

Appendix 1 – Deployment of Local Fire Resources Using Interstate or International Mutual Aid

Primary Agency:

Washington Military Department

Support Agencies

Department of Natural Resources

Washington State Patrol

INTRODUCTION

Purpose

This appendix provides the guidelines and procedures for deployment of local jurisdiction fire resources outside of Washington State under the auspices of the Emergency Management Assistance Compact (EMAC) or the Pacific Northwest Emergency Management Arrangement (PNEMA). EMAC provides aid during governor-declared states of emergency or disaster through a system that allows states to send personnel, equipment, and commodities to assist with response and recovery efforts in other states. EMAC also allows for the transfer of services and conduct of virtual missions. PNEMA is like EMAC but is limited by membership. PNEMA membership includes Washington, Idaho, Oregon, Alaska, British Columbia, and the Yukon Territory.

Scope

This appendix applies only to the deployment of local jurisdiction fire resources to other states, districts, and territories in support of emergency or disaster operations, when that request is through EMAC or PNEMA process. This appendix is a supplement to the EMAC and PNEMA Operations Manual.

SITUATION & ASSUMPTIONS

Situation

A mutual aid member experiencing or anticipating an incident or event that overwhelms their capacity to respond implements the EMAC or PNEMA system for requesting resources. The request for resources may be filled by Washington State using local jurisdiction fire assets.

Assumption

- Ongoing or anticipated incidents or events in Washington State have not overwhelmed our ability to respond with local fire resources
- The incident or event has not overwhelmed Washington State's ability to respond
- The requesting state/territory has a governor-declared emergency or disaster
- A validated request for resources has come through the EMAC or PNEMA system
- All submitted offers from Washington State are accepted by the requesting mutual aid member
- A current intergovernmental agreement for mutual aid is in place and on file between the participating local fire jurisdiction and Washington State Military Department- Emergency Management Division.

GUIDELINES

Travel arrangements can be made by EMD EMAC A-team staff, or travel arrangements are coordinated through the EMD EMAC A-team staff.

Resources are deployed when there is a confirmation of an accepted offer.

If personnel are deployed into a closed camp environment (staff are restricted by the incident commander from leaving the fire camp when their shift is over and are on 24-hour duty), they will be paid in accordance with pay policies and practices already codified by the owning agency, and applicable for all situations. A closed camp cannot be determined by Washington State resources; it must be determined by the Incident Commander or IMT and then confirmed by the requesting State's office of emergency management and coordinated with EMD.

Portal-to-Portal will be paid to deploying agencies only if that is part of their normal, pre-existing personnel or union pay policies and practices. If an agency does not pay portal-to-portal within the boundaries of their home state for response activities, then it is not allowable for out-of-state response activities. Portal-to-portal is not determined by the requesting state; 24-hr pay is determined by the existing pay policies and practices of the assisting agencies.

Reimbursement requests cannot exceed the estimate provided in the completed REQ-A accepted by the requesting state/territory and cannot exceed the mission specific IGA Amendment estimate signed by the local agency, jurisdiction, or territory without prior written approval from EMD.

Eligible costs:

- Equipment rates will be those outlined in the Washington State Mobilization Plan Appendix N; the wet rate will be used.
- Personnel: salaries and benefits based on current employee's compensation and any applicable labor/union contracts that are in effect prior to a request being issued. Pay rates must be consistent with normal pay practices that apply in all situations; a special out-of-state, emergency, or mutual aid pay rate is not authorized.
- Employee backfill will be paid in accordance with the Washington State Mobilization Plan.
- Lodging: approved GSA Per Diem Rates for the location of the lodging is used for reimbursement, however, lodging per diem is not included for time spent in base camp and other responder camps. Lodging receipts are required for reimbursement. Any lodging that is above the GSA Per Diem Rate must have a justification letter accompanying the receipt, and may be subject to partial reimbursement. Applicable taxes are reimbursable.
- Meals: reimbursement of meals is in accordance with the Washington State Administrative and Accounting Manual (SAAM) when within the boundaries of the state, and at the GSA Per Diem Rates outside of Washington State. Receipts are not required. The breakdown for breakfast, lunch, and dinner rates per the SAAM or GSA Per Diem Rates and Incidental Expense breakdown is used. Meal allowances cover the basic cost of the meal, any applicable sales tax, and any customary tip or gratuity in accordance with SAAM Subsection 10.40.30. If meals are being provided, such as at a base camp, then personnel will not be reimbursed for those meals. Costs are not reimbursable if deployed personnel choose to purchase additional food, or get meals from other than the requesting entity.
 - For overnight travel assignments, IRS Publication 63 requires all meals to be reimbursed at the rate for where the traveler stops for sleep. The meal

reimbursement rate for the last day of travel (return day) would continue to be the rate for the location where the traveler last stopped for sleep, in accordance with SAAM Subsection 10.40.55.a.

- Incidental expenses at the current approved rate are not authorized unless the entire day is in travel status or working outside of the state and all three meals are paid that day.
- Personnel must be in travel status or on shift out-of-state during the entire meal hours, as follows, to be eligible for reimbursement:
 - Breakfast: 6:30 am – 8:00 am
 - Lunch: 11:00 am – 1:00 pm
 - Dinner: 5:00 pm – 6:30 pm

Ineligible costs:

- Portal-to-Portal that is not a standard pay rate within and outside the state
- Administrative costs or other costs incurred responding to any mutual aid requests, to include employee time developing an offer that results in no deployment
- Costs for alcohol, tobacco, toiletries, and similar items
- Costs incurred by those who self-deploy (including those with a spurious REQ-A or when an offer is rescinded)
- Costs for items not specified in the completed REQ-A or amendment
- Replacement of purchase of items outside the mission assignment dates as designated in the completed REQ-A
- Unauthorized equipment repairs
- Equipment purchased without authorization from the EMAC A-Team

PROCEDURES

Initial Notifications

When a request for fire resources is received through the mutual aid process, EMD EMAC A-team staff will contact the ESF leads to assess in-state resource requirements. The EMD EMAC A-team staff will then contact the Fire Defense Committee Regional Representatives to determine if the request can be filled. If there is interest in filling the request, EMD EMAC A-team staff will convene a conference call with the Fire Defense Representatives to discuss a possible EMAC or PNEMA offer submission. If the resources are available in the state, EMD EMAC A-team staff will submit the completed REQ-A offer to the requesting state through the appropriate mutual aid system. EMD EMAC A-team staff will notify ESF 4 leads of resources leaving the state.

Pre-deployment

The EMD EMAC A-team staff will execute the REQ-A. If the EMD EMAC A-team staff are not making the travel arrangements, then all travel plans must be coordinated through them to ensure they are within EMAC or PNEMA guidelines. The agreed upon costs are included in the signed and completed REQ-A.

To aid the deploying fire resources with paperwork for reimbursement and coordination between Washington EMD and the assisting State the Fire Defense Committee Regional

Representatives, upon their decision, may select a Liaison Officer to deploy with the resources. This additional person will be part of the REQ-A and will be subject to the approval of the Requesting State.

Personnel deploying are given a Mission Order Authorization Form which outlines the mission, helpful information, and guidance.

If the deploying personnel are unable to receive their briefing in person, the briefing can be held over the phone and documented on the Deployment Checklist.

Deployment

No party will begin deploying resources until they have either a verbal or written confirmation from EMD EMAC A-team staff. If resources are deployed before the confirmation of an accepted offer, the deploying entity will be fully responsible for any cost incurred and no reimbursement will be allowed.

Change in Mission

If an individual's or agency's mission changes while deployed through mutual aid, that individual or agency must contact their agency representative and the EMD EMAC A-team staff as soon as possible. This task is essential because any change in mission might require a recall of deployed resources, or an amended or new REQ-A. If a new REQ-A is required but not completed this will adversely impact the jurisdiction's ability to get reimbursement for any cost over the original REQ-A cost estimate. This includes staying in a closed camp or assumed change in pay rate.

Reimbursement

The EMD EMAC A-team staff will provide the assisting jurisdiction with an Excel Workbook to fill out, that accounts for all the costs that the requestors are submitting for reimbursement. The state will reconcile all costs and process the request for reimbursement to the jurisdiction upon receipt of sufficient documentation. Reimbursement requests should be submitted from EMD EMAC A-team staff to the requesting state within 45 days of resources returning from deployment. The EMD EMAC A-team staff cannot submit for reimbursement until all the responding jurisdictions on the REQ-A have submitted their reimbursement, and the state has reimbursed authorized and allowable costs.

Fire resources are reimbursed per Appendix N of the State Fire Mobilization Plan and are considered a wet rate. As per Section 17 of the State Fire Mobilization Plan the wet rate is inclusive of all fuel, oil, maintenance, repair, insurance, and incidental costs such as tolls. These costs are paid by the owner and are not reimbursable.

Commodities are approved as indicated on the completed REQ-A.

The following list of documents need to be submitted for personnel reimbursement:

- Executed REQ-A
- Travel Authorization
- Mission Authorization
- Work records from deployment site
- Home duty station timesheet

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- Pay stub for deployment period
- Travel expenses
 - Zero balance lodging receipts
 - Travel expense receipts (not state purchased)
 - Flight itinerary
 - Receipts for approved purchased goods (i.e., rental car, fuel, etc.)
- Receipts for other approved costs, including injury claims
- All documents required in Washington State Mobilization Plan
- EMD EMAC A-team EMAC Excel Workbook

The following list of documents need to be submitted for equipment reimbursement:

- Executed REQ-A
- Shipping receipt, if authorized and applicable
- Equipment operating log
- Receipts for other approved costs