



**MESCAL J-6
FIRE DISTRICT**

**STANDARD OPERATING
POLICY # 105**

WILDLAND BILLING

I. PURPOSE

The purpose of this policy is to ensure timely and accurate submission of invoices to the Arizona Department of Forestry and Fire Management (DFFM).

II. SCOPE

This policy applies to all members of the Mescal-J6 Fire District (MJFD).

III. POLICY

It shall be the policy of MJFD to submit invoices for wildland fire suppression activities as specified in the Cooperative Rate Agreement between MJFD and DFFM.

IV. PROCEDURES

1. Personnel returning from wildland fire responses shall be required to submit all Emergency Equipment Shift Tickets, Crew Time Reports, Forms 286 and 288, and related documents to MJFD Administration within 24 hours.
2. The Fire Chief, or his designee, shall complete a DFFM Form 122 Invoice for each wildland response, as specified in the most current version of the State Forestry Billing Manual.
3. Upon completion, all Form 122 Invoices and associated paperwork shall be checked for accuracy by another staff member.
4. Invoices shall be submitted to DFFM within twenty days of the assignments termination.
5. The Fire Chief, or his designee, shall contact DFFM for a status update on any invoice remaining unpaid longer than 60 days.

Approved by the Mescal-J6 Fire District Governing Board on April 24th, 2019