

# ALBANY COUNTY FIRE DISTRICT 1

## Fire Paperwork for Billable Fires

### Standard Operating Policy

**Approved: 3/22/2017; Art Sigel, Jon Essley**

**Updated: 12/13/2023; Luke Hawkins, Brett Wadsworth, Matt Burkhart**

**Purpose:** Provide requirements on the process of fire pay within Albany County Fire District 1 (ACFD1).

**General:** To outline the procedures for billable work and ensure it is accurately tracked, recorded, and paid out. The scope of the policy typically applies to ACFD1 Firefighters and District Personnel deployed on all paid fires.

**Protocol:** All billable fires will be billed by the Albany County Treasurer (525 Grand Ave #205, Laramie WY 82070, EUI (LKDJLMKAKF5) per the Wyoming Wildland Fire Resource Mobilization Guide.

The assigned resource should be proficient with paperwork that is required for deployment. The assigned resource must have completed the Engine Boss Responsibilities Course which details responsibilities regarding fire paperwork and how to appropriately fill out such paperwork.

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, each incident needs to have the resource order and associated paperwork submitted in separate packets.

**All paperwork in all cases, must be turned in to the Agent for the District within four (4) business days of returning from an incident.**

Paperwork can be submitted electronically or in paper form to the Agent of the District or ACFD1 Designee. Any future dispatching with ACFD1 will be contingent on the timeliness of meeting these deadlines, and in all cases, must be completed prior to further dispatching.

If the Firefighter/District personnel (Engine Boss (ENGB)/Single Resource) fail to turn in accurate paperwork within four (4) days of the incident, the following steps will be taken:

- 1) First offense – They will not be paid for their hours on the fire, nor will their travel voucher be processed, nor will their POV (if applicable) be paid for, until the host agency pays ACFD1 in full for the fire. If an individual is part of an engine crew, and the ENGB fails to turn in accurate paperwork within four days of the incident, the crew will be compensated for their hours and their travel voucher (as long as their travel voucher was submitted within the four days) as outlined in “Other Consideration, Section D” below.

- 2) Second offense – Engine Boss/Single Resource will be prohibited from dispatching for the rest of the current season.
- 3) Third offense – Engine Boss/Single Resource will be prohibited from dispatching with ACFD1.

After reviewing all paperwork, the Agent for the District will submit the original paperwork package to the Albany County Fire Warden and subsequent Wyoming State Forestry Fire Billing System.

The Agent will also submit to the Accountant the individual Firefighter's incident hours and pay rate, travel voucher amount, and any other pay that is due. The Agent will also submit a copy of the fire paperwork package, which was submitted to the Albany County Fire Warden, to the Accountant.

**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
- 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
  - Baggage receipts, car rental receipts, fuel for car rental receipts
  - Fuel receipts for District apparatus need to be turned into department treasurers for reimbursement
- Original copy of Optional Form 304, Fuel and Oil Issue Ticket, reviewed and signed
- Any additional pertinent paperwork
  - Copy of Evaluation Form
  - Any General Messages that are applicable
  - Resource Extension Form

*\*\*It is understood that not all incidents require all listed paperwork. Some incidents may use electronic versions of paperwork. If the incident has not sent your paperwork in a timely manner, let the Agent for the District know about the delay and then contact the fire.*

**Other Considerations**

- A. If a firefighter from ACFD1 is deployed with another agency, notice must be given to the Agent for the District and written documentation must be provided to the District clarifying who is billing and paying for the Firefighter.
- B. If a Firefighter from another agency is deployed on an ACFD1 apparatus, that Firefighter must take the above-named paperwork to their home agency to be processed, unless there

is a prior agreement in place indicating otherwise. MOUs will only be recognized between ACFD1 and the other party. MOUs between a department and the other party are not binding on ACFD1.

- C. If a Firefighter's red card qualifications change due to completion of their task book while currently deployed on a federal fire, that Firefighter will be paid at their original qualification level (red card qualification at time of hiring) for that fire. The new red card qualification will apply when dispatched to the next federal fire.
- D. The Board will determine the percentage of initial pay at the beginning of the fire season. This percentage amount is subject to change. Per the *Financial Management Policy*, all Firefighter paperwork, including travel vouchers, turned in at least one week prior to the monthly business meeting will be paid the initial percentage and travel voucher, at that month's meeting. The remaining will be paid put, per current policy.