

Instructions for Completing the Arizona State Foresters Cooperative Fire Rate Agreement FM104 (rev 01/14)

Complete the Cooperative Fire Rate Agreement (FM 104) as follows:

Lines 1, 2, and 3. Fire Dept/Agency Name.

Line 4a Day Phone No. Fire Department Business Phone.

Line 4b. Fire Department Emergency Phone.

Line 4c. Fire Department Fax #.

Line 4d. Fire Department email address.

Line 5. Federal Employer ID Number. Needed for payment. All fire departments, fire districts, and non-profits will need to list Federal Employer Identification #. *Example 86-0334576*

Lines 6, 7, 8, 9 & 10. State District Responsible for the Agreement, Address, City State, Zip Code, Phone Number and Website.

Line 11. Effective Dates of Agreement. The State Forester requests a two year agreement. Amendments may be used to add/subtract/change agreement.

Line 12. Operating Supply Statement. Self explanatory.

Line 13. Operator Statement. Self Explanatory.

Line 14. Equipment Description. List equipment to be made available to the State. Include ICS type, License #, Unit #, Model, Year, gallon capacity, G.P.M., 4x4, 4x2, and foam capability.

Line 15. Standard Staffing. List your standard staffing number with each piece of equipment. The State has designated standard staffing levels for engines as the NWCG standard plus one body.

Lines 16 & 17. Rates. The State Forester request that fire departments submit rates in the following categories.

1. Hourly rates for tactical apparatus. Rates per State Forester's Equipment Rate Sheet.
2. Daily rates plus mileage for command, light vehicles, such as pickups and sedans. Rates per State Forester's Equipment Rate Sheet. Please refer to the General Revisions in regards to personal operated vehicles as daily rates may not be applicable.

3. Other specialized equipment – contact your District Forester.

Personnel Rates: You do not need to enter personnel rates. Personnel rates will be paid in the following systems:

Career Personnel Rates: Actual labor expenses including eligible overtime and employee related expenses in accordance with your department's pre-existing labor contract or pay schedules.

Fire Department Backfill or Coverage Costs: Actual excess costs to the fire department incurred for required backfill or coverage will be eligible. *For example: A fire department has to bring in an off duty firefighter for 10 hours shift coverage at time and one-half salary because their normal person is on a State Wildfire for 10 hours. In this case the State would be responsible for the additional one-half salary cost the fire department has incurred.*

Volunteer Personnel Maximum Rates:

POSITION/RANK	ALLOWABLE RATE
WILDLAND FIREFIGHTER	AD -C
ADVANCED WILDLAND FIREFIGHTER	AD - D
ENGINE BOSS	AD - F
NWCG HIGHER QUALS	Contact District Forester

See website for current AD rates.

Please refer to the General Provisions that state Administrative or Special Wildland Fire Incentive Fees/Pay will not be reimbursed.

Line 18. Special Provisions. Space for any special provisions that your department or the State Forester needs to incorporate into the agreement. Be sure to contact your State Forester representative to see if the language will be acceptable. Be sure to include a reference incorporating the Cooperative Fire Rate General Provisions, FM104a here also (and attach them to the agreement).

Line 19. Fire Dept/Agency Representative (Signature). Needs to be signed by Fire Chief or other authorized representative of your fire department before the State signs the agreement.

Lines 20 & 21. Name and Title (Printed) and Date. Self Explanatory.

Lines 22, 23, & 24. State Forester Representative, Name & Title, Date. Last signature on the agreement.

MAILING. The Fire Department is to mail the signed and completed CFR form in its entirety to the appropriate State Forester Representative. The State will assign the agreement #, sign the bottom section and mail an executed copy back to the fire department.

EMAILING: If capable, the Division also requests an electronic copy emailed to the addresses below.

Listed below are names and addresses of the State Forester Representatives:

<p>Jim Downey Phoenix District Forester Arizona State Forestry Division 2901 W. Pinnacle Peak Phoenix, AZ 85027 623-445-0274 jimdowney@azsf.gov Maricopa, Gila, Yuma, LaPaz, Yavapai, and Pinal (North of Gila River) Counties</p>	<p>Kevin Boness Flagstaff District Forester Arizona State Forestry Division 3650 Lake Mary Road Flagstaff, AZ 86001 928-774-1425 kevinboness@azsf.gov Coconino, Apache, Mohave, and Navajo Counties</p>	<p>Gene Beaudoin Tucson District Forester Arizona State Forestry Division 3237 East 45th Street Tucson, AZ 85713 520-628-5480 genebeaudoin@azsf.gov Pima, Santa Cruz, and Pinal (South of Gila River), Cochise, Graham, Greenlee, and Santa Cruz Counties</p>
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