

**Colorado Department of Public Safety (CDPS)**  
**Division of Fire Prevention & Control (DFPC)**  
**Division of Homeland Security & Emergency Management (DHSEM)**

**Cooperator Incident Reimbursement Guidelines**

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## **A. General Information**

This document provides guidelines for Colorado State cooperators during the incident assignment and reimbursement process. The Colorado Resource Rate Form (CRRF) is the basis for the reimbursement process. CRRFs are completed prior to the fire season as part of county Annual Operating Plans (AOPs). All current CRRFs are effective for three years from date of signature.

Departments must have an approved CRRF to be available in ROSS for out of local area dispatch. Resources from a department without a current CRRF assigned to a Colorado State Responsibility Fire (SRF) will be documented using standard state cooperator equipment rates, and an updated CRRF will be required prior to requesting reimbursement. Cooperator equipment should not be signed up at an incident using an Incident-Only Emergency Equipment Rental Agreement (EERA). See Attachment 14 for current Colorado Standard Cooperator Rates.

Additional information regarding Colorado cooperators can be found in the current Rocky Mountain supplement to Chapter 50 of the Standards for Interagency Incident Business Management (SIIBM). Annual supplements are posted on the RMACC Incident Business website [https://gacc.nifc.gov/rmcc/incident\\_busn\\_management.php](https://gacc.nifc.gov/rmcc/incident_busn_management.php) .

Standard CDPS reimbursement forms and processes have been developed to facilitate completion and review of expense documentation for reimbursement from both fire and all-hazard incidents. Beginning in summer 2019, DFPC will be utilizing a digital Fire Billing System (FBS) to process all cooperator incident assignment reimbursement requests. In the interim, current paper forms are valid for reimbursement. Electronic versions of current forms are posted on both DFPC and DHSEM websites:

**DFPC:** <https://www.colorado.gov/pacific/dfpc/wildland-fire-billing-crrf-and-reimbursement>.

**DHSEM:** <https://www.colorado.gov/pacific/dhsem/reimbursement-information>.

**Any expense reimbursed to a department by CDPS but disallowed by the incident agency payment office will be billed back to the cooperator.**

Resource order documentation is required for incident reimbursement. A resource order with completed "fill" information (not showing "pending") should be requested from the dispatch center prior to beginning travel to the first incident. Request copies of resource orders for subsequent incidents, but the initial resource order can be used for all incidents during a single mobilization. Provide written explanation if no resource order is included with an invoice. Both ROSS and WebEOC resource orders will be accepted on Colorado State Responsibility Fires.

Reimbursement for personnel time and equipment use will be based on all official incident documentation of on-shift time (i.e., work, travel and ordered standby) as defined in Chapter 10 of the SIIBM.

**Mutual aid** time for local personnel and equipment should be reported and recorded at the incident and documentation included with the invoice request submitted for reimbursement, but expense for mutual aid time **should not** be included in the total amount requested.

**Do not** include performance evaluations with reimbursement request documentation. These should remain with the employee and home unit for qualification and certification.

Reimbursement requests with complete supporting documentation should be submitted to the appropriate CDPS Division office within 30 days after return from an incident.

Paper reimbursement invoices for **fire incidents** should be sent to:

Division of Fire Prevention & Control  
7385 Greendale Road, #102  
Windsor, CO 80550

Paper reimbursement invoices for **State all-hazard incidents** should be sent to:

Division of Homeland Security & Emergency Management  
Logistics Unit  
9195 East Mineral Avenue, Suite 200  
Centennial, CO 80112

## **B. Incident Reimbursement Process Overview**

### 1. Cooperator responsibilities:

- Pre-mobilization
  - have current approved CRRF including Use & Conditions document
  - ensure equipment and personnel meet NWCG standards
  - status resources in ROSS with appropriate dispatch center
- Mobilization
  - accept incident assignment
  - request copy of "filled" resource order
  - travel safely to incident; **keep record of travel time and expense**
  - work/rest (2/1) applies; 10 hour driving time/person/day
  - travel not recommended between 2200 and 0600 hours
- Check in at incident
  - request pre-use inspection for equipment
  - provide copy of CRRF and CTR/ST for travel to finance personnel
- On incident
  - turn time in daily (CTR and ST)
  - notify and document injuries or illnesses promptly
  - notify and document equipment loss or damage promptly
- Demobilization
  - check out through proper channels on incident
  - get **original** payment documents from finance
    - CTRs are the exception; incident may retain originals
  - travel home safely; **keep record of travel time and expense**

- work/rest (2/1) applies; 10 hour driving time/person/day
- travel not recommended between 2200 and 0600 hours
- Submit reimbursement request documentation **within 30 days of return**
  - separate invoice for **each** incident
  - resource order copy
  - deduct mutual aid time and expense, when applicable for local incident
  - **original** finance documents from incident (CTRs may be the exception)
  - expense documentation for personnel, travel, equipment, fuel
  - explanation for any missing required documentation
  - submit directly to appropriate CDPS Division office

2. DFPC responsibilities:

- Notification of receipt of completed invoice
- Payment process
  - preview for completeness
  - review and approval
  - payment authorized
  - payment by State of Colorado warrant (check) or EFT
    - contact CDPS Fire Billing for EFT vendor self-service instructions
  - copy of adjustments shared with cooperator

### **C. Personnel**

Cooperators will be reimbursed for personnel payroll expenses incurred for payments to employees from incident assignments. Reimbursement to the cooperator for full-time or part-time employees will be at current department pay rates and per current department schedule(s). If a portion of the time documented is for mutual aid, no reimbursement should be requested for those hours.

Acceptable personnel costs for reimbursement may include:

- a. Salary as direct compensation to assigned personnel, for both regular and overtime/premium pay.
- b. Salary for backfill employees needed to cover for full-time employees on an incident assignment.
- c. Benefits, including health, life & disability; unemployment; Medicare; workers compensation insurance; retirement, leave/vacation, etc.

Backfill expense is allowable for permanent personnel on the deployed firefighter's regular work days.

Benefits charged should include, at a minimum, the department cost of workers compensation coverage, but cost of other benefits can be reimbursed if provided to the employee. Expenses for training, operating, PPE, annual physicals, overhead, etc., for department personnel are not considered direct employee compensation and will not be reimbursed.

Pay rates for personnel paid on an incident-only basis (supplemental and volunteer resources) will be reimbursed based on the assigned position at the rate identified in the current Supplemental Resource/Volunteer Pay Rate Matrix (Attachment 1), unless otherwise approved by DFPC in advance. Rates are based on each incident assignment, not the highest qualification of an individual. See Section D and Attachment 1 for current supplemental resource program details and pay rates. Volunteers may be compensated at the position pay rates as assigned or at department-established volunteer rates.

No portal to portal reimbursements (i.e., in pay status 24 hours/day from time of departure to time of return to home unit) will be approved without specific incident documentation and explanation. If the incident authorizes and documents a period of 24-hour pay status, the department may be reimbursed for that expense.

The Personnel Resource Status Report (Form 2) should be submitted by April 1 or included with the first invoice submitted for the calendar year; it is not required for subsequent invoices. This documentation is kept in DFPC files only as supporting documentation of pay rate structure and benefits for reimbursement. Periodic reviews of department documentation may be completed by DFPC staff.

Remember that work/rest guidelines (1 hour rest for each 2 hours of work) apply to travel time and driving regulations limit an individual's driving time to 10 hours per day.

When a member of one department is assigned as a crew member on equipment belonging to a second department, each department will pay its own expense and will request reimbursement only those costs. The first department will request reimbursement for the cost of its assigned employee (payroll, applicable travel, etc), and the second department will request reimbursement for the costs of its assigned employee(s) (payroll, applicable travel, etc) and costs of the equipment. The member of the first department does not become an "employee" of the second department when filling a crew position on the second department's apparatus, and his/her employee benefits, including workers compensation, are covered by the home department

Cooperators should request the **original** of the Incident Time Report (OF-288) when demobing from an incident. The form should be signed by both the firefighter and the incident. Provide written explanation if original documents are not received from the incident agency.

**Social security numbers are never needed for incident documentation, and should not be written on any OF-288 or other incident documentation.**

The original Crew Time Reports (SF-261, CTR) will be retained by the incident. Employees should retain the yellow CTR copies. CTRs are not required to be submitted with the OF-288 for reimbursement unless there is an error on the OF-288 or return travel is left open.

Remember, an individual should **not** sign a CTR (or OF-288) to authorize his/her own time. Time for fire assignments recorded on the CTR or OF-288 should be signed as approved by the immediate incident supervisor.

OF-288s should not be modified once the document has been reviewed and signed by incident finance personnel, with the exception of correcting or completing return travel time.

Return travel time recorded on the OF-288 should be left open by the incident, and can be filled in by the home unit (with supporting CTR). If **estimated return travel time** is recorded on the OF-288 at the incident prior to demobilization, **actual return travel time** should be recorded on a CTR. The OF-288 can be corrected by the home unit and verified on the reimbursement request. Meal breaks taken should be shown during travel.

If an error is discovered on the OF-288 after returning from an incident, a copy of the appropriate signed CTR **must** be submitted with the reimbursement request along with an explanation of correction(s) needed. DFPC staff will review and document the requested correction.

Time spent by crew member(s) to rehab engines, tenders or ambulances upon return from the incident may be included in the reimbursement request. Up to four (4) hours of personnel time (eligible per crew member) may be reimbursed if needed for equipment rehab. The personnel expense should be identified separately at the individual's hourly rate.

A rehab maintenance factor has already been included in the standard state cooperator equipment rates, so no additional equipment time will be reimbursed for the equipment.

For both volunteers and supplemental resources, the workweek begins when travel to an incident commences. Overtime compensation applies after 40 hours in the 7-day workweek, calculated after 8 hours/day for the first 5 days and overtime for hours on days 6 and 7

When OF-288s and OF-286s are not prepared by the incident agency, time worked on assignments should be documented with signed CTRs (SF-261) and equipment Shift Tickets (OF-297), and these original time-keeping documents should be submitted to DFPC for reimbursement. **Do not** create the OF-288 or OF-286 documents at the home department if not initiated by the incident staff.

## **D. Supplemental Resource Guidelines**

There are situations when additional support personnel are necessary for national mobilization and the need can be filled by supplemental personnel available to the department. When this situation arises, resources will be mobilized via the process

outlined here and documented with the current Colorado Resource Rate Form (CRRF) component of the Statewide Annual Operating Plan (SAOP) and in each county AOP.

When mobilizing Supplemental Resources outside of the fire district, the following will apply, based on **NWCG Memo #004-2009 dated 2/6/09**. For purposes of this exhibit, the following definition of Supplemental Resources will apply:

“Supplemental Fire Department Resources - 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 scheduled training, meetings, etc. of the department staff.”

While on assignment, these individuals are department employees and the department will be reimbursed for their actual costs as defined in this document.

#### D.1. Mobilization

Mobilization will follow established ordering procedures as identified in the National, Geographic, and Local Mobilization Guides. Resources will be mobilized by the Host Dispatch Zone in which the department is located. Personnel will be provided a copy of the resource order request after confirmation of availability and prior to departure from their home jurisdiction. Resource orders shall clearly indicate incident assignment, incident location, expected incident arrival time, and any additional special needs or equipment authorizations (e.g., laptops, rental vehicles, etc.). Contact DFPC to confirm reimbursement eligibility for unique authorizations.

#### D.2. Reimbursable Costs

Reimbursable costs for personnel include compensation rates for hours worked, benefits, transportation, and per diem. It is the intent of this provision that the Supplemental Resource be paid a regular compensation rate for all hours worked plus an overtime compensation rate for actual overtime hours worked, including travel. Reimbursable costs shall not include portal to portal pay (unless documented and authorized by the incident) or the employee portion of benefits. Travel and per diem reimbursements will be based on the GSA Federal Travel Regulations or established travel program rates of the hiring department.

Backfill is not reimbursable for personnel hired as Supplemental Resources.

An indirect cost allowance equal to ten percent (10%) of the direct salary and wage cost of providing the service (excluding overtime, shift premiums, and fringe benefits) is allowed (per OMB Circular A-87).

#### D.3. Personnel Qualifications

All personnel will possess an active Incident Qualification System (IQS) Incident Qualification Card commensurate with all current and applicable NWCG 310-1

standards for training and qualifications. Personnel will be qualified for their assigned positions. Each department is responsible for annually certifying and maintaining the qualifications of their Supplemental Resources. Each department will bear the cost of training for their Supplemental Resources.

Any personnel to be mobilized under this exhibit should be identified on the annual Personnel Resource Status Report (Form 2), which is maintained by the CDPS Fire Billing office. While on assignment, these individuals are department employees and each department will be reimbursed for their actual costs.

#### D.4. Rate Determination

The basis for the computation of base hourly rate is the classification level of the position filled according to the Colorado Supplemental Resource/Volunteer Position Pay Rate Matrix (Attachment 1). Personnel are hired at the rate of the position being filled on each assignment.

The hourly compensation rates identified in the AOP are computed as follows:

1) Regular Compensation Rate: The rates listed include base hourly rate determined above plus employee benefits. Employee benefits include those costs actually incurred by the department for the employment of these individuals, such as employer liability, workers compensation, employer share of social security, etc.

2) Overtime Compensation Rate: Overtime compensation rates are paid based on a seven (7) day work week beginning on day one (1) of mobilization. Per SIIBM direction, compensation rates are calculated at time and a half of the base hourly rate for all hours worked in excess of eight (8) hours per day for the first five (5) days and full time and a half for all hours worked during the remainder of the work week (days 6 and 7).

Compensation includes travel time.

3) Hazard Pay Rate: While the NWCG direction provides for hazard pay premium compensation, as the sponsoring agency, DFPC's standard business practices do not include hazard pay for state employees or cooperators. Therefore, hazard pay will not be afforded to supplemental resources.

#### D.5. Days off at Incident

Days off at the incident will be paid for eight (8) hours, and will be reimbursed at the employee's base or overtime rate per their workweek as determined by the assignment. Work/rest guidelines will be followed and mandatory days off will follow current guidelines (SIIBM Chapter 10). Once travel to the home unit commences, days off will not be paid.



#### D.6. Transportation and Per Diem

Per diem and privately-owned vehicle (POV) reimbursements will be based on the GSA Federal Travel Regulation rates or established travel program rates of the hiring department.

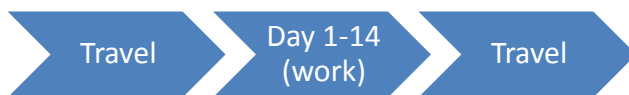
### **E. Days Off and Assignment Extensions**

All personnel should be prepared for 14 days on assignment, unless released earlier by the incident and not reassigned. Departments should not rotate personnel prior to the end of the 14-day assignment except in emergency circumstances. Crew swaps or rotations will be coordinated through the incident agency and processed through the interagency dispatch system. Any department replacement earlier than requested by the incident agency will be at the department's expense and may not be reimbursed, except for circumstances requiring emergency demobilization.

The incident may request to keep resources longer than 14 days. Assignment Extension procedures as defined in the National Mobilization Guide and SIIBM will be followed. The cost of crew rotation/swaps (payroll and travel expense) at the request of the incident will be reimbursed to the cooperator.

Personnel are entitled to two (2) days off following return to their home unit from a 14-day assignment, **exclusive of travel**, according to current SIIBM guidelines (Chapter 10). Length of assignment is defined and illustrated in the SIIBM (Chapter 10, page 10-15) as:

“Standard assignment length is 14 days, exclusive of travel from and to the home unit...”



Current incident business interpretation of this definition in the Rocky Mountain Area is any assignment day that includes travel time is considered a travel day and will not be counted towards the total 14 days worked.

The department **may** be reimbursed for expense of paid days off for permanent personnel only, provided that day(s) off are regular work days and occur on the calendar day(s) immediately following return travel.

If days off are provided during the assignment and occur on the permanent employee's **regular work days**, department expense for those base/regular hours will be reimbursed.

If day(s) off (either at the incident or after return travel) occur on a permanent employee's regularly scheduled day(s) off, **no personnel expense will be reimbursed.**

Supplemental resources and volunteers will be compensated for 8 hours on days off when given at the incident (at base or overtime rate depending on assignment workweek), but are not entitled to paid days off after return from an incident.

When the firefighter is provided days off during the incident and extends for another 14 days (i.e., 14 days of work, 2 days off, 14 days of work, exclusive of travel), and when the entire assignment covers 30 days, then the employee will be entitled to an additional two (2) days off upon return to the home unit (so long as days off occur on regularly scheduled work days).

## **F. Travel Expense**

Travel expenses will be reimbursed to the cooperator for eligible expenses paid to their employees. Reimbursement may be per GSA Federal Travel Regulation rates OR a department's established travel program. Regardless, standard Continental US (CONUS) per diem meal rates, **based on each calendar day's overnight location**, will be the maximum reimbursed. Per diem on the last travel day will be based on the firefighter's home unit location. Current per diem rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

Per diem meal rates will be used to reimburse **only meals purchased** during travel to and from an incident, not actual costs or 75% of the daily rate for the first and last days of travel, unless otherwise dictated by the hiring department's established travel program. Meal receipts are not required for per diem reimbursement.

Itemized receipts are required when reimbursing **actual costs** based on a department's established travel program.

Reimbursement for meals or lodging should not be claimed when assigned to an incident base where food and sleeping areas are provided. Providing a meal when the quality or quantity is considered to be insufficient may be reimbursable with documentation from the incident. When all meals and lodging are provided by the incident, firefighters are entitled to the Incidental portion of the daily per diem rate (currently \$5/day) for each day on the incident. See GSA website above for current information.

Provide an explanation, resource order, or IMT documentation when asked to provide own meals and/or lodging during the incident (commonly called subsistence).

Itemized receipt copies are required for lodging and other miscellaneous expenses. Credit card receipt copies alone are not acceptable documentation for reimbursement, unless approved by DFPC. Lodging taxes are reimbursable. There is no maximum lodging limit – **the GSA lodging maximum does not apply to state and local cooperators**. Actual lodging expense will be reimbursed without additional rate justification. When cost of overnight lodging is claimed, additional add-on room expenses (movies, personal phone calls, laundry, etc.) are not reimbursable.

Personal items, such as ice, soda, coffee, snacks, postcards, film, etc., are not reimbursable. Those miscellaneous personal expenses are included in the daily Incidental reimbursement.

Commercial airline bag charges for a maximum of two bags will be reimbursed with appropriate receipts. Typically, **overweight and oversized** baggage fees for commercial flights will **not** be reimbursed by DFPC, unless the traveler has specific resource order authorization for these additional charges. (See National Interagency Mobilization Guide, Chapter 10 for current weight allowances and exceptions.) If an airline has lower maximum bag weight allowances (i.e., less than 50 pounds per bag), provide appropriate documentation with request for excess weight fee reimbursement (only allowable up to the maximum weight for typical commercial airlines). Airline seat upgrade fees are not reimbursable. Baggage fees for shipping by means other than commercial airline flights are not reimbursable.

Use of an employee's privately owned vehicle (POV) for travel to an incident should be authorized by the ordering dispatch center at the time of dispatch and noted on the resource order. Personal vehicles are reimbursed at the current mileage rate (see GSA website above) as a travel expense. A Shift Ticket (OF-297) including odometer readings (to the nearest whole mile), signed by the incident supervisor is the preferred documentation for POV use on the incident. A map printout showing beginning and ending locations and mileage is acceptable documentation for POV use on an incident. No OF-286 Equipment Use Invoice is required. Include documentation of start and stop locations for mileage reimbursement. Privately owned vehicles should not be signed up on a CRRF or Incident-Only EERA.

Fuel costs will **not** be reimbursed for POV use. The mileage reimbursement provides compensation for fuel. Cost of fuel for POVs provided by an incident should be posted to the OF-288 as a commissary deduction and deducted from the overall mileage reimbursement as requested by the department.

Use of a POV on an operational (line) assignment is at the discretion of the owner and is not recommended. The incident should provide suitable transportation for line assignments or transportation needed during the assignment. **When an individual is compensated for POV mileage, any damage that occurs during that assignment will be the responsibility of the owner.** It is recommended that employees consult their insurance company to confirm appropriate coverage for business use of personal vehicles, even for travel to and from an incident.

Minimize the cost of airport parking whenever possible. Use long term parking instead of higher cost parking close to the terminal. Round trip POV mileage reimbursement to and from the airport is acceptable in place of airport parking and should be documented per the instructions above.

#### F.1. Rental Vehicles

Expense for a rental vehicle will only be reimbursed when authorized on the original

resource order, or through a support resource order issued by the incident. Upgrades such as Sirius XM radio will not be reimbursed. Fuel purchased for rental vehicles will be reimbursed with receipt copies. Refueling services provided by the rental agency are not reimbursable and will be deducted from a department's reimbursement request if documented on the rental receipt.

Use of a personal credit card is at the discretion of the traveler. The cost of insurance coverage provided by the rental agency is reimbursable. Keep in mind, since off-road use may invalidate the rental agency insurance coverage even when paid, the normal insurance coverage offered may not cover damage if used off-road. Typically only vehicles acquired by the incident agency for use on the incident through Ground Support or through the National Emergency Rental Vehicles (NERV) program if authorized are covered for off-road use. **Personnel performing line assignments (off-road) should only rent vehicles themselves through NERV or request an incident-provided rental vehicle for use.**

Beginning in 2019, the National Emergency Rental Vehicle (NERV) program will be available nationally and may be authorized for CO state and local cooperators. NERV authorization must be approved through dispatch and documented on the resource order. A valid resource order is required prior to reserving a vehicle.

Vehicles rented through NERV will be paid for through the NERV program administrator(s), which means there is no credit card needed at time of pick up. It is the responsibility of the renter to ensure all necessary incident documentation is submitted for payment through NERV. Vehicles rented through NERV **will not** be reimbursed through DFPC and do not need to be included in a reimbursement request.

Additional information including how to complete a reservation request and payment details can be found on the NERV webpage at:  
<https://sites.google.com/a/firenet.gov/nerv/>.

## **G. Equipment**

When traveling to or from the incident, the Minimum Daily Guarantee for equipment does **not** apply on the first or last days. Payment is for the actual hours of travel and work only.

Engines, tenders and ambulances may be transported to incidents over 300 miles from their home unit location. If the department chooses instead to drive to an incident over 300 miles from their home location, they may be reimbursed \$1.00 per mile over the initial 300 miles. The incident will determine whether transport will be provided for the return trip. If engines, tenders and ambulances are driven home from an incident, the \$1.00 per mile rate will apply for all miles over 300 back to their home unit.

Engines, tenders and ambulances being transported to an incident will be reimbursed at the work rate for the hours being hauled in travel status, not to exceed the Minimum

Daily Guarantee. Engines, tenders and ambulances driven to an incident are compensated at the established work rate for all hours of driving.

If an engine, tender, ambulance or rescue vehicle with a standard hourly work rate is used solely for transportation to, from, or on an incident it shall be reimbursed at the appropriate daily rate based on type of vehicle.

No additional use charges will be reimbursed for tools and equipment included on engine inventory listing.

Specialized items may be reimbursed separately if ordered and tracked by the incident. Resource order authorization is required for reimbursement. No travel days will be reimbursed for these items (e.g., ATVs, pumps, chainsaws, ALS/BLS kits, etc.).

Cooperators will not be reimbursed for equipment staffing exceeding Rocky Mountain Area standards, unless requested and approved by the incident on the resource order.

Equipment assigned to a Colorado State Responsibility Fire but not listed on an approved CRRF will be documented by the incident at the current standard state cooperator rate. A DFPC representative may assist incident personnel to complete a CRRF for that incident. An updated CRRF will be required for reimbursement.

Original Emergency Equipment Use Invoice (OF-286) **and** pink copies of Shift Tickets (OF-297), including return travel Shift Tickets, should accompany all requests for reimbursement. All documents should be signed by both the cooperator and incident personnel. If the incident does not prepare an Emergency Equipment Use Invoice, only the pink copies of all Shift Tickets are required for reimbursement.

Cooperator equipment Shift Tickets are not required to show meal breaks while on-shift at an incident. The CTR for personnel assigned to that piece of equipment should show breaks as taken or provide documentation for compensable meal breaks as required by the SIIBM.

If equipment is not available on an incident due to breakdown or mechanical difficulty, the daily guarantee will apply on the day of breakdown. Equipment will be paid for actual hours on-shift or the daily guarantee, whichever is greater. No reimbursement will be made for any additional days while out of service. Crew personnel are entitled to their daily guarantee on days when equipment is out of service.

Equipment is not entitled to the daily guarantee on days off when given at the incident.

Department vehicles will be reimbursed at the appropriate standard state cooperator daily rate as documented on the CRRF. Actual fuel expense will be reimbursed with copies of receipts. Vehicles with a standard daily rate are not entitled to mileage reimbursement.

Up to four (4) hours of actual time may be reimbursed for crew members to rehab engines, tenders or ambulances as needed after return from an assignment. **No additional equipment time will be reimbursed.**

#### G.1. Lowboy Transportation

For incident destinations beyond 300 miles from the cooperator's home unit, transportation by lowboy is preferred for all engines, tenders, and ambulances.

Department may request lowboy transportation from the dispatch center as needed when accepting engine, tender, or ambulance assignments. If authorized, department may make its own arrangements for lowboy transportation for incidents over 300 miles from home unit, and DFPC will reimburse the cost with a copy of the paid receipt. Transport should be released when equipment has been delivered to the incident. Return transportation may be arranged by the incident when equipment is released. If a department- or county-owned transport is used, the equipment must be listed on the appropriate CRRF, and will be reimbursed to the owning department according to standard state cooperator rates.

If lowboy resources are not available for transport of engines, tenders and ambulances to the incident, an additional special rate of \$1.00/mile will be allowed for driving distances over 300 miles from home unit to incident and return to home unit. In addition to hours driven, the odometer readings (to nearest whole mile) should be recorded on Shift Tickets to document total miles driven during the incident. If mileage information is not recorded on the Shift Tickets, a printout of map mileage may be provided for reimbursement documentation. Mileage reimbursement does not apply when traveling on or between incidents during the same mobilization.

The cost of a chase vehicle will not be charged to an incident, unless authorized by the dispatch center and incident agency on the resource order.

#### G.2. Inspections

If equipment is inspected prior to leaving for an incident and does not pass inspection, the equipment should not be sent to the incident. Local interagency dispatch center will be notified of failure to pass inspection.

Equipment that does not pass a pre-use inspection performed by the benefiting agency upon arrival at an incident may be rejected and the cooperator may not be compensated. At the option of the incident agency, the cooperator may be given a specified time to complete needed repairs at cooperator's own expense. If the equipment cannot be repaired to pre-use inspection standards, the equipment and associated personnel will be released and the cooperator may not be compensated for any time (personnel or equipment) or expense incurred.

#### G.3. FEPP Engine Use

When a cooperator takes a state-assigned FEPP engine to a reimbursable incident,

DFPC will reimburse the cooperator \$50 per day for department owned tools on the engine when included on the invoice. Original pink Shift Tickets and original Equipment Use Invoices (OF-286) for these engines must be provided to DFPC for appropriate billing to the incident.

#### G.4. State-owned Engine Use

When the cooperator staffs a state-owned (white) engine, reimbursement will only be for the department personnel assigned to the engine. There is no reimbursement to the department for these state engines, original pink Shift Tickets and original Equipment Use Invoices for these engines must be provided to the DFPC for appropriate billing to the incident.

### **H. Fuel Expense**

All Colorado state and local cooperator equipment is assigned dry (i.e., all fuel to be provided by the incident). Fuel costs incurred for equipment during the incident assignment will be reimbursed based on copies of fuel receipts.

If receipts are lost or illegible, a copy of a credit card statement showing dated transaction(s) may be acceptable documentation for reimbursement, with explanation of why no receipt is available.

Fuel costs for POV use are **not** eligible for reimbursement.

### **I. Requests for Lost or Damaged Equipment**

All circumstances of lost or damaged department-owned equipment **must** be properly reported and documented at the incident. An estimate of damage replacement or repair may be made at the incident, but this estimate or reimbursement allowance does not guarantee approval of reimbursement and will not be used as sole documentation for resolution. This includes receipt of an S-number from the incident. If finance positions are not staffed at the incident, the reimbursement request documentation should be provided to the Incident Commander or local agency Agency Administrator, Incident Business Advisor or Administrative Officer.

**Authorization from the incident to proceed with repair or replacement is required for reimbursement.** All requests for repair or replacement reimbursement must include incident documentation (incident report, authorization, issued S#, etc.), copy of the original resource order, and a copy of the paid invoice for actual expense. Final reimbursement payment determination will be made by the DFPC Incident Business Specialist. It is not necessary to hold an invoice for personnel and equipment expense until repair or replacement is completed and paid; a separate invoice can be sent for the repair or replacement expense once payment documentation is available.

Repair of damage to engines, tenders or other agency vehicles may be reimbursed without an incident assigned resource order number. It is required that the damage be reported, documented, and authorized at the incident with a copy of the report detailing circumstances attached to the request for reimbursement of actual repair cost. **No**

**reimbursement will be allowed without copy of incident reporting documentation.**

Typically, damage to department-owned equipment that occurs while in travel status to or from the home unit will not be reimbursed to the department, as this is considered to be covered by insurance. Any amounts received from insurance for covered damage should be noted and deducted from the request for reimbursement. Reimbursement request should only be for expense not covered by insurance.

Replacement of tires and windshields will generally not be reimbursed by the incident, as these are considered to be “normal wear and tear”. Requests for damage that appear to be outside of “normal wear and tear” should be properly documented and authorized at the incident. Air filters, oil changes, fuses, bulbs, etc. are also included as normal wear and tear and are not typically a reimbursable expense.

Some lost or damaged cooperators equipment may be replaced by the incident through the Supply Unit. If the item(s) cannot be replaced at the incident, the Supply Unit may issue an Incident Replacement Requisition or resource order for replacement after return to home unit. A copy of this documentation, along with actual paid invoice copies for items replaced, **must** be included with all reimbursement requests. Replacement of non-standard cache items may not be authorized for charging to incident. If not documented and authorized by incident agency, DFPC will not reimburse department expense.

Loss or damage to personally owned items will be dealt with on a case-by-case basis, but such property should be taken on an assignment at owner’s own risk.

## **J. Miscellaneous Expenses**

Additional miscellaneous expenses directly associated with an incident assignment may be reimbursed when properly documented.

1. Actual department administrative expense for invoice documentation preparation may be added to cooperator billing invoices. Local unit dispatching time is not an eligible reimbursable expense. Charges for personnel costs should be identified by number of hours, date(s) worked, and hourly pay rate. A percentage administrative or indirect charge is not eligible for reimbursement at this time. Proof of payment will be **required** as supporting documentation for any invoice preparation expense reimbursement. Proof of payment is defined as a copy of the corresponding pay stub for each preparer or the department’s general ledger documentation.
2. Position-specific kits and personal equipment will not be reimbursed at a daily rate but may be covered by reimbursement for loss, replacement of supplies used, repair or one-time cleaning/rehab charge. Authorized use on the incident, and any additional expense reimbursement must be documented on the resource order and a copy of paid invoices should accompany the reimbursement request. Firefighters take personal equipment on incident assignment at their own risk.



## **L. Attachments and Forms**

- Attachment 1. 2019 Supplemental Resource/Volunteer Position Pay Rate Matrix
- Form 2. Annual Personnel Resource Status Report
- Form 3. Cooperator Incident Assignment Invoice
- Form 4. Individual Salary Breakdown
- Form 5. Personnel Expense Summary
- Form 6. Individual Travel Breakdown
- Form 7. Travel Expense Summary
- Form 8. Equipment Use Summary
- Form 9. Fuel Summary
- Form 10. Equipment Transport Summary
- Form 11. Invoice Preparation Expense
- Form 12. Repair/Replacement Expense
- Form 13. Reimbursement Documentation Checklist
- Attachment 14. CO Standard Cooperator Equipment Rates

CDPS strives to maintain a transparent reimbursement process. For paper reimbursement requests, confirmation of invoice receipt along with notifications as the packet moves through the reimbursement process will be sent via email if department email is provided in the reimbursement packet. Digital reimbursement requests will be viewable by department staff through each stage of the reimbursement process.

Reimbursement requests are reviewed by CDPS Division staff and processed on a “first come, first served” basis. Questions regarding reimbursement receipt or status can be sent to [cdps\\_dfpc\\_fireadmin@state.co.us](mailto:cdps_dfpc_fireadmin@state.co.us) or addressed to DFPC Fire Billing staff at 720-544-2255. Questions for DHSEM regarding reimbursement status may be directed to 720- 852-6689.

Other questions, comments, or concerns may be directed to Erin Claussen, DFPC Incident Business Specialist at 720-544-2262 or [erin.claussen@state.co.us](mailto:erin.claussen@state.co.us).