gov/rmcc/incident_busn_management.php#. The INBA or Incident Business Specialist should be notified before any non-standard rates are utilized. Include rationale for non-standard rates.

As Incident-Only EERAs and LUAs are needed and negotiated on the incident, the PROC and/or BUYL should provide a complete list of those agreements to the DFPC INBA or AADM and update status on a daily basis.

Payment address for all contract payment documents is:

Colorado Division of Fire Prevention & Control
5060 Campus Delivery, Building 1049
Fort Collins, CO 80523-5060

Attached is information to be given to all **contractors** regarding payments made by DFPC for this fire (Appendix 1, with CDPS W-9). If possible, collect completed forms prior to demobilization of contractors to expedite payments. Contact state INBA with questions.

When the IMT closes out with DFPC or at the end of the State-Responsibility cost share period, all contractor invoices should be submitted for interim payment if contract resource is not being demobilized. New invoices should be initiated for resources staying for type 3 or assignment to the local agency(ies).

Commissary

DFPC may utilize contract commissaries and the order must be approved by the INBA or DFPC representative. The commissary payroll deduction process may also be used on a case-by-case basis when individuals have emergency needs. All Colorado State employees and cooperators are eligible for commissary by payroll deduction.

Fuel provided to POVs should be posted as a commissary deduction to the owner's OF-288 Emergency Firefighter Time Report.

Cost Share

Multi-jurisdiction involvement may necessitate implementation of a cost share agreement to appropriately distribute incident cost. A copy of the cost-share agreement signed by all parties should be provided to the INBA and included in the IFP. Cost reports may be requested based on the terms of a cost-share agreement. A copy of the complete incident documentation package will be provided to each jurisdictional agency at closeout. Plan early for the personnel and equipment needed to make multiple copies of the incident package. Discuss with jurisdictional agencies if scanning is an option to be considered.

Daily Cost Reporting to DFPC

The IMT will provide cost estimate reports to the INBA including:

- e-ISuite Weekly Summary report - daily
- Cost share breakdown - daily
- Accrual report – prior to first upload
- e-ISuite Cumulative Cost Detail – once or as requested
- Aviation costs - daily

Documents and reports should be emailed to erin.claussen@state.co.us but may be faxed to (720) 544-2277.

Compensation for Injury and Agency-Provided Medical Care (APMC)

The State of Colorado has no authority to establish APMC on State-Responsibility incidents. All incident-related injuries and illnesses will be handled in accordance with the IIBMH and the employee's home unit agency workers' compensation procedures. The DFPC AADM and INBA should be notified of all injuries or illnesses that occur.

All original CA-1s and CA-2s initiated at the incident will be sent directly to the injured individual's home unit, as described in IIBMH Chapter 10. No copies of these documents will be retained in the incident fire package.

State and local cooperators using the Colorado Resource Rate Form (CRRF) provide workers' compensation coverage for all operators and employees included under the terms of their CRRF. The

current CRRF should include each department workers' comp contact information. IIBM process and forms may be used in lieu of cooperator specific forms for state and local resources. Information may be transferred to appropriate forms at a later date, if necessary.

Claims for loss or damage to state or local department equipment may be submitted with the IFP or sent directly to DFPC for resolution (see payment address above). A copy of the claim log will be provided to the INBA or DFPC representative at closeout.

DFPC-Owned Vehicles and Equipment

When DFPC-owned vehicles and equipment are used on state fires, Emergency Equipment Rental Agreements (EERAs) are not to be initiated. Standard Colorado State standard cooperator rates are used for all DFPC vehicles and equipment. A Colorado Resource Rate Form (CRRF) will be provided for State-owned equipment.

Emergency Equipment Shift Tickets (OF-297) and Equipment Use Invoices (OF-286) should be prepared for DFPC engines and the originals given to ENGB at the time of demobilization.

Colorado Cooperator Resources

Equipment provided by other Colorado state agencies as well as city, county, and rural fire departments within the state of Colorado is covered under the Colorado Statewide Cooperative Wildland Fire Management & Stafford Act Response Agreement. Each local/county AOP identifies reimbursement processes within that county and includes Colorado Resource Rate Forms (CRRFs) identifying local resources available for incident assignment. When the CRRF has been completed for Colorado cooperator resources, no other agreement is needed. CRRF equipment rates are dry; personnel costs are not included with hourly rates and the incident provides all operating supplies. Apply the current state cooperator equipment rates for local department equipment used on an incident without a current CRRF. Current state standard equipment rates can be found on the DFPC Wildland Fire Billing webpage at <https://www.colorado.gov/pacific/dfpc/wildland-fire-billing>. The INBA or AADM/DFPC Fire Management Officer (FMO) can also provide the current state equipment rates. Contact Erin Claussen at 720-544-2262 or erin.claussen@state.co.us with questions regarding Colorado cooperator CRRFs.

Equipment use will be documented on Emergency Equipment Shift Tickets (OF-297) and summarized on the Equipment Use Invoice (OF-286). Cooperators use the Crew Time Report (OF-261) and Emergency Firefighter Time Report (OF-288) for reporting personnel time. Original payment documents are given to cooperators at the time of demobilization.

Cooperators may utilize commissary by payroll deduction when authorized by their department.

Procurement Unit Leaders and/or Compensation Claims Unit Leaders should document and may recommend action on county and local cooperator-owned equipment damage claims. If assigned, the INBA may ask to review all damage claims at the incident. DFPC staff will make final determinations and approve reimbursement for cooperator equipment repairs or replacement. Supply/Service resource order numbers (S#s) are not required for state or cooperator owned equipment repairs.

Repair/Replacement Policy

Replacement of items on a State-Responsibility incident will be determined by the DFPC (per IIBMh Chapter 30 direction). The Logistics or Finance Section may be delegated this authority. There must be clear documentation that the incident assignment caused unusual damage (beyond normal wear and tear).

Refer to the Colorado portion of the Chapter 50 Rocky Mountain Geographic Area supplement to the IIBMh for additional information.

Payment address for all Colorado cooperator payment documents is:

Colorado Division of Fire Prevention & Control
5060 Campus Delivery, Building 1049
Fort Collins, CO 80523-5060

Personal Vehicles (POV)

Personal vehicles authorized for use by state or cooperator personnel are reimbursed only for mileage as travel expense. POV mileage may be documented on an Emergency Equipment Shift Ticket (OF-297), but may be supported by map calculations of mileage between home unit and incident.

Fuel provided to POVs should be posted as a commissary deduction to the owner's OF-288. POVs are not to be signed up using an EERA. Both POVs and agency vehicles should be noted on original resource orders as authorized at time of dispatch.

Any envelopes for mailing may be given to the INBA or forwarded to the incident agency.

Keep separate file with copies of batch transmittal forms for any documents submitted from the incident directly to USFS payment office at ASC.

BUYING TEAM

The DFPC AADM/INBA will determine when a Buying Team will be ordered. DFPC personnel may be assigned to the Buying Team to facilitate acquisition and utilization of local resources, utilizing state purchase cards to make local purchases, depending on current authorizations.

The Buying Team will be provided with a written delegation of purchasing authorization from DFPC. The National Interagency Buying Team Guide will be followed, along with any applicable Rocky Mountain Geographic Area supplements and state specific requirements, when provided.

The INBA and/or appropriate DFPC representative will consult with the IMT and expanded dispatch when releasing a Buying Team.

Procurement and Acquisition

Any facility and land use agreements needed on a State-Responsibility incident may be initiated by IMT personnel (Logistics and/or Finance) using the standard land use agreement format (IIBMH Appendix B Tool Kit). Land Use Agreements (LUAs) may be negotiated through the local county finance department or by a federal warranted contracting officer on the IMT or Buying Team if assigned to the incident. The INBA/AADM will provide a Delegation of Authority for buying team and IMT contracting officers when the incident is entirely on state or private jurisdiction, or as needed on a multi-jurisdictional incident.

It is not appropriate to hire equipment or services provided by state or local cooperator employees or relatives.

Any Incident-Only EERAs should follow Rocky Mountain Area IIBMH Chapter 20 supplement rates. Current RMA supplements are posted on the Incident Business portion at https://gacc.nifc.gov/rmcc/incident_busn_management.php#. The INBA or Incident Business Specialist should be notified before any non-standard rates are utilized. Include rationale for non-standard rates.

As Incident-Only EERAs and LUAs are needed and negotiated on the incident, the PROC and/or BUYL should provide a complete list of those agreements to the DFPC INBA or AADM and update status on a daily basis.

Payment address for all contract payment documents is:
Colorado Division of Fire Prevention & Control
5060 Campus Delivery, Building 1049
Fort Collins, CO 80523-5060

Attached is information to be given to all **contractors** regarding payments made by DFPC for this fire (Appendix 1, with CDPS W-9). If possible, collect completed forms prior to demobilization of contractors to expedite payments. Contact state INBA with questions.

Copies of any payments finalized after the BUYT is demobed from the incident should be forwarded to DFPC for inclusion in the final BUYT package.

Property Management

The DFPC expects IMTs and Buying Teams to place a high priority on property management and accountability. Buying teams are responsible for ensuring that accountable property (non-consumable items) which they have purchased is tracked and the information provided to DFPC for record keeping purposes. All orders for non-consumable property should be reviewed by the INBA or DFPC staff. On multi-jurisdictional incidents, AADMs will jointly determine ownership of property purchased during the incident.

If accountable items are not returned by an individual, agency, cooperator, or contractor, the value of each missing item will be deducted from payment documents or an invoice will be issued for payment.

DFPC follows the **supplemental food guidelines** established in the IIBMH Chapter 20. All orders for supplemental food items should be reviewed and approved by the INBA.

Daily cost spreadsheets should be provided to the IMT Finance/COST and INBA (emailed to erin.claussen@state.co.us or fax to 720-544-2277). A final list with status of all negotiated LUAs and EERAs should be provided to INBA prior to demobilization.

Any envelopes for mailing may be given to the INBA or forwarded to the incident agency.

LOGISTICS SECTION

Ordering Process

Supplies and equipment available through the national fire cache system will be ordered per regional and national procedures. Local purchase of supplies is encouraged where possible using state or local purchasing agents or an assigned Buying Team. Resources (single resource personnel and equipment) needed for an incident should utilize local sources (state, county, local agencies) before ordering contract resources from out of the dispatch area.

At the end of the incident, print a complete set of all resource orders for the fire package. If printing is not available, email a copy of all resource orders to Erin Claussen at erin.claussen@state.co.us.

Property Management

The DFPC expects IMTs to place a high priority on property management and accountability. Included in this expectation is the need for the Logistics Section to review property issuance (gas, oil, supplies, accountable property) and sign out and return procedures to ensure accountability. All orders for accountable property should be reviewed by the INBA or DFPC staff. On multi-jurisdiction incidents, AADMs will jointly determine ownership of such property.

If accountable items are not returned by an individual, agency, cooperator, or contractor, the value of each missing item will be deducted from payment documents or an invoice will be issued for payment.

Use of rental vehicles will be documented as for any accountable government property. Refer to Rocky Mountain supplement to IIBMH Chapter 30.

All federal vehicles and equipment assigned to a Colorado State-Responsibility fire may be asked to complete Shift Tickets for their vehicles assigned to the incident. An alternative listing of vehicles may be acceptable.

IMTs should recycle the following items whenever possible: paper, plastic, cardboard, aluminum, glass, batteries.

Law Enforcement

All criminal and accident investigations will be conducted by county, state or federal criminal and accident investigators and county or federal law enforcement officers.

Cooperators should report and document equipment damage with the IMT. DFPC staff will make final determinations and approve reimbursement for cooperator equipment repairs. Supply/Service resource order numbers (S#s) are not required for state or cooperator owned equipment repairs.

Repair/Replacement Policy

Replacement of items on a State-Responsibility incident will be determined by the incident agency AADM or INBA (per IIBMH Chapter 30 direction). The Logistics or Finance Section may be delegated this authority. There must be clear documentation that the incident assignment caused unusual damage (beyond normal wear and tear).

PLANNING SECTION

Daily Reporting to DFPC

The IMT will provide daily reporting to DFPC staff, as directed, including daily Incident Action Plans (IAPs) and ICS 209s. Remarks on ICS 209s should include current info on acreage breakdown by ownership, when applicable.

Documents should be emailed to erin.claussen@state.co.us but may be faxed to (720) 544-2277. Additional email addresses may be provided for IAPs, 209s, etc.

Information Systems Management

The DFPC will facilitate filling information technology requests. All requests/orders must be accompanied by a detailed narrative that ties directly to an approved action. IMT CTSP personnel must coordinate with DFPC personnel for ordering, delivery, set up and release of IT resources.

DFPC does not currently maintain e-ISuite on agency computers so any documentation should be printed out prior to closing out the database.

Provide a complete incident documentation package for each jurisdictional agency at closeout.

Reminder for RMA IMTs: If assigned with DFPC computer kits: Daily STs MUST be submitted to Finance and an OF-286 created. Submit original OF-286 with resource order and pink STs to DFPC Fort Collins office per CRRF documentation and process.



APPENDIX 1

MEMO To All Contractors Assigned To:

xxxxxx Fire
CO-XXX-### (FireCode)

Invoices from this incident are being processed through the State of Colorado, Department of Public Safety, Division of Fire Prevention and Control, per Interagency Incident Business Management Handbook (IIBMH) and agreement provisions.

Payments for resources assigned to this fire will be by warrant (check) issued through Colorado Department of Public Safety.

If you do not already have a taxpayer ID number on file with the State of Colorado, a State W-9 "Request for Taxpayer Identification Number Verification" must be completed and submitted to DFPC before payment can be processed. Forms can be turned in to the incident Finance Section or emailed or faxed as noted below.

Questions regarding payment can be addressed to:

Erin Claussen
Incident Business Specialist
erin.claussen@state.co.us
720-544-2262 office
720-544-2277 fax

CDPS Fire Billing Accounting
720-544-2259