# 2022 Fire District Finance Guide

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## Contact Information

<table>
<thead>
<tr>
<th>Region</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
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<tbody>
<tr>
<td>Northwest Region</td>
<td>Patti Fairbanks</td>
<td>(360) 854-2814</td>
<td><a href="mailto:patti.fairbanks@dnr.wa.gov">patti.fairbanks@dnr.wa.gov</a></td>
</tr>
<tr>
<td>Northeast Region</td>
<td>Laurie Babbit</td>
<td>(509) 684-7474</td>
<td><a href="mailto:Laurie.babbit@dnr.wa.gov">Laurie.babbit@dnr.wa.gov</a></td>
</tr>
<tr>
<td>Olympic Region</td>
<td>Mamie Perez</td>
<td>(360) 640-9903</td>
<td><a href="mailto:Mamie.perez@dnr.wa.gov">Mamie.perez@dnr.wa.gov</a></td>
</tr>
<tr>
<td>Pacific Cascade</td>
<td>Suzan Deaver</td>
<td>(360) 575-5509</td>
<td><a href="mailto:Suzan.deaver@dnr.wa.gov">Suzan.deaver@dnr.wa.gov</a></td>
</tr>
<tr>
<td>Southeast Region</td>
<td>Deneen Mulvaney</td>
<td>(509) 925-0945</td>
<td><a href="mailto:Deneen.mulvaney@dnr.wa.gov">Deneen.mulvaney@dnr.wa.gov</a></td>
</tr>
<tr>
<td>South Puget Sound Region</td>
<td>Linzy Scott</td>
<td>(360) 802-7002</td>
<td><a href="mailto:Linzy.scott@dnr.wa.gov">Linzy.scott@dnr.wa.gov</a></td>
</tr>
<tr>
<td>Wildfire Division</td>
<td>Sarah Thorson</td>
<td>(360) 280-0050</td>
<td><a href="mailto:Sarah.thorson@dnr.wa.gov">Sarah.thorson@dnr.wa.gov</a></td>
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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.
   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.
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](http://www.nwcg.gov/publications/training-courses/psm-001)
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 with 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.nwcg.gov/publications/training-courses/psm-004](http://www.nwcg.gov/publications/training-courses/psm-004)
Engine or Tender Example

Overhead Mileage

Example A
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](https://ofm.wa.gov/accounting/administrative-accounting-resources/travel)

  - 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

- 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

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<tr>
<th></th>
<th>TOTAL</th>
<th>B</th>
<th>L</th>
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<td>$20</td>
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$ Maximum Lodging Rate

** Seasonal Lodging Rates for Counties:

Clark, Cowlitz, & Skamania
- 06/01 - 10/31: $182
- 11/01 - 03/31: $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 50.385 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.

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<table>
<thead>
<tr>
<th>Resource Order Example</th>
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<tbody>
<tr>
<td>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.</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Resource Order Example Narrative</th>
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<tbody>
<tr>
<td>Complex: These folks have extended to 21 days following the turning out of the previous T1 IMT Urgent need as current team will be going out with the next 3 days. With the continued UNC of essential personnel, there will be a very limited capability to staff this incident. See attached documents.</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Resource Order Example Financial Code</th>
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<tbody>
<tr>
<td>P3SNP210 0308</td>
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<table>
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<th>Resource Order Example Requested Resources</th>
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<tbody>
<tr>
<td>O-1226.45 Requested Resources: CA-MNF-000759 : 0-1226 setting child request for propation release option to: P</td>
</tr>
<tr>
<td>O-1226.45 WILL RON IN REDMOND 9/29, AOU0019</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Resource Order Example Documented By</th>
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<tbody>
<tr>
<td>tspier 2020-08-28 01:26 PDT</td>
</tr>
<tr>
<td>sgoldbary 2020-08-28 07:28 PDT</td>
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</table>
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/](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 packet 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 #:** (a rental agreement from Vendor - example: SFS/3/1)
  - **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/host is responsible for submitting the package to NERV.

<table>
<thead>
<tr>
<th>INCIDENT NAME</th>
<th>INCIDENT NUMBER (ex: OR-DFF-00146)</th>
<th>RESOURCE ORDER # (R&amp;D/123 or Dn as resource order)</th>
<th>START DATE ON INCIDENT</th>
<th>END DATE ON INCIDENT</th>
<th>PAY CODE (or resource order)</th>
<th>OPERATOR/GROUND SUPPORT PRINT NAME &amp; E-MAIL</th>
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**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/](https://sites.google.com/a/firenet.gov/nerv/)
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.
- POVs 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/6incidentvehiclebpa/
- 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.
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: \( \frac{5}{18} \) 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.