

EMERGENCY FUND POLICY

3821

(No. 16 March 2002)

This section, and its subsections, provide instructions on the fiscal management of the Emergency Fund. The governing authority for fiscal policies is found in the annual budget act, state laws and regulations, and departmental policy.

This policy is formulated to assist managers and supervisors with a means to fund the additional incident operational costs associated with managing a wildland fire incident. The policy is to be taken as an operational guide as well as representing CAL FIRE policy.

PURPOSE OF EMERGENCY FUND

3821.1

(No. 16 March 2002)

The Emergency Fund is an expenditure account (sometimes called the E-Fund or "09" Account) authorized in the annual Budget Act. It exists to fund unbudgeted emergency suppression, detection and related emergency re-vegetation costs. It may be used any time of the year for situations where budgeted CAL FIRE initial attack forces are unable to cope with a wildland **fire** emergency, where additional fire detection capability is required to retain minimum initial attack capability during extreme fire conditions, to minimize the greater costs caused by fires escaping initial attack, or to respond to valid requests for mutual aid by another government authority. It may also be used on a reimbursable basis for assistance-by-hire (for fire emergencies). When providing assistance to another agency, CAL FIRE should strive to have the other agency purchase the goods and supplies needed directly using their processes, or if CAL FIRE must do the purchasing, use the other agency purchase documents and authority.

Please note that when CAL FIRE responds to a non-fire incident, the costs associated with that response are chargeable to the Unit's support budget unless a special funding account has been established by Sacramento Headquarters per [Section 3820.3](#).

Costs associated with Schedule A personnel and equipment are not chargeable to the Emergency Fund except in support of wildland fires as discussed in [Section 3821.9 \(H\) and \(L\)](#).

RESPONSIBILITY OF EMPLOYEES USING THE EMERGENCY FUND

3821.2

(No. 16 March 2002)

The use of the Emergency Fund (and the accompanying departure from normal state business processes) will be guided by the professional judgment and integrity of the responsible CAL FIRE officer authorizing Emergency Fund expenditures.

All employees will be accountable for following the guidelines listed under [Section 3821.7](#) (Expenditure Authorization), [Section 3821.8](#) (Conditions for Use), and [Section 3821.9](#) (Proper Expenditures).

**RESPONSIBILITY OF UNIT MANAGERS
TO REDUCE COSTS TO THE EMERGENCY FUND** **3821.3**
(No. 16 March 2002)

It is the policy of the Director that Unit Chiefs and Incident Commanders will take all reasonable action to reduce costs to the Emergency Fund. Such mitigating action will be consistent with the objectives of the department's Fire Plan and appropriate labor contracts.

**RELATIONSHIP OF DEFINITION OF
"EMERGENCY" TO MOUs OR LETTERS
OF UNDERSTANDING** **3821.4**
(No. 16 March 2002)

The "Conditions for Use" established in Section 3821.8 of this policy are not intended to replace understandings or definitions of "emergency" found in any labor contract or letter of understanding.

**RELATIONSHIP OF EMERGENCY FUND
POLICY TO MUTUAL AID** **3821.5**
(No. 16 March 2002)

Nothing in these guidelines should be understood to discourage the use of free and reciprocal mutual aid, nor is this policy intended to change Unit policies which allow exchange of services at a lesser cost than the maximum allowed in this policy. See also [Section 3823.1](#) on mutual aid.

**FIELD AUDIT REQUIREMENTS FOR USE
OF THE EMERGENCY FUND** **3821.6**
(No. 16 March 2002)

Unit Chiefs and Region Chiefs are responsible for auditing the use of the Emergency Fund to ensure that expenditures are being made within these policy guidelines. The department auditor is available to provide guidance and assistance.

EXPENDITURE AUTHORIZATION

3821.7

(No. 16 March 2002)

All Emergency Fund expenditures will normally be approved by a CAL FIRE Battalion Chief level or higher officer. Exceptions shall be made for other classes of employees 1) when acting as an Incident Commander, 2) when providing service center support to an extended attack or major fire, 3) when on travel status outside their home Unit en route to or from a going fire, staging area, or a move-up or cover assignment, or 4) when assigned to the logistics section of an incident when such authority has been delegated by the Incident Commander.

Emergency Fund authorization will be limited to those resources ordered by or under CAL FIRE control on the incident. Control is defined as being fully integrated into the incident management process based on resource requirements determined by the Incident Commander or unified command.

The Incident Commander(s) will document such control by obtaining an order and request number(s) for resources under CAL FIRE control. Resources committed to a contract county fire on an approved order and request number are considered to be under CAL FIRE control for Emergency Fund purposes.

Each person authorizing Emergency Fund expenditures is personally responsible for the appropriateness of such expenditures. All personnel authorizing expenditures are personally responsible for complying with established rules and guidelines, even though another employee may make the actual purchase. Additionally, all personnel are subject to the procurement policies of the state even if responsibility for the fire rests with another agency.

CONDITIONS FOR USE

3821.8

(No. 16 March 2002)

Proper conditions for expenditures of the Emergency Fund include the following:

- A. When a significant percentage of CAL FIRE initial attack resources in one or more Units are committed to suppression activities and there is a significant need for reinforcements to maintain initial attack strength. (Refer to "K" below).
- B. When the potential for extended attack or major fires exists due to extreme predicted or existing fire weather conditions or available initial attack resources are depleted and there is a need for additional personnel and equipment for incident response, move-up and cover, or assignment to staging areas or regional mobilization centers.

- C. When rental equipment located close to the fire can be used advantageously. Upon arrival of additional CAL FIRE Units, continued use of rental equipment should be reevaluated in light of current fire conditions.
- D. When special equipment, such as water tenders, bulldozers, or fuel tenders is needed to support CAL FIRE personnel and equipment.
- E. When CAL FIRE air tankers, helicopters, and/or fixed wing utility aircraft are used on a fire.
- F. When move-up or cover aircraft are necessary and aircraft are dispatched for this purpose. The rule in "E" above shall apply once move-up aircraft arrive at an air attack base.
- G. All landing fees, which are fire related, are charged to the Emergency Fund.
- H. When intermittent helicopters or fixed wing utility aircraft are used and contract Aircraft are not available, or when the planned mission cannot be accomplished within an existing contract.
- I. When providing fire protection emergency mutual aid or assistance-by-hire to another governmental authority. This would include both fire control and fire suppression related activities. Activities not directly related to the suppression effort must be charged to the support budget. Non-fire incidents are not chargeable to the Emergency Fund, whether or not reimbursed. In cases of major non-fire emergency assistance (flood, earthquake, and human-caused disasters), the Sacramento accounting office may assign a PCA code other than 00900 and reimbursement may be made available to the Units per [Section 3820.3](#). PCA 00900 is restricted to emergency fire suppression.
- J. When contract county resources (personnel and equipment as identified in the CAL FIRE/Contract County Operating Plan) are used on SRA fires within the contract county.
- K. When a special staffing pattern order number has been issued to provide SRA coverage.

PROPER EXPENDITURES

3821.9

(No. 33 December 2006)

Expenditures from the Emergency Fund can include:

- A. Rental of motorized equipment to scout a fire, transport personnel and equipment, work the fire line, or to perform other closely related incident activities.

- B. Rental of other firefighting equipment such as bulldozers, water tenders, or chain saws.
- C. Rental of helicopter or fixed wing utility aircraft for suppression, supplemental detection, transportation of personnel and supplies, reconnaissance, or medical evacuation.
- D. Rental of aircraft as outlined under [Section 3821.8](#) (Conditions for Use), items E, F, G, H and J above.
- E. Purchase of fire retardants and/or fire suppression foams. The cost effluent product removal from airbases caused by aircraft wash-off.
- F. Payment of wages to non-state funded organized crews and personnel needed for fire suppression; payment of wages to emergency workers for fire suppression and support directly related to the fire suppression effort. **(NOTE: emergency workers must be tied to an incident through an **order and request number** and may not be used to augment either the budgeted length of fire season or engine staffing standards. See also [Section 3836.2](#).**

For fires inside CAL FIRE jurisdiction or that threaten State DPA, Schedule "C" volunteers and paid call firefighters may be paid from the Emergency Fund after the period of time beginning with the dispatch of the resource until (1) two hours have elapsed, or (2) it is obvious (if less than two hours) that the fire will expand beyond initial attack. The Director may grant exceptions to the two-hour rule when properly justified. (See also [Section 3821.11.](#))

- G. Payment of unplanned overtime (1-1/2 time) to applicable CAL FIRE employees needed for incident control activities, determination of origin and cause of the fire, a required ICS trainee assignment, an approved special staffing pattern, a move-up and cover assignment, or for other support activities directly related to the specific incident and always authorized by an order and request number. Overtime limits or accumulation criteria shall be governed by the Memorandum of Understanding for the employee or (if non-represented) by department policy.

NOTE: Base salaries for CAL FIRE employees are never charged to the Emergency Fund. Planned overtime for CAL FIRE employees (during budgeted fire season) is never charged to the Emergency Fund. However, planned overtime for switching to incident response pay status for fire emergencies occurring outside declared fire season is chargeable to the Emergency Fund. Time sheets must be documented with an order number or the charge will be assessed to the employee's home index.

ALSO NOTE: For Firefighters I, all unplanned overtime has been budgeted and is paid from the Emergency Fund since FY 1985-86, whether or not it is related to a fire. Whenever a Firefighter I works overtime and is not on an order and request number, the overtime is coded on the time sheet to the Emergency Fund using the "generic" order number for the Unit which is provided annually by Sacramento Accounting (See [Section 3762.2.1](#)). But remember, the ONLY authorized use of the generic order number is for FFI non-fire overtime. See also [Section 3831.2.8](#).

Whenever unplanned overtime is charged to the Emergency Fund, the entry on the time sheet must be documented with an order number. Any overtime not coded with the incident's order number or with the generic order number will be charged to the employee's home Unit normal operating funds. Additionally, the Emergency Fund cannot be used to change authorized Blue Book staffing levels.

H. Schedule 'A' Reimbursement for Employees and Equipment Assigned to Wildland Fires:

(1) Schedule 'A' non-post employees:

The Unit Chief has authority to reimburse the base salary, planned overtime, staff benefits and equipment cost for Schedule 'A' non-post employees and equipment assigned to wildland fires outside the contract area when operating under a CAL FIRE or other agency order and the standard mutual aid time period has elapsed.

Schedule 'A' non-post employees assigned to wildland fires within their respective contract area will not normally be reimbursed. The Unit Chief may authorize reimbursement for Schedule 'A' non-post employees within the respective contract area only when operating under a CAL FIRE or other agency order (incident number) and the respective contract area agency has no jurisdictional responsibility for mitigation of the fire or the threat to their jurisdictional responsibility has been abated, and the standard mutual aid time period has elapsed.

Local agency invoices shall be issued to reimburse Schedule 'A' non-post employees salaries under these provisions and shall be prepared at the same salary, planned overtime, staff benefit, and administrative rates which were used in the preparation of the Schedule 'A' billing for the employees at the time of their participation on the incident. On a Form CAL FIRE-93, expenses will be coded (FY – Index# of home Unit – **418.07** – 00900 – Amount – Incident #) to the Emergency Fund and the incident number to which the employee was assigned and shall include a contract agency AO-17 referencing to the original funding of the base salary and supporting FC-33's for the time period the employee was assigned to the wildland fire for documentation of costs. Unplanned overtime WILL NOT

be shown on the agency invoice for it should be captured during the normal overtime reporting and processing system currently in place to capture the correct funding source for wildland fires (Emergency Fund 00900 PCA).

(2) Schedule 'A' / Schedule 'C' equipment:

The Schedule 'A' equipment (aka: Schedule 'C' equipment) shall be reimbursed at the FC-40 rate for like CAL FIRE vehicles via the CAL FIRE 61 Emergency Equipment Use Invoice. This process should be done in accordance with the Hired Equipment Policy 3833 and prior to demobilization from wildland fire assignment.

(3) Schedule 'A' Employees Unplanned Overtime:

Unplanned emergency overtime for Schedule 'A' employees on wildland fires is chargeable to the Emergency Fund (00900), except as defined in Section "L" below that refers to Schedule 'A' personnel assigned to a staffing pattern (00908).

Personnel required to maintain minimum required post coverage behind a Schedule 'A' employee assigned to a wildland fire (as noted above in H(1)) will charge unplanned overtime to the Emergency Fund using the same incident and request number of the resource that is being covered behind. However they should use PCA 00907 code that represents move-up and cover costs. This should be done during the regular overtime reporting and processing system currently in place. Unit Chiefs and managers must minimize these costs through such means as using other available on shift Schedule 'A' employees or by rotating personnel station assignments.

NOTE: The Emergency Fund will not be used for FILLING IN BEHIND non-post positions, such as fire safe planner, fire marshal, training officer, etc., nor will it be used for COVERING with Schedule 'A' personnel behind Schedule 'A' engines assigned to wildland fires within the engine's respective contract area.

- I. Purchase of subsistence items, supplies, and other costs (such as domestic water, facility rental, firefighter hygiene, items needed for proper resting, safety items, etc.) necessary for incident support.
- J. Cost of providing and installing additional communications for extended attack and major fires, such as temporary telephone circuits, radio communications facilities, and overtime costs of telecommunications engineers and technicians necessary for installation and maintenance. When additional equipment is not installed, the monthly service charge or normal recurring operational charges

shall not be charged. However, toll charges tied to a specific incident or series of incidents may be charged. DGS Telecommunications Division personnel will be documented on COM-207.

- K. Purchase of gasoline, jet fuel, oils, greases, diesel fuel and liquefied petroleum gas delivered by the vendor to extended attack or major fires, and staging areas. These products must be obtained from a contract vendor unless that person cannot or will not supply fuels and lubricants.

Tires, batteries and other items associated with the "normal wear and tear" repair and maintenance of CAL FIRE equipment shall not be charged. When normal "wear and tear" criteria are exceeded because of the emergency nature of the incident, and with the prior approval of the Sacramento Mobile Equipment Section, these expenses may be charged to the Emergency Fund. Also, during major fires expendable maintenance items such as fuel, air or oil filters associated with an on-scene maintenance program may be charged to the Emergency Fund. (See also [Section 3821.11.](#))

Replacement of minor equipment items, such as fire hose, hand tools, nozzles, etc., is not chargeable to the Emergency Fund unless the damage occurs as a result of the fire or the fire suppression activity. The replacement purchase must be justified in a FC-315 Incident Replacement Requisition (Formerly Optional Form), and/or Property Loss and Damage Report or Material Requisition Transfer form, and then only upon approval of the CAL FIRE Incident Commander or their designee authorizing Emergency Fund expenditures. (See also Section 3821.11.)

Note: Any Emergency Funds purchases regarding replacement items from the fire incident must be processed within 30 days of Control of the Incident. A copy of the FC-315 needs to be attached to all pay documents charged against an incident number according to CAL FIRE Policy.

- L. Payment for unplanned emergency overtime for Schedule "A" employees providing coverage to staff reserve or Schedule "A" engines at state-funded fire stations, but only when the conditions as stated in 3821.8 "K" exist. Such indirect costs will be charged to the special staffing pattern order number, not to the fire.
- M. Rental of special equipment and services such as cold storage refrigerators, latrines, and showers.
- N. Reimbursement for services rendered to CAL FIRE by local government equipment or personnel, beyond mutual aid when requested by CAL FIRE.
- O. Reimbursement to other state, federal, and local agencies (such as CDC, Cal Trans, CCC, CYA, USFS, and BLM) with whom CAL FIRE has cooperative fire

protection agreements which include payment for "assistance by hire" under specified conditions. See [Section 3823.2](#) Indirect and direct costs for emergency overtime will be paid for work performed by employees, wards, corps members and inmates when such overtime accrues at the request of CAL FIRE, or, in the case of the Department of Corrections, as deemed necessary by that agency pursuant to the State Administrative Manual, Section 8752.

- P. Purchase of restaurant meals, motels and incidental per diem for personnel during fire suppression and related support activities. Restaurant meals may be purchased for personnel even on initial attack when they are unable to return to a CAL FIRE mess facility within a reasonable time period or their normal meal time, or when they are unable to leave their assigned work location during expanded operations to obtain meals (e.g., ECC and air bases). "Reasonable" means generally within two hours of normal meal time unless operational needs dictate otherwise. Other than meals purchased en route, restaurant meals will not be purchased when it is reasonable and efficient to provide steam table meals for personnel or when the incident base provides meals or lunches. Authorization from the Incident Commander is required for purchase of restaurant meals. For procedures on meal costs, see [Section 3847.1](#). Motels must be procured in accordance with the appropriate MOU and fiscal provisions in [Section 3847.2](#).
- Q. Damage claims (other than as noted below) will be processed and forwarded to the Board of Control for approval prior to payment from the Emergency Fund. This includes claims based on the taking of private property for fire suppression, where such claims could not be satisfied through compensatory action outlined in [Sections 3825](#) or [3842.7](#). In discussing such claims, no liability will be admitted on behalf of the department.

Payment of fire suppression damage claims to federal cooperators may be directly payable from the Emergency Fund without requiring Board of Control action provided specified criteria are met. Criteria are set by separate policy memo. The department's staff counsel will determine those claims that qualify under the criteria.

NOTE: Employee's personal property loss claims, if approved, are payable from the Units' operating funds.

- R. Purchase of emergency revegetation and rehabilitation materials (i.e., rye grass seed, preparatory work associated with emergency revegetation, including contract labor).
- S. Payment of expenses incurred in approved extended arson investigations. The Deputy Director for Fire Protection or his/her designee shall approve investigations qualifying for the Emergency Fund and in accordance with departmental policy (See [Section 9425](#)).

- T. Payment for remote sensing imagery when approved by Sacramento Fire Protection. This does not include purchase of imagery sensing equipment.
- U. Conditions for use of and proper expenditures from the Emergency Fund other than those identified above will require prior approval by the Deputy Director for Fire Protection or his/her designee on a case-by-case basis.
- V. Payment of expense relating to employee injuries that are approved and are a direct result of the fire.
- W. Conditions for use of and proper expenditures from the Emergency Fund other than those identified above will require prior approval by the Deputy Director for Fire Protection or his/her designee on a case-by-case basis.

CODING POLICY FOR EMERGENCY FUND

3821.10

(No. 23 June 2004)

In order to be accepted as a charge to the Emergency Fund, all expenses must be documented with an incident/order number. See [Exhibit 11 “Emergency Fund \(Efund\) Coding Matrix”](#) to clarify when to use which incident number in conjunction with the appropriate Emergency Fund PCA. See [Section 1050](#) of the Personnel Handbook for instructions on how to code Emergency Fund overtime on the timesheet, and [Section 3762](#) of the Accounting Procedures Handbook for instructions on coding of all other expenses.

PROCEDURES FOR REQUESTING EXCEPTIONS

3821.11

(No. 16 March 2002)

A Unit request to exceed the two-hour rule for emergency workers shall be sent to the region office for review. Approved region office requests shall be sent to the Director for review. He/she will approve/disapprove the request and respond by memorandum to the requesting Region/Unit.

Requests for approval to charge excess repair and maintenance of CAL FIRE equipment due to emergency shall be made initially by telephone request and followed up by memorandum to the Manager of Mobile Equipment in the Sacramento Mobile Equipment Section. He/she will approve/disapprove the request and responds by memorandum to the requesting Region/ Unit.

CHART: SUMMARY OF ALLOWABLE STAFFING CHARGES

3821.12

(No. 16 March 2002)

The chart displays what is and what is not allowable as a staffing expense for the Emergency Fund ([see Exhibit 1 "Allowable Staffing Charges to the Emergency fund"](#)), based on the type of resource (primarily by "ownership" of the resource) versus the type of fire response (initial attack, extended attack, etc.). Please note all qualifications and footnotes.

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

[\(see HB Table of Contents\)](#)

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