



2022 Fire District Finance Guide

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Documentation Requirements

What you must take with you to an incident:

1. Copy of your district's agreement with DNR
 - a. Forestland Response Agreement – FLRA
 - b. Interagency Agency Agreement – IAA – If your district has both an FLRA and an IAA the FLRA is for wildfires, and the IAA is for non-wildfire dispatches.
2. Resource Order from {Insert Dispatch Center Name} – IROC Order
 - a. Make sure this is correct before you leave
 - b. Your district can only be reimbursed for items approved on this order

What you must bring back from an incident in order to be reimbursed.

1. Original OF-288 – Emergency Firefighter Time Report
 - a. Pink – Emergency Firefighter Time Report (old form) if handwritten
 - b. White – Incident Time Report (new form) if handwritten
 - c. White if computer generated – stamped original with original signatures
2. Copy of CTRs – Crew Time Report
 - a. Yellow stays in your book
 - b. White Original stays at the incident
3. Original OF-286 – Emergency Equipment Use Invoice for equipment or mileage
 - a. Pink if handwritten
 - b. White if computer generated – stamped original with original signatures

4. Original Shift Tickets (OF-297) – for mileage and/or equipment use

- a. Pink, signed original – bring back from incident.
- b. Gold & white stay in your book
- c. Blue stays with incident

5. Resource Order Card

6. Any other documentation that references how you or your district are to be reimbursed
 - a. Example: Letter from IC authorizing lodging costs or meals
7. Original itemized receipts for any purchases your district is authorized to be reimbursed for by a letter from the IC, General Message from incident or with Resource Order for Supplies. Rental car fuel, hotels, meals, etc.

Invoicing Instructions & Requirements

In order to be reimbursed for personnel &/or equipment dispatched to an incident DNR must be invoiced by the fire district. Invoices are to be received within 60 business days of the resource returning from the incident. Invoices shall contain one resource order per invoice, if there are subordinates they can be billed together.

Invoicing Requirements for Personnel

1. DNR Invoice Template must be used and unmodified.

Email invoice & all required documentation as one attachment to the region your agreement is with.

Electronic Submission only – Do Not Mail

Back up documentation required:

- a. Original OF288
- b. Resource Order Card
- c. Employee's scheduled shift must be listed
- d. Loaded Wage Template must be filled out
- e. If you are billing for backfill the hours must be indicated on both employees' individual time records.
- f. You can only bill for regular hours OR backfill – not both.

Invoicing Requirements for Equipment and/or mileage

1. Equipment is paid from the OF286

All equipment is paid according to the current Washington State Wage & Equipment Rates at the Equipment **without** Operator rate. Personnel is **always** paid separately. If the documentation you received from the incident includes personnel, it will be amended to the Wage & Equipment Rates.

- a. Original OF286
- b. Pink shift tickets
- c. Resource Order Card

2. Mileage will be paid via OF286 or OF288 addition – must be documented by incident.

- a. Current mileage rates:

- i. Non-fire line positions \$.585/mile

Fire line positions: \$1.14/mile for **all miles** including travel to and from the incident, or \$50/guarantee, whichever is greater.

OF-288 – Incident Time Report

The OF-288 is the official pay document for fire time posted by timekeepers. At the end of the incident, you will be given the original OF-288. This is your pay – do not lose it. You should keep a copy. The original (pink or white with all original signatures & stamped ORIGINAL) must be submitted with the reimbursement invoice from your district.

Prior to signing: make sure the posted time is complete and accurate before walking away from the Timekeepers. **Resources need to complete the demobilization process with the incident management team prior, including finalizing their OF288's and OF286's with finance, prior to beginning their travel home.** Once the form is signed, no additional time may be added and the timekeeper at the fire must make any changes

- You cannot add hours for travel or other work done before or after leaving the fire.
- You must submit ALL hours you charge to the incident on a signed CTR to the timekeeper.
- You cannot amend your hours once you return.
- Your travel MUST be closed out at incident – most direct route / 45mph
- Please remember that an OF288 is used to document time worked at an incident and not necessarily what you will be compensated by your district.

O-45.3 FIRE FIGHTER										Original					08/01/2020 - 08/05/2020					F-2020-WA-OLP-000112-0129D				
INCIDENT TIME REPORT															1. Hired At (e.g., ID-BOF) WA-PICN									
2. Employee Common Identifier										3. Type of Employment (X One) <input type="checkbox"/> Casual <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Other					4. Hiring Unit Name (e.g., Ranger District) FIRE & RESCUE									
5. Name (First, Middle, Last) FIRE FIGHTER										6. Hiring Unit Phone Number					7. Hiring Unit Fax Number									
Column A					Column B					Column C					Column D									
8. Incident Name EAST BEACH ROAD					8. Incident Name EAST BEACH ROAD					8. Incident Name					Same as Column <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C									
9. Incident Order Number (e.g., ID-BOF-000123) WA-OLP-000112					9. Incident Order Number (e.g., ID-BOF-000123) WA-OLP-000112					9. Incident Order Number (e.g., ID-BOF-000123)														
10. FireCode (e.g., B2C5) 221-DXB		11. Resource Request Number (e.g., O-33) O-45.3			10. FireCode (e.g., B2C5) 221-DXB		11. Resource Request Number (e.g., O-33) O-45.3			10. FireCode (e.g., B2C5)		11. Resource Request Number (e.g., O-33)												
12. Position Code (e.g., CRWB-T) FFT2		13. AD Class (e.g., B)		14. AD Rate		12. Position Code (e.g., CRWB-T) FFT2		13. AD Class (e.g., B)		14. AD Rate		12. Position Code (e.g., CRWB-T)		13. AD Class (e.g., B)		14. AD Rate								
15. Home/Hiring Unit Account Code					15. Home/Hiring Unit Account Code					15. Home/Hiring Unit Account Code														
Mo	Day	Start	Stop	Hours	Mo	Day	Start	Stop	Hours	Mo	Day	Start	Stop	Hours										
8	1	08:00	12:00	4.0 TVL	8	3	12:30	17:00	4.5															
8	1	12:00	17:00	5.0	8	3	17:30	22:30	5.0															
8	1	17:30	22:30	5.0	8	4	05:30	12:00	6.5															
8	2	05:30	12:00	6.5	8	4	12:30	17:00	4.5															
8	2	12:30	17:00	4.5	8	4	17:30	22:30	5.0															
8	2	17:30	22:30	5.0	8	5	07:30	11:30	4.0 TVL															
8	3	05:30	12:00	6.5																				
Year 2020		16. Total Hours		36.5	Year 2020		16. Total Hours		29.5	Year 0		16. Total Hours			17. Total Hours (all columns): 66.0									
In the "hours" column, indicate "H" for hazard pay, "E" plus % for environment differential, "T" for travel																								
18. Commissary and Travel										For Payment Center use only Previous Invoices														
18a. Month		18b. Day		18c. Category (e.g., commissary, meals, lodging, mileage, medical, etc.)				18d. Reimbursement		18e. Deduction		18f. Fire Code												
19. Remarks CAREER										20. Employee Signature SIGNATURE GOES HERE														
										21. Time Officer Signature														
NOTE: The above items are correct and proper for payment from available appropriations.																								

CTR – Crew Time Report

This is the document that you fill out showing the time you worked at the incident. It is signed by your incident supervisor and given to timekeeping. The information provided on your CTR is used to create your OF288. It must include:

1. Division or Unit on the incident
2. Resource order number
3. Agency with jurisdiction of incident; WA-SPS, CA-MNF, WA-OWF, OR-MHF, etc.
4. Fire Name
5. Fire Number (ex: WA-OWF-453) found on upper right of Resource Order
6. Name (Last, First)
7. Time worked
 - a. Travel time to & from the incident should be listed separately
 - b. Time picking & dropping off rental should be listed separate and only according to W&ER
 - c. All time should be listed in military format (0001-2400)
 - d. **Meal breaks must be shown in the on off section – even if compensated**
 - e. Each column is for a different day, you can put up to two days on each CTR – no more.
 - f. Remarks – any comments that help clarify the time that you show worked and/or any other important information. No meals/lodging provided, etc.

Compensable Time: Travel to and from the incident & Time worked at incident

Non-Compensable Time: Meal Breaks, **Muster, Rehab**, Sleeping periods, time required for equipment maintenance, crew swaps, off shift time.

A link of a video of how to complete a CTR www.nwcg.gov/publications/training-courses/psm-001

CREW TIME REPORT									
(1) CREW NAME PNW 2				(2) CREW NUMBER 0-213,98					
(3) OFFICE RESPONSIBLE FOR FIRE WA-OWF				(4) FIRE NAME SCHNEIDER SARNO		(5) FIRE NUMBER WA-OWF-453			
(6)	(7)	(8)	DATE		DATE				
RE MARKS NO.	NAME OF EMPLOYEE	CLASSIFICATION	Military Time		Military Time				
			ON	OFF	ON	OFF			
(1)	KUPFERLING, JOE	OSW(1)	0530	1200	0613				
(2)	"	"	1230	2130	09				
(3)	"	"	0530	1200	0530	1200			
(4)	"	"	1230	2130	09				
(11) REMARKS									
(1) TRULIO BASE, STRUCTURE GROUP									
(2) STRUCTURE GROUP									
(3) TRULIO BASE, STRUCTURE GROUP									
(4) STRUCTURE GROUP									
(12) OFFICER-IN-CHARGE (Signature)				(13) TIME (Officer in Charge)					
(14) NAME (Person Posting to Emergency Time Report)				(15) DATE					

Shift Tickets

This is the document that you fill out showing equipment usage at an incident. In order for DNR to reimburse, your department/district shift tickets must be signed at the incident and submitted to Finance. It is signed by your Incident Supervisor and is to be submitted timekeeping. Timekeeping will use the signed shift tickets to create your OF286. If you are submitting electronically at the incident, keep your pink copy to submit with invoice. If submitting paper copies at incident submit copy finance request and keep copy to submit with OF286.

1. Agreement Number
2. District Name
3. Incident Name
4. Incident number
5. Operator Name
6. Equipment Make
7. Equipment Model
8. Operator – check Contractor Box
9. Equipment Serial #
10. License Plate number
11. Supplies furnished by – check Contractor (wet) box
12. Date – Month, Day & Year
13. Equipment Use
 - a. Engines or Tenders Fill out start and stop time
 - b. Overhead vehicle – starting odometer and ending odometer and total miles
14. Remarks
 - a. If you are dispatched in a medical position with an ALS or BLS kit **and** it is listed on your resource order, indicate ALS Kit or BLS Kit on the remarks.
 - b. Indicate any other information that needs to be communicated regarding the equipment in this box.
15. Leave blank
16. Leave blank
17. Sign Name
18. Incident Supervisor signature
19. Supervisor date signed

Link of video of how to fill out a shift ticket www.nwccg.gov/publications/training-courses/psm-004

Engine or Tender Example

EMERGENCY EQUIPMENT SHIFT TICKET									
NOTE: The responsible Government Officer will update this form each day or shift and make initial and final equipment inspections.									
1. AGREEMENT NUMBER 93-096965			2. CONTRACTOR (name) County FD #50						
3. INCIDENT OR PROJECT NAME Big Fire			4. INCIDENT NUMBER WASES123			5. OPERATOR (name) Joe Smith			
6. EQUIPMENT MAKE Ford			7. EQUIPMENT MODEL F550			8. OPERATOR FURNISHED BY <input checked="" type="checkbox"/> CONTRACTOR <input type="checkbox"/> GOVERNMENT			
9. SERIAL NUMBER 456123			10. LICENSE NUMBER 654123E			11. OPERATING SUPPLIES FURNISHED BY <input checked="" type="checkbox"/> CONTRACTOR (wet) <input type="checkbox"/> GOVERNMENT (dry)			
12. DATE MO/DAY/YR		START		STOP		13. EQUIPMENT USE (HOURS/DAYS/MILES (circle one)) WORK SPECIAL			
7/2/18		0500		1400		9			
		1400		2000		6			
						travel			
						14. REMARKS (released, down time and cause, problems, etc.) T6 engine Smith Jones Johnson			
						15. EQUIPMENT STATUS <input type="checkbox"/> a. Inspected and under agreement <input type="checkbox"/> b. Released by Government <input type="checkbox"/> c. Withdrawn by Contractor			
						16. INVOICE POSTED BY (Recorder's Initials)			
17. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE Joe Smith					18. GOVERNMENT OFFICER'S SIGNATURE Super Visor			19. DATE SIGNED 7/2/18	

Overhead Mileage

Example A

EMERGENCY EQUIPMENT SHIFT TICKET									
NOTE: The responsible Government Officer will update this form each day or shift and make initial and final equipment inspections.									
1. AGREEMENT NUMBER 93-096965			2. CONTRACTOR (name) County FD #50						
3. INCIDENT OR PROJECT NAME Big Fire			4. INCIDENT NUMBER WASES123			5. OPERATOR (name) Jeff Stevens			
6. EQUIPMENT MAKE Ford			7. EQUIPMENT MODEL Explorer			8. OPERATOR FURNISHED BY <input checked="" type="checkbox"/> CONTRACTOR <input type="checkbox"/> GOVERNMENT			
9. SERIAL NUMBER 987654			10. LICENSE NUMBER 321456E			11. OPERATING SUPPLIES FURNISHED BY <input checked="" type="checkbox"/> CONTRACTOR (wet) <input type="checkbox"/> GOVERNMENT (dry)			
12. DATE MO/DAY/YR		START		STOP		13. EQUIPMENT USE (HOURS/DAYS/MILES (circle one)) WORK SPECIAL			
7/2/18		102		102		249			
		456		705		75			
7/2/18		102		102		75			
		705		780		line			
						14. REMARKS (released, down time and cause, problems, etc.) DIV J travel & line mileage			
						15. EQUIPMENT STATUS <input type="checkbox"/> a. Inspected and under agreement <input type="checkbox"/> b. Released by Government <input type="checkbox"/> c. Withdrawn by Contractor			
						16. INVOICE POSTED BY (Recorder's Initials)			
17. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE Jeff Stevens					18. GOVERNMENT OFFICER'S SIGNATURE Supervisor			19. DATE SIGNED 7/3/18	

Example B

0-20

EMERGENCY EQUIPMENT SHIFT TICKET					
NOTE: The responsible Government Officer will update this form each day or shift and make initial and final equipment inspections.					
1. AGREEMENT NUMBER 93-096965		2. CONTRACTOR (name) County FD #50			
3. INCIDENT OR PROJECT NAME Big Fire		4. INCIDENT NUMBER WASES123		5. OPERATOR (name) Jeff Stevens	
6. EQUIPMENT MAKE Ford		7. EQUIPMENT MODEL Explorer		8. OPERATOR FURNISHED BY <input checked="" type="checkbox"/> CONTRACTOR <input type="checkbox"/> GOVERNMENT	
9. SERIAL NUMBER 987654		10. LICENSE NUMBER 321456 E		11. OPERATING SUPPLIES FURNISHED BY <input checked="" type="checkbox"/> CONTRACTOR (wet) <input type="checkbox"/> GOVERNMENT (dry)	
12. DATE MO/DAY/YR 7/3/18		13. EQUIPMENT USE HOURS/DAYS/MILES (circle one) WORK		14. REMARKS (released, down time and cause, problems, etc.) DIV J-line Start 102780 end 102856	
START 0700		STOP 2000		76 miles	
				15. EQUIPMENT STATUS <input type="checkbox"/> a. Inspected and under agreement <input type="checkbox"/> b. Released by Government <input type="checkbox"/> c. Withdrawn by Contractor	
				16. INVOICE POSTED BY (Recorder's initials)	
17. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE Jeff Stevens		18. GOVERNMENT OFFICER'S SIGNATURE Supervisor		19. DATE SIGNED 7/4/18	

FINANCE

TRAVEL AND EMPLOYEE EXPENSES

Meals & Lodging:

Meals and Lodging are only reimbursed when approved by the IC of the incident. The incident typically provides meals and a place to sleep. If you are asked to be self-sufficient, you must have written documentation from the incident stating this. A good place to document this is on your CTR, or get a letter from Finance stating the situation and what is approved.

Non-DNR resources are only entitled to a meal when they are required to stay in base camp and not allowed to go home each night. Resources are expected to be self-sufficient for up to 24 hours when dispatched.

All back-up documentation and receipts for food, hotels, fuel, etc. must have the resource order number and name listed on it.

Strike Team Meals & Purchasing Meals for Groups:

If you are purchasing meals for a strike team or for multiple people on the fire at one time, you must have a resource order to be reimbursed and have each person who is provided a meal **PRINT & SIGN** their name on a meal log or back of the receipt. The average cost per meal cannot exceed per diem, including tax & tip. If you are dispatched to preposition – you must be prepared to be self-sufficient. That means purchasing all meals and potentially hotels.



Meal & Lodging Rates

Meal rates are based on fire location, not where you purchase the meal or stop to eat. Rates include tax and tip. If you exceed the allowed amount, the purchaser is responsible to pay the overage.

- **Meals – IAA & FLRA Agreements:**

- Reimbursed for travel to & from incident and/or when incident does not provide meals

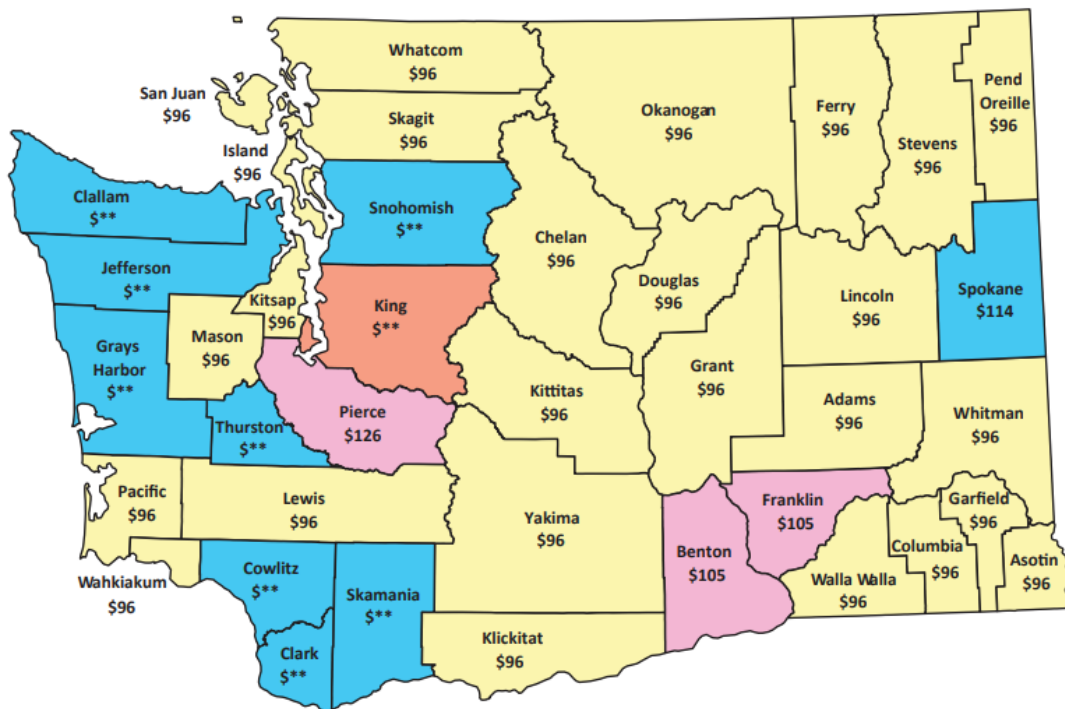
- Reimbursed by meal period B: 0700-0800, L: 1200-1300, D: 1800-1900
- In state rates found at <https://ofm.wa.gov/accounting/administrative-accounting-resources/travel>
- Out of state travel found at <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>
 - Use M&IE daily total, break down as follows: B=25%, L=30%, D=45%
 - \$5 incidental is included in the daily M&IE rate, not paid separately

Primary Destination 	County 	M&IE Total
Standard Rate	Applies for all locations without specified rates	\$55
Antioch / Brentwood / Concord	Contra Costa	\$66

• Lodging

- Lodging for travel that requires an overnight stay does not need special approval – it is considered travel. Typically 10+ hour drives.
- If you are required to pay for lodging, you must obtain approval from the incident.
- Always ask for government rate (rates found at links above). If unavailable, document on receipt and we will reimburse up to 150% of the allowable rate.
- Must have itemized receipt – cannot pay for extra fees: pet fee, safe, laundry, booking fees, etc. Lodging rate + required taxes & fees.
- If you pay lodging for multiple people at incident, you **must** indicate name of person who stayed in each room.

Per Diem Rates - As of October 1, 2021



Meal Rates				
TOTAL	B	L	D	
\$59	\$15	\$18	\$26	
\$69	\$17	\$21	\$31	
\$74	\$19	\$22	\$33	
\$79	\$20	\$24	\$35	

\$ Maximum Lodging Rate		
** Seasonal Lodging Rates for Counties:		
Clark, Cowlitz, & Skamania	06/01 - 10/31	\$182
	11/01 - 05/31	\$152
Clallam & Jefferson	07/01 - 08/31	\$161
	09/01 - 06/30	\$104
Grays Harbor	07/01 - 08/31	\$137
	09/01 - 06/30	\$111
King	05/01 - 10/31	\$232
	11/01 - 04/30	\$176
Snohomish	06/01 - 08/31	\$139
	09/01 - 05/31	\$116
Thurston	09/01 - 10/31	\$112
	11/01 - 08/31	\$133

POV Mileage Rate
The privately owned vehicle mileage reimbursement rate is \$0.585 per mile. (effective 1/1/2022)

For Out-of-State Per Diem Rates, refer to the GSA website at: <https://www.gsa.gov>. To get the total meal and incidental expense rate breakdown of individual meal allowances, refer to the State Administrative and Accounting Manual (SAAM), Subsection 10.40.10.c.

OFM Statewide Accounting
Rev. 1/1/2022

VOLUNTEER FIREFIGHTER PAPERWORK

If you are out of region and/or on a T1,T2,T3 fire or on preposition, you must bring home all original documentation – OF288, OF286, Shift Tickets & Copies of CTRs and mail to the region listed on cooperator agreement in order to be reimbursed.

If you are In-Region on T4 or T5 incident, the IC/Timekeeper will send all original documentation back to the region office for processing.

- Volunteers are paid on the State Employee twice-monthly payroll schedule.
- Volunteers are paid within 30 days of receipt of their complete and accurate pay documents.
- Travel is paid within 10 days of receiving a complete & accurate travel voucher
- Volunteers need to bring the required ID to the incident in order to fill out an I-9 & W4.
 - I9's only need to be completed every three years or when identification expires, whichever comes first.
- Paid according to the Washington State Wage & Equipment Rates
 - You are paid how you are ordered
- Overtime is calculated based on the DNR workweek – Monday 0001-Sunday 2400
- Checks are issued from Olympia and should be received by the 10th and 25th of the month.
- Earnings statements will be mailed separately.
 - Checks & Earnings Statements are mailed to the address provided on your I9
- If **volunteer** firefighters have, questions about their payment email their region payroll contact.

Resource Order Example

Do not leave for the incident until you receive your resource order, and ensure you know what is on the resource order before you leave. What is listed (equipment, position, etc.) is the rate you and/or your district/depart with be paid. If you find an error on your resource order contact dispatch to have it corrected prior to mobilizing to the incident.

RESOURCE ORDER	Initial Date/Time	2. Incident / Project Name				3. Incident / Project	Financial Codes
OVERHEAD	08-17-2020 1144 PST	AUGUST COMPLEX				CA-MNF-000753	PWNGW4 (1325) PSNFP420 0508 [P] CFAA
5. Descriptive Location AUGUST COMPLEX CA-MNF-000753		6. TWN	RNG	SEC	Base MDM	4. Office Reference Number 000753	9. Jurisdiction / Agency Mendocino National Forest
		21N	8W	SN19	Mt. Diablo, CA	8. Incident Base / Phone Number MNF Expanded (530) 934-1125	10. Ordering Office Mendocino National Forest Dispatch Center
		LAT. 39° 39' 34" N					
		LONG. 122° 48' 32" W					

11. Aircraft Information							
Bearing	Distance	VOR	Contact Name	Frequency Type	Assigned Frequency	Reload Base	Other Aircraft / Hazards
NaN°	31	UK	AUGUST COMPLEX NORTH	AirTactics	NORTH AIR TACTICS 166.9500	UKI	
293.43°	34	MXW	AUGUST COMPLEX SOUTH	AirTactics	SOUTH AIR TACTICS 172.4500	CIC	
211.40°	37	RBL	AUGUST COMPLEX NORTH	AirToAir	NORTH ROTOR VICTOR 132.7750	RDD	
			AUGUST COMPLEX NORTH	AirToAir	NORTH TFR VICTOR 124.3750	STS	
			AUGUST COMPLEX SOUTH	AirToAir	SOUTH ROTOR VICTOR 133.2750		
			AUGUST COMPLEX SOUTH	AirToAir	SOUTH TFR VICTOR 124.2250		
			AUGUST COMPLEX NORTH	AirToGround	NORTH TACTICAL A/G 170.5625		
			AUGUST COMPLEX NORTH	AirToGround	NORTH COMMAND A/G 171.8375		
			AUGUST COMPLEX SOUTH	AirToGround	SOUTH COMMAND A/G 168.3375		
			AUGUST COMPLEX SOUTH	AirToGround	SOUTH TACTICAL A/G 172.3500		
			AUGUST COMPLEX NORTH	Command	NORTH COMMAND SHF forest TX 165.0125 X RX 171.575 12		
			AUGUST COMPLEX SOUTH	Command	SOUTH COMMAND MNF Fire Net TX 164.500 RX 171.550 2		
			AUGUST COMPLEX NORTH	GroundtoGround	NORTH GROUND TACTICS MULTIPLE		
			AUGUST COMPLEX SOUTH	GroundtoGround	SOUTH GROUND TACTICS MULTIPLE		

12. Request Number	Ordered. Date/Time	From	To	Qty	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
O-1226.45	2020-09-28 0142 PDT	MNF Expanded Overhead (South) 530-934-1185	OR-NWC	1	PERSONNEL TIME RECORDER	2020-09-28 0800 PDT	Mendocino National Forest	WA-SPC	WA-SPC	2020-09-28 0722 PDT	WA-SPS	SCOTT, LINZY GRACE	M	2020-09-28 0900 PDT	2020-09-29 1000 PDT		
Travel mode G		Financial Code PSNFP420 0508		Named Request SCOTT, LINZY GRACE		Special needs To Replace assigned NIMO and Ad-hoc Type 3 Team with some staff having minimal T2 qualifications for South Zone of the August					Navigation/Reporting Instructions 825 N. Humboldt Avenue Willows, CA. 95988						
						Complex. These folks have extended to 21 days following the timing out of the previous T1 IMT. Urgent need as current team will be timing out with the next 3 days. With the continued UTFs of essential personnel, there will be very limited capability to staff this incident. See attached documents. In-Briefing_09/282020 @ 0800_ Location: 825 N. Humboldt Avenue Willows, CA. 95988 CFAA Approved: Use of and reimbursement for rental vehicles for Local Govt. IMT personnel is authorized for basic car rental only unless IC approves 4x4 to meet the needs of the assignment. No optional insurances or accessories. Federal Agency IMT personnel are authorized to use the NERV BPA for use on incidents where one of the following needs are required. 1. Vehicle is traveling off the maintained road 2. 4x4 ¾ or 1 ton pickup to meet the needs of the assignment. 3. Vehicles will be managed by ground support and utilized by multiple resources. 4. AD's that are not self-sufficient and obtained approval to order a vehicle on their resource order. All rental vehicles requests using the NERV website must be process by the Local Dispatch Center.											

13. User Documentation		
Req. No.	Documentation	Entered By
O-1226.45	RequestRules: CA-MNF-000753 : O-1226 setting child request preposition release option to: P	tpierce 2020-09-28 0142 PDT
O-1226.45	WILL RON IN REDMOND 9/28. AOU0019	sgoldsbary 2020-09-28 0723 PDT

Finance Codes

All incidents have a DNR finance code assigned to them. A code is assigned to every incident both in state and out of state. For incidents within Washington & Oregon all financial paperwork needs to have, the DNR finance code assigned to that incident. Please check your paperwork prior to finalizing it with finance to make sure it is correct.

Incidents out-side Washington and Oregon will not have the DNR finance codes set up in their system. For those incidents, the federal p-code will be on all of your paperwork generated by the incident. Once you receive your final paperwork from the incident, write the DNR finance code on all documentation for billing and payment purposes.

Out of State Assignments

- If a reassignment occurs while the resources is on an out of state assignment, they must contact their home dispatch center and notify them of the reassignment. They will need to provide their home dispatch center with the following information:
 - Incident Name
 - Incident Number
 - Resource Order Number
- Once this information is obtained, the home unit dispatch center will contact the DNR Coordination Center to get an out of state finance code. The home dispatch center will then provide the resource with the DNR out of state code.

Rental Vehicles

When rental vehicles are authorized on your Resource Order, the USFS Region 6 Rental Vehicle Process (option 2) is to be followed. It is the responsibility of the individual driving the vehicle to mail the rental vehicle information to the correct location. **DNR is not responsible for mailing the documentation**

- Rental is **typically** for **line rated positions only** through the USFS NERV Agreement
 - Your resource order will indicate approved modes of transportation
- Resource will be directed to reservation website at time of dispatch.
- Resource will be responsible for completing and submitting required paperwork after incident.
 - **Paperwork is to be emailed to USFS NERV program at the address on the cover sheet**
- District will be responsible for purchasing fuel and submitting receipts to DNR for reimbursement.
 - You may use fuel truck for NERV rental – they are considered agency vehicles
- DNR will be billed by the USFS for the cost of the rental vehicle.
- NERV Rental Website: <https://sites.google.com/a/firenet.gov/nerv/>

NERV (National Emergency Rental Vehicle) Payment Cover Sheet

****This sheet must be filled out and submitted for EACH vehicle rented under the NERV BPA****

REMIT COMPLETED PACKET TO:

Scan and Email entire package to: SM.FS.NERV@usda.gov

Package must be combined to one PDF format file
with naming convention:
AB-CDE-000000_O-1-Plate#

RESOURCE HOST DISPATCH OFFICE & PHONE #:

ENTERPRISE RENTAL AGREEMENT # (on rental agreement from Vendor - example: SK910V):

VEHICLE LICENSE #, MAKE & MODEL:

- This cover sheet is to REMAIN WITH THE VEHICLE until it is ready to be returned to Enterprise.
- It is the responsibility of each operator/host to ensure this sheet is filled out for each incident.
- The last operator or host is responsible for submitting the package to NERV.

INCIDENT NAME	INCIDENT NUMBER (ex: OR-DEF-000146)	RESOURCE ORDER # (ER/OR/CR or AR on resource order)	START DATE ON INCIDENT	END DATE ON INCIDENT	PAY CODE (on resource order)	OPERATOR/GROUND SUPPORT PRINT NAME & E-MAIL

☐ REQUIRED SUPPORTING DOCUMENTS TO INCLUDE WITH THIS PAYMENT COVER SHEET

- Resource Order(s) for EACH Incident the vehicle is utilized on.
- Rental Agreement from vendor (provided at the time the vehicle is picked up or delivered)
- Copy of Inspection from Ground Support (Only if there was inspection done – not required)
- ALL Documentation of Damage (include pictures, damage report, accident report and contact names/numbers for all involved)

Questions? E-mail: SM.FS.NERV@usda.gov

For additional copies of this sheet or guidance of this BPA visit the NERV website: <https://sites.google.com/a/firenet.gov/nerv/>

VEHICLE USE FOR EMERGENCY DISPATCH



Document #GL20-001-180	GUIDELINE	Approved: April 30, 2018	Revised:	Page 1 of 2
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APPLICATION: All Washington State Department of Natural Resources (DNR) Employees, Fire Districts, and Casual Hires. Additionally, IMT members assigned to a DNR incident are subject to these terms.

OBJECTIVE: This guideline provides direction on privately owned vehicle (POV) use by department employees, Fire District resources, Casual Hires, and IMT members. The agency head or immediate supervisor, may authorize the use of a (POV) in the conduct of official state business when it is more advantageous or economical to the state that a state driver travel by a POV rather than a common carrier or a state-owned or lease motor vehicle. When these employees travel to/from an emergency incident, the following guidance applies:

GUIDANCE:

- DNR employees and Fire District employees will use their respective agency vehicles when available.
- POV's may not be used for fire line functions or transporting to fire line. Fire District employees and Casual Hires must utilize the Region 6 Blanket Policy Rental Agreement (BPA) instead of using a POV. See DEFINITIONS section below.
- Anyone who anticipates the need for fire line vehicles (rentals) are required to procure vehicle prior to mobilization using the Region 6 Blanket Policy Rental Agreement (BPA): <https://sites.google.com/site/r6incidentvehiclebpa/>
- Employees who choose to travel in an RV/Trailer for the purpose of personal comfort will not be reimbursed for mileage to and from the incident*
 - *If resource has non line position and an agency vehicle is not available POV use is authorized with reimbursement for mileage only to exclude RV/Trailer

Reimbursement for the use of a POV on official state business is to be at the private vehicle mileage reimbursement rate specified on the U.S. General Services Administration website at: www.GSA.GOV

DEFINITIONS

The **Region 6 Enterprise Incident BPA** is intended for use on incidents where the vehicle is anticipated to be traveling OFF ROAD and a 4x4 pickup or SUV is needed. The vehicle must be rented under the BPA for the terms and conditions of the BPA to apply.

VEHICLE USE FOR EMERGENCY DISPATCH



WASHINGTON STATE DEPT OF
**NATURAL
RESOURCES**

Document #GL20-001-180

GUIDELINE

Approved:
April 30, 2018

Revised:

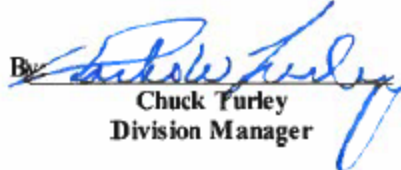
Page
2 of 2

BACKGROUND

With the state having the ability to use the Region 6 Blanket Policy Rental Agreement (BPA) it provides access to rental vehicles that are capable of off-road use for all risk incident operations.

Approval Date: 5/1/18
Month-Day-Year

Approved By


Chuck Turley
Division Manager

SEE ALSO

SAAM 10.50.20.a

RCW Chapters 46.29 and 46.30

Remittance Information for Payments

If you are not receiving your remittance advice for payments or need to update your SWV account, please contact the Office of Financial Management at Payeeregistration@OFM.WA.GOV or 360-407-8180 or visit their webpage at <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>

OFM can update your vendor account with the correct contact information and resend missing remittances. Please obtain your remittance from OFM.

- Your remittance will include the amount, fire name and resource order number that was paid.
- If we are paying an amount other than what you invoiced us, we attempt to notify you ahead of time but workloads do not always permit this. Please audit your bills closely for accuracy before submitting to minimize the amount of corrections. (equipment rates, typos, backfill vs regular hours, etc.)
- If we need to be paying a different Statewide Vendor Number, contact the DNR Region your agreement is with, and provide the Statewide Vendor Number you would like us to use.
- **We cannot provide remittances for** payments – please work with OFM to ensure that your remittance is being sent to the correct location.