

## **FIRE CREW EMERGENCY TIME (FC-33A)**

**6291**

(May 2003)

### **Responsibility**

#### **All**

CDF is financially responsible for providing emergency pay of wards and CYA staff involved in carrying out or accomplishing CDF's mission. During emergency assignments, ward emergency pay will be authorized for all related activities including travel, emergency stand-by, line assignments, meals, and rest and sleep time in an assigned bedding area.

Ward emergency pay will commence at the time of dispatch to the emergency and will be paid on an hourly basis in addition to the normal "daily pay," which will be paid by CYA for each day the ward is assigned to the incident. Wards working after normal working hours at a conservation camp in support of an emergency incident, such as cooks preparing fire meals, warehouse workers, and mechanics returning crew vehicles to fire-ready status may receive emergency pay. Criteria for such emergency pay will be included in the local camp operations guidelines.

No ward will receive emergency pay without the approval of the Division Chief.

All hours that a ward is assigned to an emergency incident, except those stand-by hours when assigned to his or her home camp, will be compensated at the existing emergency fire pay rate of \$1.00 per hour. This emergency incident compensation requires complete documentation using the order number and request number so it may be appropriately charged to the Emergency Fund.

## **ACCOUNTING FOR WARD EMERGENCY TIME** (May 2003)

**6291.1**

### **Responsibility**

**All**

The supervisor who responds with a ward crew to an emergency will fill out a form FC-33A Fire Crew Activity Record. Supervisors of any in-camp crews or wards whose time is being charged to the emergency incident will also complete FC-33As. All FC-33As will be completed and turned in to the Division Chief within 5 days after the emergency for approval and inclusion on the FC-77.

## **DESCRIPTION OF THE FC-33A** (May 2003)

**6291.2**

### **Responsibility**

**All**

The FC-33A is the base document for reporting labor on incidents for CYA wards. The form also reports equipment used to support the crews; this equipment may or may not be CDF-owned and should be reported on the FC-33A regardless.

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 or 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 CDF unit with the CDF unit copy of the completed FC-77 or FC-77A, to complete the Fire Report (FC-18E) and to begin the cost recovery FC-40 Fire Cost Report process.

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.

## **GENERAL REQUIREMENTS FOR THE FC-33A**

**6291.3**

(May 2003)

### **Responsibility**

#### **Fire Crew Captain**

Regardless of who the cooperating agency is, the command structure of the incident, or the existence of personnel time recorders at the incident, each Fire Crew Captain is responsible for initiating, updating, and ensuring completion of an FC-33A for his or her fire crew.

1. The FC-33A is mandatory for all incidents to which fire crews are assigned (including local responsibility incidents).
2. 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 canceled.
3. Strike teams will complete an FC-33A for each crew in the team.
4. All fire crews will receive a specific order and request number for the incident which must be entered on the FC- 33A. Remember: CYA staff accompanying a crew will use the same order and request number as the crew they are assigned to.

5. In-camp or support 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. 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.

## **FC-33A COMPLETION AND SUBMISSION**

**6291.4**

(May 2003)

### **Responsibility**

#### **Fire Crew Captain**

Each Fire Crew Captain will be responsible for initiating, updating and ensuring completion of an FC-33A for his or 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. Whether or not a Finance Section or Time Unit has been established, each Fire Crew 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 or she will also be responsible for returning the original and second copy of the FC-33A to his or her home camp for crew payment and cost recovery processing. For detailed instructions regarding the completion and submission of the FC-33A, refer to [Section 3832](#) of Incident Fiscal Management Handbook 3800.

(see next section)

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(see Forms or Forms Samples)