

**ADMINISTRATIVE PROCEDURES**

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| **80.06 Equipment Usage Expenses – In State Incidents** | **Revised: November 1, 2023** |

1. GOVERNING REGULATIONS

Equipment usage for in-state emergency response incidents are governed by The Texas A&M System (A&M System) policies and regulations, Texas A&M Forest Service rules and procedures, and the [Southern Area Mobilization Center Guide](https://gacc.nifc.gov/sacc/resources/forms/southernareamobilizationcenterguide.pdf) issued by the Southern Area Coordination Center (SACC).

2. PURPOSE

The purpose of these procedures is to use and maintain agency equipment properly during emergency response operations and to ensure appropriate recordkeeping is maintained to meet state and federal audit requirements.

3. FUEL

3.1 Agency resources involved in wildfire response in their home branch/region will follow standard agency procedures for the purchase of fuel and will expense fuel costs to their home unit or branch accounts.

3.2 Agency resources operating out-of-region on wildfires or non-wildfire incidents in Texas will follow standard agency procedures for the purchase of fuel and will be provided an out-of-region or all-hazard account number to expense fuel costs. Out-of-region resources will need to be officially mobilized by the agency and provided a resource order number to access the out-of-region account.

3.3 For FEMA-declared incidents (wildfire or non-wildfire/all-hazard), agency resources will follow agency procedures for the purchase and use of fuel, as referenced in the Southern Area Mobilization Center Guide. The agency lists its available equipment in the guide as receiving a “wet” rate. This means that a flat fee is charged for equipment type and kind per day, and the agency supplies the fuel. Assigned resources will be provided an incident number and resource order number by TICC, for tracking purposes. Agency resources need to track equipment hours as well as mileage based on the equipment type and FEMA reimbursement standard.

3.4 All fuel should be purchased with an agency issued fuel card. Prior to fueling the equipment, verify the card works at the station. If the fuel card does not work and circumstances prevent you from going to another station, then use your emergency response credit card. Whichever method of payment, the fuel charges (outside of home unit operations) will be charged to the incident account.

4. EQUIPMENT MAINTENANCE

 4.1 Agency resources involved in wildfire response in their home region will follow standard agency procedures for equipment maintenance and will expense costs to their home unit or region accounts.

4.2 For out-of-region wildfire response, all-hazard incidents or FEMA-declared incidents, the incident is not responsible for normal wear and tear or routine preventive maintenance of equipment; however, if a unit is assigned to an incident for an entire preventive maintenance schedule, then maintenance can be charged to the incident. For example, the replacement schedule for filters used in the environmental cabs on dozers states the filters be changed every eight to ten hours. This filter replacement cost (even though considered routine maintenance) would be charged to the incident since the entire maintenance schedule occurred during the incident assignment.

4.3 Replacement cost for worn tires cannot be charged to the incident. Only repair costs for tires damaged during the incident can be charged to the incident. If the damage is non-repairable, then the cost of the replacement tire can be charged to the incident.

4.4 Requests for incident reimbursement of equipment maintenance costs need to be documented and approved (with an S# provided) before demobilization from the incident. Requests should be submitted to incident logistics and finance for review and approval/denial.

5. EQUIPMENT REPAIRS

 5.1 Agency resources involved in wildfire response in their home region will follow standard agency procedures for equipment repair and will expense costs to their home unit or region accounts. For large/significant repair costs, agency offices can request repair funds through their department head.

5.2 Damage to equipment directly related to an incident can be charged to the incident for out-of-region wildfire response, all-hazard incidents or FEMA-declared incidents. It is important that the condition of the equipment coming from out-of-region and out-of-state be inspected upon arrival using the approved equipment check-in procedures to ensure only eligible equipment repairs are charged to the incident. Repair claims will be reviewed on a case-by-case basis and may be denied or adjusted based on specific circumstances (operating environment, crew activity, operator error, etc.). Approved repairs may be conducted during the assignment/incident. Minor repairs, if approved, may be performed after the return to the home unit and billed to the incident.

5.3 Requests for incident reimbursement of equipment repair costs must be documented and approved (with an S# provided) before demobilization from the incident. Requests should be submitted to incident logistics and finance for review and approval/denial.

6. ACCOUNTING

The agency will bill for equipment usage at the wet rate using either the FEMA Equipment Rate schedule or the Southern Area Mobilization Center Guide for FEMA eligible incidents. Assigned resources will provide an incident number and resource order number for tracking purposes. Agency resources may need to track equipment hours as well as mileage based on the equipment type and FEMA reimbursement standard. Fuel and approved maintenance and repair costs should be billed to the FEMA-incident accounts. Fuel costs will not be included in the requested FEMA reimbursement package, but will be covered by the FEMA equipment rate reimbursement.

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