

Albany County Fire Warden  
501 E Iverson Avenue  
Laramie, WY 82070  
(307) 721-1885 or (307) 760-3641

## **ENGINE BOSS PAPERWORK REVIEW**

Send a copy of your Resource Order to your agency and the Fire Warden so they know that you are on assignment

**Albany County Treasurer is ALWAYS the Contractor!**

### **Travel:**

Time starts when you arrive at place & time designated by Chief or County Fire Warden (ie. Fire Station)

#### Driving:

- No more than 10 hours behind the wheel within a duty day
- Have to have 8 consecutive hours off
- Follow 2:1 work rest ratio, if not followed you need documentation
- Avoid travel from 2200 to 0500

#### Breaks:

- While traveling, short breaks (fast food/fuel) do not need to be shown
- Longer breaks (restaurant meals) need to be shown
- While in travel status show breaks for crew will include the engine showing a break as well
- Travel stops upon arrival at the fire. Check in and begin staged will be shown as duty time.

#### Time keeping:

- Show travel time with a "T" on CTR and Equipment Shift Tickets
- **Albany County Treasurer is always the Contractor!**
- If needed, track travel miles by odometer and note they are travel miles
- Start travel time when leaving fire but leave ending time open
- Note ending travel time on CTR and have Home Agency or County Fire Warden sign if off
- Return miles home should be about the same as travel to the fire. If they are different state the reason in the "Remarks" section
- Max rehab time allowed once home is 2 hours

#### Per Diem:

- Use [www.gsa.gov](http://www.gsa.gov) to get rates
  - <https://www.gsa.gov/travel-resources>
- Motel receipts are required if applicable
- Rental, baggage and flight receipts required if applicable
- First and last day are paid at 75%
- Ordering fire pays travel to the fire (when reassigned the new fire starts to pay travel)
- See Carol Robinson memo
- Max rehab time at home is 2 hours

#### **On Duty:**

All work time shall be compensated

- Day usually starts at briefing time
- Engine time may start at brief time or later depending on use
- Show one half hour meal break for crew (if time unit insists on 2 meal break-adjust time as needed)
- Engine does not show a meal break
- Any hours over 16 per day has to be okayed by Ops or IC
- At the end of the day ENGB may get extras hours if doing paperwork
- Engine time stops when it is parked
- Track miles each day if required (non-engine, ie – single resource vehicles)

#### **Crew Time Report's (CTR's):**

- Crew number = Resource Order Number
- Remember full date
- Classification is what you are doing on that fire
- **Use the remarks section!**
- One CTR per day is preferred

#### **OF-288:**

- Fire Code = P Code (under the Financial Code section of your Resource Order)
- Check all dates and times for accuracy before signing
- Travel times should be marked TVL
- Use Remarks if needed
- Sign in color other than black

#### **Equipment Shift Ticket:**

- Put Resource Order number on top right
- May put multiple days on the same ticket
- Use Remarks section for type, foam, etc

**OF-286:**

- Albany County Treasurer is the Contractor!
- Administrative Office for Payment – who is paying for, who is responsible for that fire
- User Remarks section if needed

**Travel Vouchers:**

- Remember the first and last day of travel is paid at 75%
- Use the comment section
- **Albany County Treasurer is the Fire Entity!**

**Responding with Other Agencies:**

- If you respond with another agency, written documentation for who is billing and paying needs to be included