

# ALBANY COUNTY FIRE DISTRICT 1

## Fire Paperwork for Billable Fires

### Standard Operating Guidelines (SOG)

Approved: 3/22/17; Art Sigel, Jon Essley

**Purpose:** The purpose of this document is to provide direction on the process of fire pay within the district

**Scope:** Firefighters deployed on all paid fires

**Protocol:** All billable fires will be billed by the Albany County Treasurer per the Wyoming Wildland Fire Resource Mobilization Guide. For billing the following shall be provided in the paperwork package:

- Copy of Resource Order
- Copy of Incident Qualification Card (red card) for each firefighter assigned
- Copy of Crew Time Report Standard Form 261 (CTR)
- Original copy of Optional Form 288 (OF-288), Incident Time Report, reviewed and signed by the Firefighter
- Original copy of the Optional Form 297, Emergency Equipment Shift Ticket, reviewed and signed
- Original copy of the Optional Form 286 (OF-286), Emergency Equipment-Use Invoice, reviewed and signed
- Completed and signed Travel Voucher, Exhibit F-1, for each assigned firefighter
  - Motel receipts must accompany the travel voucher
  - If pertinent – baggage receipts, car rental receipts, gas for car rental receipts
- Original copy of Optional Form 304, Fuel and Oil Issue Ticket, reviewed and signed
- Any additional pertinent paperwork
  - Copy of Evaluation Form
  - Resource Extension Form

The completed paperwork package needs to be submitted to the agent for the District. After review, the agent for the District will submit the original paperwork package to the Albany County Fire Warden.

It is understood that not all incidents require all listed paperwork. The assigned resource should be proficient with paperwork that is required for deployment whether as equipment (engine or tender) or as a single resource.

If questions arise on required forms, make every effort to contact a home state or agency representative for answers before leaving the incident.

If assigned to multiple incidents during a deployment, remember that each incident should have a resource order and associated paperwork.

If a firefighter from ACFD#1 is deployed with another agency, notice must be given to the agent for the District for fire pay purposes and written documentation must be provided to the District as to who is billing and paying for that firefighter.

Once paperwork package is submitted to the agent for the District, agent will review paperwork and then submit to the accountant the pay due to the individual firefighter, including travel voucher pay or other pay that is due the firefighter. The agent for the District will also submit to the accountant the fire for the engine or tender.

Firefighters will be paid as the Board decides.