

Purpose

To provide the California Fire and Rescue Mutual Aid System Exhibit 'C' Reimbursement for Personnel Rotation.

Policy

From California Fire and Rescue Mutual Aid System A-34:

When California Fire and Rescue Mutual Aid System Agency personnel are committed to extended assignments under the Agreement, there may be a need to rotate and replace personnel. Personnel under the Agreement are expected to be available a minimum of seven days (elapsed time) excluding travel, before needing replacement, regardless of the number of assignments from original dispatch.

Expenses that are reimbursable are limited to personnel costs and transportation costs. Reimbursement for personnel will be in accordance with general personnel reimbursement provisions of the Agreement. Please reference Exhibit "C" for specific personnel rotation procedures.

EXHIBIT 'C' REIMBURSEMENT FOR PERSONNEL ROTATION

Clause A-34 authorizes the reimbursement of personnel and transportation costs incurred to replace California Fire and Rescue Mutual Aid System Agency personnel committed to extended assignments under this Agreement. Personnel under this Agreement are to be available a minimum of seven days excluding travel (portal to portal) before needing replacement, regardless of the number of assignments.

This exhibit lists the procedures necessary for a local jurisdiction to follow before reimbursement for their costs will be processed for rotation of their personnel. These procedures only apply when the emergency apparatus remains assigned to the incident but the personnel are rotated.

The procedures are:

C-1. The incident commander or MOB center manager to which the resources are assigned must approve the personnel rotation and method of transportation. Such approval should not be denied without substantial cause, (e.g., imminent planned release (24 - 36 hours)) of the resources, or a negotiated extension through the Cal OES

Fire Agency Representative. The personnel rotation and transportation plan must be coordinated through the incident, the ordering point, agency representative, and/or the overhead responsible for the personnel to be rotated.

C-2. The approved personnel rotation will be documented in:

C-2.1. The approved automated resource ordering and status system of record (ROSS). The resource order will be annotated in the documentation section to include the following information:

2.1.a. Date and time of approval for the specific personnel rotation.

2.1.b. Method, date and time of transportation.

2.1.c. A new subordinate request to the existing "E" number will be generated by

the incident when a separate vehicle will be used in support of a personnel rotation.

2.1.c.1. In the event a new subordinate request cannot be added to the existing "E" number, the incident approval must be documented in the documentation section of the resource order.

C-2.2. F-42 "Emergency Activity Record"

2.2. a. Box 12 of the original F-42 will document any personnel rotation with the date and time of the rotation for all individuals whether or not the personnel rotation will be reimbursed.

2.2.b. ONLY when a fire agency is requesting reimbursement for an approved personnel rotation that includes transportation cost will a new F-42 be required (Personnel Information, Box 11 & Support Vehicle Information, Box 8 on F-42 and referenced to the original "E" number, Box 12).

2.2.b.1 For approved personnel rotation documented only in the documentation section, a copy of the resource order must be submitted with the F-42.

2.2.c. Invoices (F-142's) will identify personnel involved in any rotation and will itemize the costs of transportation for personnel rotations with support documentation.

C-2.3. ICS-214 Unit Log

2.3.a. Details of personnel rotation need to be documented (Unit Logs to be retained on file by individual fire agency).

If both the emergency apparatus and the personnel need replacement, the resources will be released and a new resource will be ordered

