

## **CHAPTER 9            REIMBURSEMENTS**

### **HIGHLIGHTS OF THIS CHAPTER:**

- DEPLOYMENT
- MATERIAL & EQUIPMENT PURCHASES
- OUT-OF-STATE TRAVEL

## **Deployments**

ADMINISTRATION DIVISION (OSFM Mobilization Plan April 2009 III-A-1)

### **A. POST-INCIDENT ACTION**

#### **1. Documentation Information/Timelines**

The OSFM incident commander shall assemble all incident documentation and complete a written report for the state fire marshal. This report must be provided within two weeks of the emergency incident conclusion. The finance chief shall provide the OSP budget division with written agreements for all incident expenses within one week. The OSFM AOC manager shall immediately assemble all incident tracking information and complete a written report for the state fire marshal that includes lessons learned and recommendations to improve operations. The OSFM will prepare written documentation for every implementation of the Mobilization Plan. Documentation must include, but not be limited to, the following:

- a) Date/time of incident;
- b) Location;
- c) Copy of Governor's declaration;
- d) Number and severity of injuries or fatalities;
- e) Number and location of homes evacuated;
- f) Narrative of what happened at the incident;
- g) Agencies involved;
- h) Actions taken by the Office of State Fire Marshal;
- i) Origin of incident;
- j) Estimated dollar loss and estimated value at risk;
- k) Conclusions, lessons learned and recommendations to improve incident and AOC management;
- l) Exhibits (drawings, photos, etc.) to clarify the documentation;
- m) All Emergency Response Center logs;
- n) ERC incident tracking information and recommendation;
- o) An audited accounting record of billing statements and expenses incurred by the participating departments.

#### **2. Reimbursement Requests**

To insure the orderly processing of reimbursement requests, the OSFM shall collect reimbursement billing packets from responding fire departments and audit all charges. This process will be coordinated with any involved local, state or federal agencies. A record of all back-up accounting information (agreements, tally of notices of claims and invoices and approved payments) shall be made part of the written documentation specified above.

#### **3. Reimbursement Timelines**

Incident responders have 60 days to submit their reimbursement packets. The OSFM may request packets sooner if an approaching Emergency Board date so warrants. After OSFM has audited the reimbursement claim and the expenditure is authorized, the OSP budget division will issue reimbursement checks. The OSP budget division will approach the State Emergency Board and ask the Board to approve the expenditure authority.

A delay can be expected when the Federal Emergency Management Agency (FEMA) is reimbursing a portion of firefighting expenses. FEMA rules require additional auditing and interagency billing coordination, along with time required for authorization and expenditure release.

#### **4. Mobilization Payment Model**

A Mobilization Payment Model is included in this section for a general understanding of the progression of decisions and actions by the Governor, the Legislature, the Office of State Fire Marshal, and others, from request for implementation through reimbursement of expenses. State statute requires the Legislature to authorize expenditure allotments.

#### **5. Miscellaneous Expenses**

The state shall reimburse the political subdivision supplying such aid for travel and maintenance expenses paid to employees supplied under ORS 476.520 to 476.590, including meals of such employees while they are rendering aid. These expenses during travel shall not exceed State Department of Administrative Services travel and per diem rates. Requests shall be supported by receipts and worksheets or detailed explanations. (ORS 476.560) The state will not reimburse for meals employees choose to purchase in lieu of meals provided by the fire incident management.

The state will not reimburse expenses for personal care, clothing items, or other incidentals. The state will not reimburse expenses for required personal protection and safety equipment. When a private vehicle is used, the state reimburses mileage only.

## **Material and Equipment**

- Participating Agencies and Affiliated Members are not eligible for compensation of supplies and equipment purchases without prior approval of the Program Manager.
- All purchases of supplies and equipment related to activation must be processed by OSFM Incident Management Teams.
- Requests for purchases or maintenance of equipment and supplies, not appearing on the equipment cache list must be made in writing to the Emergency Response Unit US&R Program Coordinator.
- Repair, rental, and maintenance costs for equipment needed for training, exercises or activation must be processed through OSFM Emergency Response Unit.

## Travel

**No travel arrangements can be made without a signed out of state travel form from OSFM Travel Policy.**

Team Members must submit an Out-of-State Travel Request 30 days prior to the class or conference to the Program Coordinator for prior approval. The Out-of-State Travel request is to be filled in its entirety signed and dated and submitted to:

<b>Fax</b>	503-373-1825
<b>Address</b>	4760 Portland Rd NE Salem OR 97305
<b>E-mail</b>	<a href="mailto:Tina.toney@state.or.us">Tina.toney@state.or.us</a>

## Aireline

- All airline tickets will be purchased by OSFM
- Under no circumstances should the team member make their own arrangements.
- Program staff can not purchase a ticket without approval by the team member, once approved the ticket will be purchased

## Meals

Meal per diems for the initial day of travel and final day of travel will be based on the following schedule based on departure and arrival times. Apply the percentage to the appropriate meal rate.

**Initial Day of Travel – Leave:** Prior to 6:00 AM to 12:01 PM to After 6:00 AM Noon 6:00 PM 6:00 PM

**Meal Allowance Percentage** 100% 75% 50% 25%

**Final Day of Travel – Return:** Prior to 6:00 AM to 12:01 PM to After 6:00 AM Noon 6:00 PM 6:00 PM

Meal Allowance Percentage 25% 50% 75% 100%

## Multiple Locations

A single per diem rate is used for an entire day. If you travel to more than one location in one day, the per diem rates for each day are the rates for the location in which the traveler will spend the night. However, on the final day of travel, the per diem rates are the rates for the location in which the traveler last stayed the night, prior to returning to their official workstation and/or home. When travel in a single day (non-overnight travel) is to multiple locations (meaning, more than one work destination), the highest per diem of the multiple locations is used.

## Hotel

Team Members may book their own room. Cost of the room rate and state tax is reimbursable at government state per diem rate.

**Mileage**

Team Members must submit a Personal Vehicle Authorization (POV) form for prior approval for mileage reimbursement.

Requests for reimbursement must be submitted on the Travel Reimbursement Form. The claim must state the places and date, number of miles and the purpose or reason for travel.

Reimbursements that have been pre-approved must be submitted no later than 60 days after the purpose of travel.