

Arizona Department of Forestry & Fire Management 2024 Cooperator's Manual



Please take the time to review the new 2024 manual.

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NEW BILLING DOCUMENT CHECK LIST TO USE FOR SUBMITTAL FOR PAYMENT

The following documents need to be collected before you begin your new billing document in FBS. Not all of the items below will apply depending on the resource and the complexity of the assignment. Separate invoices must be completed for each incident, change in financial code, or damage claims.

- Equipment shift tickets OF-297 or Emergency Equipment Use Invoice OF-286
 - Are documents legible?
 - If any initialed and dated written changes on the OF-286 form; then, provide specific shift tickets as backup
 - Review for signatures are applied
 - Is travel written on first and last day of the EST?
 - Are start and stop times written for all days?
 - Verify CTRs for breaks?
 - Odometer readings written for daily rate equipment?
- Appendix-D Personnel Pay Rate Schedule
 - Is the current Appendix-D Personnel Pay Rate Schedule February 08, 2023 being used?
 - Are personnel rates updated in FBS?
- Crew Time Report (CTR) and/or Incident Time Report OF-288
 - Are the documents legible?
 - If any initialed and dated written changes to OF-288, then, provide specific CTRs as backup
 - Review for signatures are applied
 - Is travel written on first and last day on the CTRs? Note any remote/virtual time, etc.
 - Are work start and stop times written for all days?
 - Rehab: Does the return to home station show the start and stop time on the last day of the CTR? (Optional)
- Wildland Work Hours Calculator
 - Check the worksheet(s) for any errors
- Emergency Equipment Fuel and Oil Issue OF-304
 - Are the documents legible?
 - Are signatures and fuel/# of gallons are applied?
- Resource order (RO): ALL resources must have an RO, e.g.: damage equipment, chase truck(s), supplies, etc.
 - Provide copy of Resource Order
 - Verify personnel has a subordinate resource order # assigned for extended assignments
 - Is the equipment information listed correctly?
- Meal receipts
 - Used to enter meal cost - Do not include meal receipts in PDF scan – kept for a period of five (05) years
 - Resource Order: Mention self-sufficient when there is no campground for lodging & meals
- Rental Car
 - Detailed paid contract and fuel receipts included with billing packet?
 - Verify any extra fees and taxes are deducted from the contract: GPS, GARS, Satellite Radio fees, etc.?
 - Resource order shows Rental approval?
 - Are documents legible?
- Lodging Receipts
 - Are lodging receipts legible?
 - Are the additional fees and taxes deducted such as safe boxes, movies, etc.?
 - Shared room? - write down names of the occupants
 - Are the lodging receipts paid? (zero credit balance)
 - Check for duplicate room numbers on the lodging receipts?
 - Resource Order: Mention self-sufficient when there is no campground for lodging & meals?
- Other Expenses
 - Are documents legible and paid?
 - Item(s) mentioned on resource order
 - Provide any other documentation, such as general message, holiday policy etc.

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New Billing Document Check List – Damage Claim

The following documents should be collected prior to billing a Damage Claim and must be billed as a separate billing document.

- Include copy of Property Loss or Damage Report Fire Suppression Form OF-289 and/or General Message Form ICS 213 (how, who, what, when, where and why) must be signed by incident supervisor, Logistics Chief or designee, and Incident Business Advisor
- Witness statement(s), if any
- Pictures of damage, if any
- Receipts of replacement of item(s) or repairs paid by the Cooperator
- Supply (S#) Resource Order
- Copies of any other paperwork submitted to the incident to obtain the S#
- Proof of insurance is needed

Scan all documents into one PDF file. No graphical or scanned file types (JPG, GIF, TIFF, etc.)

Helpful Tip: Placing in separate groups: Shift Tickets, Crew Time Reports, etc. in chronological order and taping to a piece of paper makes it easier to read and assist the audit staff in review of your invoice billing packet.

IMPORTANT: *Per AOP-Invoices must be submitted clean and accurate to DFFM within 60 days of return to the Home Unit. Invoices received outside this timeframe will be refused.*

- i. At least 7 days prior to the 60-day submission deadline, cooperators must submit an email to FBS@dffm.az.gov with an explanation as to why they won't make the 60-day deadline, along with specific contact information. DFFM staff will in-turn contact the cooperator staff directly to assist, as much as we can, in helping make the deadline, but please note that sending this email DOES NOT grant an extension.*
- ii. If DFFM audit staff reject an invoice asking the cooperator to make changes and resubmit, the cooperator has a maximum 14 calendar days from the date of rejection to resubmit to DFFM with the appropriate changes, or that invoice will be deemed as NOT SUBMITTED. Be aware if that places the timeframe past the 60-day deadline, the invoice will in-turn be DENIED. Note: Too many times this past year our auditors rejected an invoice, with notes on what needs to change, and the invoice would be idle for weeks, some even longer. This is an unacceptable practice that seems to be submit and forget! DFFM audit staff will send ONE email reminder 7 days after the rejection. DFFM strongly recommends cooperators log into FBS at least once per week to check on the status of all their invoices!*

Helpful Tip: Plan to submit your invoice within 30 days to have possible discrepancies corrected before the 60 day deadline.

Reference Material

- ✓ Cooperative Fire Rate Agreement and Amendments
- ✓ DFFM Annual Operating Plan (AOP) for Cooperative Fire Rate Agreement
- ✓ Appendix-D Pay Rate Schedule
- ✓ Billing Workbook Material
- ✓ Fire Business System (FBS) New Billing Document Presentation

Fire Department Internal

- ✓ Payroll
- ✓ Employee Shift Schedule

DFFM AOP, FBS New Billing Document, NWCG Incident Business Handbook, & Instructions

This manual will have the combine DFFM Annual Operating Plan (AOP), FBS New Billing Document presentation (found in the dffm.az.gov website, which would have a step by step instructions with graphics of how to create a billing document).

All invoices MUST be submitted through the online Fire Business System (FBS).

FBS Roles:

There are three roles available to each cooperator within the FBS. An FBS user may have one, two or all three roles, unless that user is a contractor with the cooperator, in which case only the Data Entry role is available to that contractor. A cooperator may also have multiple people with the same role(s); that decision is up to the cooperator. Please submit all FBS questions/issues to FBS@dffm.az.gov including requests for new users.

Personnel/Equipment Setup role: This role enters and maintains the personnel and equipment lists for the cooperator. This role is also necessary to sign the CFRA.

Data Entry role: The role of data entry creates new billing documents and review the status of previous submissions. Once a billing document is submitted, no changes are permitted unless it's returned to your queue by your department approver or billing approver (DFFM auditor). Until the document is submitted/approved, you can edit it at any time. This role is the only one that can delete a bill.

Approver role. This role approves the Billing Documents just before they are submitted to billing approver-(DFFM auditors).

Contractor: If a cooperator employs a contractor (a non-employee of the cooperator) to create the billing document, the contractor may ONLY have the FBS Data Entry role. The Approver role must belong to at least one employee of the cooperator to ensure the cooperator's organization is aware of all their billing document activity. A signed document must be uploaded to the CFRA indicating that a contractor is producing the billing documents for that cooperator.

Select role to create a FBS New Billing Document:

Go to the FBS website: az.firebilling.org/fire/login to sign into. Verify you are in the Data Entry role, if not, click on the personal profile icon for the popup to show the Switch Role field, then find and click on the role.

The screenshot shows the FBS Queue home page. At the top, there is a navigation bar with a logo on the left, a 'Queue' tab highlighted in yellow, and a 'New Billing Document' dropdown menu highlighted in green. To the right of the dropdown is a search bar and a user profile icon labeled 'Data Entry (TESTING Fire Department)'. Below the navigation bar, the main content area is titled 'Queue (10)'. On the left, there are filter options: 'Filter By Bill Status' with icons for various statuses, and 'Filter By Bill Year' with options for 2020, 2021, and 2022. On the right, a 'Switch Role' popup is open, showing a list of roles: 'Approver (TESTING Fire Department)', 'Billing Approver', and 'Data Entry (TESTING Fire Department)'. The 'Data Entry (TESTING Fire Department)' role is highlighted in green. A green arrow points from the text 'Click on the Data Entry.' to the highlighted role. Another green arrow points from the text 'Click on New Billing Document. A dropdown will show Fire & Project. Click the Fire field and see next page' to the 'New Billing Document' dropdown menu. Below the filters and popup, there is a table with columns: Type, Submitted, Created By, Name, Request #, Assignment, Assigned To, Status, and Total.

Above is the Queue home page. When you have completed a billing it will show here on this page. Click the 'New Billing Document' tab, then click on FIRE in the dropdown menu. You'll be taken to the Incident Information page below.

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Incident Information

Notice the below sections of the Incident Info, Personnel/Equipment, Expenses, and Overview to apply data and review.

Bill ID: Created: 2/10/22 11:55 MST by Lucy Ruiz

Incident Info > Personnel/Equipment > Expenses > Overview

Resource: TESTING Fire Department

Incident: * AZ-A4S-000001 (AZA4S-000001)

Can't find your incident?

AZ-A4S-000001
AZA4S-000001
Maricopa (MCP), AZ
11/05/2020 -

Incident info auto populates.

Begin Date: * 11/05/2020

End Date: * 11/07/2020
Total Days: 3

Deployment: of

Notes:

Select an Incident

Go to the incident Name & Number field and type in the name from the resource order and look for it in the dropdown menu with the corresponding number to click to populate the incident field. Right below the incident field it will populate the information of the incident name & number, county, fire incident date range, and sometimes the financial code 'P' number.

If you decide to type in the incident number make sure to leave off the first dash as FBS incident number doesn't follow the resource order in the box 03 format.

For example: AZ-A1S-123456 will be *AZA1S-123456* will show the incident name and corresponding number in the dropdown menu to populate the incident field.

When you are unable to find your incident information, then the below example click "Can't find your incident?". Enter the year of the incident and incident number. Enter the 2 digit state and 3 letter incident agency without the dash between them, there is only one dash and the last six digits. Click Add Incident and it will populate the incident field.

Incident: * Incident Name or Number

Can't find your incident?

Still unable to find the fire incident. Click this button.

Incident Name or Number

AZ-A3S-000001 (AZA3S-000001)

Can't find an incident?

Try these options:

- 1) Browse Incidents
- 2) Search nationally for an out-of-state incident via IRWIN


Year Number

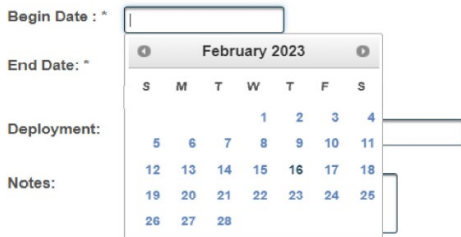
It will bring this search box and type in the year of the incident and the fire incident number.

If you still are unable to locate the incident, then, send an email to fbs@dffm.az.gov

ENTERING BEGIN AND END DATES

This is the time frame the cooperator is in travel status and the duration of work time spent on an incident, not begin and end date of the incident. Be sure dates fall within the start and end dates of the incident timeline.

 Click into Begin Date field, type in the date to select the first day from the dropdown calendar.




Begin Date: *

End Date: *


Deployment:

Notes:

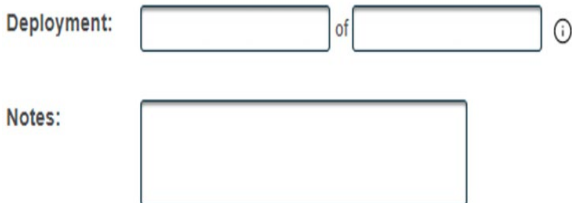
This is the date when the resource(s) leave(s) the home unit (when wheels start turning).

 Next click into End date field, type in the date to select the last day from the dropdown calendar. This is the date when the resources left the incident for reassignment or arrived back to the home unit (when wheels stop turning). If there is approved R&R after 14 work days, travel not

included, anticipate extra days as the end date. “Remember – you will only be able to enter expenses for the dates you select here. “


 If you incorrectly entered the dates you can revise them but keep in mind if you have entered any expense(s) data outside the range of dates entered previously they will be deleted. Repeat the same steps as above to enter the revised date(s).


DEPLOYMENT AND NOTES



Deployment: of ⓘ

Notes:

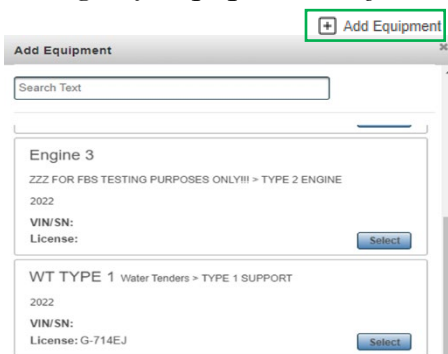
 Deployment: If an invoice is part of multiple assignments, then type the specify deployment, e.g. 1 of 2 in the deployment fields.

 Notes field: Enter the reassignment name(s) here. You may include any helpful notes about this assignment.

Select “Save” or “Next”. To the next page “Personnel/Equipment tab.

FBS EQUIPMENT SECTION

Equipment details should be prepopulated by your approved CFRA in the FBS Personnel/Equipment Setup. Add up all hourly or daily/mileage for each piece of equipment from the Emergency Equipment Shift Tickets (OF-297) OR Emergency Equipment-Use Invoice (OF-286).




+ Add Equipment


Add Equipment x

Search Text

Engine 3
ZZZ FOR FBS TESTING PURPOSES ONLY!!! > TYPE 2 ENGINE
2022
VIN/SN:
License:

WT TYPE 1 Water Tenders > TYPE 1 SUPPORT
2022
VIN/SN:
License: G-714EJ

 Click ‘Add equipment’: Choose the item from the dropdown menu. This will bring up all the equipment that was entered from your department CFRA.

 Click on the SELECT button. Once you selected the equipment, it will appear under the Resource field of the Equipment Entry screen.

If you do not find the equipment you are looking for, then contact your department personnel that has the Personnel/Equipment Setup role.

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✎ Request Number

- First type in Resource Order number found in box 12. Click save to lock it in.

Bill ID: 2022-TST-0014
Created: 2/22/22 14:22 MST by Lucy Ruiz

Incident Info > **Personnel/Equipment** > Expenses > Overview

Equipment Entry Once you select the equipment it will place Days/Mileage or Hours next to the field to be

Resource	Request #	Quantity	Hours/Days	Miles	Aid Deduction	Fuel Deduction	Total	
Engine 3	<input type="text"/>	1	0.0	<input type="text"/>	0.0 \$ %	0.0 \$ %	\$0.00	
1 Lines							\$0.00	

✎ Hours/Days worked: Time will be recorded in military time and to the nearest quarter hour.

- Total from either the Emergency Equipment Shift Tickets or Emergency Equipment – Use Invoice OF-286.

- Record to the nearest quarter of an hour – refer to the *Hourly Units in the Glossary*

For extended assignments, use in the invoice workbook the Emergency Equipment Shift Tickets Summary form to figure the accurate hours/days. To add additional equipment used on the incident follow the above steps.

FUEL DEDUCTION: Type in total amount in the “Fuel deductions” field. FBS will deduct the amount from your equipment total.

EQUIPMENT INSTRUCTIONS

Hourly or Daily Rate Equipment

- Is intended to reimburse the Cooperator for the costs of operating the equipment, including the costs of fuel and maintenance. Equipment time shall only be recorded based on time the equipment is in operation (example: equipment is not in operation when the Cooperator takes a break or when the equipment is down for maintenance.)

Daily Rate Equipment

- If worked less than 8 hours the Unit number would be billed at 50% of the daily rate **(does not apply to hourly rate equipment but does apply to All-Inclusive rates)**.
 - If a multiple day assignment and equipment stays overnight at the incident then the first day calculation would be from the start time to midnight of that day and as long as it is 8 hours or greater than it would be considered a full day. On the last day, the calculation would start from midnight to when arrival back at home unit and as long as it is 8 hours or greater than it would be considered a full day.
 - All-Inclusive rates used by a department that has outsourced staff from another department/district to make payment arrangements with the department that requested the staff. The outsourced department should not bill DFFM.

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- Mileage should be rounded to the nearest whole number and odometer readings should be recorded on the OF-297
- ALS/BLS Kits: Only one kit allowed per person per assignment
- POV's that are included on the CFRA will only be entitled for reimbursement for daily rate if it was utilized for line assignments or travel days
- ✎ Signature on EEST: Should be signed by Supervisor on fire and not the persons listed on the EEST. If there is no supervisor, then it is acceptable to be signed by the Fire Department's Chief or person appointed by their department.
- ✎ Fuel: Equipment rates include fuel (also referred to as WET on the CFRA). There are times when fuel is provided at an incident and not paid for with a fire department credit card.
- An OF-304 Emergency Equipment Fuel & Oil Issue Ticket is provided and should be deducted from the invoice. Often times this is noted on the OF-286 in box 26 Deductions

Ambulances:

- Medical Transport: If an ambulance is mobilized to transport a patient, the hourly rate goes to 0 and reverts to their normal DHS billing procedures for the medical incident with a mileage rate of \$1.25 @ mile. See Annual Operating Plan Medical Equipment and Resources for details on page 04
- REMS teams and Medic teams will no longer be deployed without a 4x4 vehicle per NWCG. CFRA's will be updated to reflect mandatory 4x4 usage.

HELPFUL HINTS

- Resource order number and request number are often referred to as the same thing
- The Emergency Equipment Fuel and Oil Issue OF-304 look very similar to the Emergency Equipment Shift Tickets OF-297 that should reduce the amount of the invoice.
- No reimbursement for inoperable equipment
- If return travel time was estimated, verify actual arrival time to home unit and adjust time accordingly with initials and date
- If no OF-286 was provided on a multiple day assignment you can use the Emergency Equipment Shift Tickets Summary provided in the Invoice Form 2024 Workbook, EEST tab, to include with the invoice
- Any written changes on the OF-286 form; then, provide the specific shift tickets.
- First & last days the starting and ending time should match with the CTR(s). If there is any time discrepancy that has a reason; then note it in the remarks section, such as briefings, repairs, damages, etc.

FBS PERSONNEL SECTION

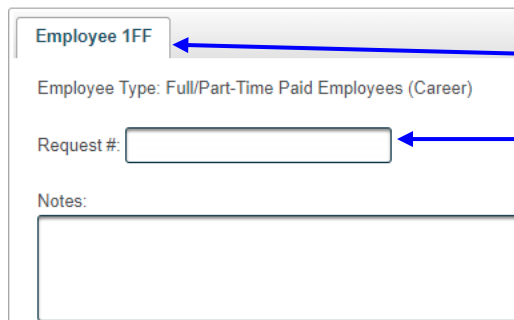
To begin the personnel section – select ‘Add Personnel’ button



Personnel Time Entry:

- ✎ Select ‘Add Personnel’ button
 - From the popup menu select the employee by name

Personnel Time Entry



The popup will show the personnel tab being created.

Request Number #

- Found in box 12 of the resource order. This is a mandatory field. Click save. Do not skip this step or your time entry will not save correctly.

✎ Notes

- Add any applicable shift schedule (preferred), Initial Attack, travel delays, holiday pay, R/R mention, etc.

✎ Personnel- Rank/AD Rate field

- Click on the \$ sign to view the position type, Base rate, and Overtime rate are correct
 - If there were changes to Appendix-D Personnel Pay Rate Schedule, then update the FBS Manage Employees section
 - Employees shall not receive any wildland incentive for response out of district; thus, employee rates shall not differ from the pay rate the employee receives in district for similar emergency services and responses.

The below example date field is pre populated by FBS from the incident information page.

Date	Rehab	R&R	Travel	Backfill	Rank / Supplemental Rate	Time Entry Hours	Base Hours	Overtime Hours	Expense												
Friday 1/28/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Firefighter \$	0	0.0	0.0	\$0.00												
Saturday 1/29/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Firefighter \$	0	<table border="1" style="width: 100%;"> <thead> <tr> <th>Start</th> <th>End</th> <th>Base OT</th> </tr> </thead> <tbody> <tr> <td>00:00</td> <td>00:00</td> <td><input type="radio"/></td> </tr> <tr> <td colspan="3">Military time, e.g. 05:30 or 18:45. Format: [Hour]:[Minute] to closest quarter hour</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Add another row</td> <td>Close</td> </tr> </tbody> </table>			Start	End	Base OT	00:00	00:00	<input type="radio"/>	Military time, e.g. 05:30 or 18:45. Format: [Hour]:[Minute] to closest quarter hour			<input type="checkbox"/> Add another row		Close
Start	End	Base OT																			
00:00	00:00	<input type="radio"/>																			
Military time, e.g. 05:30 or 18:45. Format: [Hour]:[Minute] to closest quarter hour																					
<input type="checkbox"/> Add another row		Close																			

Duplicate Date/Row Button

✎ Hours Worked

- Select the Travel box – This should be documented on the CTR/OF288. Click Time Entry Hours button to enter the start & end time from CTR/OF288 for travel: e.g., 07:00

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- – 08:00, choose Base or OT button. Close the popup, this will total 1 hour. Note: the time should be rounded to the nearest quarter hour.
- To input the rest of the work time, the date would need to be duplicated. In the 'Date' field, click 'Duplicate Row' button. This will copy the same date in a new row. Remove the Travel checkmark to signify no longer in travel status. Click on Time Entry Hours button this will have the previous start and end time. Enter the new time: e.g., 08:00 – 24:00, choose Base or OT button. The 16 hours is automatically figured. If there is a break taken, then add another row in the popup box by clicking 'Add another row'. Note: Change the time as it would be copied from the previous row. Must save each day in case of any interruption or your time entry will not save correctly.

Date	Rehab	R&R	Travel	Backfill	Rank / Supplemental Rate	Time Entry Hours	Base Hours	Overtime Hours	Expense
Saturday 1/29/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Firefighter \$	1	0.0	1.0	\$33.00
Saturday 1/29/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Firefighter \$	16	16.0	0.0	\$336.00
				Employee 4FF	Firefighter \$		0	16	\$224.00

Employee 2Battalion Chief

Employee 2CAPTAIN

Employee 2Chief

Employee 2ENGINEER

Employee 2FF

Employee 2VOL=FF1/FFT2/ENGB

Employee 3Battalion Chief

Employee 3CAPTAIN

Employee 3Chief

Employee 3ENGINEER

Employee 3FF

Employee 3VOL=ENGB-F

Employee 4Chief

Employee 4FF

Employee 4VOL=FF1/FF2

Enter backfill work hours.

- Backfill Personnel: Click on the backfill box on the date you wanted to enter the work hours. This will bring down the Select Employee menu, Select the employee that completed the backfill and enter the backfill hours in Overtime field.

Continue to follow this process until you have entered all hours performed for the person you have selected and the backfill coverage.

Personnel Time Entry – Duplicating personnel schedule


- If an already entered employee has the same work schedule you may copy that same data to the new employee. Make sure you are on the Personnel Time Entry tab of the employee you want to copy. Click the 'Copy Personnel' button. Select employee by name from the dropdown menu. Enter Request # assigned on Resource Order; this is a mandatory field. Click Copy. This will populate the new personnel with the same schedule data except for the backfill and R&R that will need to be added, if applicable.

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R&R:

- When claiming R&R, 1) Click the R&R button, 2) Enter the time for the Base Hours field.



Date	Rehab	R&R	Travel	Backfill	Rank / Supplemental Rate	Time Entry Hours	Base Hours	Overtime Hours	Expense
Tuesday 2/1/2022	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Firefighter ▼ \$	16	16.0	0.0	\$336.00
				Employee 3FF ▼	Firefighter ▼ \$		0.0	16.0	\$224.00
Wednesday 2/2/2022	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Firefighter ▼ \$	8	8.0	0.0	\$168.00
				Employee 3FF ▼	Firefighter ▼ \$		0.0	8.0	\$112.00

- To enter R&R with backfill. 1) Click Backfill button, 2) Select employee name that completed the backfill from the drop down box. If two people completed backfill on the same day use the duplicate row  button to copy the same day and select the 2nd employee from the drop down box. 3) Enter the backfill hours in the overtime hour's field. This should match up to the Wildland Workhours calculator sheet.

PERSONNEL INSTRUCTIONS

Add up all time for personnel from the Crew Time Reports (SF-261) or Emergency Firefighter Time Report (OF-288). Exception for career personnel who have pre-existing labor contracts and pay schedules (see Wildland Work Calculator and Backfill section)

You'll need:

- CTR's & Incident Time Report OF-288's
- Appendix-D Personnel Pay Rate Schedule
- Fire Department's Payroll/Employee Shift Schedule: Their normal shift schedule when not on a wildland assignment (**previously arranged swapped schedules at the fire station do not qualify**). If backfill applies, you will need names and hours of backfill personnel.
-  FBS Notes/Comment box
 - Add any applicable shift schedule (preferred), Initial Attack, travel delays, holiday pay, R/R, etc...
-  Personnel
 - Employees shall not receive any wildland incentive for response out of district; thus, employee rates shall not differ from the pay rate the employee receives in district for similar emergency services and responses.

Crew Time Reports

- Travel: This is mandatory-Time should be broken out for travel regardless an incident attack & less than 15 minutes away with a "T or TVL" in the 1st column of the CTR or in the remarks section on the first and last day. Time will be recorded in military time and to the nearest quarter hour. Note any remote/virtual time
- Meal Breaks: Verify that meal breaks have been taken over 8 hours in an operational shift period. If no meal break was taken, that there is documentation in remarks on the reason that meet the requirements in the NWCG Standards for Interagency Incident Business Management (yellow) book under Meal Periods page 10-12.
- Signature on CTR: Should be sign by Supervisor on fire and not by any of the persons listed on the CTR. If there is no supervisor, then it is acceptable to be signed by the Fire

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Department's Chief or person appointed by their department.

State of Arizona Standard Staffing

Reimbursement for the minimum staffing levels are as follows:

<u>Type of Equipment</u>	<u>In-State</u>	<u>Out of State</u>
○ Type 1 Engine	3-4	4
○ Type 2 Engine	3-4	4-5
○ Type 3 Engine	3-5	4-5
○ Type 4 & 5 Engines	3-4	3-4
○ Type 6 Engine	*2, 3-4	3-4
○ Type 7 Engine	2-3	3
○ Type 1, 2, & 3 Support Tenders	1-2	1-2
○ Type 1 & 2 Tactical Tenders	2	2

** Staffing only allowable for Smoke Check dispatched by AIDC*

Any additional personnel over and above the ones listed above will require documentation on the resource order.

Chase trucks to allow for maximum staffing levels ARE NOT automatically authorized. Must be authorized and approved by the State Duty Officer and requires a resource order to be reimbursed.

Regular Hours vs Overtime Hours

Full-time Career Personnel:

- Regular Hours are according to the employee's shift schedule at the home station (previously arranged swapped schedules do not apply)
- Overtime Hours are hours outside of the employee's shift schedule. Salaried employees who are eligible for overtime will require a copy of the labor contract to be filed with the State.
- Starting and Ending time should match with the EEST(s). If there is a time discrepancy that has a reason, then note it in the remarks section of the CTR or EEST

Supplemental Fire Department Personnel Resources:

- Regular Hours are defined as a seven-day work week beginning the first day of the incident, e.g., Tuesday through Monday.
- Overtime Hours are defined as hours in excess of 40 hours in the same seven-day work week as mentioned above and paid at 1.5, e.g.: Worked 48 hours in 4 days would be 40 hours regular & 8 hours OT.
- Holiday Hours: No special pay for holidays.

Wildland Work Hours Calculator and Backfill Form

How the wildland work hour's calculator worksheet figures the wildland personnel's regular & OT work hours, and the backfill costs in FBS production website?

You'll need:

- Fire Department's CTR's & OF-288
- Pay Rate Schedule,
- Fire Department Payroll
- Examples can be found on the Invoice 2024 Cooperator EXAMPLE Forms Invoice Work -book, tab labeled 3examplesWrkHrCalculatrs
- ✍ Shift Schedule: Normal shift schedule worked at the home unit: e.g. 0800 to 0800, 0800 to

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1700 and shift type: e.g. 24/48 hour, or M-F. Place in the FBS Notes Personnel Section.

- ✎ Regular Hourly Rate: Employee's Regular Wildland Pay Rate
- ✎ Date and time: Will be using information from both the CTRs and employee's normal shift schedule at the home unit.
- ✎ Regular (ON): Shift schedule hours
- ✎ OT (OFF): Hours worked outside of the shift schedule, except for salaried personnel.
- ✎ Backfill Name & Job Title: The personnel who worked their shift schedule and job title at the home unit for the personnel on wildland assignment. *See AOP on page 10/item (s) for backfill.*
- ✎ Backfill Hours: The number of shift hour's schedule they worked for the personnel on wildland assignment.
- ✎ Backfill Rate of Pay: The OT hourly rate of the backfill person for that day and will be capped at the top range of the assigned resource classification in certain circumstances.
 - *Total Backfill Difference:* Is automatically calculated. The difference is between the backfill person and wildland person's pay rates. If the backfill person's rate is less than the wildland person's pay rate, then there would be no backfill overage. See below examples.

EXAMPLES OF BACKFILL CHARGES (reference Pay Rate Schedule on page 18)

Example of backfill overage: Backfill Bob Moreno/BC OT rate of pay is \$46.44 an hour and the person on assignment Jane White/BC base rate of pay is \$26.05. Figure \$46.44 OT - \$26.05 base= \$20.39. The difference would be \$20.39 an hour to claim

Example of no backfill: Backfill Adam Adski/FF OT rate of pay is \$30.70 an hour and the person on assignment Bob Moreno/BC base rate of pay is \$31.20. Figure \$30.70 OT-\$31.20 Base= <-\$0.50>. No difference to claim.

Example of top rank classification exceeded: Backfill Steve Stanley/Chief OT rate of pay is \$58.44 and the person on assignment Jane White/BC base rate of pay = \$26.05. Top rank of pay for BC OT=\$46.44. Because the backfill person's rate of pay of \$58.44 is higher than the top rank for BC of \$46.44, you would use the top rank of pay for the BC. Figure the OT \$46.44 minus - \$26.05 base = \$20.39 hour to claim.

Example Wildland Work Hours Calculator

WILDLAND WORK HOURS CALCULATOR											
Incident Name/P Code:		BIG BEAR			PNSB44		SHIFT SCHEDULE: 8 TO 8/24HR SHIFT				
Employee Name & Job Title		JANE WHITE / BC			REG HOURLY RATE		26.0468				
DATE	TIME Enter colon (:)		HOURS	REG (ON)	OT (OFF)	TVL, R&R, Rehab, etc	BACKFILL NAME & JOB TITLE	BACKFILL HRS	RATE OF PAY	DIFF- ERENCE	TOTAL OVERAGE
1/16/2024	14:30	0:00	9.50	9.50		TVL ENDED 2130	Bob Moreno/BC	6.00	46.4382	20.39	122.35
1/17/2024	0:00	8:00	8.00	8.00			Bob Moreno/BC	8.00	46.4382	20.39	163.13
	8:00	11:30	3.50		3.50					0.00	0.00
	12:00	22:00	10.00		10.00					0.00	0.00
1/18/2024	6:00	8:00	2.00		2.00					0.00	0.00
	8:00	0:00	16.00	16.00		TVL started 1900	Steve Stanley/CHIEF	24.00	46.4382	20.39	489.39
1/19/2024	0:00	8:00	8.00	8.00			Exempt Reg rate \$58.4355			0.00	0.00
	8:00	11:00	3.00		3.00	TVL ended 1100				0.00	0.00
	11:00	12:00	1.00		1.00	Rehab ended 1200				0.00	0.00
TOTALS			61.00	41.50	19.50			38.00	GRAND TOTAL		774.87

HELPFUL HINTS: PERSONNEL WORK HOURS

- The State discourages any travel taking place between the hours of 2200 and 0500 unless there are extenuating circumstances to justify travel between these hours
- Circle or highlight the shift schedule days on the OF-288 before starting so you can easily identify when you'll be putting the hours in the regular hourly rate column rather than the overtime column
- When filling in the work time; remember to start a new line at midnight
- Any written changes on the OF-288 form, then, provide those specific CTR(s)
- If assigned to another Cooperators engine - Write on the CTRs and FBS Notes field the Fire Department & personnel names and cooperator to bill separately to DFFM for their personnel
- FBS is using quarter time increments, so when traveling less than 15 minutes then apply the 15 minutes quarter increment time, even in incident attacks (IA) as we do not check the internet maps of what the distance is between the assignment destination & their home station and how long it takes

Breakdowns

- At the Incident: Equipment does not get paid for breakdowns, however, personnel have a guarantee pay of 8 hours a day. For example, if they worked 6 hours and the vehicle broke down they would get an additional 2 hours for their time. If they already put in 8 hours for that day, there would not be any additional time charged. The only exception is if the person's shift schedule is applicable which would be calculated as normal. Unless; personnel have found other means of work, e.g.; another engine, transport to the fire line, etc.; then, they would be paid the normal regular work hours and any OT.
- Remarks will need to be written on the CTR/EEEST of when and how long the equipment was broke down

Rest and Recuperation (R & R) upon return of an assignment

(Supplemental employees do not qualify)

All of the following conditions would need to be met before a person can be paid R & R:

- NWCG work/rest requirements are met according to the Incident Business Management Handbook (10-18, 19) Below are the highlights:
 - Been on assignment for a minimum of 14 days, excluding travel days.
 - If the next day or 2 consecutive days upon return of an assignment are scheduled days to work. If one of these days is an employee's normal day off, there will be no additional pay for that day.
 - Assignment-Workday Definition: Is defined as the time period (days) between the first full operational period at the first incident or reporting location on the original resource order and commencement of return travel to the home unit.
 - To determine the first operational period or travel day, if an employee has more work hours in a shift than travel hours. This would be the *first workday*.

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If the conditions mentioned above are met then R&R qualifies and you'll need to document the hours on the FBS Personnel Time Entry page and notes. Backfill reimbursement also applies.

Rest and Recuperation on an Incident

If an individual(s) has been required to stay in place on an incident the qualifications for R & R listed above do not apply with the exception of the minimum 14 day condition.

Supplemental personnel **do qualify** for this. Reimbursement would be as follows:

- 8 hours of Base Pay and Backfill unless their home shift schedules apply: such as 24 or 48 hour shifts, etc., then use home shift schedule for purposes of calculation.
- Meals and Lodging: Same rules apply that are in Travel Section
- Rental Car or daily equipment previously authorized
- Hourly rate equipment is not reimbursable

Excessive Work Hours

Work shifts exceeding 16 hours after the 1ST shift of the incident will not be paid unless accompanied by a written justification on the CTR or other incident documentation completed by the incident commander or immediate incident supervisor. All excessive hours must be mitigated as soon as possible using the 2:1 work to rest ratio is every 2 hours of work equals 1 hour of rest and note remarks on CTR of how long the rest time would be and when taken.

Holiday Pay: DFFM will reimburse the cooperator for up to 8, 10, or 12 hours of base pay for each of their personnel who worked on a wildland fire assignment on a state holiday, based on the State of Arizona official holiday schedule (as defined by the Arizona Legislature), regardless of cooperator policy. Holidays are as follows: New Year's Day, Martin Luther King Jr. Day, Washington's Birthday (Presidents' Day), Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

Refurbishment/Rehabilitation (Rehab)

Rehab is considered the time it takes to bring the equipment back to readiness after return from the incident and has certain limitations for the purpose of reimbursement.

The following are the maximum allowable personnel times for specific types of equipment:

- Hourly Equipment: Engines (all types), Water Tenders, Ambulances = 1 hour per person
- Hand Crew = 2 hours per person

Daily rate vehicles such as command vehicles, ALS/BLS Kits, rental vehicles, etc. are not eligible for rehab time.



**Equipment time is not reimbursable for rehab time.
Only personnel time as outlined above.**

Crew Swaps

Equipment that has completed the assignment and has been asked to stay and crew members replaced will be reimbursed for time, travel, and appropriate vehicle costs used for the swap per separate invoice. An RO must mention crew swap to verify the connection with first billing invoice.

Any members of a crew or members on an engine that are swapped out previous to completion of an assignment, other than the normal 14 day assignment, will not be reimbursed for travel time and expenses unless prior approval by an AZDFFM representative is obtained. You

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MUST submit an FBS Billing Document for the crew that was swapped out within 60 days of their return home. *Chase truck(s) must have a resource order number.*

Personnel Swaps

Personnel who traded their normally scheduled shift day at the home unit with others does not change how the calculations are done on the wildland work calculator.

If you have a person who made a trade in their shift schedule at the home unit, this should not affect how you complete the wildland work hours calculator sheet. In other words, if the shift schedule showed wildland firefighter was supposed to work shift A and he had traded with another firefighter for working shift B for that day, you need to use the shift A calendar for purposes of filling out the wildland work calculator sheet.

Appendix - D Personnel Pay Rate Schedule

This is the document that reflects the Rate per Hour that is paid to the employee including employer related expenses (ERE's) to the employee's base rate depending on the benefits your fire department provides to that person to come up with a Wildland Pay Rate. An employee will fall into one of two categories: Career Personnel or Supplemental Personnel according to the Annual Operating Plan NWCG Memo #004-2009.

Career Personnel:

- According to pre-existing labor contracts and pay schedules. These individuals are required to attend scheduled training, meetings, etc.
- Salaried employees who normally don't receive overtime compensation would not get overtime for wildland fires. However, if their contract allows for overtime, then, provide a copy of the agreement to us for our records

Supplemental Personnel:

- 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 schedule training, meetings, etc. of the department staff.

Total employee base pay and employee related expenses (these are expenses paid by the fire department on behalf of the employee, not the deductions out of the employee's pay check) as mentioned below, to come up with a wildland billing rate

EMPLOYEE BASE PAY

- Salary paid to the employee
- Any additional guaranteed pay that is part of their base pay such as stipends can be used in the calculation
- Supplemental employees are according to AZDFFM's Supplemental Fire Department Resources Position Matrix Pay Plan for the position they were ordered.
- You can add the applicable employee related expenses listed below

EMPLOYER RELATED EXPENSES

- IRS Standard-Medicare % is currently at 1.45%
- IRS Standard-Social Security % is currently at 6.2% - if paid by employer (not all fire departments pay into this

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- Workers Compensation: Use the percentage given on the worker's comp form including the experience E mode rate. (See glossary for more information)
- Retirement %
- Unemployment Insurance: Based on the first \$7000 of annual gross pay (Enter **annual dollar** amount for both State and Federal)
- Long Term Disability: Enter **annual dollar** amount
- **NOTE: ON OVERTIME PAY AND HOURS OUTSIDE OF NORMAL SHIFT SCHEDULE**
 - Long Term Disability and Unemployment Insurance should not be included in the Wildland Overtime Rate/Benefits
- Health insurance, dental and vision are not used in the calculations
- Annual Hours – Regular hours a person works in a year (applies to full-time personnel)

EXAMPLE OF PAY RATE SCHEDULE

Per the AOP must use Appendix D: Personnel Pay Rate schedule in Section 4; Reimbursements page 10 item (r).

Arizona Department of Forestry & Fire Management Annual Operating Plan (AOP) Appendix - D Personnel Pay Rate/Benefits Schedule												
FIRE DEPARTMENT NAME:			Smokey Bear FD						EFFECTIVE DATE:		1/1/2023	
PERSONNEL NAME	RANK	EXEMPT STATUS	MEDICARE 1.45%	SOCIAL SECURITY 6.20%	WORKER COMP %	RETIREMENT %	UNEMPLOY INSURANCE \$	DISABILITY \$	ANNUAL HOURS	Enter Base Hourly Rate	WILDLAND PAY RATE /BENEFITS	WILDLAND OT RATE/ BENEFITS
Adam Adski	FIREFIGHTER		1.45%		4.78%	23.60%	\$200.0000	\$500.0000	2912	\$15.7665	\$20.7100	\$30.7045
Jose Ortiz	ENGINEER		1.45%		4.78%	23.60%	\$200.0000	\$500.0000	2912	\$16.4533	\$21.6017	\$32.0420
John Brown	CAPTAIN		1.45%		4.78%	23.60%	\$200.0000	\$500.0000	2912	\$18.8874	\$24.7619	\$36.7823
Jane White	BATT CHIEF		1.45%		3.00%	15.00%	\$200.0000	\$500.0000	2912	\$21.6044	\$26.0468	\$38.7097
Bob Moreno	BATT CHIEF		1.45%		4.78%	36.00%	\$200.0000	\$500.0000	2912	\$21.7667	\$31.1992	\$46.4382
Steve Stanley	CHIEF	Exempt	1.45%		4.78%	23.60%	\$200.0000	\$500.0000	2080	\$44.7500	\$58.4355	N/A
Barbara Bank- ADMIN	OTHER		1.45%	6.20%	3.00%	15.00%	\$200.0000	\$200.0000	2080	\$20.6731	\$26.1681	\$38.9636
*** NOTE: Salaried employees (Exempt) who normally don't receive overtime compensation would not get overtime for wildland fires. However, if their contract allows for overtime, then, please email a copy of the agreement to us for our records at the Financialadmin@dffm.az.gov												
** Reimbursable administrative fees for compiling the invoice for reimbursement is billable at regular rate only, not overtime rates.												
Cooperators must use pay rate schedule Appendix D per the General Provision: Career Personnel Rates.												
NO adjustments to the columns & math formulas, but, rows can be added for extra personnel.												

RANK COLUMN: Use the drop down box to choose the rank positions. Do not type any other positions as the spreadsheet is formula driven. To include the name of Other positions, then type it beside the personnel's name. For example, see Barbara Bank above.

SEASONAL HIRES/ SUPPLEMENTAL PERSONNEL NAME	RANK	ENTER BASE HOURLY RATE	MEDIARE %	SOCIAL SECURITY %	WORKER COMP %	RETIREMENT %	UNEMPLOY INSURANCE \$	DISABILITY \$	SUPPLEMENTAL CLASS	WILDLAND PAY RATE /BENEFITS	WILDLAND OT RATE/ BENEFITS
Ron Donner	Suplmental	15.7600	1.4500%	6.2000%	4.7800%				FFT2-C	\$17.7190	\$26.5785
Paul Lars	Part-time	14.1100	1.4500%	6.2000%	4.7800%	11.0000%				\$17.4160	\$26.1240
Sue Sweet	Reserve	11.0000	1.4500%	6.2000%	4.7800%	11.0000%				\$13.5773	\$20.3660

For Supplemental personnel only: Hourly Rate is based upon position at incident-Reference DFFM Supplemental Resources Pay Rate Matrix (dffm.az.gov/fire/cooperators). Does not apply to Reserves or Part-time Employees.

Supplemental, seasonal, reserves, part time, and any personnel that don't have a regular shift schedule and covering less than 40 hours must use the regular rate for the backfilling position.

Top Rank Backfill Rates

RANK POSITIONS	EXEMPT	MEDICARE %	SOCIAL SECURITY %	WORKER COMP %	RETIREMENT %	UNEMPLOY INSURANCE \$	DISABILITY \$	ANNUAL HOURS	REGULAR RATE W/O EREs	WILDLAND PAY RATE /BENEFITS	WILDLAND OT RATE/ BENEFITS
FIREFIGHTER								2912	\$15.7665	\$20.7100	\$30.7045
ENGINEER								2912	\$16.4533	\$21.6017	\$32.0420
CAPTAIN								2912	\$18.8874	\$24.7619	\$36.7823
BATT Chief								2912	\$21.7667	\$31.1992	\$46.4382
CHIEF	Yes							2080	\$44.7500	\$58.4355	**

This sheet autopopulates based on the entries on the CareerPayRateSchedule tab! - The Orange cell is the ONLY one that you may need to select!

HELPFUL HINTS

- Prior to creating your billing document. Check if there were changes to Appendix-D

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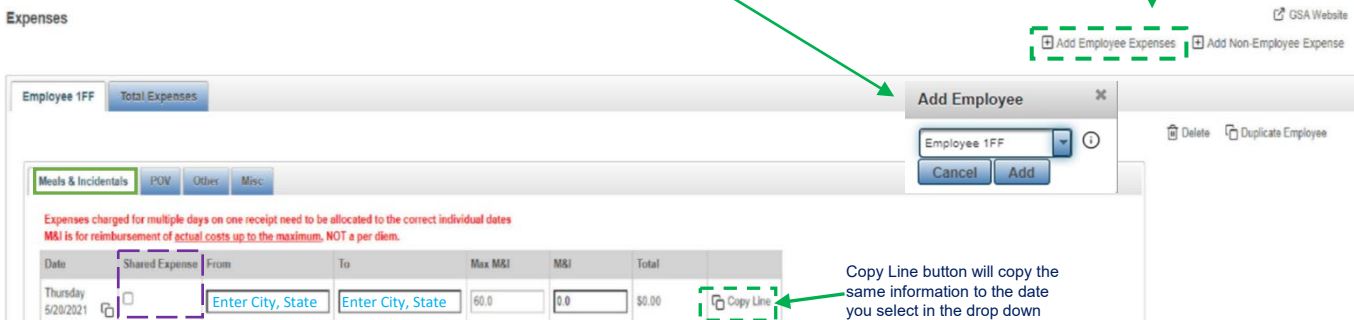
- Personnel Pay Rate Schedule, then update the FBS Manage Employees section
- Keep amended Appendix –D Personnel Pay Rate schedules on file for in person audits

FBS EXPENSE SECTION:

This section has multiple expense areas to capture totals for meal costs, lodging, fuel, rentals, and miscellaneous.

NOTE: Same principle information as the former Meals & Lodging claim form. No need to have multiple employee expenses. Preferably use the crew boss as the focal point.

1. Select “Add Employee Expenses.”
2. Select employee name from the popup “Add Employee”. And click add.



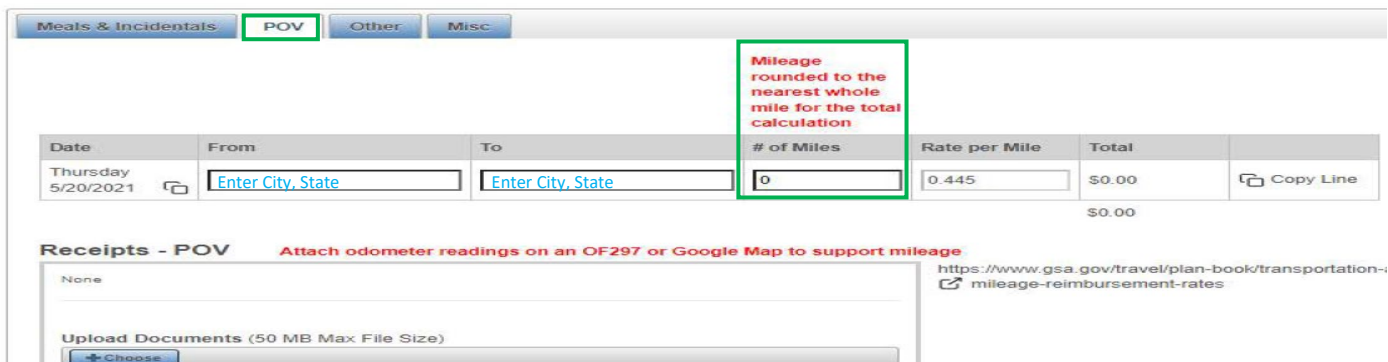
Meals & Incidentals tab

1. Shared Expense Button: Click the button and select other employee(s) by name from the drop-down menu. Same basic info as the former Meals & Lodging claim form.
2. ‘From & To’ fields: Type the city & state locations
3. Max M&I field: The \$60 per person is automatically figured by the # of personnel selected.
4. M&I field: Type in the actual meal receipts amount for the day.
5. Total: This field will figure the actual amount due. For example if there was just an overhead personnel and they have \$65 being claimed for a particular day. A notification popup will mention M&I Value must be less than the Max M&I Value.

POV tab (See page 24 Travel to Airport Instructions)

The below section is for POVs not on the CFRA - When transporting someone to the airport.

1. ‘From and To’ fields: Type the city & state locations
2. # of Miles field: From the EEST's type the # of miles. See under Travel to Airport page 24
 - Rate per mile is 65.5¢ a standard state rate mileage rate



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Other tab

This page has Lodging\Rental Vehicle\Rental Fuel\NERV Fuel-\Airline Tickets\Baggage Fees \Parking\Tolls\Shuttle\Taxi\Car Wash Rentals only\ and Other

1. Shared Expense Field: Click the button and select other employee(s) by name from the drop-down menu.

Date	Shared Expense	Lodging	Lodging Taxes/Fees	Rental Vehicle	Rental Fuel	NERV Fuel	Airline Tickets	Baggage Fees
Friday 1/28/2022	<input checked="" type="checkbox"/>	0.0	0.0	0.0	0.0	0.0	0.0	0.0

2. Type in the amounts to the appropriate fields of expenses acquired at the fire incident.

Misc tab (Damage Claim)

Used for Damage Claims that requires a separate billing invoice and upload your PDF file attachment.

Add Non-Employee Expense button (below example)

This is used for Equipment Fuel or Misc. expenses that doesn't involve employee expenses.

Expenses

Add Employee Expenses Add Non-Employee Expense

FF Peter Brown Total Expenses

This is a Damage Claim

Expenses charged for multiple days on one receipt need to be allocated to the correct individual dates

Date	Description	Notes	Request #	Total
Thursday 5/20/2021				0.0

Request Number \$0.00

Receipts - Misc Attach receipts, if applicable

Upload Documents (50 MB Max File Size)

Damage Claims Instructions

Should be submitted on a separate FBS billing document in the Expense section/Misc. tab. Compensation for loss, damage, or destruction is at the discretion of the state even if they had S# has been issued by the incident.

The following are the required documents to be submitted with the invoice:

- Written description on an ICS Form 213 of how the loss, damage or destruction occurred (who, what, when, where and why) and be signed by the incident supervisor, Logistics Chief or designee, and Incident Business Advisor.
- Receipt of replacement item or repair paid for by Cooperator.
- Supply Resource Order and copies of any paperwork submitted to the fire to obtain the S#
- Proof of insurance is needed when there is an deductible overage
- Personnel assigned to inoperable equipment are limited to 8 hours of compensation per shift unless otherwise dictated by Home Unit shift schedule.

HELPFUL HINTS

- Upload your PDF file attachment found in the FBS Receipts – Misc box
- NOTE: If damage occurred on a team assignment, make sure you provide the documentation provided by the Compensation Claims Person, if possible.

Expense(s) Instructions

*DFFM is governed by State Policy (Topic 50, Section 65 on Vendor and other Non-employee Travel). Stated meal allowance and reimbursement for maximum reimbursement are for **actual costs incurred** and are not per-diem rates (Topic 50, Section 95 Maximum Mileage, Lodging, Meal, Parking and Incidental Expense Reimbursement Rates). To be in travel status, a traveler must be more than fifty miles (50) from both the traveler's residence and regular home unit (Topic 50, Section 25 Meals and Incidentals). Report details on the Meals & Lodging Claim Form, below.*

Meals: Meal receipts do not need to be submitted with the invoice but kept on file by the Cooperator and produced for audit as requested by AZDFFM.

- If the incident is not providing meals, Cooperators will be reimbursed for the cost of meals at the Special Meal Rates for Firefighters approved by the AZ State Comptroller, so long as they have written justification from the incident on a general message, CTR, or RO.
- No reimbursement for the first 12 hours of deployment for both In & Out of State
- Departure and return days will need to be calculated using **75%** of the full day rate when an over-night stay is involved (do not forget the 12-hour rule still applies).
- Gratuity must not exceed 20% of the total cost of the meal plus taxes for sit-down meals. There should be no gratuity buffet, fast food, or carryout.
- Reimbursed for actual cost or the Maximum Meal Rates per person whichever is less;
- If multiple crewmembers are on the same receipt, maximum allowable \$ multiplied by the number of crewmembers or actual costs, whichever is less.
- If any meals were provided, reduce the amount of the specific meal allowance located in the Arizona State Rates Lodging and Meal Index document.

Lodging: Reimbursement will be for actual lodging room rate and taxes. Any cost over the maximum allowance is not reimbursable. Itemized lodging receipts with a credited zero balance need to have the names printed of occupants of shared rooms and upload to the FBS billing invoice. Refer to pages 22 and 30 for U.S. General Services Administration (GSA) website address.

Within the State of Arizona:

- There is no resource order requirement while person(s) are in travel status 'To' and 'From' the incident. However, once they arrive at the incident the expectation is that a place to camp will be provided. There can be instances when lodging will be needed, then the requirement is that the resource order allows for lodging or an approval in writing from a State Representative is provided with the invoice.

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Out of State:

- When in travel status no resource order authorization is required.
Once at the assignment and a place to camp is not available a written documentation by the person(s) on assignment should be included with the invoice. Remarks can be on a CTR, General Message, or resource order.
- Resort Fees are NOT considered part of the room rate
- Additional fees such as safe boxes, movies, etc. are not reimbursable
- Exceeding the room rates is not reimbursable and at the cooperator's own risk.
 - Exceeded lodging allowance: First calculate the percentage of tax rate by dividing total tax by the room rate %. Then multiply tax percentage rate by the maximum lodging allowance and add the new tax for total reimbursement.
 - Example: Lodging room rate is \$110.00 and \$12.00 tax = \$122. Per GSA plan book the maximum lodging allowance is \$107.00. First, calculate the tax rate: $\$12 \text{ tax} / 110\%$ (room rate as %) = 10.91%, then use the lodging allowance of $\$107.00 \times 10.91\% = \$11.67 \text{ tax} + \$107.00 = \118.67 is the total to claim.
 - Hand write calculations on the lodging receipt(s) can be helpful to verify the math

How to look up the maximum allowances for meals:

Look up meal rates from the Special Meal Rates for Wildland Firefighters approved by the State Comptroller letter. Located in the Billing Workbook material PDF file.

FULL DAY MEAL BREAKDOWN

(Use when deducting for meals provided and departure/return travel day calculations)

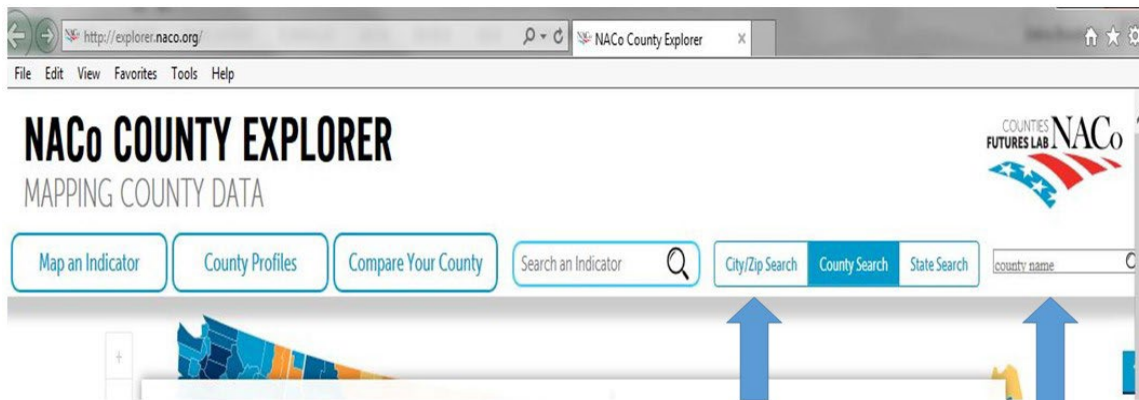
Wildland Firefighting State Comptroller Effective to 6/7/22	
Breakfast	\$13.00
Lunch	\$17.00
Dinner	\$30.00
Full Day Rate	\$60.00
Departure & Return Travel Day with over-night stay (75%)	\$45.00

How to look up the maximum allowances for lodging:

Look up lodging rates-go to GSA federal website <https://www.gsa.gov/travel/plan-book/per-diem-rates>. The federal website has an electronic data search fields with an interactive USA map to lookup the lodging allowance rates

County Search: [Recommend to save to your smart phone.](#)

Website: <http://explorer.naco.org>



1. Click on City/Zip Search
Usually have to click on this
box twice, glitch?

Enter City Name

GSA Lodging Search:

[Caution: Use lodging rates, only. Recommend to save to your smart phone.](#)

Per Diem Rates

Rates are set by fiscal year, effective October 1 each year. Find current rates in the continental United States ("CONUS Rates") by searching below with city and state (or ZIP code), or by clicking on the map, or use the new [per diem tool](#) to calculate trip allowances.

Search by City, State or ZIP

For Fiscal Year:

OR

Find Rates

Search by State

For Fiscal Year:

Helpful Hints for Travel

- Lodging allowances listed do not include tax but Meal allowances are inclusive of tax and tip
- Lodging paid receipts must show the business address and phone numbers even for Airbnb receipts, which is a last resort when acquiring lodging
- Meal allowances: If Meal Exception Letter has been issued and not expired you can use these rates. The current letter can be found on the Invoice EXAMPLE Form 2024 Billing Workbook Material PDF file. Can be found in the dffm.az.gov website
- DFFM suggest sharing rooms to mitigate lodging cost

Rental Vehicles

Need to be documented on Resource Order as authorized (Typically on Overhead Resource Orders in Box 12 under Travel Mode). Sometimes a separate Equipment Resource Order is also issued. Detailed contract receipt and fuel receipts to be included with invoice. Any insurance purchased other than CDW for out of state assignments are at the Cooperator's expense. Extras such as GPS, GARS, Satellite Radio fees, Late fees, etc. are not reimbursable.

Vehicle Type: Should be commensurate with position requested on resource order. SUV's above a full size class must be approved by the incident.

Within the State of Arizona: No additional insurance options are reimbursable. Any insurance purchased is at the cooperator's expense.

Out of State: Only CDW is reimbursable. Any additional insurance/coverages is at the cooperator's expense.

- ✍ Detailed copy of rental vehicle plus applicable taxes and attach paid receipts
- ✍ Fuel purchased for rental car, attach receipts

TRAVEL TO AIRPORT, PARKING, AIRLINE TICKETS, AND BAGGAGE CLAIMS

Travel to Airport

- Personal Operated Vehicle (POV): only mileage at the current state mileage rate (65.5¢) and reasonable cost of parking will be reimbursed.
- NOTE: This is the only exception for use of a POV that is not on the CFRA & must carry the state's minimum insurance.
- POV mileage should be rounded to the nearest whole number and odometer readings recorded on the equipment shift ticket OF-297

Parking:

- For airport parking, choose economy, long term, off premises parking service by shuttle is to be chosen when available. You may park wherever it's convenient to do so, but will only be reimbursed the lesser of the actual amount incurred or \$6.50 and Tucson \$5.00 per day base parking charges.
- Agency vehicle: long-term parking will be reimbursed, while the daily rates or hourly rates do not apply
- For additional parking information refer to the State of Arizona's Topic 50, Section 95, Title 3. Airport Parking for maximum allowances
- Include paid receipt with invoice subject to allowances stated in above document.

Airline Tickets & Baggage Claims

- Include paid receipt(s) with invoice
- Personal extra airfare fees aren't reimbursable, e.g. preferred seating, extra main cabin, etc.

Supply Purchases and Services

Subject to state review

- Itemized paid receipts must have business name, address, and phone number(s).
- Supply Resource Order

ADMINISTRATIVE FEE INSTRUCTIONS

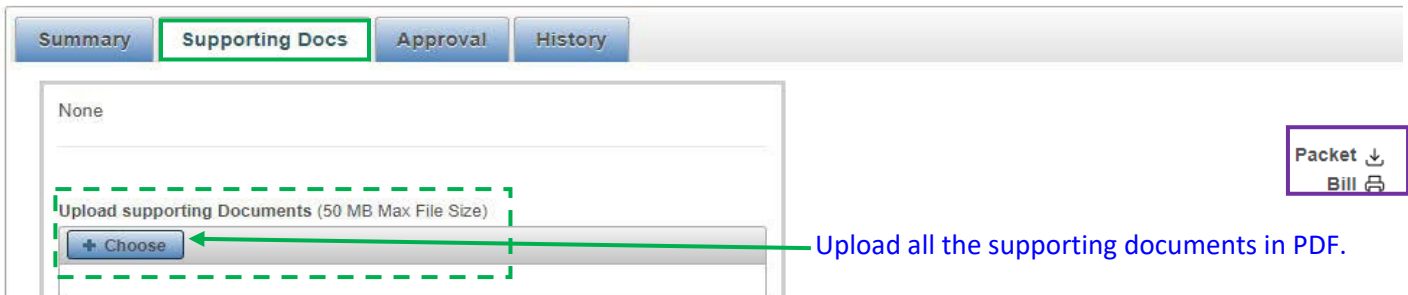
Reasonable administrative costs incurred preparing invoices can be reimbursed. There is no additional reimbursement time for revisions or corrections.

- Rate: A flat percentage rate of 0.5% half of one percent (based on the total billing document amount) will automatically be applied to each standard billing document.
- No admin fee will be given for a damage claim billing document.
- Please remember that all submitted billing documents are required to be submitted as clean and accurate, therefore the admin fee will not be applied if the billing document is rejected by DFFM auditors three (3) times, regardless of the severity of issues.

OVERVIEW SECTION

DFFM suggests logging in at least once a week to review the status of your reimbursement. You can review the “Bill” you are submitting by clicking on the “Bill” printer icon and the “Packet” button contains all of the uploaded attachments.

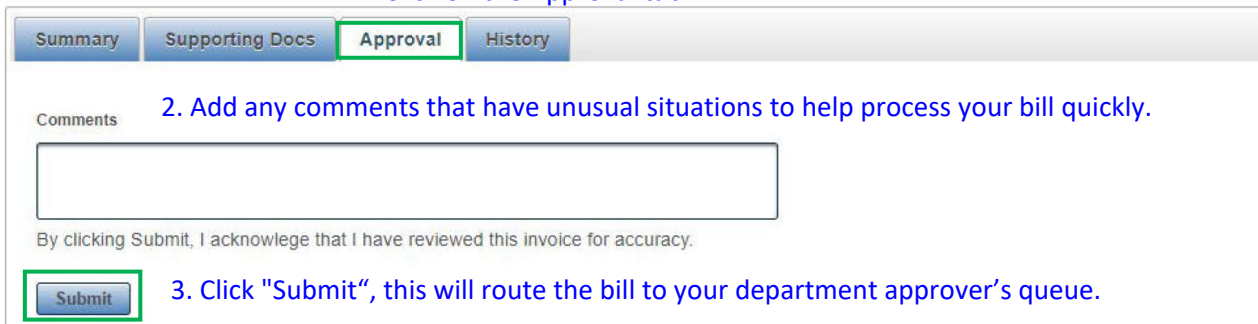
Supporting Docs: Go to this tab to upload your supporting documents in a PDF format, which the file max size is 50MB. Preferably, combine all attachments into one PDF file format. This will help audit your invoice quickly.



Once you have completed your reimbursement, you can add comments and click “Approve”, then it would go your department Approver to review and approve the bill to route to the Billing Approver for DFFM Fire Fiscal office for processing.



1. Click on the Approval tab.



You will be able to check the status in your queue at any time.

Department Approver Role

This role is assigned by your department to either the Data Entry position or someone else in your department to review the bill prior to submitting to DFFM for final review/reimbursement. Once the Approver has approved the billing it is routed to Billing Approver (DFFM auditor), an alert notification will appear in the email icon.

Queue (1)

- Once a reimbursement is submitted, you cannot modify it unless you request for it to be returned to your queue.
- The DFFM Fire Fiscal office cannot modify your submitted reimbursement amounts. If there is any missing documentation or modifications are needed to correct entries, the reimbursement will be returned to your billing approver who will have to reject it with comments back to the data entry role for revisions, then to your queue.
- You will be able to check the status in your queue at any time.

Type	Submitted	Created By	Name	Request #	Assignment	Assigned To	Status	Total	
F	12/29/21	Lucy Ruiz TESTING Fire Department	Gila Gravity		1/29/21 - 1/29/21 (1 of 1)	Approver	Approved by Data Entry (Lucy Ruiz, 12/29/2021)	\$60.00	Edit

Once a reimbursement request has been paid, you will see a “\$” sign next to the status.

How to set up Alert Preferences

1. Select envelope located next to Role description
2. Select Settings

Alerts

Showing all alerts for the last 7 days...

No matching alerts...

Settings

Close

3. Below select which preferences you would like to receive and how.

Alert Preferences

All FBS users can see alerts in the header by clicking on the envelope icon at the top-right. You can also opt in to receive text message and/or email alerts.

Text Message Alerts: enter cell phone #

Email Alerts: enter email

Types

- Rejected Bill
- Approved Bill
- Paid Bill
- CFRA Approval
- CFRA Pending Approval
- Release Notes
- FBS Scheduled Maintenance

Save cancel

GLOSSARY

Airport Travel: Travel to and from airports in relation to an incident assignment is reimbursable. POVs and agency vehicles on a Cooperator's CFRA, left at the airport for the duration of the assignment will be reimbursed for the cost of long-term parking and mileage (State travel policy, Topic 50, Section 95, Title 3)

Airport Parking: No hourly/daily rate will be paid for POVs and AOVs left in airport parking. Economy, long-term, off-premise parking serviced by shuttle is to be chosen when available. The State will not reimburse upcharges for covered or inside parking.

All-Inclusive Rates: If agreed to by DFFM and the Cooperator and included on the CFRA, the Cooperator may charge an all-inclusive rate that would include the costs of equipment, personnel and backfill (as applicable). Cooperator agrees that the billing method included in the CFRA is binding for the years it is applicable and must be used unless the CFRA is amended. All-inclusive rates are daily rates and will be reimbursed as specified in section 3, sub-section (d). Staff utilized from another cooperator must bill the cooperator holding the equipment.

Automated Clearinghouse: Electronic credit (deposits) of authorized bank accounts

Backfill Personnel: The individual who works the shift schedule at the fire station's home unit in place of the normally scheduled person who went on the wildland assignment/incident.

Career Personnel: Employees that work full-time for the fire department. It also includes part-time employees who may fill-in for full-time personnel. Reservists who are also being trained & work at the fire station with a pre-determined rate also fall into this category. Rates used are according to pre-existing labor contracts and pay schedules.

Duty Station: The Duty Station for equipment and personnel is the place where that equipment or personnel is authorized by the cooperator to respond to/from incidents.

Dry: Equipment work rates does not include fuel.

GARS: U.S. Government Rental Car Agreement for federal employees use only.

Home Unit: The Home Unit for equipment and personnel is the place where that equipment or personnel is normally stationed. For personnel who do not have a normal place they are stationed, the Home Unit shall be the Cooperator's station located closest to their place of residence.

Hourly Units: Time is reimburse to the nearest quarter of an hour and should be converted to a decimal in order for the math to calculate correctly. 15 minutes = .25, 30 minutes = .50 hour, and 45 minutes = .75 hour. For example; 2 hours and 15 minutes = 2.25 hour worked

Operational Period: Is the period of time scheduled for execution of a given set of tactical actions as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Ordered Standby: An employee is on duty and time spent on standby duty is hours of work. If for work-related reasons, the employee is restricted by official order to a designation post of duty and is assigned to be in a state of readiness to perform work with limitations on the employee's activities so substantial the employee cannot use the time effectively for his or her

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own purposes. A finding that an employee's activities are substantially limited may not be based on the fact that an employee is subject to restrictions necessary to ensure that the employee will be able to perform his or her duties and responsibilities, such as restrictions on alcohol consumption or use of certain medications.

Resource Order Number/Request number: As resources are ordered to respond to an incident, Resource Order numbers (also referred to as request number) are issued. The order number includes the incident number, an alpha character (A= Aircraft, C = Crews, E = Equipment, O = Overhead, S = Supplies) followed by a sequential number (e.g., AZ-A1S-000020, E-3). All items and services require a resource order number.

Shifts: Includes actual work, ordered standby and compensable travel. It has a specific start and ending time. A normal shift could be up to 16 hours long and cross calendar days.

Supplemental Hires: 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 schedule training, meetings, etc. of the department staff (reference NWCG Memo 004-2009 Attachment A). Rates are according to the [AZ DFFM Supplemental Fire Department Resources Position Pay Rate Matrix](#) for the position in which they were ordered.

Wet: Equipment work rates are based on all operating supplies being furnished by Cooperator.

Workers Comp Modification Factor: A modification factor is a factor applied to the policy premium for a risk to reflect variation from the experience of the average risk of a similar type. From the risk's own past experience, the experience modification rate is determined by comparing actual losses to expected losses. This comparison of future losses results in a premium reduction (credit) or a premium increase (debit). For example, a modification of .85 results in a 15% credit or savings to the risk, while a modification of 1.10 produces a 10% debit or additional charge to the risk. In some cases, no change results and a modification of 1.00 (unity) is applied.

ACRONYMS

A#: Aircraft Resource Order Number

ACH: Automated Clearinghouse

AIDC: Arizona Interagency Dispatch Center

AFCA: Arizona Fire Chief's Association

AFMO: Assistant Fire Management Officer

AOV: Agency Owned Vehicle

AZDFFM: Arizona Department of Forestry and Fire Management

FBS: Finance Business System

C#: Crew Resource Order Number

CDW: Collision Damage Waiver

CFRA: Cooperative Fire Rate Agreement

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CTR: Crew Time Reports

E#: Equipment Resource Order Number

EEST: Emergency Equipment Shift Tickets

ERE'S: Employer Related Expenses

FMO: Fire Management Officer

GARS: Government Administrative Rate Supplement

IBA: Incident Business Advisor

IROC: Interagency Resource Ordering Capability

IIBMH: Interagency Incident Business Management Handbook (AKA: NWCG Yellow Book)

NWCG: National Wildland Coordinating Group

O#: Overhead Resource Order Number

POV: Personal Operated Vehicle

R & R: Rest and Relaxation. Also known as Work/Rest guidelines in NWCG IIBMH

RO: Resource Order

S#: Supply Resource Order Number

SF: Standard Form

EXHIBITS:

The following documents can be found on our website: <https://dffm.az.gov/fire/cooperators>

Invoice Form 2024 Workbook PDF:

3 Letter Identifiers

Annual Operating Plan (aka - General Provisions)

Meal Exception Letter

Need Help (contact information)

New Billing Document Check List

Summary of Emergency Equipment Shift Tickets (EEST)

Wildland Finance Paperwork Checklist

Documents referred in the Annual Operating Plan:

DFFM Supplemental Fire Department Resources Position Pay Rate Matrix

ICS 213= General Message

NWCG Memo 004-2009

OF-286 = Emergency Equipment – Use Invoice

OF-288 = Incident Time Report

OF-297 = Emergency Equipment Shift Ticket

SF-261 = Crew Time Report

State of Arizona Topic 50, Section 65 on Vendor and other Non-employee Travel

State of Arizona Topic 50, Section 95, Maximum Mileage, Lodging, Meal, Parking and Incidental Expense-Reimbursement Rates.

State of Arizona Topic 50, Section 95, Title 3 Airport Parking

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WEBSITES AND EMAIL ADDRESSES:

Arizona Department of Forestry and Fire Management website: dffm.az.gov

FBS Invoice Issues email: fbs@dffm.az.gov

FBS Production website: az.firebilling.org

AZ Incident Dispatch Center for resource orders - email: aidclogistics@dffm.az.gov

GSA Lodging Allowances website: gsa.gov/travel/plan-book/per-diem-rates

GAO Meal Allowances website: gao.az.gov/travel/welcome-gao-travel, (Topic 50, Section 95)

County search website: explorer.naco.org/#

NWCG Interagency Incident Business website: nwcg.gov/sites/default/files/publications/pms902.pdf

Cooperator's Payment Issued: <http://venpay.gao.azdoa.gov/> Put in EIN#, then agency=FOA

Direct Deposit: gao.az.gov/afis/vendor-information

FORMS CAN BE PURCHASED THROUGH NWCG - SUPPLYCAHE:

ICS 213 General Message (NFES #001336)

OF-297 Emergency Equipment Shift Tickets (NFES #000872)

SF-261 Crew Time Report (NFES#000891)

DFFM Support and Services:

Tom Vogt, Finance Administrator

tvogt@dffm.az.gov

602-542-2446

Christopher Budreski, Auditor

cbudreski@dffm.az.gov

480-790-1849

Lucy Ruiz, Auditor

lruiz@dffm.az.gov

602-206-6186

Shannon Kelly, Incident Business Manager

skelly@dffm.az.gov

928-200-2900

Fire Department Change of Address:

<https://gao.az.gov/afis/vendor-information>

Helpful checklist for Wildland Personnel (Recommended)

[Wildland Finance Paperwork Checklist on the following page](#): Print onto a large envelope and give to personnel assigned to fires to put their paperwork, various receipts, and extra multiple checklist. When wildland personnel return to home station this then is turn into fire department's admin invoicing contact to expedite process. See below including a copy of the CFRA, Travel Policy and Travel Claim Form for personnel as well.

Wildland Finance Paperwork Checklist (Multiple Copies)

Fire Name: _____ Request Number: _____

Incident Number: _____ P' Code #: _____

FIRE INCIDENT CHECK-IN DOCUMENTS REQUIRED:

1- Cooperative Fire Rate Agreement & Amendments (multiple copies) 2- Annual Operating Plan (multiple copies) 3- Red Card Qualifications 4- Resource Order(s)

TRAVEL TIME (wheels rolling): Per the Annual Operating Plan must be annotate on the CTRs & ESTs.

Responding Date/Start & End time to incident (**NO** prep & check-in time): _____

ICP Released Date/Start time to a reassignment or home unit (**NO** checkout time): _____

Arrival Date / End time at the reassignment or home unit: _____

If immediately reassigned to another incident write the name here: _____

- All documents signed, dated, and legible to read when scanned from copy machine
- SF-261 Crew Time Reports (CTR) and OF-288 Incident Time Reports:
 - Time recorded in military time and to the nearest quarter hour
 - Travel time a must on CTRs written in remarks section, regardless an Incident Attack & less than 15 minutes away
 - Incident Time Report OF-288 with travel (T or TVL) on form when provided by the ICP
 - CTR: Ensure remarks of why breaks not taken over 08 hours – e.g., I.A., uncontrolled fire, mopping, etc.
 - Rehab start & end time at home station written on CTR: 01 hour for engines, tenders, & ambulances, kits (optional)
- OF-297 Emergency Equipment Shift Tickets (EESTs) and OF-286 Emergency Equipment – Use Invoice:
 - Daily time/Odometers readings for light vehicles and hourly time for the heavy equipment are written
 - POV(s) not on CFRA are only for transport To & From the airport. Odometer readings needed.
- OF-304 Emergency Equipment Fuel & Oil Issue Tickets: fuel obtain at Incident Command Post (ICP)/no credit card used
- Resource Order(s): For extended assignments, personnel must have subordinate numbers
- Lodging & Meals Travel Claim Receipts:
 - Paid Meal Receipts
 - Paid Lodging Receipts (zero balance): Print names of occupants of shared rooms
 - Are resource orders mentioning approval or being self-sufficient when campgrounds aren't provided?
- Rental Vehicle Detailed Invoice/Contract:
 - Extras such as GPS, GARS, Satellite Radio fees, etc. are not reimbursable
 - Additional insurances are not reimbursable. Exception is for Collision Damage Waiver (CDW) outside of Arizona
 - Fuel receipts
 - Are the rentals approved in the resource order?
- Misc. expenses - Airfare, Baggage, Shuttle Receipts, etc. Must show being paid.
- Damaged vehicles/Breakdowns- If damage was caused at the incident. **Note: In travel status to the incident or return back to home station are not reimbursable.** Ensure the following documentation is provided.
 - Signed** Detailed Damage Claim Documentation of how, when, where, who, and why
 - Resource Order is a must have
 - Paid receipts for replacement and/or repair
 - Pictures of damage & Witness statements, if any
 - Copies of any paperwork submitted to the incident to obtain the S#

Notes: Write any comments on any documents to help justify the costs being claimed. As soon as possible, when at the home station, then turn in the documents to your fire department's admin invoicing contact to expedite the billing process to DFFM.

Intentionally left blank for notes.