



## **INSTRUCTIONS FOR COMPLETING THE 2015 CAL OES SALARY SURVEY**

The information provided by your agency will be used to generate invoices for those incidents that your agency responds to under the terms and conditions of the Agreement for Local Government Fire and Emergency Assistance (California Fire Assistance Agreement - CFAA). The agencies signatory to the CFAA are: USDI agencies Bureau of Land Management (BLM), National Park Service (NPS), Fish and Wildlife (FWS), and Bureau of Indian Affairs (BIA); State of California, Department of Forestry and Fire Protection (CAL FIRE); State of California, California Governor's Officer of Emergency Services (Cal OES); and, USDA Forest Service (USFS).

### **REQUIRED FOR REIMBURSEMENT**

The following information must be provided on the Salary Survey. Failure to provide all items may delay your reimbursement significantly.

**1. Agency Federal Taxpayer ID Number or Federal Employer ID Number**

The Agency Federal Taxpayer ID Number or Federal Employer ID Number must be provided. Your agency's Accounting Office or Personnel Office should be able to assist you in determining this number.

**2. Data Universal Numbering System (DUNS) Number**

The DUNS Number requirement is a federal government-wide policy published in the Federal Register (68 FR 34802) for applications of Federal Grants and Cooperative Agreements. The DUNS Number does not replace your agency's Federal Employer ID Number. If you do not have a DUNS Number, you must obtain your agency's DUNS Number by contacting 1-800-333-0505 or accessing [www.dunandbradstreet.com](http://www.dunandbradstreet.com).

**3. System for Award Management (SAM)**

All current and potential federal government vendors (anyone who responds to a federal order/request) must register in SAM to be eligible for contract awards and payments.

**REGISTRATION IS FREE.** To register, go to the SAM website at [www.sam.gov](http://www.sam.gov). For registration assistance, contact 1-866-606-8220. Accounts must be accessed every **13 MONTHS** in order to stay active.

**The Agency Federal Taxpayer ID/Federal Employer ID Number, DUNS Number, and SAM are required for reimbursement by the federal government. All local government fire agency resources including apparatus, personnel, and overhead are considered "vendors" in the use of the CFAA.**

\*\*\*\*\*PLEASE READ COMPLETELY\*\*\*\*\*

## SUMMARY

The current CFAA defines the terms of response and reimbursement for state or federal fire agency incidents by local government fire agencies through the California Fire and Rescue Mutual Aid System. The Cal OES Fire and Rescue Division administers the agreement, including generating invoices on behalf of local government for fire and emergency assistance provided under the terms and conditions of this agreement.

Exhibit “A”, section A-8.2 of the 2015 CFAA, requires any agency seeking reimbursement of personnel for more than actual hours worked on the incident must file an MOU/MOA, Governing Body Resolution (GBR) or equivalent document with Cal OES Fire and Rescue Division, and have it approved by the committee. The MOU/MOA, GBR or equivalent document shall indicate how personnel will be paid.” This documentation is due to Cal OES **May 31, 2015**. If an F-42 is submitted and the above documentation is not on file with Cal OES, the local agency has the option to have Cal OES hold the F-42 for processing for up to **90 days** to allow for the agency seeking reimbursement to submit the necessary documentation. Upon verification that an MOU/MOA, GBR or equivalent document is not on file, Cal OES will notify the local agency in writing. If the local agency does not submit an MOU/MOA, GBR or equivalent document within the allowable 90 days, the F-42 will be processed, and the local agency will be paid for actual hours worked. It should be noted that by placing the F-42 on hold for up to the 90 days allowed to submit the MOU/MOA, GBR or equivalent document, will greatly increase the time to process the claim. This option of providing an MOU/MOA, GBR or equivalent document to Cal OES will sunset **December 31, 2015**, and in no way changes the terms of the 2015 CFAA.

If such an agreement exists, check “Yes” on the appropriate Salary Survey column and provide a complete copy of your agency’s MOU/MOA, GBR, or equivalent along with the Salary Survey. If such an agreement does NOT exist, check “NO” on the appropriate Salary Survey column next to each specific classification.

If you are viewing these instructions electronically, here are links to Sample Resolutions and language for your reference:

Sample Resolution #1

<http://www.caloes.ca.gov/FireRescueSite/Documents/CalOES-2015%20Sample%20Resolution%20v1.pdf>

Sample Resolution #2

<http://www.caloes.ca.gov/FireRescueSite/Documents/CalOES-2015%20Sample%20Resolution%20v2.pdf>

## CALCULATING THE AVERAGE ACTUAL RATE

This methodology is for both Suppression and Non-Suppression Personnel excluding Supplemental Fire Department Personnel. Reimbursement calculations of these rates are based on the formulas in the CFAA, Exhibit "A", Clauses A-15.1 through A-15.4. The rates developed will be submitted on the Salary Survey for Suppression Personnel and Attachment A. for Non-Suppression Personnel.

Average hourly rate including benefits directly tied to **overtime**:

- Using current actual salaries, calculate the average actual hourly rate per classification including all specialty and incentive pay that is directly tied to each overtime hour worked plus any departmental costs related to overtime hours worked or costs necessary for compliance with the Fair Labor Standards Act (FLSA) or local Memorandum of Agreements (MOAs).
- In order to be included in the Average Actual Rate calculation, incentive and specialty pay benefits must be paid for each hour of overtime worked. This may include, but not be limited to, emergency medical technician, hazardous materials, paramedic, education, urban search and rescue, and longevity pay, depending upon the method used to apply these payments.
- Other costs which may be tied to actual overtime hours worked would include FICA and Medicare.

Benefits typically not earned or tied to actual overtime hours worked would include retirement, health insurance and merit pay. These costs may not be included in the Average Actual Rate calculation. **To determine an Average Actual Rate:**

**STEP 1:** List the hourly rate for each personnel in a classification. *The hourly rate should **NOT** include OVERTIME. BENEFIT PAY, SPECIALTY PAY, and/or INCENTIVE PAY should also be excluded unless the pay is directly tied to each hour of overtime worked.*

**STEP 2:** Next, combine all of the hourly rates for each classification and divide by the number of hourly rates used in the calculation. The result of this calculation is the Average Actual Rate for that classification within your agency. Repeat this process for each classification.

**STEP 3:** Insert the Average Actual Rate for each classification in the appropriate section of the Salary Survey.

### **Example:**

A fire agency has 4 firefighters and 3 firefighter/paramedics on staff. To calculate the Average Actual Rate for the firefighter position, use the following steps:

**STEP 1:** Determine the hourly rate for each firefighter; **do not** include overtime. Incentive pay, benefits, or specialty rates are not included in the hourly rate unless the pay increases with each hour worked.

Example 1: The local agency MOU states that a paramedic is paid \$.25 per hour above the base salary rate for every hour worked. In this case, the local agency will

incur an additional \$.25 per hour cost for each hour of overtime worked. Therefore, this \$.25 is included in the hourly rate for this calculation.

Example 2: The local agency MOU states that a paramedic is paid an additional \$250 per pay period as a paramedic allowance. In this case, the \$250 pay does not increase if the employee works overtime hours and therefore there is no additional cost to the local agency. This cost is not included in the hourly rate calculation.

**STEP 2:** Combine the hourly rates of the 7 firefighters and divide the total by 7.

<u>Classification</u>	<u>Hourly Rate</u>
Firefighter 1	25.89
Firefighter 2	27.26
Firefighter 3	25.25
Firefighter 4	26.75
Firefighter/Paramedic 5	27.15
Firefighter/Paramedic 6	26.75
Firefighter/Paramedic 7	24.96
Total	\$ 184.01

**DO NOT AVERAGE THE PAY OR STEP SALARY RANGE.**

**Each individual person’s rate within the entire classification must be included in the calculation.**

Divide the Total by the total number of hourly rates used in the calculation.

*\$184.01 divided by 7 = \$26.29*

This is your agency’s Average Actual Rate for this classification.

**STEP 3:** Insert the Average Actual Rate for each classification in the appropriate section of the attached Salary Survey.

**Chief Officers above Battalion Chief with an MOU/MOA, governing body resolution, or equivalent:**

Local jurisdictions that have submitted Average Actual Rates to State OES Fire and Rescue Division above the Battalion Chief level shall be reimbursed at straight time unless the classification(s) has an MOU/MOA, governing body resolution, or equivalent that indicates they are to be paid above straight time.

If such an agreement exists, check “Yes” on the appropriate Salary Survey column and provide a complete copy of your agency’s MOU/MOA, GBR, or equivalent along with the Salary Survey. In order to receive time and one-half compensation, the MOU/MOA, GBR, or equivalent must conform to the CFAA intent statement (Clause A-1 of Exhibit “A”) and have been accepted by the CFAA Committee. If an MOU/MOA, GBR, or equivalent is not provided, or was not accepted by the CFAA Committee, your agency will not be compensated for time and one-half. Those without such an agreement will need to check “No”.

**CHIEF OFFICER MOU/MOA, GBR, OR EQUIVALENT EXPIRATION: When the MOU/MOA, governing body resolution, or equivalent expires, you have 30 days to provide a current agreement or a letter stating that negotiations are ongoing and will be provided once finalized. If an update is not received, your agency will not be compensated for time and one half.**

**ESTABLISHED NWCG#004-2009 RATE FOR SUPPLEMENTAL PERSONNEL**

California Fire and Rescue Mutual Aid System Agencies seeking reimbursement for Supplemental Fire Department Resources will accept rates as outlined in **NWCG#004-2009, Attachment D**, which states that Supplemental Fire Department Resources will be reimbursed using General Schedule tables with locality pay applied for actual hours worked. California Fire and Rescue Mutual Aid System Agencies who roster or sponsor Supplemental Fire Department Resources shall be reimbursed at the rate of the position being filled on the incident.

California Fire and Rescue Mutual Aid System Agencies shall identify their Supplemental Fire Department Resources on Attachment B. of the State OES Salary Survey. Do not include them under the Suppression responder categories. Rates can be found on the Office of Personnel Management website.

To determine Supplemental Employee Rate:

- STEP 1:** List all the names of Supplemental Employees.
  
- STEP 2:** Provide each qualified Incident Command System (ICS) position title the employee may hold, for example; OSC2, DIVS, STAM, FSC1.  
<http://www.nwcg.gov/general/memos/nwcg-004-2009.pdf>
  
- STEP 3:** Go to website <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2015/general-schedule/>. Indicate the GS Pay Rate (at step 5) for each position. If the locality pay applies to the locations under your department/agency, use the appropriate GS Locality Pay Rate. **DO NOT USE LOCALITY PAY OF THE INDIVIDUALS RESIDENCE ADDRESS.**

**EXAMPLE:**

<u>FULL NAME OF PERSONNEL</u>	<u>ICS POSITIONS</u>	<u>GS-Rate (Step 5)</u>
John B. Adams	OSC2	GS-11/5 \$35.07 base rate
	DIVS	GS-10/5 \$31.92 base rate
	STAM	GS-6/5 \$21.32 base rate
	FSC1	GS-12/5 \$42.04 base rate

\*\*Supplemental employees will submit for reimbursement for the ICS position the incident ordered and requested such personnel, and not the highest ICS position held.

**Workers' Compensation Insurance Percentage Rate**

This is the insurance premium your agency pays for Worker's Compensation Insurance. The Workers' Compensation Percentage Rate must be provided in a **decimal** form. The Human Resources Department, Personnel Office, or Budget Office at your agency should be able to assist you in determining this percentage rate. If this option is not available, then determine if your agency pays this insurance fee, if your agency does, then you may try calling the insurance carrier. Insert the rate on the Salary Survey.

### **Unemployment Insurance Percentage Rate**

This is the insurance premium your agency pays for Unemployment Insurance. The Unemployment Percentage Rate must be provided in a **decimal** form. The Human Resources Department, Personnel Office, or Budget Office at your agency should be able to assist you in determining this amount. Insert the rate on the Salary Survey.

### **Actual Administrative Rate**

The current default Administrative Rate set annually is 10% unless the agency submits an agency specific administrative rate in accordance with the Instructions for Completing the Actual Administrative Rate and calculation sheet. Agencies developing an Actual Administrative Rate will record this rate on the Salary Survey and submit the calculation sheet with the survey. The form and instructions for completing the Actual Administrative Rate are at:

<http://www.caloes.ca.gov/FireRescueSite/Pages/Reimbursement.aspx>.

If an agency provides their Actual Administrative Rate, they are **required** to update that rate annually. If agencies with an Actual Administrative Rate already on file do not update by the current deadline of July 1 of each year, the agency's rate will default back to the default Administrative Rate of 10% until an actual administrative rate is received.

Rates and hours shall be based on actual costs to the responding agency, and not contingent upon reimbursement from the State of California or Federal Fire Agencies at a rate that exceeds what an agency will pay its personnel. Reimbursements will be based on the salary survey and MOU/MOA, GBR or equivalent that is on file at the time of the initial dispatch.