

# Sonoma County Upstaffing Reimbursement Procedure

## Reimbursement

Personnel rates will be based on the current CAL OES Salary Survey on file. If a department does not have an established CAL OES Salary Survey, their personnel will be reimbursed based on the established CAL OES Rate Letter. Apparatus will be reimbursed at \$10.42/ hour. Overhead vehicles will be reimbursed at \$5.21/hour.

Only agencies listed on the XSN Upstaffing List will be reimbursed. This list is updated frequently and can be found on the Sonoma County Fire Chiefs website: [sonomachiefs.org/active-status-equipment.html](http://sonomachiefs.org/active-status-equipment.html) by clicking the XSN Upstaffing tab at the bottom of the page. Reimbursement will be based on the rates listed above and the hours shown on the XSN Upstaffing list.

To be reimbursed for an upstaffing event please submit the following forms to Leslie McCormick [lmccormick@goldridgefire.org](mailto:lmccormick@goldridgefire.org) **within 30 days of the LAST day of the event:**

1. Current Cal OES Salary Survey (only needed for 1<sup>st</sup> reimbursement request of the season)
2. Completed SoCo Chief's Upstaffing FC-33 Form
3. Completed SoCo Chief's Upstaffing Invoice

**These forms can be found on the Sonoma County Fire Chiefs website: [sonomachiefs.org](http://sonomachiefs.org) by selecting the Documents tab then click on Forms.** All information on these forms must match the information listed on the XSN Upstaffing list which is created by the Op Area Coordinator. Failure to submit forms within 30 days of the last day of the event will delay payment until the next event invoice.

## Apparatus and Personnel Liability

The host agency upstaffing the apparatus assumes all liability for any injuries or damages to the personnel and apparatus assigned to the in-county Task Force during stand-by time, initial and extended attack operations.

## Personnel

All personnel hired under the Sonoma County Up-Staffing Plan shall comply with the following:

- Meet the required training for the position they were hired for by CAL OES/CICCS standards.
- Shall have all mandated personnel protective equipment (PPE) for all risk incident response.
- Shall fully meet CAL OSHA Title 8 Section 5144 by being clean shaven to provide SCBA facemask seal and have been fit tested within the last 12 months.
- Shall be in their respective agencies uniform when under hire. If the sending agency does not have a uniform, appropriate attire that identifies the personnel as fire department representatives shall be worn.

## Staffing

Engine staffing shall not be less than three, with a reimbursable maximum of four people: One company officer, one operator and one or two firefighters.

Tactical water tender staffing shall be reimbursed based upon the actual classifications responding, not to exceed two Apparatus Operators or one Company Officer and one Firefighter. Personnel filling Engine Company or tactical water tender positions shall be certified at the appropriate level per Wildland Fire Qualification NWCG 310-1.