

**CCC / CAL FIRE MASTER AGREEMENT**  
**BILLING PROCEDURES**  
**(July 2010)**

1. CAL FIRE will pay CCC for emergency incident response made at the request of CAL FIRE upon receipt of invoice(s) in accordance with the terms of this agreement for the following:
  - a. Support crew members shall be reimbursed for actual hours worked at a rate of \$18.77 per hour for non-fire suppression, i.e., camp support assignment (includes straight time, overtime, benefits, and direct project overhead). This rate includes all operating expenses and corpsmember crewleader wages. Invoicing will be in accordance with applicable labor agreements and the CCC compensation policies.
  - b. Type II trained corpsmembers, when on a fire line assignment shall be reimbursed for all actual hours worked at the rate of \$20.00 per hour. Invoicing will be pursuant to Section 8752 and 8752.1 of the State Administrative Manual, and in accordance with applicable labor agreements and the CCC compensation policies.
  - c. All CCC crew supervision personnel will be reimbursed for actual overtime hours worked at one and one half times their current wage at the time of assignment. CCC staff as an Agency Representative will be reimbursed for base time and overtime at their current wage at the time of assignment. Staff's expenses such as per diem, may also be invoiced to CAL FIRE. Invoicing will be pursuant to Section 8752 and 8752.1 of the State Administrative Manual, and in accordance with applicable labor agreements.
  - d. Vehicle expenses (per day and per mile) for all CCC owned vehicles utilized during an emergency incident will be billed at the current DGS rates, less 10 miles per gallon for fuel supplied by CDF during the incident.
  - e. R&R is required for the safety of all CCC personnel while serving on emergencies for extended periods. R&R is defined as one day relief with pay from the assignment. R&R will be reimbursed at 8 hours and shall be given as follows:

Any CCC crew or supervisor who has worked 14 consecutive days on an incident will be given a paid R&R day. If crew or staff emergency assignment goes beyond 14 days then R&R day will be taken at the incident. After taking an R&R day, CCC crews or staff could work an additional 7 days for up to 21 consecutive days on incident. If crew or staffs are demobed from incident after 14 days then paid R&R day will be taken back at home base. CCC crews and staff are normally scheduled to rotate out from incident after 14 days, unless resources are in demand or incident is almost closed out.

- f. Invoice process and rates shall be outlined in the yearly reimbursement amendment. Reimbursement rates for corpsmembers assigned to emergency incidents will be made at the current CCC fiscal year rate. If the rates should change before the expiration of the yearly amendment, the CCC shall notify the CDF. Financial terms will be documented and authorized signatures obtained before work rates change on any emergency incident. Reimbursement rates for emergency incidents will include, but are not limited to the following:
- 1) All corpsmembers hours reimbursed at a flat hourly rate for all hours worked.
  - 2) Crew supervisors (Conservationist 1) overtime hours will be reimbursed at the employee's actual overtime rate.
  - 3) CCC Agency Representatives reimbursed for base time and overtime at their current wage at the time of assignment.
  - 4) Travel costs shall be reimbursed at the current Department of Personnel Administration rates.

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