

MARCH 2025



2025 WILDFIRE SEASON STAFFING GRANT

GRANT MANUAL



STATE OF OREGON AWARD DOLLARS AVAILABLE TO
**INCREASE STAFFING FOR OREGON'S
2025 WILDFIRE SEASON**



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APPLICANT Q&A WEBINARS

The Oregon State Fire Marshal is hosting two webinars for Oregon fire service members interested in learning more about the 2025 Wildfire Season Staffing Grant. OSFM staff will make a brief presentation and be available to answer questions.

[Wednesday, March 26, 2025](#)

[Thursday, March 27, 2025](#)

This manual will not be updated.



OSFM GRANTS TEAM

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INTRODUCTION

In 2025, the Oregon Legislature appropriated General Fund dollars (SB 5550) to the Oregon Department of the State Fire Marshal (OSFM) for distribution to the Oregon fire service to provide fire agencies across the state with resources to augment firefighting staff. These agencies protect our communities and play a pivotal role in preventing and suppressing wildfires. The 2025 Wildfire Season Staffing Grant is for Oregon structural fire agencies to increase staffing of local firefighters during the 2025 wildfire season.

A. ELIGIBILITY

The local fire agency must be one of Oregon's 294 local fire agencies with an assigned FDID or tribal ID#.

1. Priority will be given to agencies whose annual property tax income does not exceed \$2 million.
 - a. This information can be found through your tax assessor's office.
 - b. This is the portion that your agency receives.
 - c. This is not your annual operating budget, capital outlay budget, funding received from any grant sources, or reserve accounts.
2. The maximum award per agency is \$35,000.
3. Agencies with an approved carryover from prior award years will be limited to their maximum request amount. Those agencies will receive an individualized eligibility email. The criteria to determine their eligibility is:
 - a. Those who spent 50% or less of their 2024 award will not be eligible for a new award in 2025. They must first spend down their 2024 carryover.
 - b. Those who spent 51-84% of their 2024 award are allowed to request up to the max of their 2024 spend or their average spend (whichever is greater), less any carryover.
 - c. Those who spent 85% or more of their 2024 award are allowed to request up to \$35,000, less any carryover.
4. Fire Incident Reporting Compliance is required for applicants to be eligible.
 - a. Learn more about [How Fire Incident Reporting Compliance is determined in Oregon](#).
5. If your agency received an out-of-compliance communication for the 2024 grant or any other OSFM grant, your agency may be ineligible.
6. If your agency has not completed reporting requirements of the 2024 grant or any other OSFM grant, your agency may be ineligible.
7. If it is the intent of two agencies to operate as one entity and they have a legal agreement like an IGA, for the purposes of the grant, the agencies will be treated as one entity, making them eligible for one application.

B. ALLOWABLE COSTS

1. Personnel costs that increase firefighter availability, including paying:
 - a. Students/interns who need minimal training,
 - b. Volunteers who need minimal training,
 - c. Seasonal firefighters who need minimal training,
 - d. Extra shifts of part-time career firefighters,
 - e. Overtime shifts of full-time career firefighters,
 - f. Employer-required expenses such as FICA, workers' compensation, etc.
2. Administrative costs, including management, payroll, and supplies associated with paying personnel, up to 10% of the current season's award amount.

C. UNALLOWABLE COSTS

1. Hiring permanent personnel.
2. Supplanting existing personnel or other budgets (e.g., covering personnel costs your agency already budgeted for to allow other activities not budgeted for).
3. Paid leave expenses (e.g., vacation or sick leave).
4. Purchasing equipment or equipment maintenance.
5. Purchasing supplies or PPE.
6. Fuel or engine maintenance.
7. Raises or bonuses.
8. Costs associated with training, conferences, or other travel-related expenses.
 - a. Paying for personnel time for minimal in-district training is allowed.
9. Costs reimbursed from other OSFM funds (e.g., pre-position, immediate response, conflagration).

D. APPLICATION FORM, PROCESS, AND AWARDING

1. The online application must be received by 11:59 p.m. Friday, April 4, 2025.
2. To correct or withdraw your application, email a request before the deadline to osfm.grants@osfm.oregon.gov.
3. The OSFM reserves the right to ask follow-up questions on your application.
4. Applicants with a property tax income of less than \$2 million will be reviewed on a first-come, first-served basis throughout the application period.
5. Applicants with a property tax income greater than \$2 million will be considered after the application period closes, dependent on available funding.
6. Successful applicants (recipients) must respond to all OSFM correspondence promptly.
7. Successful applicants (recipients) must sign and return their agreement for disbursements to be processed.

D. IMPORTANT DATES

Applications Open	Monday, March 17 , 2025
Applications Due	Friday, April 4 , 2025, 11:59 p.m.
Notice of Award	Monday, April 14 , 2025
Funding Allocated	Initiated upon completion of agreement
Mid Report Due	September 2025
Final Report Due	November 2025

E. PAYMENT

Grantees will be awarded a one-time lump sum to be spent across the grant period (June 1 – October 31, 2025).

F. REPORTING REQUIREMENTS

1. Grantees shall provide the OSFM with a mid-report due in September 2025.
2. Grantees shall provide the OSFM with a final report due in November 2025.
3. Includes a final budget report and a closeout summary (survey).



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