

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

**2017 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 from date of signature through April 30, 2020.

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 reimbursed using standard state cooperator equipment rates. 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 Interagency Incident Business Management Handbook (IIBMH). Annual supplements are posted on RMACC Incident Business website [http://gacc.nifc.gov/rmcc/administrative/fire\\_business.html](http://gacc.nifc.gov/rmcc/administrative/fire_business.html).

Standard CDPS reimbursement forms have been developed to facilitate completion and review of expense documentation for reimbursement from both fire and all-hazard incidents. Utilization of these forms will facilitate prompt payment of reimbursement requests. Copies of current forms are included at the end of this document and electronic versions are posted on both DFPC and DHSEM websites:

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

**DHSEM:** <http://dhsem.state.co.us/emergency-management/operations/resource-mobilization/reimbursement-packet>.

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 IIBMH.

**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. If sent, DFPC will return any evaluation copy to the department for return to the individual.

Reimbursement invoices for **fire incidents** should be sent to:

Division of Fire Prevention & Control  
5060 Campus Delivery  
Building 1049  
Fort Collins, CO 80523-5060

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 and 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 retains 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:

- Email 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
    - warrant is recommended based on check description information
    - contact DFPC for EFT vendor self-service instructions
  - copy of adjustments emailed to 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. 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 full-time 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, administrative fees, 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 (volunteers and supplemental 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 for FFT2, FFT1 and ENGB positions.

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. This documentation is kept in DFPC files only as supporting documentation of pay rate structure and benefits for reimbursement.

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 bill for its own costs. The first department will bill for the cost of its assigned employee (payroll, applicable travel, etc), and the second department will bill 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.

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; they 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. Employees should retain the yellow CTR copies.

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

Do not make changes to OF-288s after the document has been reviewed and signed by incident finance personnel. Exception: travel time should be filled in if left open by incident personnel when being released from the incident or corrected to actual travel times if estimated at the incident.

Return travel time recorded on the OF-288 should be left open by the incident. 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 and verified in 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 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 should begin when travel to an incident commences. Overtime compensation applies after 40 hours in the 7-day workweek, either after the first 40 hours or 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 original 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.

Cooperators must submit an annual Personnel Resource Status Report (Form 2) to DFPC by April 1 of each year. If not submitted prior, the Personnel Resource Status Report should be included with the first invoice of the season. Once submitted, this documentation does not need to be included with each invoice. Periodic reviews of department documentation may be completed by DFPC 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 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 will be identified on the annual Personnel Resource Status Report (Form 2) by name and position(s), and identified as a single resource. This Form 2 will be maintained by the DFPC Fort Collins 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, not their highest qualification.

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.

Compensation rates are paid at either:

- 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; **OR**
- Time and a half of the base hourly rate for all hours worked in excess of the first 40 hours.

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. Work/rest guidelines will be followed and mandatory days off will follow current guidelines (IIBM Chapter 10). Once travel to the home unit commences, days off will not be paid.

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

Per diem reimbursements will be based on the GSA Federal Travel Regulations or established travel program rates of the hiring department. The payment rate



for privately-owned vehicles (POVs) used to support Supplemental Resources shall be at the current GSA Federal Travel Regulation rate.

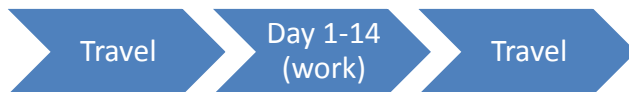
## **E. Days Off and Assignment Extensions**

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 IIBMH 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 IIBMH guidelines (Chapter 10). Length of assignment as defined and illustrated in the IIBMH (Chapter 10, page 10-17 and page 10-18) is:

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



The department **may** be reimbursed for expense of paid days off for full-time 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 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 an 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, 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.

## **F. Travel Expense**

Travel expenses will be reimbursed to the cooperator for eligible expenses paid to their employees. An Individual Travel Breakdown (Form 6) should be completed for each traveler, identifying overnight locations and applicable per diem rate(s). Standard Continental US (CONUS) per diem meal rates, **based on 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 <http://www.gsa.gov/portal/category/104711>.

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. 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, pop, 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.

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), signed by the incident supervisor, should be completed with odometer readings (to the nearest whole mile) to document POV use on the incident, but 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. Cost of fuel for POVs provided by an incident should be posted to the OF-288 as a commissary deduction. The mileage reimbursement provides compensation for fuel. The amount of the fuel is entered on the Individual Travel Breakdown (Form 6) as a deduction from the mileage reimbursement.

Use of a POV on an operational (line) assignment is at the discretion of the owner, if requested for other than traveling to and from the incident. 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. Document both odometer readings and mileage (to the nearest whole mile) on shift tickets for POV usage.

Return travel time for personnel should be documented on a CTR or ST signed by the home department. Incident recorded travel time estimates will **not** be reimbursed without time verification.

#### 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. Fuel purchased for rental vehicles will be reimbursed with receipt copies.

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. But, 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 through the Ground Support Unit on an incident are covered for off-road use. **Personnel performing line assignments (off-road) should not rent vehicles themselves but should utilize**

**or request incident-provided rental vehicle for use.**

## **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 300 miles to the incident. 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 and from 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. No travel days will be reimbursed for these items (e.g., ATVs, pumps, chainsaws, ALS/BLS kits, etc.). These additional charges can be added to Form 8 Equipment Use Summary.

Normally, 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 reimbursed at the current standard state cooperator rates. A DFPC representative may assist incident personnel to complete a CRRF for that incident.

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, the pink copies of all STs are required for reimbursement.

Cooperator equipment STs 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 IIBMH.

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 the 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. 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

Complete Equipment Transport Summary (Form 10) for reimbursement of transport expense or mileage reimbursement.

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 dispatch center as needed when accepting engine or tender assignments. If necessary, department may make its own arrangements for lowboy transportation for incidents over 300 miles from home unit, and DFPC will reimburse the cost with copy of 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. Copy of a **paid** receipt for private contract lowboy transport to the incident **must** be included with reimbursement request. If a department- or county-owned transport is used, the equipment must be listed on the appropriate CRRF, and will be reimbursed 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. Mileage reimbursement does not apply when traveling on or between incidents during the

same mobilization. If mileage information is not recorded to the incident, a printout of map mileage documentation may be provided for reimbursement documentation.

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 (yellow) 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. Equipment Transport Summary form (Form 10) should be completed to record FEPP reimbursement. Original pink Shift Tickets and original Equipment Use Invoices for these engines must be provided to the 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 that operate the engine. There is no daily or hourly allowance 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.

It is recommended the cooperator complete separate Cooperator Incident Assignment Invoices (Form 3) to submit 1) the engine use (due to DFPC) and 2) the personnel, travel and other expense (due to the department).

## **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. Fuel Summary form (Form 9) should be completed to record expense and submitted with copies of 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. Instead the POV mileage reimbursement should be included on the **Individual Travel Breakdown** form (Form 6).

## **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 Fire Management Officer, Incident Business Advisor or Administrative Officer.

Use the Repair/Replacement Expense (Form 12) to request reimbursement for loss of or damage to department equipment. **Incident report and authorization documentation, copy of resource order and copy of paid invoice for actual expense must accompany all requests for reimbursement of replacement or repair expense.** Final reimbursement payment determination will be made by DFPC staff. 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 when payment documentation is available.

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 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 cooperater 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.

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 and documented 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.

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 their own risk.

## **J. Miscellaneous Expenses**

Additional miscellaneous expenses associated with an incident assignment may be reimbursed when properly documented. The expenditure must be directly related to the incident and expense approved by the incident via resource order. A copy of the paid invoice and corresponding resource order should accompany reimbursement request for each expense, except for actual department administrative expense.

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 and hourly rate and shown on the **Invoice Preparation Expense** (Form 11). A percentage administrative or indirect charge is not eligible for reimbursement.

*\*This form and potential back-up documentation may change in the future due to continued negotiations with our federal partners. Utilize the current process until otherwise notified by DFPC.*

2. Current standard state rates allow for reimbursement of ALS/BLS kits when documented specifically on the resource order. Note these daily charges on the **Equipment Use Summary** (Form 8).

Other 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. Firefighters take personal equipment on incident assignment at their own risk.

## **K. Tips & Hints for Completing Standard Forms**

Supplying all the proper documentation will facilitate prompt payment of eligible claimed expenses to the cooperator. Invoices for all assignments during a single mobilization should be submitted together for review and payment.

Deductions should be shown for **mutual aid** time when applicable for a local response and no reimbursement should be requested.

## **Form 2 Annual Personnel Resource Status Report**



- Due by April 1 for each calendar year, or include with first invoice of the season.
  - Not required for subsequent invoices.

### **Form 3 Cooperator Incident Assignment Invoice**

- Submit one invoice for each incident during mobilization.
- Single resource assignments should not be billed together on same invoice unless all individuals are assigned to same incidents (crew, engine, IMT members).
- Must include a department signature for payment to be processed. If the invoice includes reimbursement request for the person that normally signs the invoices, a second person in the department **must** sign instead.
- Complete separate Cooperator Incident Assignment Invoices (Form 3) to submit for DFPC State engine use (due to DFPC) and the personnel, travel and other expenses (due to the department). Submit invoices together.
- If expense is not included with the initial invoice and needs to be reimbursed, include **only the additional amount** on a new invoice with appropriate documentation and a note that new invoice includes expense not previously submitted. **Do not submit a new invoice with the revised total expense.**

### **Form 4 Individual Salary Breakdown**

- Complete one form for each individual assigned to an incident.
- Backfill expense is allowable for full-time personnel on the deployed firefighter's regular work days.
- Attach the original OF-288 from the incident
- A signed CTR with **actual return travel time** should be submitted to the home unit, whether return travel is left open or estimated back to home unit. Verification of return travel hours is required for each individual.
- Meal breaks taken should be shown during travel.
- For volunteers and supplemental resources, the work week begins when travel to an incident commences.
  - Overtime compensation applies after 40 hours in the 7-day work week, either the first 40 hours or after 8 hours per day for the first five (5) days and on days 6 and 7.
- Lower right block for 10% Indirect is **ONLY** allowable for department volunteer or supplemental employee(s) paid using Position Pay Rates (Attachment 1).
  - Calculation is 10% of the base hours times the base hourly rate **without benefits**.
- If adding additional lines to account for assignments longer than 2 weeks make sure the subtotal formulas include **ALL** lines.
- Base and OT Billing Rate boxes are meant to show the calculation of the base and OT rates plus benefits, **NOT** to calculate the total base and OT amounts being requested for reimbursement.

### **Form 5 Personnel Summary (Optional)**

- Use to summarize personnel expense for multiple individuals assigned to the same incident (i.e., handcrew members, engine crew members).

### **Form 6 Individual Travel Breakdown**

- To be used unless an alternate format has been approved by DFPC incident business staff.
- Per diem is determined based on overnight location.
  - Per diem on the last travel day will be based on the firefighter's home unit location.
- Only meals purchased will be reimbursed.
  - Meal receipts are NOT required when using per diem rates.
  - Do not use 75% of per diem rate for first or last day unless determined by department travel reimbursement policy.
- If your department has a different schedule of travel reimbursement rates, it **must** be indicated on the form.
  - If department travel schedule requires reimbursement for actual meal expense, receipt copies must be included with reimbursement request.
- Amount of fuel shown as Commissary Deduction on OF-288 should be entered as deduction from POV mileage reimbursement.
  - Fuel receipts are not reimbursable when requesting POV mileage.
- Receipts copies are required for lodging and all other travel expense reimbursement.

### **Form 7 Travel Expense Summary (Optional)**

- Use to summarize travel expense for multiple individuals assigned to the same incident (i.e., handcrew members, engine crew members).

### **Form 8 Equipment Use Summary (Optional)**

- Use when multiple pieces of equipment are included on a single invoice.
- Include requests for use of ALS or BLS kits, which must be authorized on the resource order.
- Signed Shift Tickets and OF-286 (if created at the incident) are required for equipment reimbursement, whether or not Form 8 is utilized.

### **Form 9 Fuel Summary**

- Copies of receipts required for reimbursement.

### **Form 10 Equipment Transport Summary**

- Include Shift Tickets with odometer readings and miles driven or website mapping documentation for mileage over 300 miles.
  - Include to and from locations (city and state). Round mileage to the nearest whole mile.
- If transported via private contract lowboy, include copy of the **paid** receipt.
- If transported via county- or department-owned lowboy, equipment must be listed on the appropriate CRRF and will be reimbursed accordingly.

### **Form 11 Invoice Preparation Expense**

*\*This form may change in the future due to continued negotiations with our federal partners.*

- Include hours and hourly pay rate for invoice preparation.
- A percentage charge for administrative or indirect expense is **not** reimbursable.
- Local unit dispatching time is **not** a reimbursable expense.
- Divide total time spent on a single mobilization evenly between each incident included.

### **Form 12 Repair/Replacement Expense**

- Attach all requested documentation.
  - Copies of pre- and post-use inspections.
  - All backup documentation from the incident.
  - **Paid** receipts for repair/replacement.
- Do not hold personnel and equipment reimbursement while waiting for repair/replacement to be completed; submit repair/replacement on a separate invoice.
  - Include copy of resource order.

### **Form 13 Reimbursement Documentation Checklist**

- Include contact information and email address(es).
  - Confirmation of receipt, notice of payment, and any scanned changes will be emailed to the address(es) listed on this form.

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

Send all documentation for **fire assignments** to:

Colorado Division of Fire Prevention & Control  
 5060 Campus Delivery  
 Building 1049  
 Fort Collins, CO 80523-5060

Send all documentation for **State all-hazard assignments** to:

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

Confirmation of invoice receipt will be sent if email address is provided on **Reimbursement Documentation Checklist** (Form 13). If no notification has been received within two weeks, please contact the DFPC Fort Collins office at 970-491-8538 or DHSEM at 720-852-6689. Payment requests are reviewed by CDPS Division staff and processed on a “first come, first served” basis. Copies of final payment adjustments will be scanned and emailed back to cooperator when payment requests are submitted.

Questions regarding fire payment status can be sent to [wildlandfire@state.co.us](mailto:wildlandfire@state.co.us) or addressed to DFPC staff at 970-491-8538.

Other questions, comments or concerns may be directed to:

Erin Claussen, Incident Business Manager  
970-491-8497 or [erin.claussen@state.co.us](mailto:erin.claussen@state.co.us)

## **L. 2017 Attachments and Forms**

Attachment 1. 2017 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

*\*This form may change in the future due to continued negotiations with our federal partners.*

Form 12. Repair/Replacement Expense

Form 13. Reimbursement Documentation Checklist

Attachment 14. Standard Cooperator Equipment Rates

Excel versions of all forms are posted on the DFPC and DHSEM web pages (see page 2 for direct URLs).