

AREA 3 REGIONAL WEAPONS OF MASS DESTRUCTION AND  
HAZARDOUS MATERIALS RESPONSE TEAM, INCORPORATED

STANDARD OPERATING GUIDELINES

TASK FORCE 3-SOG-A1

RESPONSE BILLING

**PURPOSE**

These guidelines establish the procedure by which incident response cost recovery will be processed.

**DIRECTION AND CONTROL**

Authorities

These guidelines have been developed and approved by the Board of Directors. The Administrator/Treasurer shall review these procedures as needed, but not less than annually, and submit any changes to the Board of Directors for approval.

Responsibilities

The Administrator/Treasurer is primarily responsible for implementation of these procedures. The Administrator, and Team Leaders, in the order listed, will be thoroughly familiar with the established procedures. Responsibility for implementation of these procedures shall fall to the next in line should the primary be unavailable.

Maintenance

These procedures shall be effective upon approval of the Board of Directors and shall remain in effect until revised or rescinded.

**CONCEPT OF OPERATIONS**

TASK FORCE 3 Incident Team Leader is responsible for documenting all expenses incurred during a response. The Team Leader may delegate this task to another TASK FORCE 3 member on scene (Finance Officer).

Only the Team Leader is authorized to accept any billings from other emergency response agencies in support of the TASK FORCE 3 during an incident response. Billings received after the incident will be sent to the Administrator/Treasurer.

All authorized expenses incurred by TASK FORCE 3 (i.e. gas, food, etc.) must be incident related and documented by obtaining a receipt. All receipts will be turned in to the Team Leader (or on scene Finance Officer) as soon as possible but no later than two days following the response.

- A. Once the Team Leader has received all receipts, and documented all equipment used during the incident on the TASK FORCE 3 Incident Report and Site Log. The report along with TASK FORCE 3 Form A1, Expense Claim, with all receipts and documents supporting equipment used will be turned over to the A3/RWMD/HMRT, Inc. Administrator. The Administrator will ensure that all necessary documentation is received and that all expenditures were justified. All paperwork supporting the incident

response will be turned over to the TASK FORCE 3 Administrator/Treasurer for billing.

- B. The Administrator/Treasurer will prepare a bill to be sent to the political subdivision through which the response was requested.
- C. In those cases where this procedure cannot be accomplished the Administrator/Treasurer shall bill the responsible party separately. Billings will be mailed to the responsible party within ten (10) days following the close of the incident. It is imperative that responsible party information be included on the TASK FORCE 3 Incident Report and Site Log.
- D. The Administrator/Treasurer will include the name of the responsible party and the total amount billed in the Administrator/Treasurer's Report at the next Board of Director's meeting. The Administrator/Treasurer shall also advise the Board of Directors when the payment is received.
- E. Replacement cost for non-recoverable equipment will be based on the current replacement costs.
- F. For incident response, personnel and vehicle costs, in addition to the equipment replacement costs, will be billed based upon the following:
  - G. Vehicles:

|                               |                   |
|-------------------------------|-------------------|
| a. Unit 1 Daviess County      | \$200.00 per hour |
| b. Unit 2 Hancock County      | \$200.00 per hour |
| c. Unit 3 Henderson County    | \$200.00 per hour |
| d. Unit 4 McLean County       | \$200.00 per hour |
| e. Unit 5 Ohio County         | \$200.00 per hour |
| f. Unit 6 Union County        | \$200.00 per hour |
| g. Unit 7 Webster County      | \$200.00 per hour |
| h. Unit 8 EastResponse Unit   | \$500.00 per hour |
| i. Unit 9 West Response Unit  | \$500.00 per hour |
| j. Personnel Technician Level | \$90.00 per hour  |
| k. Personnel Operations Level | \$65.00 per hour  |
| l. Support Personnel          | \$50.00 per hour  |
- H. All funds received shall be deposited into the A3/RWMD/HMRT, Inc. bank account and shall be used to replace equipment and supplies only.

**ATTACHMENTS**

- 1. TASK FORCE 3 Form A1, Expense Claim

**APPROVAL**

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President, A3/RWMD/HMRT, Inc.  
Adopted 12/2009

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Date