

A. POST-INCIDENT ACTION

1. Documentation Information/Timelines

The OSFM structural 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 OSP budget division 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:

- a) Date/time of incident;
- b) Location;
- c) Copy of Governor's declaration;
- d) Number and severity of injuries or fatalities;
- e) Number and location of homes evacuated;
- f) Narrative of what happened at the incident;
- g) Agencies involved;
- h) Actions taken by the Office of State Fire Marshal;
- i) Origin of incident;
- j) Estimated dollar loss and estimated value at risk;
- k) Conclusions, lessons learned and recommendations to improve incident and ERC management;
- l) Exhibits (drawings, photos, etc.) to clarify the documentation;
- m) All Emergency Response Center logs;
- n) ERC incident tracking information and recommendation;
- o) 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 OSFM shall collect reimbursement billing packets 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 packets. The OSFM may request packets sooner if an approaching Emergency Board date so warrants. After OSFM has audited the reimbursement claim and the expenditure is authorized, the OSP budget division will issue reimbursement checks. The OSP budget division will approach the State Emergency Board and ask the Board to approve the expenditure authority.

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. Mobilization Payment Model

A Mobilization 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.

5. Miscellaneous Expenses

The state shall reimburse the political subdivision supplying such aid for travel and maintenance expenses paid to employees supplied under ORS 476.520 to 476.590, including meals of such employees while they are rendering aid. These expenses during travel shall not exceed State Department of Administrative Services travel and per diem rates. Requests shall be supported by receipts and worksheets or detailed explanations. (ORS 476.560)

The state will not reimburse for meals employees choose to purchase in lieu of meals provided by the fire incident management.

The state will not reimburse expenses for personal care, clothing items, or other incidentals.

The state will not reimburse expenses for required personal protection and safety equipment.

When a private vehicle is used, the state reimburses mileage only.

Mobilization Payment Model

