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| **DEPARTMENT OF FORESTRY AND FIRE MANAGEMENT**  **STANDARD OPERATIONAL**  **GUIDELINE** | **SECTION:** | **APPROVAL PARTY**:    **STATE FORESTER** | |
| **SOG :** | **EFFECTIVE DATE:**  **2018** | **REVIEW DATE:** |
| **SUPERSEDES:** | |

**PURPOSE**

To describe the processes used to determine a cooperative fire rate for equipment not identified by the General Provisions Appendix A: Acceptable Rates for Cooperative Fire Rate Agreements (CFRA), as well as for negotiating all-inclusive daily rates with cooperating fire agencies.

**RESPONSIBILITY**

All DFFM personnel who will negotiate CFRAs or audit fire bills will review and understand this guideline.

**PROCEDURE**

1. Equipment without an established rate per General Provisions Appendix A.
   1. Rates must be negotiated on a case by case basis for equipment not included in Appendix A.
   2. Negotiations will be made between DFFM Fire Administration and the cooperatoring agency’s signatory authority.
      1. DFFM’s Incident Busisness Advisor (IBA) will review the completed negotiation to ensure compliance with State and Federal direction.
   3. Rates will be determined using the most current FEMA equipment rates.
      1. If the type of equipment is not listed on the FEMA rate index, the closest type of equipment or a combination of equipment types will be used to create a rate.
      2. Rate negotiations will be documented on the Cooperator Equipment Rate Negotiation Form and this documentation kept with that cooperator’s CFRA documents.
2. All-Inclusive Daily Rate Negotiations
   1. All-Inclusive Daily Rates will be negotiated at the request of the cooperator.
   2. Rates will be based on a 16-hour work day and will utilize the established equipment rates from the General Provisions.
   3. Reimbursement for tactical equipment will be as follows
      1. 1 Person – Reimbursed for 1 Engineer
      2. 2 People – Reimbursed for 1 Captain and 1 Engineer
      3. 3 People – Reimbursed for 1 Captain, 1 Engineer, and 1 Firefighter
      4. 4 People – Reimbursed for 1 Captain, 1 Engineer, and 2 Firefighters
      5. 5 People – Reimbursed for 1 Captain, 1 Engineer, and 3 Firefighters
   4. For AD and volunteer agencies staffing rates will use the AZ DFFM Emergency pay plan AD rates as follows:
      1. 1 Person – Reimbursed for 1 AD-D
      2. 2 People – Reimbursed for 1 AD-F and 1 AD-D
      3. 3 People – Reimbursed for 1 AD-F, 2 AD-D
      4. 4 People – Reimbursed for 1 AD-F, 3 AD-D
      5. 5 People – Reimbursed for 1 AD-F, 4 AD-D
   5. Determine the mean average pay rate including Employee Related Expenses (ERE) for Captain, Engineer, and Firefighter.
      1. This information can be found with the cooperating agency’s CFRA documents in the DFFM database.
   6. Personnel rate calculations will utilize this formula for career agencies.
      1. Daily Personnel Rate = ((10.66\*(OT Rate))+(5.33\*(Reg Rate))+(8\*(Backfill Rate)))
   7. Pesonnel rate calculations will utilize this formula for volunteer/AD agencies.
      1. Daily Personnel Rate = ((10.66\*(OT Rate))+(5.33\*(Reg Rate))
   8. All-Inclusive Daily Rate calculations will follow this formula to finalize the rate.
      1. Daily Rate = (Total of Personnel Rates) + ((Equipment Rate)\*16)

**RELATED STATUTES/CODES/POLICIES AND PROCEDURES**

1. General Provisions for Cooperative Fire Rate Agreements