

A. POST-INCIDENT ACTION

1. DOCUMENTATION INFORMATION/TIMELINES

The OSFM structural overhead incident commander shall assemble all incident documentation and complete a written report for the state fire marshal. This report must be provided within two weeks of the emergency incident conclusion. The finance chief shall provide the OSFM business manager with written agreements for all incident expenses within one week. The OSFM ERC manager shall immediately assemble all incident tracking information and complete a written report for the state fire marshal that includes lessons learned and recommendations to improve operations. The OSFM will prepare written documentation for every implementation of the *Mobilization Plan*. Documentation must include, but not be limited to, the following:

1. Date/time of incident;
2. Location;
3. Copy of Governor's declaration;
4. Number and severity of injuries or fatalities;
5. Number and location of homes evacuated;
6. Narrative of what happened at the incident;
7. Agencies involved;
8. Actions taken by the Office of State Fire Marshal;
9. Origin of fire;
10. Estimated dollar loss and estimated value at risk;
11. Conclusions, lessons learned and recommendations to improve incident and ERC management;
12. Exhibits (drawings, photos, etc.) to clarify the documentation;
13. All Emergency Response Center logs;
14. ERC incident tracking information and recommendation;
15. An audited accounting record of billing statements and expenses incurred by the participating departments.

2. REIMBURSEMENT REQUESTS

To insure the orderly processing of reimbursement requests, the state fire marshal shall collect billing statements from responding fire departments and audit all charges. This process will be coordinated with any involved local, state or federal agencies. A record of all back-up accounting information (agreements, tally of notices of claims and invoices and approved payments) shall be made part of the written documentation specified above.

3. REIMBURSEMENT TIMELINES

Incident responders have 60 days to submit their reimbursement bills. The state fire marshal may request bills sooner if an approaching Emergency Board date so warrants. When the state fire marshal has audited all billings and the expenditure is authorized, the state fire marshal will issue reimbursement checks. The state fire marshal will approach the State Emergency Board and ask the Board to approve the expenditure authority at their next available meeting. Authority is final 30 days after Emergency Board approval.

The spending authority may include a combination of General Funds, Other Funds, or Federal Funds depending upon the circumstances of each fire. Cost recovery from responsible parties and FEMA coverage are important components.

A delay can be expected when the Federal Emergency Management Agency (FEMA) is reimbursing a portion of firefighting expenses. FEMA rules require additional auditing and interagency billing coordination, along with time required for authorization and expenditure release.

4. CONFLAGRATION ACT PAYMENT MODEL

A Conflagration Act Payment Model is included in this section for a general understanding of the progression of decisions and actions by the Governor, the Legislature, the Office of State Fire Marshal, and others, from request for implementation through reimbursement of expenses. State statute requires the Legislature to authorize expenditure allotments.

Conflagration Act Payment Model

