

Arizona Department of Forestry and Fire Management

Information for Incident Management Teams



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[DFFM Fire Business Webpage](#)

ARIZONA DEPARTMENT OF FORESTRY AND FIRE MANAGEMENT

Information for Incident Management Teams

The Department of Forestry and Fire Management (DFFM) is responsible for fire suppression on non-federal, unincorporated (state and private) lands within the State of Arizona. The following information is provided for the Incident Management Teams (especially the finance section) working on incidents which involve the Dept. of Forestry and Fire resources.

Contact Information

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Cost Share Agreement

A ***Master Cooperative Wildland Fire Management Agreement*** exists between all Federal and State protection agencies in Arizona. This agreement authorizes general mutual aid, including reciprocal and cooperative fire protection services elaborated upon in local annual operating plans. Other cooperative agreements exist between fire management agencies that authorize fire management services between agencies. The objective of the cost share agreement is to establish and document the cost sharing and the basic organizational structure in response to specific fires. The cost share agreement should be started at the same time as the Delegation of Authority.

A Cost Share Agreement addressing all relevant Wildland Fire Management Services will be prepared by the State and the Lead Cooperating Federal Agency when there is a wildfire burning on or threatening lands for which the State and one or more of the Cooperating Federal Agencies are responsible. The agreement will not affix liability for fire cost payment by any agency based upon responsibility for the fire origin. The Lead Cooperating Federal Agency will consult with and represent the involved Cooperating Agencies.

Timekeeping for State Employees

Hourly rates should be recorded to the nearest quarter hour. Daily rates should be recorded by calendar day. For fractional days at the beginning and ending of time under hire they should be recorded based on 50% of the daily rate for periods less than 8 hours.

AZ Dept. of Forestry and Fire Personnel will submit their CTR's daily and every other week will need a copy of their OF-288 to submit in with their timesheets. When demobing they need the original Emergency Firefighter Time report and Emergency Use invoice. (Forestry personnel get Hazard pay and follow the federal policy).

Cooperating Resources

DFFM has cooperative fire rate agreements (CFRAs) with the majority of the fire departments within the State of Arizona. The departments should have these agreements when they show up on an assignment along with the general provisions that details more information regarding the agreements. There are also agreements with most of the counties and other state agencies. These agreements constitute a contract with the State of Arizona to provide fire suppression resources and equipment. They are therefore categorized as state resources. Their time should be documented as the Finance Unit would document time for any other federal contractor or resource. The only difference is that Arizona State is the paying unit regardless of the jurisdiction of the fire and they must come home with original (OF-288) Emergency Firefighter Time Report and/or (OF-286) Emergency Equipment Use Invoice in order to process billing.

The rates DFFM pays departments and cooperators are based on the cooperator providing their own fuel and oil. However, it is expected that at times the cooperator will need to re-fuel on the fire. In such cases please document the fuel issued on the Emergency Equipment Use Invoice. The costs incurred for fuel and oil will be deducted from their payment. The same is true for purchases, equipment repair, etc.

Timekeeping for Cooperators

- (a) Time will be recorded in military time and to the nearest quarter hour.
- (b) Equipment does not take a breaks for meals if hourly rate is used.
- (c) Hourly rates are exclusive of personnel.
- (d) Work shifts exceeding 16 hours after the 1st day need written justification on the CTR or other incident documentation completed by the incident. All excessive hours must be mitigated by adequate rest as soon as possible.
- (e) If cooperator withdraws equipment prior to being released by the incident, the Cooperator shall bear all costs of returning equipment to the home unit.
- (f) Personnel assigned to inoperable equipment are limited to 8 hours of compensation per shift.

Equipment Damage

Repairs: Repairs to equipment shall be made and paid by the Cooperator. The incident may, at its option, elect to make such repairs when necessary to keep the equipment operating. The cost of such repairs will be deducted from the reimbursement to the Cooperator.

Loss, Damage or Destruction: No reimbursement will be made for loss, damage or destruction when (a) it is due to normal wear and tear, or (b) negligence of the Cooperator or the Cooperator's agents which caused or contributed to the loss, damage or destruction, or (c) damages caused by equipment defects unless such defects are caused by negligence of the State or its employees. Vehicular damage claims, not directly related to incident activity, particularly prior to check-in or after demobilization, should be submitted through the agency's insurance prior to submission to the state. Loss damage, or destruction claims will be evaluated on a case by case basis and evaluated for extraordinary circumstances outside of normal conditions by the state IBA. Hourly/daily rates for equipment will not be reimbursed when such equipment is inoperable due to damage, loss, destruction, or lack of qualified personnel.

Claims: Claim documentation must include an S-number, copies of any paperwork. Final determination will be made by the state. It is helpful if the FSC or PROC gives a recommendation to help the state adjudicate.

Injury/Illness: The affected employees line supervisor is responsible for completing their agency Workers Comp Supervisors Report of Injury /Illness (SRI). If applicable witness

statements should be included the SRI. Completion of any other federal or team documents would be in addition.

Emergency medical care should be obtained from the nearest qualified physician or hospital. State employees and Cooperators will be responsible for all medical expenses if the injury/illness is not covered by worker's compensation. Before leaving the medical facility, the employee will need to obtain a doctor's work release.

Any event involving death or in-patient hospitalization must be reported to Arizona Interagency Dispatch Center (AIDC) ASAP. The on-duty dispatcher will notify the State Duty Officer of the incident immediately.

Incident Documentation Package

DFFM requests a hard copy of the incident's finance file and a digital copy of all other records including the finance file. Digital and hard copies can be delivered to the DFFM's AA or AREP on the incident for delivery to the correct DFFM employees.