



Colorado Fire Billing System

2020



COLORADO
Department of Public Safety

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Overview

The CO Fire Billing System (FBS) was developed to assist cooperators by providing a one-source portal for entering reimbursement requests and receiving status updates. The system does not work with Internet Explorer. Please use a different web access point to enter your invoice charges (e.g. Firefox, Chrome, Edge). The new CRRF portal feeds into FBS to create your accounts and equipment. INPUT ONLY 2019 & LATER INCIDENTS. Incidents prior to 2019 submit via paper. To sign up, email DFPCFireAdmin@state.co.us with your First name, last name, email, billing address, phone # and role.

- URL: co.firebilling.org
- User Name: first initial, last name (e.g. jsmith).
- Password: Initial password will be FBS123. When you update it, it needs to be at least 14 characters long with at least 3 of these items (capital letters, lowercase letters, number, symbol). The system will not let you move forward until the password meets the criteria.

The image shows two side-by-side screenshots of a 'Reset Password' web form. Both forms have a title bar 'Reset Password', a 'New Password' field with a strength indicator, and a 'Confirm New Password' field. The left form shows a 'medium' strength indicator (yellow bar), while the right form shows a 'strong' strength indicator (green bar). A blue arrow points from the 'strong' indicator to the text 'Ready to move forward' on the right. Both forms have a 'Reset' button at the bottom.

Ready to move forward

- Admin email for assistance: DFPCFireAdmin@state.co.us / 720-377-4433

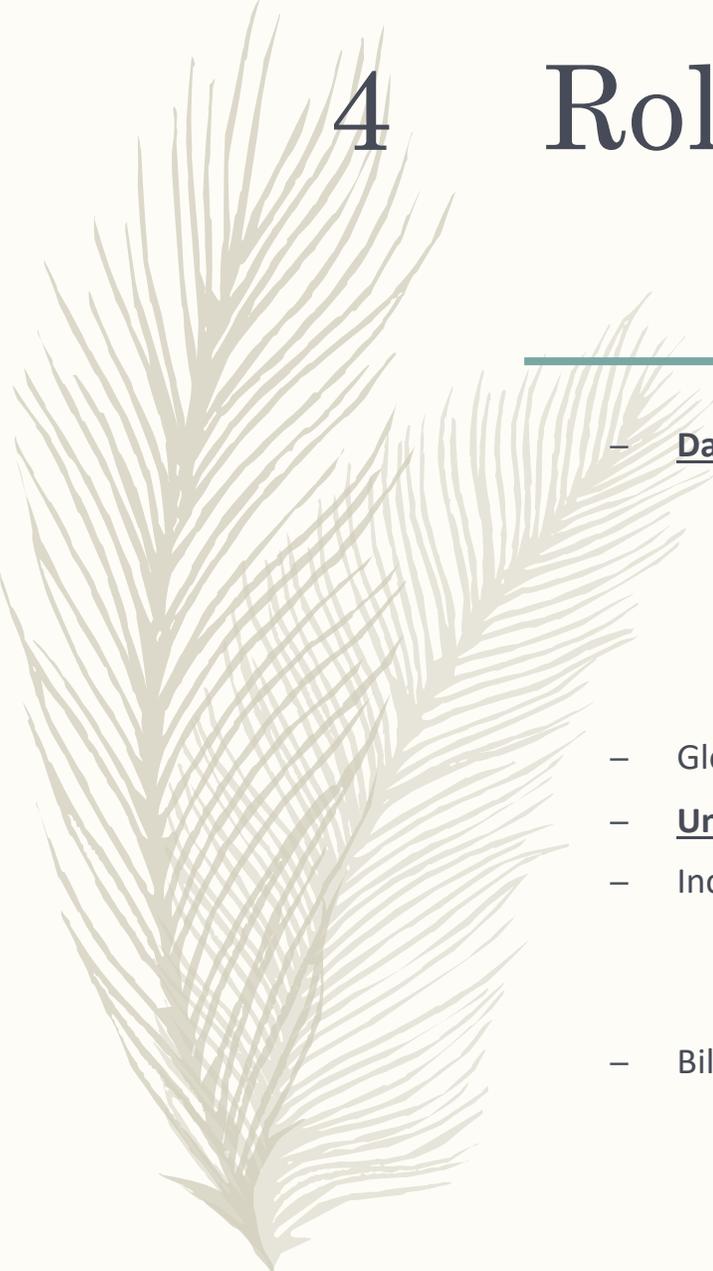


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Roles

CO FBS operates with various role assignments. The following are a list of those roles and the functions each role can perform. Roles available to cooperators are in bold and underlined:

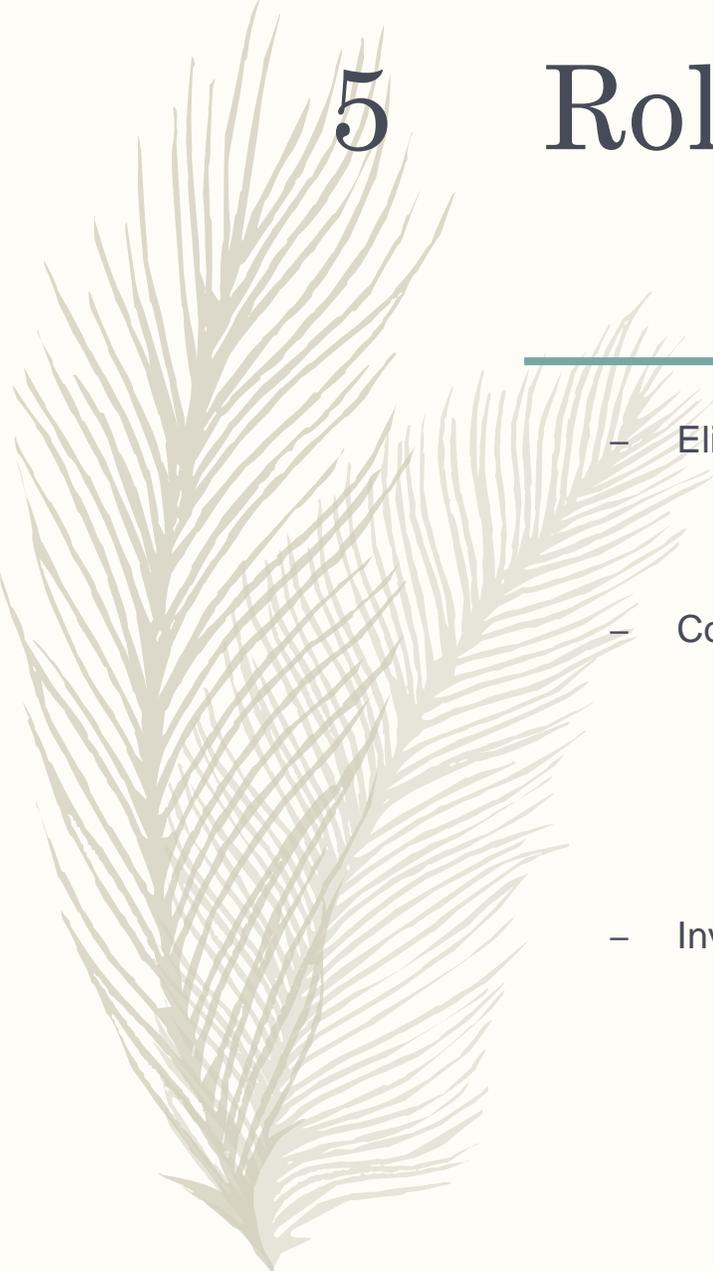
- Site Administrator:
 - Add system users
 - Fix passwords
 - Add non-CRRF reimbursable partners (e.g. contractors, DFPC employees)
 - Run system reports
 - Update mileage reimbursement rate (e.g. \$1.00 per mile)
 - Update indirect rates charged on invoices to jurisdictional partners
- **CRRF Manager:**
 - Sync CRRF (bring in up-to-date information from CRRF system). CRRF's must be validated in WebEOC for equipment to transfer into CO FBS for billing.
 - Set-up employees including employee type, pay rates, benefits, 10% indirect (if applicable), etc.



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Roles (continued)

- **Data Entry:**
 - Enter charges
 - Revise charges
 - Delete invoices in your queue
 - Approve submissions (if you need someone other than the data entry person to approve the bill, they need the data entry role too)
- **Global Report Manager:** Used in the Fire Billing office
- **Unit Report Manager:** Run reports for cooperator level information
- **Incident Manager:** Incident list pulled from IRWIN. This role can add missing incidents, import years of data, or delete duplicate incidents. Contact Carrie Anders or Erin Claussen.
- **Billing Approver (previewer):** Previews packages for required documentation
 - Returns packages to cooperator for missing documentation
 - Cannot modify cooperator submission



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Roles (continued)

- Eligibility Checker (reviewer):
 - Reviews the cooperator reimbursement and backup documents
 - Can return package for errors or send forward
 - Cannot modify cooperator reimbursement
- Coder:
 - Creates the financial coding for each incident
 - Sets up the jurisdictional partners for invoicing and coding
 - Can return package for errors or send to next step in review process
 - Cannot modify cooperator reimbursement
- Invoicer:
 - Submits cooperator reimbursement for payment
 - Updates cooperator reimbursement with payment information
 - Invoices jurisdictional partners and marks when paid
 - Cannot modify cooperator reimbursement



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CRRF Manager

- The CRRF Manager role is responsible for creating personnel in the system. A new employee record needs to be created for every pay rate. For instance, if an employee receives a raise, a new record needs to be created. Records cannot be deleted, only disabled.
- Be sure to add the reason for the salary differences in the last name and UID.
- Only supplemental resource or volunteer at position pay rates are eligible for the 10% indirect (overhead) column.
- If an employee is no longer active, remove the “enabled” check mark.
- We are working with the developer on creating a more streamlined approach to creating one record for each employee. This new setup will be part of the Phase 2 enhancements project. This will impact how employees are setup and how you enter time for them on a bill.

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CRRF Manager (continued)

Enter first initial, last name, (role) and \$ amount per hour if they have a pay increase in Last name and UID column.

Create a new record for each change in pay.

Use NWCG four digit position codes (<https://www.nwcg.gov/positions>) if the employee has different pay based on the assignment position.

Examples:

JAce (FFT1)-\$45 *normal pay rate*

JAce (FFT1)-\$47 *after a raise*

JAce (HOLIDAY)-\$30

JAce (HOLIDAY)-\$32 *after a raise*

Jace (BACKFILL)

Jace (FFT2)-\$49.50 *different rate if she's deployed as an FFT2*

Cyab & Smith - only have 1 pay rate so nothing needed but first initial and last name



CRRF | Incidents | [Manage Employees](#)

Carrie Anders
CRRF Manager (Alamosa County Sheriff)
[Logout](#)

Manage Employees

show disabled

First	Last	UID	Fire Rate	Haz Rate	OT Rate	Overhead	Type	Crew	Seasonal	Red Card Issued	Engine Boss	Enabled	Edit
Jane	JAce(FFT1)...	JAce(FFT1)-\$45	\$45.00		\$65.00	0%	Full/Part Paid Emplo...	Alamosa County Sheriff		-		✓	edit full profile
Jane	JAce(FFT1)...	JAce(FFT1)-\$47	\$47.00		\$70.50	0%	Full/Part Paid Emplo...	Alamosa County Sheriff		-		✓	edit full profile
Jane	JAce(Holida...	JAce(Holiday)...	\$30.00		\$45.00	0%	Full/Part Paid Emplo...	Alamosa County Sheriff		-		✓	edit full profile
Jane	JAce(Holida...	JAce(Holiday)...	\$32.00		\$47.00	0%	Full/Part Paid Emplo...	Alamosa County Sheriff		-		✓	edit full profile
Jane	JAce(Backfill)	JAce(Backfill)	\$38.00		\$38.00	0%	Full/Part Paid Emplo...	Alamosa County Sheriff		-		✓	edit full profile
Jane	JAce(FFT2)	JAce(FFT2)	\$49.50		\$69.50	0%	Full/Part Paid Emplo...	Alamosa County Sheriff		-		✓	edit full profile
Clive	CYab	Cyab	\$35.00		\$43.50	10%	Supplemental or Vol...	Alamosa County Sheriff		-		✓	edit full profile
Joe	JSmith	JSmith	\$15.00		\$18.00	0%	Volunteer at departm...	Alamosa County Sheriff		-		✓	edit full profile

Do not use

Do not use

10% indirect for supplemental or volunteer using position pay rates.

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CRRF Manager (continued)

- After you enter an employee, click on the "Edit full profile". This is the place to enter the rest of the setup information.



CRRF | Incidents | [Manage Employees](#)

Carrie Anders
CRRF Manager (Alamosa County Sheriff)
[Logout](#)

Manage Employees

[show disabled](#)

First	Last	UID	Fire Rate	Haz Rate	OT Rate	Overhead	Type	Crew	Seasonal	Red Card Issued	Engine Boss	Enabled	Edit
Jane	JAce(FFT1)...	JAce(FFT1)-\$45	\$45.00		\$65.00	0%	Full/Part Paid Emplo...	Alamosa County Sheriff		-		✓	edit full profile
Jane	JAce(FFT1)...	JAce(FFT1)-\$47	\$47.00		\$70.50	0%	Full/Part Paid Emplo...	Alamosa County Sheriff		-		✓	edit full profile
Jane	JAce(Holida...	JAce(Holiday)...	\$30.00		\$45.00	0%	Full/Part Paid Emplo...	Alamosa County Sheriff		-		✓	edit full profile
Jane	JAce(Holida...	JAce(Holiday)...	\$32.00		\$47.00	0%	Full/Part Paid Emplo...	Alamosa County Sheriff		-		✓	edit full profile
Jane	JAce(Backfill)	JAce(Backfill)	\$38.00		\$38.00	0%	Full/Part Paid Emplo...	Alamosa County Sheriff		-		✓	edit full profile
Jane	JAce(FFT2)	JAce(FFT2)	\$49.50		\$69.50	0%	Full/Part Paid Emplo...	Alamosa County Sheriff		-		✓	edit full profile
Clive	CYab	Cyab	\$35.00		\$43.50	10%	Supplemental or Vol...	Alamosa County Sheriff		-		✓	edit full profile
Joe	JSmith	JSmith	\$15.00		\$18.00	0%	Volunteer at departm...	Alamosa County Sheriff		-		✓	edit full profile

Click here

show disabled

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CRRF Manager (continued)

- In this screen, you will complete Employee Rate Type, Employee Role, Rate Start & End Dates, Username, & Backfill.



CRRF | Incidents | [Manage Employees](#)

Carrie Anders
CRRF Manager (Alamosa
County Sheriff)
Logout

Edit Employee

[↑ Back to employees](#)

First Name *:	<input type="text" value="Jane"/>
Last Name *:	<input type="text" value="JAce(FFT1)-\$45"/>
UID *:	<input type="text" value="JAce(FFT1)-\$45"/>
Employee Type	<input type="text" value="Full/Part Paid Employees (Career)"/>
Employee Rate Type:	<input type="text" value="Regular Pay"/>
Employee Role:	<input type="text" value="Boss)"/>
Rate Valid Start:	<input type="text"/>
Rate Valid End:	<input type="text"/>
Username:	<input type="text" value="JaneAce"/>
Seasonal:	<input type="checkbox"/>
Backfill:	<input checked="" type="checkbox"/>
Enabled:	<input checked="" type="checkbox"/>
Rates	
Fire *:	<input type="text" value="22.0"/>
Hazard *:	<input type="text" value="0.0"/>
Overtime *:	<input type="text" value="24.0"/>
Overhead:	<input type="text" value="0.0"/>
Benefit:	<input type="text" value="3.0"/> %
Benefit OT:	<input type="text" value="3.0"/> %

3 choices for the Employee Rate Type.

In this example, this would be Jane's regular pay. Required field.

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CRRF Manager (continued)

- Employee Role is based on the list of roles from the NWCG position list (<https://www.nwcg.gov/positions>). If the role is not in the drop-down, select “not listed”.



CRRF | Incidents | [Manage Employees](#)

Carrie Anders
CRRF Manager (Aiyemosa
County Sheriff)
Logout

Edit Employee

[Back to employees](#)

First Name *:	<input type="text" value="Jane"/>
Last Name *:	<input type="text" value="JAce(FFT1)-S45"/>
UID *:	<input type="text" value="JAce(FFT1)-S45"/>
Employee Type:	<input type="text" value="Full/Part Paid Employees (Career)"/>
Employee Rate Type:	<input type="text" value="Regular Pay"/>
Employee Role:	<input type="text" value="Firefighter Type 1 (Squad Boss)"/>
Rate Valid Start:	
Rate Valid End:	
Username:	
Seasonal:	
Backfill:	
Enabled:	
Rates	
Fire *:	<input type="text" value="22.0"/>
Hazard *:	<input type="text" value="0.0"/>
Overtime *:	<input type="text" value="24.0"/>
Overhead:	<input type="text" value="0.0"/>
Benefit:	<input type="text" value="3.0"/> %
Benefit OT:	<input type="text" value="3.0"/> %

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CRRF Manager (continued)

- Rate Valid Start & Rate Valid End are optional. Fill these in if there is a change in pay. (e.g. \$45 hr until 6/30/2019 for this one. For the next record you enter for her pay increase, you'd enter Rate Valid Start: 7/1/2019).

CRRF | Incidents | [Manage Employees](#)

Carrie Anders
CRRF Manager (Alameda
County Sheriff)
Logout

Edit Employee

[Back to employees](#)

First Name *: Jane
Last Name *: JAce(FFT1)-\$45
UID *: JAce(FFT1)-\$45
Employee Type: Full/Part Paid Employees (Career)
Employee Rate Type: Regular Pay
Employee Role: Firefighter Type 1 (Squad Boss)
Rate Valid Start:
Rate Valid End: 06/30/2019
Username: JaneAce
Seasonal:
Backfill:
Enabled:
Rates
Fire *: 22.0
Hazard *: 0.0
Overtime *: 24.0
Overhead: 0.0
Benefit: 3.0 %
Benefit OT: 3.0 %

[Save and Return to List](#) cancel

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CRRF Manager (continued)

- Username should be the same for every employee setup. For instance, Jane Ace might have multiple employee setups (e.g. holiday pay, pay until 6/30, pay starting 7/1, etc.) but her Username (JaneAce) remains the same in each setup.

CRRF | Incidents | [Manage Employees](#)

Carrie Anders
CRRF Manager (Alamosa
County Sheriff)
Logout

Edit Employee

[Back to employees](#)

First Name *:

Last Name *:

UID *:

Employee Type:

Employee Rate Type:

Employee Role:

Rate Valid Start:

Rate Valid End:

Username:

Seasonal:

Backfill:

Enabled:

Rates

Fire *:

Hazard *:

Overtime *:

Overhead:

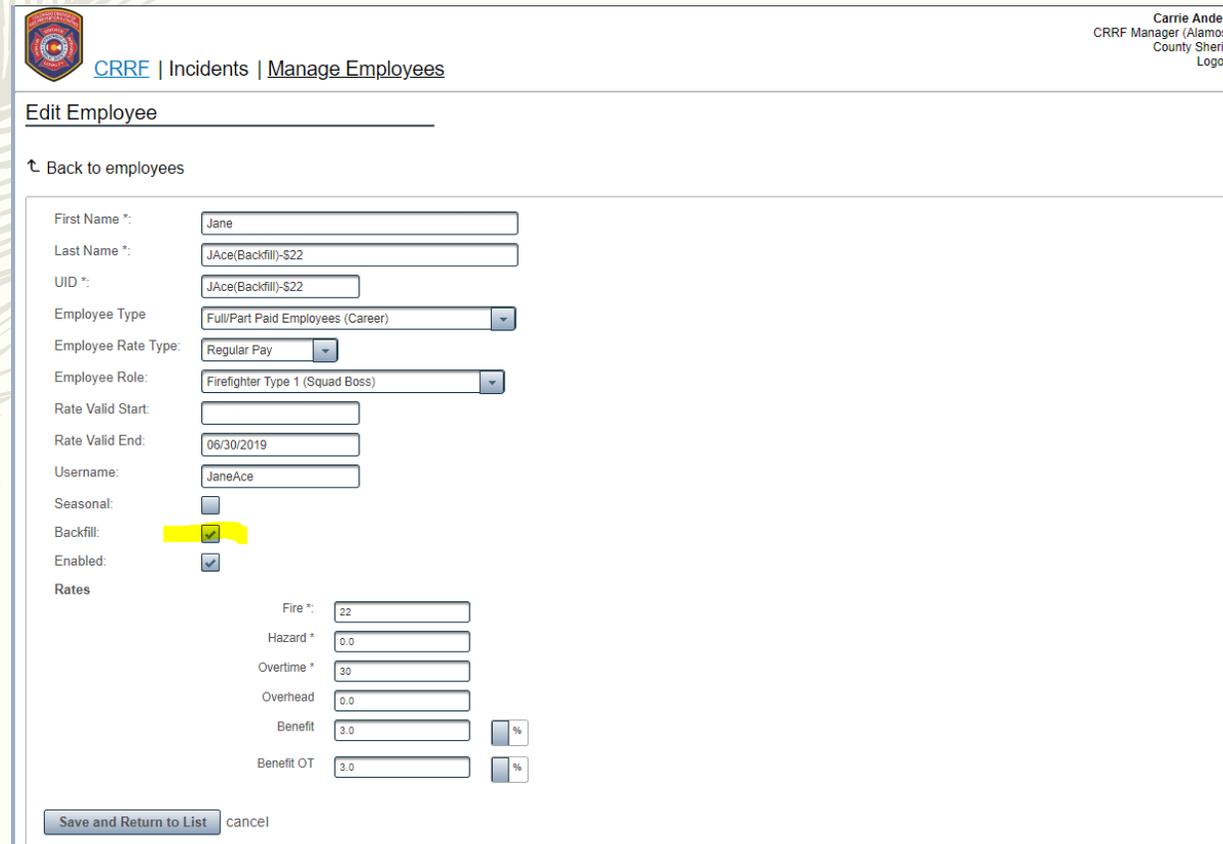
Benefit: %

Benefit OT: %

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CRRF Manager (continued)

- Check the Backfill box if you are entering backfill rates for the employee (if different from their normal rate).



 CRRF | Incidents | [Manage Employees](#)

Carrie Anders
CRRF Manager (Alamosa
County Sheriff)
[Logout](#)

Edit Employee

[Back to employees](#)

First Name *:

Last Name *:

UID *:

Employee Type:

Employee Rate Type:

Employee Role:

Rate Valid Start:

Rate Valid End:

Username:

Seasonal:

Backfill:

Enabled:

Rates

Fire *:

Hazard *:

Overtime *:

Overhead:

Benefit: %

Benefit OT: %

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CRRF Manager (continued)

- Enter the benefit rate and benefit overtime rate for each employee. Click on the grey button to switch between % or \$. Some departments pay benefits as a percentage of hourly rate; other departments pay benefits as straight dollar value.

The screenshot shows the 'Edit Employee' form in the CRRF Manager. The form includes fields for First Name, Last Name, UID, Employee Type, Seasonal, and Enabled. Under the 'Rates' section, there are input fields for Fire, Hazard, Overtime, Overhead, Benefit, and Benefit OT. The Benefit and Benefit OT fields are highlighted in yellow and have a grey button with a '%' symbol next to them, indicating that the rates are set as percentages.

Field	Value	Unit
First Name *	Jane	
Last Name *	JAce(FFT1)-\$45	
UID *	JAce (FFT1)-\$45	
Employee Type	FullPart Paid Employees (Career)	
Seasonal	<input type="checkbox"/>	
Enabled	<input checked="" type="checkbox"/>	
Fire *	45.0	
Hazard *	0.0	
Overtime *	65.0	
Overhead	0.0	
Benefit	3.0	%
Benefit OT	3.0	%

The screenshot shows the 'Edit Employee' form in the CRRF Manager, identical to the previous one, but with the Benefit and Benefit OT fields highlighted in yellow and a grey button with a '\$' symbol next to them, indicating that the rates are set as dollar values.

Field	Value	Unit
First Name *	Jane	
Last Name *	JAce(FFT1)-\$45	
UID *	JAce (FFT1)-\$45	
Employee Type	FullPart Paid Employees (Career)	
Seasonal	<input type="checkbox"/>	
Enabled	<input checked="" type="checkbox"/>	
Fire *	45.0	
Hazard *	0.0	
Overtime *	65.0	
Overhead	0.0	
Benefit	3.0	\$
Benefit OT	3.0	\$

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CRRF Manager (continued)

- If you have a flat fee rate that you pay to your supplemental employees (e.g. \$5 workers comp pay per fire, \$10 workers comp pay per day, etc.), please add that to the "Misc" field under "Travel Expenses" when you enter a bill. The "Misc" field is the only field for one-off reimbursement requests. Be sure to add a note to the Personnel page below explaining why benefits are \$0.00.

The screenshot displays the CRRF Manager interface. At the top, it shows 'Bill ID: 126' and 'Created: 7/5/19 4:11 PM by Carrie Anders'. The navigation menu includes 'Incident Info', 'Personnel/Equipment', 'Expenses', 'Statistics', and 'Overview'. The 'Miscellaneous' section on the left has a form with fields for 'Clive Yab', '5', and '\$5 day workers comp', with an '+ Add' button. Below this is a table with columns 'S# / Item / Vendor', 'Amount', and 'Notes'. The table contains one entry: 'Clive Yab' with an amount of '\$5.00' and notes '\$5 day workers comp'. The 'Resources' section on the right shows details for 'Clive Yab (Backfill)'. The 'Employee Details' section includes: Name: Clive Yab (Backfill), Regular Rate: \$33.00, Overtime Rate: \$34.00, Employee Type: Full/Part Paid Employees (Career), Overhead: 10% (\$3.30), Benefit Rate: -(0.0%), Backfill: (empty field), Reg Billing Rate: \$36.30, and Overtime Billing Rate: \$34.00. A note at the bottom states: 'Clive does not have benefits. We pay him \$5 day for workers comp. See Misc entry!'.

S# / Item / Vendor	Amount	Notes
Clive Yab	\$5.00	\$5 day workers comp
	\$5.00	

Resources

Clive Yab (Backfill)

Employee Details

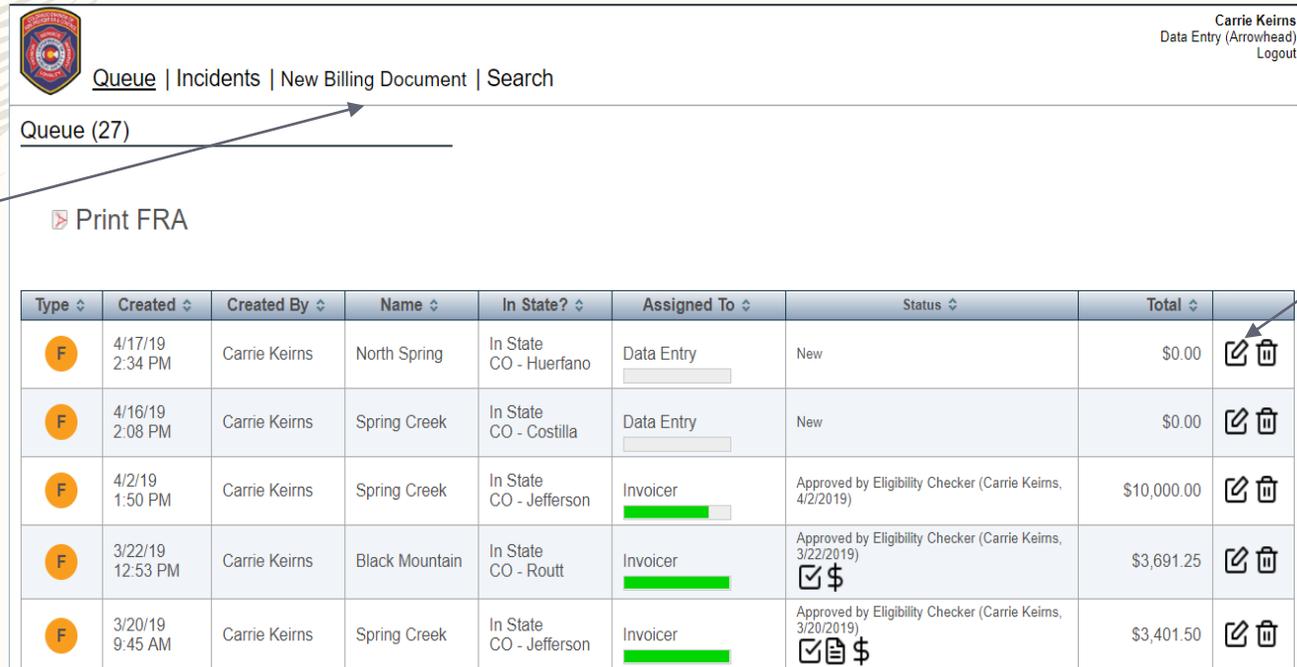
Name: Clive Yab (Backfill) Regular Rate: \$33.00 Overtime Rate: \$34.00
Employee Type: Full/Part Paid Employees (Career) Overhead: 10% (\$3.30) Benefit Rate: -(0.0%)
Backfill: Benefit Rate: -(0.0%) Overtime Billing Rate: \$34.00
Reg Billing Rate: \$36.30

Notes: Clive does not have benefits. We pay him \$5 day for workers comp. See Misc entry!

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Data Entry – Create a new billing document

- The data entry role can create new billing documents and review the status of previous submissions. Once a billing document is submitted, no changes are permitted unless it's returned to your queue by Fire Billing. Until the document is submitted/approved, you can edit it at any time. This role is the only one that can delete a bill.



The screenshot shows the Fire Billing system interface. At the top right, the user is identified as "Carrie Keirns, Data Entry (Arrowhead), Logout". The navigation menu includes "Queue", "Incidents", "New Billing Document", and "Search". Below the navigation, there is a "Queue (27)" header and a "Print FRA" button. The main content is a table with the following columns: Type, Created, Created By, Name, In State?, Assigned To, Status, Total, and an action column. The table contains five rows of billing documents.

Type	Created	Created By	Name	In State?	Assigned To	Status	Total	
F	4/17/19 2:34 PM	Carrie Keirns	North Spring	In State CO - Huerfano	Data Entry	New	\$0.00	 
F	4/16/19 2:08 PM	Carrie Keirns	Spring Creek	In State CO - Costilla	Data Entry	New	\$0.00	 
F	4/2/19 1:50 PM	Carrie Keirns	Spring Creek	In State CO - Jefferson	Invoicer	Approved by Eligibility Checker (Carrie Keirns, 4/2/2019)	\$10,000.00	 
F	3/22/19 12:53 PM	Carrie Keirns	Black Mountain	In State CO - Routt	Invoicer	Approved by Eligibility Checker (Carrie Keirns, 3/22/2019)	\$3,691.25	 
F	3/20/19 9:45 AM	Carrie Keirns	Spring Creek	In State CO - Jefferson	Invoicer	Approved by Eligibility Checker (Carrie Keirns, 3/20/2019)	\$3,401.50	 

Click here to create a new billing document

Edit button

Note: if you make a mistake and need to do any corrections after submitting it, email DFPCFireAdmin@state.co.us and we will return it to you.

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Data Entry – Create a new billing document (continued)

– When you select “New Billing Document”, you will see a choice of “Fire” or “Project”. Select “Fire”.

Carrie Keirns
Data Entry (Arrowhead)
Logout

Queue | Incidents | New Billing Document | Search

Queue (27) Fire Project

Print FRA

Type	Created	Created By	Name	In State?	Assigned To	Status	Total	
F	4/17/19 2:34 PM	Carrie Keirns	North Spring	In State CO - Huerfano	Data Entry	New	\$0.00	
F	4/16/19 2:08 PM	Carrie Keirns	Spring Creek	In State CO - Costilla	Data Entry	New	\$0.00	
F	4/2/19 1:50 PM	Carrie Keirns	Spring Creek	In State CO - Jefferson	Invoicer	Approved by Eligibility Checker (Carrie Keirns, 4/2/2019)	\$10,000.00	
F	3/22/19 12:53 PM	Carrie Keirns	Black Mountain	In State CO - Routt	Invoicer	Approved by Eligibility Checker (Carrie Keirns, 3/22/2019) \$	\$3,691.25	
F	3/20/19 9:45 AM	Carrie Keirns	Spring Creek	In State CO - Jefferson	Invoicer	Approved by Eligibility Checker (Carrie Keirns, 3/20/2019) \$	\$3,401.50	
F	1/9/19 2:26 PM	Carrie Keirns		Out of State null	Data Entry	New	\$0.00	

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Data Entry – Setting up the incident

- Pick the incident by typing the incident name or incident number. If you are searching by the incident number, be sure to use this format (with the dash after the COGWD-000032 characters):
- If you are entering an out of state fire, you cannot search by name. You will need to search by incident number. When the incident populates, it will not show all the data until you save it.

Before entering "save"

Bill ID: Created: 7/5/19 4:11 PM by Carrie Anders

Incident Info Personnel/E

Resource: Alamosa County Sheriff

Incident: *

Browse Incidents

After entering "save"

Bill ID: 126 Created: 7/5/19 4:11 PM by Carrie Anders

Incident Info Personnel/E

Resource: Alamosa County Sheriff

Incident: *

Browse Incidents

ATOKO
AZGCP-000075
07/22/2018 - 08/06/2018

- If the incident is not available, email DFPCFireAdmin@state.co.us with the resource order and we will create the incident.
- Enter the begin date and end date of the fire assignment. You will only be able to enter expenses for the dates you list here so be sure to include travel and rehab days.
- Request Number = Resource Order. If you don't have a resource order # due to reassignment, enter "reassigned".
- Deployment: 1 of 1, 1 of 3, 2 of 3, 3 of 3, etc.
- Notes: Add any notes you need to make about the assignment

SEE NEXT PAGE FOR SCREEN SHOT

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Data Entry – Setting up the incident (continued)

The screenshot shows a web application interface for data entry. At the top left is the Alamosa County Sheriff's Office logo. To its right is a navigation menu with links: Queue | Incidents | New Billing Document | Search. In the top right corner, the user's name 'Carrie Keirns' is displayed, along with 'Data Entry (Alamosa County Sheriff)' and a 'Logout' link. Below the navigation is a header section for 'Incident Information' with a share icon and the text 'Alamosa County Sheriff Alamosa'. A secondary navigation bar contains tabs: 'Incident Info' (selected), 'Personnel/Equipment', 'Expenses', 'Statistics', and 'Overview'. The main form area is titled 'Resource: Alamosa County Sheriff' and contains several input fields: 'Incident: *' with a text box for 'Incident Name or Number' and a 'Browse Incidents' link; 'Begin Date: *' and 'End Date: *' with date pickers and a 'Total Days: 0' indicator; 'Request Number: *' with a text box; 'Deployment:' with two text boxes separated by 'of'; and 'Notes:' with a large text area. At the bottom right of the form are three buttons: 'Back', 'Save', and 'Next'. A red arrow points from the 'Save/Next' label to the 'Next' button.

Find the incident

Enter 1st date of assignment

Enter last date of assignment

Enter resource order #
of fires in the deployment
(e.g. 1 of 2, 2 of 2)

Any notes you want to add

Save/Next

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Data Entry – Setting up the incident (continued)

– Once you have the incident entered, click “Next”.

A new Bill ID (unique #) is assigned for each incident entered

Carrie Keirns
Data Entry (Arrowhead)
Logout

Queue | Incidents | New Billing Document | Search

Incident Information [↗](#)

Arrowhead

New

Bill ID: 92
Created: 5/1/19 11:51 AM by Carrie Keirns

Incident Info ▶ Personnel/Equipment ▶ Expenses ▶ Statistics ▶ Overview

Resource: Arrowhead

Incident: * ⓘ

Browse Incidents

Bull Draw
COUPD-000258
Montrose (MRX), CO
07/29/2018 - 11/20/2018
PDL14B

Begin Date: *

End Date: * Total Days: 3

Request Number: * ⓘ

Deployment: ⓘ

Notes:

Back Save Next

Click here

21

Data Entry – Entering hours

- Select the first person you want to enter for this fire. The CRRF Manager for your agency should have entered each personnel resource that may participate in wildland fire. If the resource has various pay scenarios (e.g. holiday pay, different pay based on position, etc.), you must enter **one time record for each scenario**. Use the drop-down list to select the correct pay rate. If you type the name in this field, the first one will auto-populate.

The screenshot shows the 'Hours' entry screen in the CRRF Manager. At the top, there is a navigation bar with 'Queue | Incidents | New Billing Document | Search' and a user profile for 'Carrie Keirns'. The main header displays 'Bear Springs' and 'Alamosa County Sheriff (VC00000000017896)'. Below this is a breadcrumb trail: 'Bill ID: 99' > 'Incident Info' > 'Personnel/Equipment' > 'Expenses' > 'Statistics' > 'Overview'. The 'Resources' section is currently empty, with a message 'No Personnel or Equipment expenses added yet.' A dropdown menu is open, showing a list of personnel resources with their respective pay rates: 'Jane Ace(FFT2)-\$49.50', 'Jane JAce(BACKFILL)', 'Jane JAce(FFT1)-\$45', 'Jane JAce(FFT1)-\$47', 'Jane JAce(HOLIDAY)-\$30', 'Jane JAce(HOLIDAY)-\$32', 'Beth Johnson', and 'Clive Yab'. A 'Next' button is visible at the bottom right of the dropdown.

Note: If your CRRF manager updates the employee payroll record after you created a bill, you'll need to delete the record you created and reenter a new one.

Example of a firefighter with different pay scales

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Data Entry – Entering hours

- Enter the hours from the CTR or OF288 on the applicable day. Separate regular vs OT. If the resource has R&R, check the box. Add any applicable notes (e.g. 24/48 shift) and hit save. If you have more employees, click “Add Personnel” and continue entering.

CTR(s) and/or OF-288(s) must be attached as supporting documentation.

R&R checkbox

Highlight the hours in this section. Hours and value will total at the bottom of the screen

Click “save” after entering each person

Bill ID: 93
Created: 5/1/19 3:17 PM by Carrie Keirns

Incident Info Personnel/Equipment Expenses Statistics Overview

Resources + Add Personnel + Add Equipment

Employee Details

Name: Boss Rit (Regular) Regular Rate: \$30.00 Overtime Rate: \$45.00
Employee Type: Full/Part Paid Employees (Career) Benefit Rate: \$6.00
Backfill: Reg Billing Rate: \$36.00 Overtime Billing Rate: \$51.00
Notes:

Tip: The calendar below works best when zoomed to 100% (the default). Press Ctrl+zero to zoom to 100%.

Hours - Bull Draw

	Sunday 7/29/2018	Monday 7/30/2018	Tuesday 7/31/2018
	<input type="checkbox"/> R and R <input type="checkbox"/> REG	<input type="checkbox"/> R and R <input type="checkbox"/> REG	<input type="checkbox"/> R and R <input type="checkbox"/> REG
00:01			
01:00			
02:00			
03:00			
04:00			
05:00			
06:00			
07:00			
08:00			
09:00			
10:00			
11:00			
12:00			
13:00			
14:00			
15:00			
16:00			
17:00			
18:00			
19:00			
20:00			
21:00			
22:00			
23:00			
	13.00 0.00	12.75 0.00	5.50 6.50
	13.00	12.75	12.00

Save Delete

Regular Hours: 31.25
Overtime Hours: 6.50
Personnel Total: (Save to Update)

23

Data Entry – Entering backfill

- If you are entering backfill personnel, select the person from the “Add personnel” drop down list. Manually enter the name of the person they are backfilling for at home base. In the example below, Clive Yab is the backfill employee. Jane Ace is the deployed firefighter.

The screenshot displays the 'Hours' entry page for 'Bull Draw' in the Alamosa County Sheriff's system. The user is Carrie Keirms. The page shows navigation options like 'Queue', 'Incidents', and 'New Billing Document'. The main content area is titled 'Hours' and includes a 'Bull Draw' header with the location 'Alamosa County Sheriff (VC00000000017896)'. Below this is a breadcrumb trail: 'Incident Info > Personnel/Equipment > Expenses > Statistics > Overview'. The 'Resources' section is active, showing 'Clive Yab (Backfill)' selected. The 'Employee Details' table is as follows:

Name:	Clive Yab (Backfill)	Regular Rate:	\$33.00	Overtime Rate:	\$34.00
Employee Type:	Full/Part Paid Employees (Career)	Benefit Rate:	-(0.0%)	Benefit Rate:	-(0.0%)
Backfill:	Jane Ace	Reg Billing Rate:	\$33.00	Overtime Billing Rate:	\$34.00
Notes:					

At the bottom, there is a calendar for 'Hours - Bull Draw' showing dates from Wednesday 6/6/2018 to Sunday 6/17/2018. Each date has a dropdown menu with options for 'REG' and 'OT'.

24

Data Entry – Entering equipment

- Select the equipment from the drop down list. You will only be able to enter equipment that is identified and submitted on your CRRF. If the equipment is not listed, contact your CRRF manager. Enter the hours from the equipment shift tickets on the applicable day. Save. If you have multiple pieces of equipment, click “Add Equipment” and continue entering.

Signed Equipment Shift Tickets and OF-286s must be attached as supporting documentation.

Carrie Keirns
Data Entry (Denver Fire Department)
Logout

Queue | Incidents | New Billing Document | Search

Hours

CY19 VICC SUPPORT
Denver Fire Department (VC0000000014143)
Denver
Preview
New

Bill ID: 27
Created: 6/3/19 11:08 AM by Carrie Keirns

Incident Info ▶ Personnel/Equipment ▶ Expenses ▶ Statistics ▶ Overview

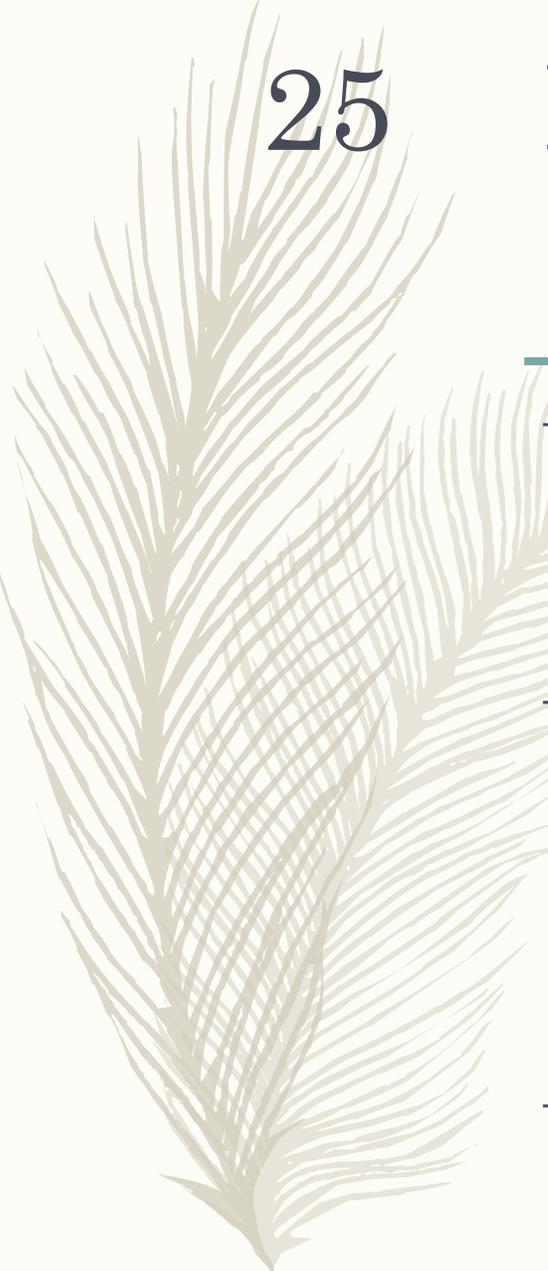
Sync CRRF

+ Add Personnel + Add Equipment

Resources
No Personnel or Equipment expenses added yet.

Choose
301 (W04)
601 (W06)
602 (W05)
A627
A628
A629
A630
A631

Select equipment



25

Data Entry – Entering equipment (missing days)

- Per the CDPS Cooperator Reimbursement Guidelines, equipment is only eligible to be reimbursed for actual hours work on the 1st and last day of a mobilization. FBS performs this calculation in the background to use actual hours worked instead of the minimum daily guarantee per your CRRF.
- If the equipment's first or last day does not match entire assignment's first or last day of mobilization (e.g. break down, arrives late, leaves early), FBS is currently unable to perform the correct calculation. This will be fixed in the next update. For now, please enter separate bills for the any equipment not on the fire the entire length of the deployment. Use the date range the equipment was actually on each fire. Contact Fire Billing for questions on how to handle this type of scenario.
- See next slide for detail.

26

Example: \$133.00 hour. \$1064.00 daily minimum.

Day 1: 1 hour x \$133.00 = \$133.00
 Day 2: 10 hours x \$133.00 = \$1330.00
 Day 3: 1 hour x \$133.00 = \$133.00
 Total: \$1596.00

The fire billing system is showing \$2527.00 because this equipment was only on the fire 3 days. The system is applying the daily minimum to Day 3 as it does not recognize this was the final day on the deployment. A separate bill for this piece of equipment for the 1/4/19-1/6/19 date range would be required.

Carrie Anders
Data Entry (Denver Fire Department)
Logout

Queue | Incidents | New Billing Document | Search

Incident Information

South Sugarloaf
Denver Fire Department (VC00000000014143)
Denver
Preview

Bill ID: 108
Created: 6/27/19 8:21 AM by Carrie Anders

Incident Info Personnel/Equipment Expenses Statistics Overview

Resource: Denver Fire Department (VC00000000014143)
 Incident: * South Sugarloaf (NVECFX-010299)
 Begin Date: * 01/04/2019
 End Date: * 01/16/2019
 Request Number: * C-1
 Deployment: 1 of 1
 Notes:

Back Save Next

Resources

E105

Equipment Details

Name:	E105	Min Staffing:	0	Qualified Rate:	\$133.00 / Hour
License Plate:	n/a	Standard Staffing:	0	Developmental Rate:	-
VIN:	4P1BAAFF6HA017342	Max Staffing:	0	Rate per Staff (over min):	-
Year:	2017 (2016)			Rate per Mile:	-
Make:	PIERCE MANUFACTURING (PIERCE)			Max Daily:	-
Model:	PUMPER (VELOCITY)			Min Daily:	\$1,064.00
Custom Mfg:	-				
Size:	-				
FEPP?:	No				

Mileage Reimbursement (over 300 miles)
0.0

Staffing
Number of Staff: 0
12.00 hours R & R
I swapped personnel for this equipment

Hours - South Sugarloaf

	Friday 1/4/2019	Saturday 1/5/2019	Sunday 1/6/2019	Monday 1/7/2019	Tuesday 1/8/2019	Wednesday 1/9/2019	Thursday 1/10/2019	Friday 1/11/2019
REG	0.00	10.00	1.00	0.00	0.00	0.00	0.00	0.00
TVL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Daily Min	1.00 N/A*	10.00 Applies	1.00 Applies	0.00 Applies	0.00 Applies	0.00 Applies	0.00 Applies	0.00 Applies

* The min daily guarantee does not apply on the first or last day of a mobilization.
 ** To prorate the daily min on cross-incident days, please enter the total number of hours worked this day on all incidents in this box.

Regular Hours: 12.00
 Travel Hours: 0.00
 Resource Total: ~~\$2,527.00~~

27

Data Entry – Entering equipment (FEPP)

- If you have a FEPP engine on an assignment, please add it to “Misc” in the Expenses section. The next phase of updates to FBS will address FEPP engines being entered under equipment. Be sure to attach a copy of the CRRF for this engine.

Miscellaneous

S# / Item / Vendor Amount Notes

S# / Item / Vendor	Amount	Notes	
FEPP Engine	\$200.00	7/1/19-7/4/2019	delete
	\$200.00		



28

Data Entry – Entering equipment – Multiple incidents

- If you have a piece of equipment on multiple incidents within a mobilization, you will need to enter the total # of hours the equipment was working for ALL consecutive incidents on a specific day. The system will prorate/calculate the amounts for you.
- For instance, if a piece of equipment was on the ABC Fire on 6/6/2019 for 3 hours and also on the CDE Fire on 6/6/2019 for 12 hours, you will enter 15 hours in the box. You will enter the same 15 hours on the last day of an incident and the first day of the next incident.
- See next slide for screen shot.

29

Data Entry – Entering equipment – Multiple incidents (continued)

Ignore this box; does not apply to CO cooperators

301 (W04)

Equipment Details

Name: 301 (W04)	Min Staffing: 0	Qualified Rate: \$109.00 / Hour
License Plate: 456IQI	Standard Staffing: 0	Developmental Rate: -
VIN: 1HTWEAARXFH140276	Max Staffing: 0	Rate per Staff (over min): -
Year: 2015 (2014)		Rate per Mile: -
Make: INTERNATIONAL (PIERCE)		Max Daily: -
Model: SR525 (HC7400)		Min Daily: \$672.00
Custom Mfg: -		
Size: -		
FEPP?: No		

Mileage Reimbursement (over 300 miles)
0.0

Tip: The calendar below works best when zoomed to 100% (the default). Press Ctrl+zero to zoom to 100%.

Staffing

Number of Staff: 47.00 hours R & R
I swapped personnel for this equipment

Hours - North Bear Dance

Saturday 6/1/2019		Sunday 6/2/2019		Monday 6/3/2019		Tuesday 6/4/2019		Wednesday 6/5/2019		Thursday 6/6/2019	
REG	TVL	REG	TVL	REG	TVL	REG	TVL	REG	TVL	REG	TVL
00:01											
01:00											
02:00											
03:00											
04:00											
05:00											
06:00											
07:00											
08:00											
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16:00											
17:00											
18:00											
19:00											
20:00											
21:00											
22:00											
23:00											
4.00	0.00	10.00	0.00	10.00	0.00	10.00	0.00	10.00	0.00	3.00	0.00
Daily Min N/A*		Daily Min Applies		Daily Min Pro-rated**							

* The min daily guarantee only does not apply on the first or last day of a mobilization.
** To prorate the daily min on cross-incident days, please enter the total number of hours worked this day on all incidents in this box.

Save Delete

Enter total # of hours for all assignments within the mobilization here

30

Data Entry – Entering equipment – Multiple incidents (continued)

301 (W04)

Equipment Details

Name: 301 (W04)	Min Staffing: 0	Qualified Rate: \$109.00 / Hour
License Plate: 456IQI	Standard Staffing: 0	Developmental Rate: -
VIN: 1HTWEAARXFH140276	Max Staffing: 0	Rate per Staff (over min): -
Year: 2015 (2014)		Rate per Mile: -
Make: INTERNATIONAL (PIERCE)		Max Daily: -
Model: SR525 (IHC7400)		Min Daily: \$872.00
Custom Mfg: -		
Size: -		
FEPP?: No		

Mileage Reimbursement (over 300 miles)
0.0

Staffing
Number of Staff: 0
38.50 hours
R & R
I swapped personnel for this equipment

Hours - North Spring

	Thursday 6/8/2015	Friday 6/7/2015	Saturday 6/8/2015	Sunday 6/9/2015	Monday 6/10/2015	Tuesday 6/11/2015	Wednesday 6/12/2015	Thursday 6/13/2015
REG	12.00	8.75	8.75	9.00	0.00	0.00	0.00	0.00
TVL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Daily Min	15 hrs	Applies	Applies	Applies	Applies	Applies	Applies	Applies

Enter total hours for all assignments here

Save Delete

** The min daily guarantee only does not apply on the first or last day of a mobilization.
** To prorate the daily min on cross-incident days, please enter the total number of hours worked this day on all incidents in this box.

Ignore this box; does not apply to CO cooperators

Enter total hours for all assignments here

31

Data Entry – Entering Equipment – Equipment Transport

- In this section, enter the total mileage reimbursement (in miles, not dollars) from the Equipment Transport Summary document and attach as supporting documentation.

Cooperator/Department		
Incident Name & Number		
REIMBURSEMENT REQUEST FOR TRANSPORT, MILEAGE, OTHER CHARGES		
A. Engine/Tender/Ambulance was transported to incident: <u>yes</u> or <u>no</u> (max=daily guarantee)		
Date(s) on transport (record hrs on STs):		
Transport/lowboy expense (must include paid invoice copy): \$		A
B. Engine/Tender/Ambulance driven to incident over 300 miles from home: <u>yes</u>		
Mileage reimbursement is only allowable for engines, tenders or ambulances when driven to/from an incident more than 300 miles from home unit . Include documentation for number of miles requested, i.e. shift tickets, online mileage calculation, etc. Mileage between incidents or on an incident is not reimbursable. Round to nearest whole mile.		
To incident:	Total miles to incident:	500
From city & state:	Subtract the first 300 miles:	-300
To city & state:	Subtotal Miles for Reimbursement:	200
Home from incident:	Total miles home from incident:	500
From city & state:	Subtract the first 300 miles:	-300
To city & state:	Subtotal Miles for Reimbursement:	200
Grand Total Mileage Reimbursement:		400 B
<i>*total miles will be reimbursed @ \$1/mile</i>		
C. When state-assigned FEPP equipment is used, \$50 per day reimbursement to the department may be requested. Engine use is retained by DFPC.		
# days on incident		
# days x \$50/day		
Total FEPP Engine Reimbursement:		\$0.00 C
TOTAL A, B and C EXPENSE:		\$400.00

Enter the total mileage from the Equipment Transport Summary worksheet. Enter total miles over 300, not \$ amount.

36

Data Entry – Expenses – Miscellaneous

Queue | Incidents | New Billing Document | Search

Carrie Keirns
Data Entry (Arrowhead)
Logout

Expenses

Bull Draw
Arrowhead (VN1)

Preview

Bill ID: 92
Created: 5/1/19 11:51 AM by Carrie Keirns

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

Miscellaneous

S# / Item / Vendor Amount Notes + Add

S# / Item / Vendor	Amount	Notes

Travel Expenses Total \$0.00

The Miscellaneous section is only for repair/replacement claims, FEPP engines or one-off expenses not captured elsewhere (e.g. workers comp @ \$5 day). Must attach all required supporting documentation for reimbursement.

Enter a general description in the "S#/Item/Vendor" box, the amount, and a general note. Click "Add".

39

Data Entry – Statistics

– Ignore this section.

The screenshot shows a web application interface for data entry. At the top right, the user is identified as "Carrie Keirns" with options for "Data Entry (Arrowhead)" and "Logout". A navigation bar includes "Queue | Incidents | New Billing Document | Search". The main heading is "Statistics". On the right side, there is a "Bull Draw" logo with an external link icon, "Arrowhead (VN1)", and a "Preview" button with a printer icon. Below this is a "New" button. A breadcrumb trail shows "Bill ID: 92" and "Created: 5/1/19 11:51 AM by Carrie Keirns", followed by navigation tabs: "Incident Info", "Personnel/Equipment", "Expenses", "Statistics" (which is active), and "Overview". The main content area is titled "Vehicle Accidents" and contains two input fields: "# of vehicle accidents:" with a value of 0, and "# of injury vehicle accidents:" with a value of 0. Below this is the "Accidents and Injuries" section with four input fields: "# of non-injury accidents:" (0), "# of injury accidents:" (0), "# of accidents that required medical attention (NLT):" (0), and "# of accidents that required medical attention (LT):" (0). At the bottom of this section is a "Notes" label and an empty text input box. At the very bottom of the page are three buttons: "Back", "Save", and "Next".

40

Data Entry – Overview

- You can review the “Bill” you are submitting by clicking on the icon below. The “Packet” button contains all of the uploaded attachments.

The screenshot shows a web application interface for bill management. At the top left is a logo for the Fire Department. The top right corner displays the user's name, 'Carrie Keirns', and their role, 'Data Entry (Arrowhead)', along with a 'Logout' link. Below the logo, there are navigation links: 'Queue | Incidents | New Billing Document | Search'. The main content area is titled 'Overview' and features a 'Bull Draw' button with an external link icon, labeled 'Arrowhead (VN1)'. Below this is a 'Preview' button with a printer icon. A 'New' button is also visible. A breadcrumb trail shows the current location: 'Incident Info > Personnel/Equipment > Expenses > Statistics > Overview'. Below the breadcrumb trail are four tabs: 'Summary', 'Supporting Docs', 'Approval', and 'History'. The 'Summary' tab is active and displays the following information: 'Assigned To: Data Entry', 'Bill Total: \$3,747.00', and 'Cooperator Reimbursed:'. To the right of this information is a 'Packet' button with a folder icon and a 'Bill' button with a document icon and a yellow highlight.

41

Data Entry – Overview (continued)

- You must upload all of your supporting documents including fire documentation, receipts, maps, forms, etc.

The screenshot displays the Bull Draw software interface. At the top right, the user is identified as Carrie Keirns, Data Entry (Arrowhead), with a Logout link. The main navigation bar includes 'Queue | Incidents | New Billing Document | Search'. The current page is 'Overview', with a 'Bull Draw' logo and 'Arrowhead (VN1)' text. A 'Preview' button with a printer icon is visible. Below this, a breadcrumb trail shows 'Incident Info > Personnel/Equipment > Expenses > Statistics > Overview'. The main content area has tabs for 'Summary', 'Supporting Docs', 'Approval', and 'History'. Under the 'Supporting Docs' tab, there is a text input field containing 'None' and a section titled 'Upload supporting Documents (4 MB Max File Size)' with a '+ Choose' button highlighted in yellow.

42

Data Entry – Expenses – Invoice Preparation Costs – 2019 incidents only

Carrie Keims
Data Entry (Alamosa County Sheriff)
Logout

Queue | Incidents | New Billing Document | Search

Expenses

Bear Springs
Alamosa County Sheriff (VC0000000017896)
Alamosa
Preview

Bill ID: 99
Created: 6/13/19 12:15 PM by Carrie Keims

Incident Info | Personnel/Equipment | Expenses | Statistics | Overview

Meals

I have receipts Authorization ?

Travel status \$ 0.00

Non-travel status \$ 0.00 None

Meals Total \$0.00

Hotels

I have receipts Authorization ?

Travel status \$ 0.00

Non-travel status \$ 0.00 None

Hotels Total \$0.00

Fuel Expenses

Total Fuel Expense \$ 0.00

Fuel Total \$0.00

Invoice Preparation

Date Preparer Rate Hours

Validation Rule: On the Overview page, Data Entry cannot 'Approve' the bill if there are invoice preparations costs and it is not signed.

Date	Preparer	Rate	Hours	Total
			0.00	

By Signing, I verify that the hours entered are accurate and are supported by the attached timesheets/payroll documents.

Invoice Preparation Expense for 2019 will require proof of payment for reimbursement. This can be either a pay stub or general ledger printout supporting the charges and dates being paid. You are required to attach this as supporting documentation in order to be reimbursed.

Invoice Prep Fees are input directly into Gold (no external form needed). Input the date, preparer name, hourly rate, hours, and click the "add" button. Click "sign" to approve the invoice preparation expense you entered.

43

Data Entry – Expenses – Invoice Preparation Costs – 2020 & later incidents

Invoice Preparation

Date: Preparer: Rate: Hours:

Date	Preparer	Rate	Hours	Total
		\$0.00	0.00	\$0.00

By Signing, I verify that the hours entered are accurate and are supported by the attached timesheets/payroll documents.

Invoice Prep Total \$0.00

Miscellaneous

Subrecipient Indirect Rate: 1% of bill amt:

S# / Item / Vendor	Amount	Notes
	\$0.00	

Validation Rule: On the Overview page, Data Entry cannot 'Approve' the bill if there are invoice preparations costs and it is not signed.

Invoice Preparation Expense for 2020 and later will require a signed acceptance of the 1% subrecipient indirect rate form. You can retrieve this form from the DFPC website:

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

The form is called Appendix C_CY2020_Final (Revised)_2020-03-15. Sign and return to cdps_dfpc_fireadmin@state.co.us.

Starting with 2020 incidents, please input 1% of your total bill here. Input "Subrecipient Indirect Rate" in the first box, 1% of the total bill in the amount box and "1% of bill amt" in the notes box. Click "add".

44

Data Entry – Overview (continued)

- Once you have completed your reimbursement, you can add comments and click “Approve”. Once you approve the reimbursement, it will be routed to the Fire Billing office for processing. You will be able to check the status in your queue at any time. Once a reimbursement is submitted, you cannot modify it unless you request for it to be returned to your queue. If there is any missing documentation or modifications are needed to correct entries, the reimbursement will be returned to you. The Fire Billing office cannot modify your submitted reimbursements.

The screenshot displays the Bull Draw software interface. At the top left is the Fire Department logo. The top right shows the user's name 'Carrie Keirns', the current page 'Data Entry (Arrowhead)', and a 'Logout' link. Below the logo is a navigation menu with 'Queue | Incidents | New Billing Document | Search'. The main content area is titled 'Overview' and features a 'Bull Draw Arrowhead (VN1)' logo with a 'Preview' button and a 'New' link. A breadcrumb trail reads: 'Bill ID: 92 Created: 5/1/19 11:51 AM by Carrie Keirns | Incident Info | Personnel/Equipment | Expenses | Statistics | Overview'. Below this is a tabbed interface with 'Summary', 'Supporting Docs', 'Approval', and 'History' tabs. The 'Approval' tab is active, showing a 'Comments' section with a text input field containing a redacted comment. Below the input field is the text: 'By clicking Approve, I acknowledge that I have reviewed this invoice for accuracy.' and an 'Approve' button, also with a redacted label.

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Payments

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



[Queue](#) | [Incidents](#) | [New Billing Document](#) | [Search](#)

Carrie Anders
Data Entry (West Metro Fire
Rescue)
[Logout](#)

Queue (1)

Print FRA

Type	Submitted	Created By	Name	Request #	Assignment	Assigned To	Status	Total	
F	7/17/19	Carrie Anders West Metro Fire Rescue	Bear Springs	C-12	7/1/19 - 7/1/19 (1 of 1)	Invoicer 	Approved by Eligibility Checker (Carrie Anders, 7/17/2019) <input checked="" type="checkbox"/> \$	\$156.64	

Contact Information

- DFPC Fire Billing, General Questions

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720-544-2255

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- Erin Claussen, Incident Business Specialist

erin.claussen@state.co.us

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