



# Mutual Aid 401

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## Mission Ready Packages for the Fire Service

March 2011



# Acknowledgements

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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

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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

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- 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

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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*





# Purpose

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To provide information and instruction on the development of MRPs for potential public safety agency deployment.





# Target Audience

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

# *Course Objectives*





# Objectives

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- 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

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- 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

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- 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

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Step 1: Accurately identify all resources.

Step 2: Accurately type all identified resources.

[NIMS Resource Center](#)

Step 3: Identify equipment reimbursement rates per hour.

[FEMA equipment rates](#)

Step 4: Identify personnel reimbursement rates per hour.



# Identify Costs

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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

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- 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

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U.S. Department of Homeland Security  
Federal Emergency Management Agency

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## Typed Resource Definitions

Fire and Hazardous Materials Resources



# Difference in Typing



## NIMS

<b>RESOURCE:</b> Engine, Fire (Pumper)			
<b>CATEGORY:</b> Firefighting (ESF #4)		<b>KIND:</b> Equipment	
<b>Minimum Capabilities:</b>		<b>TYPE I</b>	<b>TYPE II</b>
<b>Component</b>	<b>Metric</b>		
Equipment	Pump Capacity	1,000 GPM	500 GPM
Equipment	Tank Capacity	400 Gal.	400 Gal.
Equipment	Hose, 2.5 in.	1,200 ft.	1,000 ft.
Equipment	Hose, 1.5 in.	400 ft.	500 ft.
Equipment	Hose, 1 in.	200 ft.	300 ft.
Personnel	Personnel	4	3

## FLORIDA

<b>RESOURCE:</b> Engine, Fire (Pumper)			
<b>CATEGORY:</b> Firefighting (ESF #4)		<b>KIND:</b> Equipment	
<b>Minimum Capabilities:</b>		<b>TYPE I</b>	<b>TYPE II</b>
<b>Component</b>	<b>Metric</b>		
Equipment	Pump Capacity	1,000 GPM	500 GPM
Equipment	Tank Capacity	750 Gal.	500 Gal.
Equipment	Hose, 2.5 in.	1,200 ft.	1,000 ft.
Equipment	Hose, 1.5 in.	200 ft.	200 ft.
Equipment	Hose, 3/4 in.		300 ft.
Personnel	Personnel	4	3



# Cost Comparison According to Typing

## NIMS Typing

RESOURCE:		
CATEGORY:	Firefighting (ESF #4)	
MINIMUM CAPABILITIES:		TYPE I
COMPONENT	METRIC	
Equipment	Pump Capacity	1,000 GPM
Equipment	Tank Capacity	400 Gal.
Equipment	Hose, 2.5 inch	1,200 ft.
Equipment	Hose, 1.5 inch	400 ft.
Equipment	Hose, 1 inch	200 ft.
Personnel	Personnel	4
COMMENTS:	The engine typing needs to be taken out to Type engine types.	

## Florida Fire Chiefs' Association State Fire Rescue Resources

RESOURCE	RADIO CALL	COMPONENTS	TYPE I
ENGINE COMPANY	ENGINE	PUMP WATER TANK HOSE - 2 ½" HOSE - 1 ½" HOSE - ¾" PERSONNEL	1000 GPM 750 GALLONS 1200 FEET 200 FEET 4

Differences



# ***Step 3: Hourly Equipment Rates***



# Step 3: Hourly Equipment Rates



## FEMA's Schedule of Equipment Rates (examples)

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

# 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.
- Go to: [www.fema.gov/pdf/government/grant/pa/eqrates\\_2010.pdf](http://www.fema.gov/pdf/government/grant/pa/eqrates_2010.pdf)

# ***Step 4: Hourly Personnel Rates***





# Step 4: Hourly Personnel Rates

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- 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.



# Step 4: Hourly Personnel Rates

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- 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

47		TYPE I ENGINE STRIKE TEAM PACKAGE	
a.	<b>TASK &amp; PURPOSE:</b> To provide fire protection and/or suppression support within the state in support of Emergency Management objectives.	b.	<b>MISSION:</b> <ul style="list-style-type: none"> <li>▪ Fire protection</li> <li>▪ Fire suppression</li> <li>▪ Relief for affected fire agencies</li> </ul>
c.	<b>ESFs:</b> 4	d.	<b>LIMITATIONS:</b> <ul style="list-style-type: none"> <li>▪ Communications</li> <li>▪ Knowledge of local response area</li> <li>▪ Water supply</li> </ul>
e.	<b>PERSONNEL:</b> (20 Pax) (5) - 4 person teams	f.	<b>EQUIPMENT:</b> (5 Type I Fire Engines) <ul style="list-style-type: none"> <li>▪ 1,000 GPM Pump</li> <li>▪ 400 gallon water tank</li> <li>▪ 1,200 feet 2.5 inch hose</li> <li>▪ 400 feet 1.5 inch hose</li> <li>▪ 200 feet 1 inch hose</li> <li>▪ Vehicle GPS units</li> </ul>
g.	<b>REQUIRED SUPPORT:</b> <ul style="list-style-type: none"> <li>• Will require billeting and meal support</li> <li>• Fuel for vehicles and</li> <li>• Maps of disaster response area</li> <li>• Water supply</li> </ul>	h.	<b>WORKS WITH:</b> <ul style="list-style-type: none"> <li>▪ Local fire departments</li> <li>▪ Forestry Service</li> </ul>
i.	<b>N-HOUR SEQUENCE:</b> N+24	j.	<b>SPECIAL INSTRUCTIONS:</b> <ul style="list-style-type: none"> <li>• Must be intergraded with local fire system</li> <li>• Must be self-supporting for up to first 72hrs</li> </ul>
k.	<b>ESTIMATED COST PER DAY:</b> PERSONNEL: \$12,000		EQUIPMENT: \$6,360.00
			<b>TOTAL: \$18,360.00</b>



# Step 5: Identify and Calculate Administrative Rate

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$$\text{Indirect Cost Rate Proposal} = \frac{\text{Allowable Direct Costs}}{\text{Allowable Indirect Costs}}$$

# ***Step 6: Preliminary Response Package***





# Response Package

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- 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

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- 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

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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

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- 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

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- 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

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National Emergency Management Association

[www.nemaweb.org](http://www.nemaweb.org)

Emergency Management Assistance Compact

[www.emacweb.org](http://www.emacweb.org)

NIMS Resource Center

<http://www.fema.gov/emergency/nims/>



# Resources

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FEMA Equipment Rates

<http://www.fema.gov/government/grant/pa/eqrates.shtm>

Resource Ordering and Status System

<http://ross.nwccg.gov>

Office of Management & Budget Circular A-87

[http://www.whitehouse.gov/omb/circulars\\_a087\\_2004](http://www.whitehouse.gov/omb/circulars_a087_2004)

IAFC Mutual Aid

[www.iafc.org/mutualaid](http://www.iafc.org/mutualaid)



# Acronyms

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**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?*

