

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

**Instructions for completing the OES 2007 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 Suppression (California Fire Assistance Agreement - CFAA). The agencies signatory to the CFAA are: US Dept. of the Interior, Bureau of Land Management (BLM); State of California Department of Forestry and Fire Protection (CDF); US Dept. of the Interior, National Park Service (NPS), State of California, Governor's Office of Emergency Services (OES), US Dept. of Agriculture, Forest Service (USFS) and the US Fish and Wildlife (USDI).

**Summary:**

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

**\*\*REQUIRED FOR REIMBURSEMENT\*\***

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

The Agency Federal Taxpayer ID Number or Federal Employer ID Number must be provided, as the US Forest Service will **NOT** be able to process payment without this number. Your agency's Accounting Office or Personnel Office should be able to assist you in determining this number.

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

The DUNS Number is required to process payment under the CFAA and 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 Federal Employer ID Number. If you do not have a DUNS Number, you must obtain your DUNS Number by contacting 1-800-333-0505 or accessing [www.dunandbradstreet.com](http://www.dunandbradstreet.com).

**Central Contract Registration (CCR) Worksheet**

The CCR Worksheet is required to process payment. All current and potential Federal government vendors (any one who responds to a federal order/request) must register in the Central Contractor Registration (CCR) to be eligible for contract awards and payments. To register, please go to the CCR website at [www.ccr.gov](http://www.ccr.gov). The website worksheet will indicate (M) = Mandatory Field and data must be entered for registration to be complete. You may also receive federal registration assistance by contacting: 888-227-2423 or 269-961-4725.

***The Agency Federal Taxpayer ID/Federal Employer ID Number, DUNS Number and CCR are required in order to be reimbursed by the federal government. All local government fire agency's resources including apparatus, personnel and overhead are to be considered "vendors" in the use of the CFAA.***

**Chief Officers above Battalion Chief with a Local Agreement (MOA/MOU)**

Local jurisdictions that have submitted "Average Actual Rates" to State OES Fire and Rescue Branch above the Battalion Chief level shall be reimbursed portal to portal at straight time unless the employee(s) has a local agreement certifying that they are to be paid above straight time. Those with such an agreement will need to check the box "Yes" on the appropriate Salary Survey Column and must provide a copy of your MOA/MOU along with your agency Salary Survey. If you do not provide a copy of your MOA/MOU, your agency will not be compensated for time and half. Those without such an agreement will need to check the box "No".

**Calculating your “Average Actual Rate”:**

To determine an “Average Actual Rate” begin by establishing an hourly rate for the each salary classification. *The hourly rate should **NOT** include OVERTIME, BENEFIT PAY, SPECIALTY PAY, and OR INCENTIVE PAY.* 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 hourly rate for that classification within your agency.

**Example:**

A fire agency has 4 firefighters and 3 firefighter/paramedics on staff, an hourly rate must be calculated for the salary survey Firefighter classification. To calculate the “Average Actual Rate” for this position use the following steps:

**Step 1** - Determine the hourly rate for each firefighter, **do not** include overtime, incentive pay, benefits, or specialty rates in the hourly rate.

**Step 2** - Combine the hourly rates of the 7 firefighters.

<u>Classification</u>	<u>Hourly Rate</u>
Firefighter 1	10.33
Firefighter 2	11.98
Firefighter 3	9.98
Firefighter 4	10.70
Firefighter/Paramedic 5	11.10
Firefighter/Paramedic 6	11.10
<u>Firefighter/Paramedic 7</u>	<u>9.75</u>
Total	\$ 74.94

**Step 3** - Divide the Total from Step 2 by the total number of positions used in the calculation.

*\$74.94 divided by 7 = \$10.70*

This is your agency "average actual salary" for this classification.

**Step 4** - Write down the "average actual salary" for each classification in the appropriate section of the attached Salary Survey.

The above method of calculating the “Average Actual Rate” can be used for the Chief, Deputy Chief, Division Chief, Assistant Chief, Battalion Chief, Company Officer, Apparatus Officer and Firefighter classifications on the Salary Survey.

**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 **percentage** or **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.

**Unemployment Insurance Percentage Rate**

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