

## POLICY - PAYMENT FOR SERVICES, KEYMAN TRAINING

A. Enabling Act

General state authority.

B. Policy

The policy of the Forest Management Division will be to pay for training keymen and special class fire fighters in the suppression of wildfires.

C. Explanation

The employment of keymen and special class imprest laborers for fire suppression to supplement our regular fire control forces is an accepted practice in forest fire control. It is also beneficial that these fire fighters be trained in the basics of fire control and equipment use to be more effective in their fire suppression efforts.

Payment for this training will be made from the forest fire operating budget.

D. Procedure

The Forest Management Division will annually set the amount of funds available for keymen training and notify the Regional Forest Managers of their allocations.

Payment for training will be made and recorded as follows:

1. Training time will be recorded on Standby Payroll Form R-4270 listing when the training was completed and the amount of hours of training for each keyman or special class fire fighter. The standby payroll form will be submitted to the District.
2. The District will complete a Payment Voucher, et. al. (Form A-30 & A-30A) according to the Accounting Manual Procedure 2.2 and 2.2-1. This will be submitted to Administrative Services, Accounting Section along with a copy of the Standby Payroll Form.
3. Administrative Services, Accounting Section will process the payments.

The Districts will send copies of the Standby Payroll Form to the Regional Forest Manager, and the Forest Management Division, Resource Protection Section as soon as possible after the completion of the training.

Approved: \_\_\_\_\_

Jack D. Bails, Deputy Director      Date

*Jack D. Bails* 12-30-87