Mutual Aid 401

Mission Ready Packages for the Fire Service

March 2011
Acknowledgements

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Acknowledgements

The IAFC would like to thank the Emergency Management Committee’s Education and Training Subcommittee, the National Emergency Management Association and the Texas Engineering Extension Service for their efforts in completing this project.
Introduction

Providing assistance to those in need is the responsibility of public safety agencies. Each agency must engage in a planning process that produces an accurate inventory of their resources and estimated costs of utilizing and/or replacing these resources. The end result of this process is a Mission Ready Package (MRP). A MRP is a component which enables agencies to respond efficiently and effectively. This course is designed to help you identify and develop a MRP.
Mission Ready Packages

- Each agency should develop MRP in support of their mutual aid agreements.
- Determine your mutual aid cost estimates by utilizing your established jurisdictional rates.
- MRPs streamline the deployment process during emergency incidents, allowing mutual aid resources to move into affected areas quicker.
Reference

The Emergency Management Assistance Compact (EMAC) has developed an outline to assist agencies with pre-deployment activities. Mutual Aid 401 is utilizing this template to assist public safety agencies with this task as part of their planning efforts.
Purpose
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To provide information and instruction on the development of MRPs for potential public safety agency deployment.
Target Audience

This training is designed to provide information to chief officers and officials who are responsible for the financial implications of moving resources.
Objectives

- Understanding the importance of developing MRPs prior to an event.
- Identify resource costs for personnel and equipment prior to an event.
- Identify the components of MRPs.
- Identify the factors that may complicate the development of MRPs.
Mission Ready Packages

- MRPs are pre-determined specific response assets that are organized, developed, trained and exercised prior to an emergency or disaster in order to expedite the response and reimbursement process.
- Cost worksheets should be developed for all resources within the agency including:
  - Personnel
  - Equipment
  - Administrative rate
Importance of Mission Ready Packages

- Facilitates rapid response.
- Helps to ensure proper documentation for reimbursement.
- Develop specific MRPs for specialized, multi-jurisdictional resources.
- MRPs will inventory and type your resources.
Response Package

- MRPs are a component of a response package that facilitate a faster response to a specific request.
- Response packages include MRPs, travel costs, supplies and commodities, task and purpose, mission, required support and special instructions.
Identify Costs

Step 1: Accurately identify all resources.
Step 2: Accurately type all identified resources.

*NIIMS Resource Center*

Step 3: Identify equipment reimbursement rates per hour.

*FEMA equipment rates*

Step 4: Identify personnel reimbursement rates per hour.
Identify Costs

Step 5: Develop administrative, personnel, and equipment hourly totals.

Step 6: Identify and calculate administrative rates.

*Fed Govt OMB A 87*

Step 7: At the time of deployment, variable costs such as travel, mission specific items and special needs should be added to the MRP under the terms of the request.
Step 1: Accurately Identify All Resources
Step 1: Accurately identify all resources

- Conduct a thorough inventory of your department’s:
  - equipment
  - personnel
Step 1: Accurately identify all resources

Equipment – Include all equipment:

- Apparatus
- Generators
- Saws
- Hose
- Personal protective equipment
- Develop livability/sustainability costs per day
Step 1: Accurately identify all resources

Personnel – Identify all personnel who are members of your department/team and are eligible for deployment.
Step 2: Resource Typing
Step 2: Resource Typing

Typed Resource Definitions

Fire and Hazardous Materials Resources
## Difference in Typing

### NIMS

<table>
<thead>
<tr>
<th>RESOURCE: Engine, Fire (Pumper)</th>
<th>KIND: Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORY: Firefighting (ESF #4)</td>
<td></td>
</tr>
<tr>
<td>Minimum Capabilities:</td>
<td>TYPE I</td>
</tr>
<tr>
<td>Component</td>
<td>Metric</td>
</tr>
<tr>
<td>Equipment</td>
<td>Pump Capacity</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>Tank Capacity</td>
</tr>
<tr>
<td>Equipment</td>
<td>Hose, 2.5 in.</td>
</tr>
<tr>
<td>Equipment</td>
<td>Hose, 1.5 in.</td>
</tr>
<tr>
<td>Equipment</td>
<td>Hose, 1 in.</td>
</tr>
<tr>
<td>Personnel</td>
<td>Personnel</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### FLORIDA

<table>
<thead>
<tr>
<th>RESOURCE: Engine, Fire (Pumper)</th>
<th>KIND: Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORY: Firefighting (ESF #4)</td>
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</tr>
<tr>
<td>Minimum Capabilities:</td>
<td>TYPE I</td>
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<tr>
<td>Component</td>
<td>Metric</td>
</tr>
<tr>
<td>Equipment</td>
<td>Pump Capacity</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>Tank Capacity</td>
</tr>
<tr>
<td>Equipment</td>
<td>Hose, 2.5 in.</td>
</tr>
<tr>
<td>Equipment</td>
<td>Hose, 1.5 in.</td>
</tr>
<tr>
<td>Equipment</td>
<td>Hose, 3/4 in.</td>
</tr>
<tr>
<td>Personnel</td>
<td>Personnel</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Cost Comparison According to Typing

### NIMS Typing

<table>
<thead>
<tr>
<th>RESOURCE</th>
<th>RADIO CALL</th>
<th>COMPONENTS</th>
<th>TYPE I</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGINE COMPANY</td>
<td>ENGINE</td>
<td>PUMP</td>
<td>1000 GPM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WATER TANK</td>
<td>750 GALLONS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HOSE – 2 ½”</td>
<td>1200 FEET</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HOSE – 1 ¼”</td>
<td>200 FEET</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HOSE – ¾”</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PERSONNEL</td>
<td></td>
</tr>
</tbody>
</table>

**Category:** Firefighting (ESF #4)

**Minimum Capabilities:**

<table>
<thead>
<tr>
<th>COMPONENT</th>
<th>METRIC</th>
<th>TYPE I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td>Pump Capacity</td>
<td>1,000 GPM</td>
</tr>
<tr>
<td>Equipment</td>
<td>Tank Capacity</td>
<td>400 Gal.</td>
</tr>
<tr>
<td>Equipment</td>
<td>Hose, 2.5 inch</td>
<td>1,200 ft.</td>
</tr>
<tr>
<td>Equipment</td>
<td>Hose, 1.5 inch</td>
<td>400 ft.</td>
</tr>
<tr>
<td>Equipment</td>
<td>Hose, 1 inch</td>
<td>200 ft.</td>
</tr>
<tr>
<td>Personnel</td>
<td>Personnel</td>
<td>4</td>
</tr>
</tbody>
</table>

**Comments:** The engine typing needs to be taken out to Type engine types.

**Florida Fire Chiefs’ Association State Fire Rescue Resources**
Step 3: Hourly Equipment Rates
### Step 3: Hourly Equipment Rates

FEMA’s Schedule of Equipment Rates (examples)

<table>
<thead>
<tr>
<th>Cost Code</th>
<th>Equipment</th>
<th>Specification</th>
<th>Capacity/Size</th>
<th>HP</th>
<th>Notes</th>
<th>Unit</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>8010</td>
<td>Air Compressor</td>
<td>Air Delivery</td>
<td>41cfm</td>
<td>To 10</td>
<td>Hoses included</td>
<td>Hour</td>
<td>$1.50</td>
</tr>
<tr>
<td>8072</td>
<td>Automobile</td>
<td></td>
<td></td>
<td>To 130</td>
<td>Transporting people</td>
<td>Mile</td>
<td>$0.50</td>
</tr>
<tr>
<td>8110</td>
<td>Barge, Deck</td>
<td>Size</td>
<td>50’x35’x7.25’</td>
<td></td>
<td></td>
<td>Hour</td>
<td>$34.00</td>
</tr>
<tr>
<td>8190</td>
<td>Chain Saw</td>
<td>Bar length</td>
<td>16 in</td>
<td></td>
<td></td>
<td>Hour</td>
<td>$1.75</td>
</tr>
<tr>
<td>8252</td>
<td>Dozer, Crawler</td>
<td></td>
<td></td>
<td>To 160</td>
<td></td>
<td>Hour</td>
<td>$65.00</td>
</tr>
<tr>
<td>8456</td>
<td>Spreader, Sand</td>
<td>Mounting</td>
<td>Dump Body</td>
<td></td>
<td></td>
<td>Hour</td>
<td>$5.50</td>
</tr>
<tr>
<td>8690</td>
<td>Truck, Fire</td>
<td>Pump Capacity</td>
<td>1250 gpm</td>
<td></td>
<td></td>
<td>Hour</td>
<td>$70.00</td>
</tr>
<tr>
<td>8695</td>
<td>Truck, Fire Ladder</td>
<td>Ladder Length</td>
<td>150 ft</td>
<td></td>
<td></td>
<td>Hour</td>
<td>$150.00</td>
</tr>
</tbody>
</table>
Step 3: Hourly Equipment Rates

- **FEMA Equipment Rate Formula**
  - Hourly Rate = Description + Overhead + Overhaul Labor + Overhaul Parts + Field Labor + Fuel + Lube + Tires.
  - All of your equipment may not be found on the FEMA rate schedule, therefore you should use actual cost.
  - FEMA rate will most likely vary from actual cost.

Step 4: Hourly Personnel Rates
Step 4: Hourly Personnel Rates

- Identify classifications and establish hourly rate for each.
  - Career
    - Identify salary for each classification.
    - Add in benefit costs.
    - Divide by the number of scheduled work hours per position.
    - Overtime will be determined by local policies and agreements. Employees should be compensated in accordance with the Department of Labor and state laws, policies and contracts.
Volunteers

- Utilize established rates for your state and/or department. These may be minimum wage, FEMA rates, federal/state retired annuitant rates, etc.
- Pre-approved contractual rates may be in existence.
- Your agency needs to be aware of the legally recognized rate in your jurisdiction.
Step 5: Calculating Indirect Costs & Administrative Rates
Step 5: Calculating Indirect Costs

- The majority of departments will use the federal government’s established 10% rate as identified in *OMB Circular A87*.
- Other larger departments may want to calculate their own administrative rate.
- The administrative/indirect cost recovery rate consists of administrative and support costs (indirect) divided into the direct costs. The resulting percentage is your department’s administrative rate.
Step 5: Calculating Indirect Costs

- Use Fed Govt. OMB A87 as an accepted methodology.
- Use prior year’s actual expenses for the department. Identify unallowable costs and exclude.
- Categorize allowable costs into direct and indirect costs as defined in OMB A87.
- Divide the sum of allowable indirect costs into allowable direct costs to generate the administrative/indirect percentage.
### Combine Personnel and Equipment Rates for Total

#### TYPE I ENGINE STRIKE TEAM PACKAGE

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td><strong>TASK &amp; PURPOSE:</strong> To provide fire protection and/or suppression support within the state in support of Emergency Management objectives.</td>
</tr>
</tbody>
</table>
| b. | **MISSION:**
|   | - Fire protection
|   | - Fire suppression
|   | - Relief for affected fire agencies |
| c. | **ESFs:** 4 |
| d. | **LIMITATIONS:**
|   | - Communications
|   | - Knowledge of local response area
|   | - Water supply |
| e. | **PERSONNEL:** (20 Pax)
|   | (5) - 4 person teams |
| f. | **EQUIPMENT:** (5 Type I Fire Engines)
|   | - 1,000 GPM Pump
|   | - 400 gallon water tank
|   | - 1,200 feet 2.5 inch hose
|   | - 400 feet 1.5 inch hose
|   | - 200 feet 1 inch hose
|   | - Vehicle GPS units |
| g. | **REQUIRED SUPPORT:**
|   | - Will require billeting and meal support
|   | - Fuel for vehicles and
|   | - Maps of disaster response area
|   | - Water supply |
| h. | **WORKS WITH:**
|   | - Local fire departments
|   | - Forestry Service |
| i. | **N-HOUR SEQUENCE:** N+24 |
| j. | **SPECIAL INSTRUCTIONS:**
|   | - Must be interoperated with local fire system
|   | - Must be self-supporting for up to first 72hrs |
| k. | **ESTIMATED COST PER DAY:**
|   | - **PERSONNEL:** $12,000
|   | - **EQUIPMENT:** $6,360.00
|   | - **TOTAL:** $18,360.00 |
Step 5: Identify and Calculate Administrative Rate

Indirect Cost Rate Proposal = \frac{\text{Allowable Direct Costs}}{\text{Allowable Indirect Costs}}
Step 6: Preliminary Response Package
Response Package

- At the time of deployment, variable costs such as travel, mission specific items and special needs should be added to the MRP under the terms of the request.
Mission Package Coordination

Development of mission specific response packages must be considered with other fire service agencies within your state and in cooperation with the State Emergency Management Agency.
Complicating Factors

Factors that could complicate the development of MRPs.

- Local/regional authority agreements
- Incentive pay
- Night differential
- Pre-established state rates
- Contractual obligations
- Disparity between actual vs. established rates
- Portal to portal vs. actual costs
Summary
Mission Ready Packages

- Each agency should develop MRPs in support of their mutual aid agreements.
- Determine your mutual aid cost estimates by utilizing the established rates of your jurisdiction or your actual cost rates.
- MRPs streamline the deployment process during emergency incidents, allowing mutual aid resources to move into affected areas quicker.
Mission Ready Packages

- When developing costs for MRPs, agencies are encouraged to refer to the current established rates by FEMA.
- Continued development must include all factors with the understanding that reimbursement rates allowed by FEMA may differ greatly from true cost calculated using local collective bargaining agreements and rates.
- Keep in mind that your goal is to be “made whole”.

Complete Mission Ready Packages Include:

1) Costs for personnel, services, materials and equipment, along with operating costs and maintenance support for a deployment operational period,

2) The estimated expenses from the time of deployment until the time of demobilization and return to your jurisdiction unless otherwise specified,

3) In addition, costs should be evaluated annually and should be revised any time a major change in personnel compensation, benefits, fuel costs or change in agreements occur.
Resources

National Emergency Management Association

www.nemaweb.org

Emergency Management Assistance Compact

www.emacweb.org

NIMS Resource Center

http://www.fema.gov/emergency/nims/
Resources

FEMA Equipment Rates
http://www.fema.gov/government/grant/pa/eqrates.shtm

Resource Ordering and Status System
http://ross.nwcg.gov

Office of Management & Budget Circular A-87
http://www.whitehouse.gov/omb/circulars_a087_2004

IAFC Mutual Aid
www.iafc.org/mutualaid
Acronyms

IAFC – International Association of Fire Chiefs

MRP – Mission Ready Package

EMAC – Emergency Management Assistance Compact

NIMS – National Incident Management System

FEMA – Federal Emergency Management Agency

OMB – Office of Management and Budget
Questions?