

NON-FIRE EMERGENCIES

3820

(No. 16 March 2002)

CAL FIRE responds to a wide variety of non-fire emergencies for which it has no funded authority (see [Section 7740](#) in the 7700 Emergency Incident Management Procedures Handbook). However, the settlement of fiscal responsibilities must not inhibit appropriate CAL FIRE response based upon prudent decisions by the Unit Chief and legal authority (7700 Emergency Incident Management Procedures Handbook, Section 7740.1, .2, and .3).

CAL FIRE AGENCY REPRESENTATIVE REQUIRED

3820.1

(No. 29 March 2006)

The 7700 Emergency Incident Management Procedures Handbook, [Sections 7740.1](#) through 7740.3.5 identifies CAL FIRE's responsibility to respond to non-fire emergencies and the requirement for a CAL FIRE Incident Commander (IC) or Agency Representative (AR). The CAL FIRE IC or AR is responsible for clarification of CAL FIRE's fiscal involvement and responsibility on the incident. The IC or AR must document all agreements to share costs and identify, which agencies will assume what costs. The CAL FIRE IC or AR must notify the Deputy Director for Fire Protection, through normal channels, when CAL FIRE's commitment to a non-fire incident is anticipated or when that commitment goes beyond 24 hours. This responsibility may be delegated to the Finance Section Chief (FSC) where one has been assigned to the incident. A checklist is also provided as an aid for CAL FIRE personnel assigned to such an incident to ensure that all CAL FIRE interests are considered ([see exhibit](#)).

EMERGENCY FUND RESTRICTIONS

3820.2

(No. 16 March 2002)

The Department's ability to pay for non-fire incidents is limited by statutory fiscal restrictions. For example, the use of the Emergency Fund is restricted in the Budget Act to "emergency fire suppression and detection costs and related emergency revegetation costs." The redirection of funds to a disaster other than wildland fires requires the concurrence of the Legislature unless the Governor orders that redirection.

CAL FIRE non-fire initial attack and mutual aid responses are chargeable to the unit's normal operating funds. Reimbursement is required for all assistance-by-hire services. Additionally, reimbursement may be required under the terms of some mutual aid agreements. Some incidents may be handled by using a combination of reimbursable and free services. Assistance-by-hire arrangements must be documented during the course of the incident.

SPECIAL PCA REQUIRED

3820.3

(No. 16 March 2002)

To obtain reimbursement to the unit's normal funds, a special PCA reimbursement account must be established. For a major involvement, the special PCA should be requested immediately to prevent mass corrections to the accounting system at a later date. In these cases, the Sacramento Command Center will issue a special PCA for this incident so that charges may be made directly to the special PCA from the onset of the incident. Requests for a special PCA is to be directed through the normal Duty Chief process. If a special PCA is set up after the fact than expenses will be transferred by journal voucher (JV) from the unit's normal operating funds to the special account.

On non-fire incidents where there are considerable CAL FIRE resources assigned, it is recommended that the CAL FIRE Finance Section Chief publish and distribute to all CAL FIRE personnel a fiscal information sheet identifying the purchasing guidelines, financial arrangement and limitations, and proper coding of documents for the incident. The sample Non-fire Emergency Fund Information Sheet is an example of such a document ([see exhibit](#)).

MOVE-UP AND COVER

3820.3.1

(No. 29 March 2006)

Move-up and cover costs are not normally billable against a requesting agency or private corporation which may be fiscally responsible for a non-fire incident. However, these costs may be reimbursable through FEMA or other funds when the Governor has declared a state of emergency or when under a Presidential declaration. To properly identify these costs, each unit which initiates move-up and cover should use the incident number of the incident that created the need for the move up and cover. This is to clearly identify these resources and link them to the specific incident they are covering behind ([7700 Emergency Incident Management Procedures Handbook](#)).

REIMBURSEMENT BILLINGS

3820.4

(No. 29 March 2006)

Any special reimbursement account established under these situations must be funded through billings to the responsible agency(s). The agency representative shall ensure that an ARC is initiated at the incident and given to the responsible unit for completion according to timeframes established in [Section 3864.7](#). A billing will be submitted to the responsible agency. (The authority to waive a submittal is retained by the Deputy Director for Fire Protection.)

The department shall not assume the responsibility for billing or collecting payment from parties whose acts caused the non-fire incident. That billing function, and any associated legal action to ensure receipt, rests with the responsible agency(s).

PROCUREMENT RESPONSIBILITIES

3820.5

(No. 16 March 2002)

Services and supplies in support of the incident should be procured by the agency(s) with primary mission responsibility. If CAL FIRE is providing logistical support or staffing for an incident, it should direct the responsible agency to provide purchasing officers/agents to fund incident mitigation and support costs. There may be occasions when minor expenses (e.g., rental of chemical toilets) must be met quickly before purchasing officers for responsible agencies are on the scene or there is confusion about which of several agencies are responsible for funding the initial expense. In those cases, it may be expedient for CAL FIRE to make a preliminary financial commitment on behalf of the incident. (Generally, minor expenses are defined for a major incident as keeping the aggregate of these costs less than \$10,000.00). This commitment should be switched to the responsible agency before the end of the incident. Where that is not possible, a clear understanding must be reached, in writing, with the responsible agency(s) that the financial commitment will be billed to that agency. The goal is to keep CAL FIRE's out-of-pocket expenses limited as much as possible to staffing costs, including overtime, and per diem/travel expenses for staff.

UNIFIED ORDERING POINT RECOMMENDED

3820.6

(No. 16 March 2006)

A system of tracking incident-generated resource requests should be initiated to identify each agency's liabilities for mitigation. For example, as each agency orders or approves a request for resources or supplies, the orders should go through a **Unified Ordering Point** (UOP) for assignment of an individual request number. The UOP may be the Unit ECC, the incident base or other location as agreed by the involved agencies.

COST SHARING

3820.7

(No. 16 March 2006)

In cases where CAL FIRE's operating expense fiscal commitment is beyond the first responder level, or where CAL FIRE is acting as an agent of local government (e.g., Schedule A counties), a cost share agreement clearly identifying ultimate fiscal responsibility and commitments between agencies may be required. When this is the case, the CAL FIRE Finance Section Chief (FSC) will be responsible for preparing the Cost Share Agreement in concert with the responsible agencies' fiscal officers or agents as directed by the joint ICs or Agency Reps. Keep in mind that responsible agencies may be private corporations (e.g., railroads, petroleum pipeline companies, etc.) as well as governmental agencies. These private companies may want their legal staff to review any agreements, which may cause some delay in preparation. In this event, the CAL FIRE IC or AR should notify the Unit Chief immediately.

COST ESTIMATES REQUIRED

3820.8

(No. 16 March 2006)

Anytime CAL FIRE has significant fiscal expenditures beyond initial attack or mutual aid, or when a special PCA has been requested, the CAL FIRE IC or Agency Rep should initiate an Incident Cost Estimate FC-176 on a daily basis. See [Section 3861.1](#).

AFTER ACTION REPORT

3820.9

(No. 29 March 2006)

The CAL FIRE Finance Section Chief (or Agency Representative if there is no FSC) is responsible for preparing fiscal documentation for the After Action Report (7700 Emergency Incident Management Procedures Handbook, Section 7740.9). Fiscal documentation will include daily and final cost estimates, cost share or other fiscal agreements, copies of purchase documents and MRTs, FC-33s for CAL FIRE resources, FC-42s, and the Activity Cost Report (ARC) initiated on the incident. Sacramento Accounting Office staff will complete ARC for all billable incidents that are forwarded to Sacramento. The After Accident Report must be submitted through the Region Chief to the Deputy Director for Fire Protection within 30 days of the end of CAL FIRE involvement in the incident.

[\(see next section\)](#)

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[\(see Forms or Forms Samples\)](#)