Fire Department

IMT Finance Related Forms

February 2016

Injuries/Accidents

In the event of a serious accident or injury or potential claim, follow these steps.

1. Provide for the safety of your crew and any injured parties.
2. Document what has happened, the conditions that exist, note the time of day, the weather conditions and the names of witnesses. Note the Incident Division you are on, the name of your supervisor that day, and what your assignment was that put you at the location of the accident. Note anything unusual. **Write it down**.
2. Gather statements from your crew members on what they saw….even if it is to document that they were not there and did not see anything. Have them write it on a general message form or plain paper. Have them print their name, home phone number and home address, sign it and date it. Have them use a pen if possible. Make sure to collect statements from everybody on the crew who was present.
3. Take pictures of damage or the effects of the accident. Draw out diagrams to help explain what happened while you are on site. Don't wait for later or trust that someone else will take pictures.
5. If you are asked to turn over statements or documentation to an investigator, keep a copy for your files. Ask the investigator for a business card or get their contact information.
6. If you feel that it could be a potential claim against the government, **do not advise anyone to file or not to file** a claim. If asked about a claim, be polite, but direct the person to the Finance section.
6. If it is a serious accident or injury, do not leave the site until you have been released. Notify your fireline supervisor of the situation. **Never use names of victims on the radio**.

Motor Vehicle Accidents

1. You will need to document the accident. On a federal incident, document the accident with the SF-91, Accident Report form. If it is a State incident, you will use the Minnesota Motor Vehicle Accident Report (PS 32001).

2. The Minnesota Motor Vehicle Accident Report form must be filled out for all accidents with over $1000 in damage or injuries or death to the parties involved and mailed to the address on the form.

3. The DNR Employee/Equipment Injury/Accident Investigation form must also be filled out for **ANY** accident or injury and should be filled out for near misses on State Incidnets. It must be FAX'd to the nearest Regional MR office (or MIFC if out of state) within 48 hours. Ask Finance for a copy of the form and ask questions and let them help you.

4. The Fire Department must carry insurance on their vehicles and that information should be given to law enforcement or other individuals involved in the accident.

5. If you are in an accident at an incident, no matter how minor, you must let your Incident Supervisor know. Compile a list of names of witnesses, other involved people, and make a complete and factual report of what you saw happen. Describe the damage, time of day, weather conditions, road conditions and include maps, sketches or photographs of the scene or the damaged equipment.

6. Make sure to keep a copy of anything you acquire for your records. If someone wants what you have done, make a copy for yourself.

Injury Forms

If one of your crew members gets injured:

1. If the injury is minor and can be treated by the Medical Unit (ie blisters, small cut, cold symptoms), no paperwork is usually needed unless employee wants to document it.
2. If the injury is serious and needs advanced care, make sure the employee is treated before filling out paperwork. Once the employee is treated, follow directions of Finance Section and/or the Medical unit to make sure the proper form is completed and the injured person doesn't get the bill later
3. If the injury is serious with need for repeated visits to the doctor or a hospital stay, it will need to be covered under Workman's Compensation. Again, you will follow the directions of the Finance Section for proper forms.
4. If the injured party is a Cooperator (ie, Fire Department), you should fill out a form specific for the insurance company or city that is processing the payroll. Each Department carries their own Workman's Compensation Insurance, as is spelled out in the contract between the state and the fire department. Make sure to work with Finance to limit liability to the injured employee.

Equipment Shift Ticket

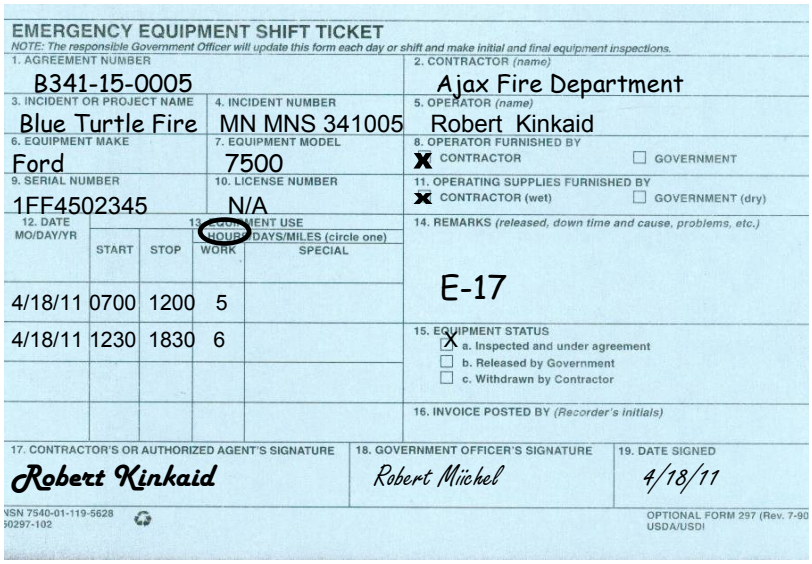
The shift ticket is filled out by the equipment supervisor (not operator) to document the use of the equipment on an incident. Traditionally, the operator will do the shift ticket and hand it to the supervisor for signature. While this does work, the supervisor must understand that they are responsible for what is put on the shift ticket.

The Shift Ticket has each box numbered.

1. **Agreement number**: The agreement number is located on the Cooperative Fire Protection Contract on the signature page..
2. **Contractor**: This is the official name of the name of the fire department, not the Chief or other individual
3. **Incident or Project Name**: The fire name is what is on the resource order or the Incident Action Plan. If the equipment was ordered as part of a complex or ABC Misc, you may need to note the individual fire name that you are working on. When in doubt, ask questions.
4. **Incident Number**: The Incident number refers to who is responsible for the fire. A fire number will look like this **MN-MNS-0123** and indicates that it is California - Calif State Fire - and their 123th fire. It is not a payment code.
5. **Operators Name**: The name of the person operating the equipment. This is important to know for work/rest guidelines.
6. **Equipment Make**: This refers to the name of the manufacturer. Examples are Dodge or Ford.

7. **Equipment Model**: Self Explanatory.
8. **Operator Furnished by:** Refer to the contract, but know that it is usually provided by contractor.
9. **Serial Number**: The serial number on the machine must match the contract. As a fireline supervisor, it is your responsibility to make sure it does. A contractor may bring available equipment to a fire and not have it on the contract. It is easy to add to the contract if caught early.
10. **License Number**: If applicable, insert it in the box.
11. **Operating Supplies Furnished by**: Refer to the contract, but furnished means *who pays*. The government may provide access to supplies, but then charge the cost back.
12. **Date**: Self-explanatory.
13. **Equipment Use**: Read the contract. **Circle** the appropriate unit of measure that was worked. Start and Stop times will be written in for all work rates, to provide documentation for work-rest guidelines. Be sure to show meal breaks for work-rest guidelines, even if the equipment is on a daily rate. Some contracts have multiple rates, for example, a transport with an hourly rate and a mileage rate. Document the mileage beginning and end totals if the rate is miles. Use the whole box to document what the contract calls for and the equipment worked.
14. **Remarks:** Put in anything to explain or document the piece of equipment. **Put in the E number here** (or elsewhere, just make sure it is on the shift ticket), breakdowns, or other issues.
15. **Equipment Status:** Unless you know that the piece of equipment has been released or withdrawn, check *under agreement*.

Have the contractor or operator sign the shift ticket and you sign and date it. If your signature is difficult to read, print your name under it or your position on the incident.



EMERGENCY EQUIPMENT SHIFT TICKET

NOTE: The responsible Government Officer will update this form each day or shift and make initial and final equipment inspections.

1. AGREEMENT NUMBER: B341-15-0005	2. CONTRACTOR *(name)*: Ajax Fire Department
3. INCIDENT OR PROJECT NAME: Blue Turtle Fire	4. INCIDENT NUMBER: MN MNS 341005
5. OPERATOR *(name)*: Robert Kinkaid	
6. EQUIPMENT MAKE: Ford	7. EQUIPMENT MODEL: 7500
8. OPERATOR FURNISHED BY: X CONTRACTOR ☐ GOVERNMENT	
9. SERIAL NUMBER: 1FF4502345	10. LICENSE NUMBER: N/A
11. OPERATING SUPPLIES FURNISHED BY: X CONTRACTOR (wet) ☐ GOVERNMENT (dry)	

12. DATE MO/DAY/YR	13. EQUIPMENT USE (HOURS/DAYS/MILES (circle one)) START	STOP	WORK	SPECIAL
4/18/11	0700	1200	5	
4/18/11	1230	1830	6	

14. REMARKS *(released, down time and cause, problems, etc.)*: E-17

15. EQUIPMENT STATUS
- [X] a. Inspected and under agreement
- [ ] b. Released by Government
- [ ] c. Withdrawn by Contractor

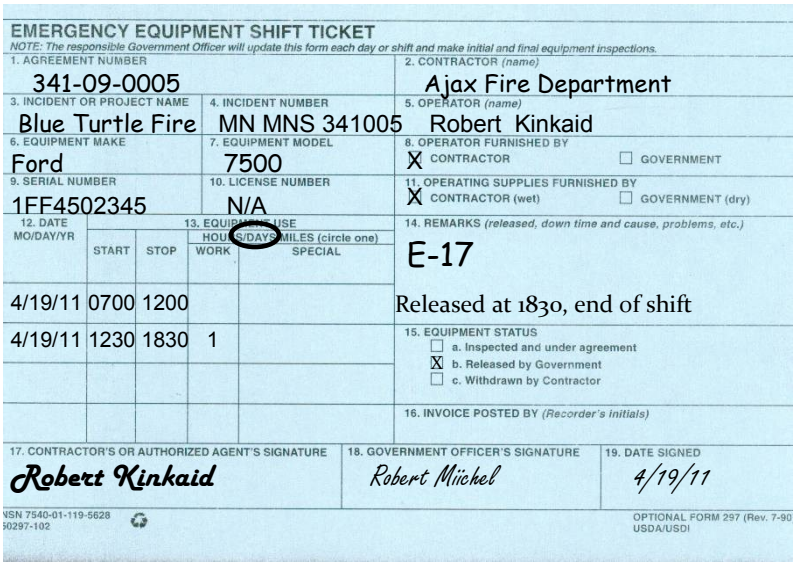
16. INVOICE POSTED BY *(Recorder's initials)*

17. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE	18. GOVERNMENT OFFICER'S SIGNATURE	19. DATE SIGNED
Robert Kinkaid	Robert Michel	4/18/11

NSN 7540-01-119-5628 90297-102 OPTIONAL FORM 297 (Rev. 7-90 USDA/USDI

Remember, boxes 1 through 12 are contract based. You will need a copy of the contract to properly supervise a piece of equipment. Ask for a copy from Finance.

- Verify that the piece of equipment is under contract and is under contract. Often a contractor will change equipment over the life of a contract and may accidently bring equipment that is not under contract. If that happens, get it off the fire until it is properly under contract—notify your supervisor.
- Physically confirm the serial number matches from the contract to the piece of equipment.
- Show all meal breaks and down time. Sitting on an idling piece of equipment is not working. Show a break unless directed by the DIVS/Operations to continue working.
- Note: Even with a daily rate, note the start and stop time.



EMERGENCY EQUIPMENT SHIFT TICKET

NOTE: The responsible Government Officer will update this form each day or shift and make initial and final equipment inspections.

1. AGREEMENT NUMBER: 341-09-0005					2. CONTRACTOR *(name)*: Ajax Fire Department	
3. INCIDENT OR PROJECT NAME: Blue Turtle Fire		4. INCIDENT NUMBER: MN MNS 341005			5. OPERATOR *(name)*: Robert Kinkaid	
6. EQUIPMENT MAKE: Ford		7. EQUIPMENT MODEL: 7500			8. OPERATOR FURNISHED BY: [X] CONTRACTOR [ ] GOVERNMENT	
9. SERIAL NUMBER: 1FF4502345		10. LICENSE NUMBER: N/A			11. OPERATING SUPPLIES FURNISHED BY: [X] CONTRACTOR (wet) [ ] GOVERNMENT (dry)	
12. DATE MO/DAY/YR	13. EQUIPMENT USE — START	STOP	HOURS/DAYS/MILES (circle one) WORK	SPECIAL	14. REMARKS *(released, down time and cause, problems, etc.)*	
4/19/11	0700	1200			E-17 Released at 1830, end of shift	
4/19/11	1230	1830	1		15. EQUIPMENT STATUS [ ] a. Inspected and under agreement [X] b. Released by Government [ ] c. Withdrawn by Contractor	
					16. INVOICE POSTED BY *(Recorder's initials)*	

17. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE	18. GOVERNMENT OFFICER'S SIGNATURE	19. DATE SIGNED
Robert Kinkaid	Robert Miichel	4/19/11

NSN 7540-01-119-5628 50297-102

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This is an example of a piece of equipment on a daily rate. Note that the hours worked are still listed. It is being released and the status box is checked and a remark is in the remarks box.

All shift tickets are **supposed** to be written by the fire supervisor in charge of the piece of equipment….in this case Miichel. The pink and blue copies go to Finance, the yellow copy to the contractor and the white copy is for the fire supervisor and stays in the booklet.