

FC-33A FIRE CREW ACTIVITY RECORD

3832

(No. 16 March 2002)

This section, and its subsections, describes the processes to account for the time spent by handcrews on incidents as well as use of supporting equipment. Governing program policy is established in the Camp Operations Handbooks. See also [Section 3864](#) on incident cost recovery.

DESCRIPTION OF THE FC-33A

3832.1

(No. 29 March 2006)

The FC-33A is the base document for reporting labor on incidents for CYA wards, CDC inmates, and CCC corps members. The form also reports equipment used to support the crews; the equipment portion will not be used for CAL FIRE-owned equipment.

The FC-33A is an 8-1/2" x 11" three-copy NCR form. The incident (third) copy is turned in **with estimated return times** at the incident to the IC, Agency Representative, or his/her Finance Section Chief or designee. The original and second copy is kept by the crew leader and returned to the home camp. The original is used as a time record for preparation of the crew payroll and the FC-77 (Camp/Center Emergency Time Report). It is submitted to the reporting Unit with the Unit copy of the completed FC-77 or FC-77A to complete the Fire Report and to begin the Activity Reporting and Cost Program (ARC).

The second copy is retained by the camp and filed with the camp copy of the FC-77 or FC-77A. If additional copies are required by the camp or cooperating agency, they may be photocopied.

Because the FC-33A is used for cost recovery, for generation of payroll and for internal controls on the Emergency Fund, it must be completed for every organized crew assigned to an incident, regardless of the type of incident. (See Section 3832.2.2.)

GENERAL REQUIREMENTS FOR THE FC-33A

3832.2

(No. 16 March 2002)

This section and its subsections describe requirements for the FC-33A which are generally applicable regardless of whom the cooperator is or the command structure of the incident.

WHEN REQUIRED

3832.2.1

(No. 29 March 2006)

The FC-33A is mandatory for **ALL** incidents to which fire crews are assigned (including local responsibility incidents), including any overtime charged to any 09XXX accounts.

FOR WHOM REQUIRED

3832.2.2

(No. 16 March 2002)

All fire crews involved with an incident must have an FC-33A filled out and submitted for them by the crew supervisor. This includes both crews used on the fire line and crews used in incident base or back at home camp for support. This also includes crews dispatched and diverted or cancelled. Strike teams will complete an FC-33A for each crew in the team.

NOTE: FC-33As are **NOT** required for CDC-or CYA custodial staff. These personnel all use FC-33Cs. See Section 3835.

ORDER AND REQUEST NUMBERS ARE REQUIRED

3832.2.3

(No. 16 March 2002)

All fire crews will receive a specific order and request number for the incident, which must be entered on the FC-33A. Remember: custodial staff and CCC supervisors accompanying a crew will use the same order and request number as the crew to which they are assigned.

In-camp or support inmates and wards may all be reported on a single FC-33A. They will use the order and request number of the first fire crew dispatched to that incident from the camp. If the camp responds to multiple incidents during a day, the camp Division Chief will determine the appropriate order and request number for the in-camp or support personnel to use.

WHEN TO INITIATE THE FC-33A

3832.2.4

(No. 16 March 2002)

Upon receiving a dispatch (or an order and request number), the crew supervisor will start the FC-33A. It is important at that time to start the crew activity, vehicle and payroll blocks. The dispatch time should also be noted, along with the order and request number.

RESPONSIBILITY OF FIRE CAPTAINS

3832.2.5

(No. 16 March 2002)

Each Fire Captain or CCC-C1 will be responsible for initiating, updating and ensuring completion of an FC-33A for his/her fire crew. On incidents with Personnel Time Recorders, portions of this responsibility are assigned by the IC or Agency Representative to the Time Unit and handled per Section 3832.5.

Whether or not a Finance Section or Time Unit has been established, each Fire Captain will be responsible for ensuring submission of the incident copy of the FC-33A to those persons or functions responsible for the time recording. He/she will also be responsible for returning the original and second copy of the FC-33A to his/her home camp for crew payment and cost recovery processing.

CREW VEHICLE AND EQUIPMENT ACTIVITY REPORTING

3832.2.6

(No. 16 March 2002)

The mileage, hours and related activity for the equipment owned by CDC or CCC will be shown on the FC-33A ONLY. Do not show any CAL FIRE owned equipment on the FC-33A.

CORRECTION OF [FC-33A](#) FOR INCORRECT CREW HOURS

3832.2.7

(No. 16 March 2002)

Times (e.g., return times) **must** occasionally be estimated on the incident (third) copy of the FC-33A which is left at the incident base. Any variance from the actual times must be corrected on the original and second copies of the FC-33A so that the FC-77 reflects actual time only, rounded to the nearest whole hour. The original is attached to the Unit copy of the FC-77 or 77A and will contain the corrected information. (See [Section 3863](#) for instructions on how to complete the FC-77 or 77A.)

RESPONSIBILITY OF CAMP DIVISION CHIEF

3832.2.8

(No. 16 March 2002)

It is the responsibility of the Division Chief to ensure that the original and second copy of the FC-33A is turned in immediately upon the fire crew's return. He/she will audit each FC-33A for completeness and accuracy and ensure that it is correctly posted on the FC-77. See Section 3863.

AUDIT TRAIL REQUIREMENTS FOR THE [FC-33A](#)

3832.2.9

(No. 16 March 2002)

FC-33As are subject to audit for accuracy of posting to the FC-77. Therefore, the home camp copy of the FC-33A shall be filed with the FC-77.

HOW TO COMPLETE THE FC-33A (No. 29 March 2006)

3832.3

Instructions for completing the FC-33A are as follows:

A. Document Number

This is for use by the person completing the ARC Program to number the documents attached to the report.

B. Activity Identification

Unit - The **U**nit where incident occurred or the **U**nit with Fire Report responsibilities.

Fire Name - The name given to the incident.

Order No. - The order number shall be the 12 digit number used for all payment documents. For example CAMVU-000899.

Req. No. - Enter the request number assigned by the ECC for the crew (or strike team, if all crews are ordered under one strike team request number.)

Year - The last two digits of the calendar year in which the incident started.

C. Crew Activity

Org - The identifier for the fire crew's organization. (Example: CDC, CYA, or CCC.)

Crew Name & Number - The home camp name and fire crew number. (Example: Konocti #1.)

Leader's Name - The last name and first initial of the person in charge of the firecrew.

NOTE: If the Fire Captain changes during the incident, show the new leader and explain the change in the Remarks block.

Number in Crew - The total number of persons assigned to the fire crew, NOT including the leader. The leader reports his/her time on a separate FC-33.

Dispatched/Date - The month and date, by number. Ex: 9/4 or 6/23.

Dispatched/Time - Use exact military time.

Arrived/Date - The month and date, by number. Ex: 9/4 or 6/23.

Arrived/Time - Use exact military time.

Ret. Home/Date - On the third copy to be left at the incident base, enter the **estimated** calendar date and military time of return to home camp. Include **estimated** rehabilitation and cleanup time for equipment and any other time for which the crew will be paid on the incident. On home (original and second) copies, complete at home base by posting the actual times.

Total Crew Hours - The time interval from dispatch to return home, multiplied by the number in crew.

NOTE: Return time should include rehabilitation and equipment cleanup time. This particular data element is not used for billing, so round up to the nearest whole hour. Example:

	Ret. Home	19:00
	Dispatched	13:45
		5:15 (round up to 6:00)
6 hours x 14 persons =		84 total crew hours

D. Vehicle Activity NON CAL FIRE VEHICLES ONLY

Type - The standard abbreviation for the type of equipment listed in the ARC Program rate instructions. (See [3900 Rates Handbook](#).) If the type of equipment is not included on list, use the common name.

Radio No. - The radio number assigned to the crew vehicle in the standard radio plan. Example: Koniti #1.

ID or X No. - "X" number when assigned. Otherwise use the vehicle license number.

Miles To - The number of miles traveled from the point of dispatch to the incident.

Miles On - The total number of miles driven while on the incident. Obtain this information from the daily mileage accumulation recorded on the vehicle miles column in the "activity record" block.

Miles Ret. - On the incident copy of FC-33A, **estimate the miles to return to home camp**. On the original and second copies of the FC-33A, post the actual miles after returning to camp.

Total - The total of "Miles To," "Miles On" and "Miles Ret." This must be the same as the odometer reading at the start, minus the reading at the end.

E. Odometer

End - Enter the odometer reading upon return to camp or upon assignment to a new incident.

Start - Enter the odometer reading at the time of dispatch to an incident or upon reassignment to a new incident.

NOTE: Subtract "start" from "end" odometer readings and enter in "total Miles." This must be the same as the sum of "miles to," "miles on" and "miles ret."

F. Special Equipment - NON CAL FIRE EQUIPMENT ONLY

Type of Equipment - List the type of equipment (i.e., chain saw, pump, etc.).

Number of Equip. Days - The total number of pieces of equipment used each shift. Obtain this information from the activity record.

Total Hours - The total hours of use, rounded to the nearest whole hour. Obtain this information from totals on the activity record.

G. Payroll

Name - The first initial and last name of each person on the crew.

Billable Hours - Show the total time to be paid to each person listed under payroll. These totals come from the activity record block (Total Billable Shift Hours.)

NOTE: All persons may not earn the same number of hours to be paid due to late arrivals or early departures.

Regular - The regular pay rate for CDC or CYA crew persons; the first eight hours in each 24 for CCC crew persons.

Premium - Premium pay or overtime for a crew paid a different rate than the regular CAL FIRE pay rate -- overtime for CCC crew persons.

Total Billable - The total of all hours in the "Billable Hours" column. **Total Billable Hours may not match the Hours Total Crew Hours. This is not a problem.**

H. Activity Record

Date - The Month and day, in numbers; Example: 9/7 or 6/23

Number of Persons - The number of persons to be paid for each assignment.

NOTE: This may change from day to day and, if so, should be explained in the "Remarks" block.

On Shift - The military time that the crew starts the assignment.

Off Shift - The military time that the assignment ends.

Shift Hours - "Off Shift" minus "On Shift."

Billable Shift Hours - The amount of time the crew person will be paid by CAL FIRE for the shift assignment.

NOTE: This may not be the same as shift hours. For example, CCC corps members' first 8 hrs. out of each 24 are at corps pay. Hours after the first eight hours are reimbursed by CAL FIRE.

ALSO NOTE: CYA wards and CDC inmates are on portal-to-portal pay status and there will be no difference between Shift Hours and Billable Shift Hours. Therefore, complete only the "Billable Shift Hours" for wards and inmates. Record this information in the "Regular" column.

Total Billable Shift Hours - Total all entries in the Billable Shift Hours column. Round the hours up to the next whole hour. Transfer the total to the Billable Hours column for **each** person listed in the Payroll block who works the full amount of time. Calculate separately the totals for any person who worked fewer hours due to early departure or late arrival.

Shift Assignment - The first line is travel time to the activity. The last line is travel from the activity. The lines in between are used to record shift changes. Use military time and break night shifts at 2400 hours to keep hours per day straight. Describe assignment in general terms, e.g., Division A: base camp or incident base, stand-by, etc.

Veh Miles –The mileage should be recorded on the "Vehicle Miles" column for each operational period (estimate as closely as possible.) At end of incident, total the miles and transfer this information to the "Miles On" space in the Vehicle Activity block on the form.

Special Equipment Type & Hours - At the top of the column, list the type of equipment, such as chain saw. Show the total number of saws and the total hours for all saws for each shift assignment.

Total - Add the total number of pieces of equipment and the total hours and transfer to the "Special Equipment" block. This provides the number of minimum daily rate charges and the cumulative total hours to be billed on the FC-40. Add the "Vehicle Miles" column and transfer this information to the "Miles On" block.

I. Remarks

Use this section to provide information on any unusual occurrence, such as changes in the number of personnel or on the use (or loss) of rations, tools, etc. Also show the names and hours of workers receiving less than full pay.

J. Time Recorder

Name - The person recording time on the FC-33A signs legible here.

Print - The person recording time on the FC-33A prints his/her name here.

**PROCESSING INSTRUCTIONS FOR FC-33A
FOR FIRE CREWS AT CAL FIRE INCIDENT
WITH NO FINANCE SECTION**

3832.4

(No. 16 March 2002)

When fire crews are dispatched to incidents without a finance section or time recorder, an FC-33A will be completed and totaled by the Fire Captain. The third (Incident) copy will be turned in to the IC or his/her designee prior to leaving the incident. The original and duplicate copies are taken home for completion with updated information and processed as outlined in Section 3832.1.

**PROCESSING INSTRUCTIONS FOR FC-33A
FOR FIRE CREWS ON INCIDENT
WITH FINANCE SECTION**

3832.5

(No. 16 March 2002)

For incidents where a finance section or personnel time recorder has been activated, each Fire Captain will check in with the personnel time recorder upon completing his/her first work shift and returning to the incident base.

- The original of the FC-33A will be turned in to the personnel time recorder.
- The Fire Captain should have completed the activity identification block, entered the crew organization, name and number, leaders name, number in crew, and dispatch and arrival date and time. Also, show vehicle type, radio number, ID or radio number, and start odometer reading. List all members of the crew in the payroll block. The travel and first assignment lines should be completed in this activity record. From this point on, the time unit will complete the form. The Fire Captain should check through the time recorder at the end of each operational period with the estimated miles, special equipment number and hours, and shift assignment information (i.e., division worked, staging, etc.).
- The personnel time recorder will obtain information from the crew supervisor to update the FC-33A and compute Shift and Billable Shift Hours, as appropriate. He/she will also record any vehicle mileage and equipment use. The time recorder will cross-check all FC-33As on file with the resource status unit to determine if FC-33As are missing or due.
- Upon being scheduled for incident release, the Fire Captain will process through the demobilization units. After clearing through all other functions (vehicle inspection, supply, communications, etc.) the Fire Captain will check out through the finance section Personnel Time Recorder. At this time, **the return travel, equipment rehabilitation and cleanup times will be estimated and entered on the third (Incident) copy of FC-33A. Also enter the estimated return mileage.** The original and second copies will be taken back to the home base for completion and processing. The third copy stays with the personnel time recorder to begin the FC-40 process. The original and duplicate copies are handled as stated in Section 3832.1.

**ASSISTANCE TO OTHER AGENCIES;
JOINT INCIDENTS WITHOUT A CAL FIRE IC**

3832.6

(No. 16 March 2002)

This section addresses mutual/automatic aid situations, assistance-by-hire incidents, and joint agency incidents where CAL FIRE has a jurisdictional interest but the IC is from another agency. The common characteristic is that there is no CAL FIRE IC. How the FC-33A is processed depends upon whether only an Agency Representative has been assigned or identified, or whether a time unit also has been established.

If there is only an Agency Representative, and no time unit has been established, procedures are as described in Section 3832.4. The Agency Representative is personally and directly responsible for the collection and subsequent processing of completed FC-33As from all CAL FIRE fire crews.

If the Agency Representative determines that the type and size of the incident warrants the establishment of a time unit (or a CAL FIRE Finance Section, if it is a joint incident), procedures are as described in Section 3832.5.

CREWS NOT ASSIGNED TO INCIDENT BASE

3832.7

(No. 16 March 2002)

Crew members who provide services at the home base directly related to the incident (Example: a kitchen crew preparing the fire line meal) must have an order and request number and an FC-33A prepared for them (a single FC-33 for all is acceptable). The FC-33 will use the same order and request number as the first fire crew ordered from that camp for the incident. See also Section 3832.2.2.

The Fire Captain has until the end of his/her next home shift to submit the third copy of the FC-33A to the incident Unit ECC.

CANCELLED EN ROUTE

3832.9

(No. 16 March 2002)

Crews diverted or cancelled en route from an incident will submit a completed FC-33A for their dispatch and response. The crew supervisor has until the end of the next home shift to submit the FC-33A to the incident Unit ECC.

STATEWIDE/REGIONWIDE ORDERS

3832.10

(No. 16 March 2002)

Instructions for handling the FC-33A during statewide/regionwide orders are the same as those for the FC-33 described in Section 3831.9 (see section).

**INCIDENT LOCATIONS REMOTE FROM
TIME RECORDER**

3832.11

(No. 16 March 2002)

Instructions for fire crews operating out of a remote camp, staging area, etc., are the same as those documented for the [FC-33](#) in [Section 3831.11](#).

(see next section)

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

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