

STATE OF NEW HAMPSHIRE
Department of Natural and Cultural Resources
Division of Forests and Lands
FOREST PROTECTION BUREAU

PROCEDURE FOR PAYING FIRE SUPPRESSION, TRAINING AND PREVENTION BILLS

Fire Suppression Bills

1. All bills must be signed by the Town Treasurer and the amount paid filled in by the Town Treasurer. In addition, all bills must be signed and dated by the Warden, plus signed and dated by the Selectmen of the town. The Forest Ranger will sign, date and number each fire bill.
2. For any older fire bill forms used, the fire bill will be matched with the appropriate fire report before processing for payment.
3. The name, title, hours, rate and total paid amount must be filled in for each individual. (Any man whose title is not given will be considered a laborer by the Concord Office and paid that rate, accordingly.)

Concord Office will compute hourly rates at the State approved rate and **no higher**. If the rate paid is lower than the State rate, the Concord Office will compute on the lower rate.

4. Transportation charges for the transportation of men and small tools shall be reimbursed to the Town only on a Mileage Basis at State rates. Therefore, the name of the vehicle owner and type of vehicle should appear on the bill. (Passenger car, jeep or truck and number of miles @ current (\$.36) per mile)
5. Bills for purchase of food, gas, oil, batteries, water, etc., must be accompanied by a bill receipt or reimbursement will not be given.

Gas slips will be accepted only for the operation of power equipment, not for vehicle operation, except GSA vehicles.

Class A Foam used is based on competitive price or cache price and requires an invoice.

6. Wildland Fire Equipment Rates.

Rental Equipment: The name of the owner, hours used, rate per hour and total amount due must be stated on the fire bill.

Bills for rental of equipment must accompany the fire bill for the rental of all *heavy* equipment, except that equipment owned by the Town. This includes bulldozers, airplanes and helicopters. No contracts necessary if rental comes within State rates. Bulldozers must be listed by horsepower, so make sure horsepower is shown on bill.

Fire engine tanker hourly rates are based on gallon size. 4-wheel drive vehicle hourly rates are based on load capacity. (see rate schedule sheet).

7. All information is typed on a "Forest Fire Bills to Town" form. (sample attached). The appropriation code to be used is 2181-090-0252. If processing bills from July 1 through September 30, for prior fiscal year, you must use a double asterisk (**) at the end of the code.
8. The total amount due each town is then transferred to a payment voucher manifest form (A-6-X – sample attached), to which a batch number has been assigned. Each town is listed, along with their vendor # and the code "D". If there is more than one fire for a particular town, the total of all the fires for that town must be entered on only one line.
9. Payment voucher then goes to Director (Assistant) for initialing. Before sending to Business Office, make a photocopy of the original voucher for the files. White copies of billing form are attached to the original voucher, yellow copies are attached to the yellow copy of the voucher and the pink copies are attached to each individual fire bill. The white and yellow copies are then forwarded to Shari Colby in the Business Office.

SPECIAL CASES:

Fires on FEDERAL LAND follow the same procedures above, but are reimbursed to towns IN FULL. We then seek reimbursement to our Agency by a letter request to the White Mountain National Forest, attention Tom Brady. (see previous files)

Fires in UNINCORPORATED TOWNSHIPS follow the same procedure above, but are also reimbursed to the Wardens, Deputy Wardens IN FULL. However, each individual must be set up in the State IFS system as an active vendor prior to issuing payment.

SPECIAL DEPUTY hours for fires will be turned in on a bi-weekly basis and submitted as regular payroll. Their hours MUST be reported in the payroll period they worked. All Special Deputies are now considered employees and must be a certified employee in order to receive pay.

Training Bills

1. All bills will be signed by the Town Treasurer, Selectmen and Warden and initialed by the Forest Ranger.
2. All bills will show the date of the Training Meeting and the place. Fire bills for attendance at training meetings should contain no other charges than for those actually incurred while attending a training session. ALL TRAINING BILLS SHOULD BE IN THE CONCORD OFFICE NO LATER THAN 30 DAYS AFTER THE TRAINING MEETING TAKES PLACE.

3. All information is typed on a "Forest Fire Bills to Town" form. The total cost is halved for reimbursement to Towns, but PAID IN FULL for individuals for Unincorporated Townships. SPECIAL DEPUTY hours for training will be turned in on a bi-weekly basis and submitted as regular payroll. Their hours MUST be reported in the payroll period they worked. All Special Deputies are now considered employees and must be a certified employee in order to receive pay.
4. The total amount due each Town/individual is then transferred to a payment voucher manifest form (A-6-X), to which a batch number has been assigned. Each town/individual is listed, along with their vendor # and the code "D". If there is more than one fire for a particular town, the total of all the fires for that town must be entered on only one line.
5. Payment voucher then goes to Director (Assistant) for initialing. Before sending to Business Office, make a photocopy of the original voucher for the files. White copies of billing form are attached to the original voucher, yellow copies are attached to the yellow copy of the voucher (you will get these yellow copies back for mailing with checks) and the pink copies are attached to each individual fire bill. The white and yellow copies are then forwarded to in the Business Office.

Prevention Bills

1. All bills will be signed by the Town Treasurer, Selectmen and Warden and initialed by the Forest Ranger.
2. Prevention bills include Warden and Deputy Warden services (time and mileage) in some cases for fire prevention work, such as issuing permits, and investigation of smokes, etc. Bills that include postage and phone calls are permissible without receipts.
3. Charges for issuing permits for burning should be broken down to those issued prior to July 1 of any year and those issued after July 1.

Collectible Fire Bills

Collectible fire bills are subject to approval by the Forest Ranger who will write the word "COLLECTIBLE" at the TOP of the fire bill. These bills are to be turned in to the office and must be numbered by the Forest Ranger. Collectible bills will still be entered into the database and indicated as such and then filed.

Public Utility Fires

Public Utility fires will be processed by first writing a letter to the appropriate utility for reimbursement in full and when check is received, forwarding that check with a letter to the appropriate Town.

STANDARD PROCEDURE FOR COMPLETING AND PROCESSING TOWN FIRE BILLS

RSA 224:19 – All fire bills to be valid must be rendered to the State within 60 days of the date expenses were incurred. (Exception – mutual aid fire bills)

SUPPRESSION BILLS:

A. **FILL IN BILL HEADING IN FULL**

- (1) EXPENSES INCURRED BY THE TOWN OF
(Name of the town that will pay the bill in the first instance)
- (2) DATE OF FIRE
(If the fire is of more than one day’s duration, include all dates)
- (3) LOCATION IN TOWN
(As exact as is possible – location should be the same on all fire bills covering the same fire – use grid map coordinates)

B. **FILLING IN THE BODY OF THE FIRE BILL**

The name, title, hours, rate and amount must be filled in for each man. (Any man whose title is not given will be considered a laborer by the Concord Office and the town will be reimbursed for one-half the State rate for laborers.)

ALL fire fighting personnel MUST come under one of the following classifications, preferably listed in this order:

- Warden
- Special Deputy Warden (assigned to the fire by a Forest Ranger - must be paid as an employee - hours submitted as regular payroll on bi-weekly time sheet). However, mileage for training and suppression will be paid from a fire bill.
- Deputy Warden
- Crew Supervisor (Man handling a crew of men)
- Technical Specialist
- Fire Fighter (Person trained in fighting forest fires)
- Laborer (Inexperienced fire fighter)

EXAMPLE:

<u>NAME</u>	<u>TITLE</u>	<u>RATE</u>	<u>HOURS</u>	<u>AMOUNT</u>
John Doe	Warden	12.20	3	36.60
Joseph Doe	Special Deputy	11.26	3	33.78
George Doe	Deputy Warden	10.42	3	31.26

Richard Doe	Crew Supervisor	9.61	3	25.38
Paul Doe	Technical Specialist	9.61	3	28.83
James Doe	Fire Fighter	9.01	3	27.03
Mark Doe	Laborer	8.47	3	25.41

FIRE BILLS FOR WARDEN’S SERVICES (PREVENTION)

Fire bills for Warden’s services should give dates for posting ban signs and removal of said signs.

Fire bills for investigation of smoke and inspections of sawmills should give the dates of these investigations or inspections.

Charges for issuing permits for burning should be broken down to those issued prior to July 1 of any year and those issued after July 1. (quarterly or six month period)

EXAMPLE

Prior to July 1 _____ permits issued
 After July 1 _____ permits issued

C. FILL IN ALL APPROVALS PROPERLY

- Sign and date all approvals
- Warden in charge and date of bill
- Selectmen – at least two and date signed
- Amount paid
- Town making payment
- Town Treasurer and date of payment

D. SPECIAL CASES

COLLECTIBLE FIRE BILLS:

Collectible fire bills are subject to approval by the Forest Ranger who will write the word “COLLECTIBLE” on the TOP of the fire bill and return it to the Town Selectmen for collection. However, copies of collectible bills must also be submitted to the office and must have the Forest Ranger’s bill number. These bills are entered into the database and indicated as Collectibles.

FIRES ON STATE LAND

When a fire occurs on STATE land, the fire bill will be prepared/paid in the same manner as bills for fires that occur on private land.

The white and pink copies will be forwarded by the Forest Ranger to the Selectmen of the Town of Epsom, where the bill will be approved and payment made by the Treasurer of the Town of Epsom to the town of Allenstown. The Treasurer, after making payment, will fill in the above certification of payment and the white copy of the bill will be returned to the Forest Ranger.

CALCULATION ERRORS

The State will not reimburse the Town for overpayment to any person due to an error in calculation. They will only reimburse the Town for the amount that should have been paid. However, in the case of under payment to an individual, the State will reimburse the Town for only the amount paid that individual. However, if the Town corrects the error and pays the individual the correct amount, the State will share one-half of the corrected amount if within State rates.

TRANSPORTATION CHARGES

Transportation charges for the transportation of men and small tools shall be reimbursed to the Town only on a Mileage Basis at State rates. Therefore, the name of the vehicle owner and type of vehicle must be given (passenger car, jeep, truck).

EXAMPLE:

<u>NAME</u>	<u>TYPE OF VEHICLE</u>	<u>MILES</u>	<u>RATE</u>	<u>AMOUNT</u>
John Doe	Passenger car	16	.36	5.76
Joe Doe	Pickup truck	10	.36	3.60

For town vehicles used, the reimbursement rate is on an hourly rate, based on the size of the vehicle:

Henry Doe	4WD/Oper. <3/4 ton	2 hours	20.00	40.00
Bill Doe	Tank truck – less than 500 gal.	.5 hours	30.00	15.00

CHARGES FOR FOOD AND SUPPLIES

All charges on fire bills for purchase of food, gas, oil, batteries, wet water, etc., must be accompanied by a bill attached to the fire bill or reimbursement will not be made.

Gas slips will be accepted only for the operation of power equipment, not for vehicle operation.

CHARGES FOR RENTAL EQUIPMENT

Name of owner, hours used, rate per hour and total amount due must be stated on the fire bill.

Bills for rental of equipment must accompany the fire bill for the rental of all heavy equipment except that equipment owned by the Town. This includes bulldozers, airplanes, and helicopters.

No contracts necessary if rental comes within State rates. Bulldozers must be listed by horsepower.

FIRE BILLS FOR ATTENDANCE AT TRAINING MEETINGS

Give the date(s) of the training meeting.

Fire bills for attendance at training meetings should contain no other charges than those actually incurred while attending a meeting. Do not include any prevention services (permits issued, investigations, etc.) on the same fire bill with training expenses.

All training bills should be in the Concord office no later than 30 days after the training meeting takes place.

FOR YOUR INFORMATION:

Fire bills which are questionable or incorrectly made out will cause payment to be delayed until corrections are made.

Fire bills should arrive at the Concord office no later than 60 days after the fire occurs.

The State of New Hampshire's fiscal year begins July 1 and ends June 30 of the following year.