

## Disaster Field Unit - Incident Work Report - City of Placid

Use one form per crew, per location, each day

Incident Address I500 block of Gramercy Place between El Prado & Cabrillo							Incident #					
Description of Problem pavement buckled from earthquake							Damage Category A B C D E F G H					
Description of Work Done scrape pavement level w/ street re-compact base & temp cover with cold patch asphalt												
Date 5-31-10		Start Time 3:30 pm		<b>Mutual Aid</b>	Is this a Mutual Aid Crew ? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>							
My Supervisor Jack Smith		Stop Time 7:30 pm			Mutual Aid Agency		Department					
Are Damage Photos Attached ? Y <input type="checkbox"/> N <input type="checkbox"/>					Mission #		Radio / Phone #					
<b>Personnel</b>	Unit Opr.	Name		Employee I.D. #		Agency / Department		<b>Hours</b>	Reg.	O.T.	C.O.	
		Walt Greene		12345		Street Services				4		
	124,128	Phil White		90923		Street Services				4		
		Gary Gadt		90971		Street Services				4		
	26, 26T	Orville Patterson		90685		Street Services				4		
<b>Equipment</b>	Unit #	License#	Description			City Eq.	Rented	Donated	Vendor	P.O. #	Hours	Miles
	26		10 wheel dump truck			x					4	
	26T		equipment trailer			x					4	
	124		backhoe			x					2	
	128		backhoe			x					2	
<b>Materials</b>	Description		Units	Stock	Unit Cost	Total Cost	Vendor	P.O. #	<b>Fees</b>	Purpose		
	cold patch asphalt		¼ cy	x							Receipt #	
											Cost	
											Scenario I	
Name of employee completing form, please print							Phone #					
3DC Use Only Dept			3DC Use Only Log Number				Preparers Signature					
3DC Name			3DC Phone#				3DC Signature					
Originator : All Field Personnel or Supervisors				Routing : Send forms to the Finance Section of the EOC daily, attach any receipts or invoices.								

A separate form should be filled out for each different work location. All personnel, equipment, supplies, materials, and fees should be accounted for.

EOC-201-1

APPLICANT'S BENEFITS CALCULATION WORKSHEET		PAGE	OF
1. APPLICANT		2. PA ID	
3. DISASTER NUMBER		4. PW #	
FRINGE BENEFITS (by %)	REGULAR TIME	OVERTIME	
Holidays	5.00%	0.00%	
Vacation leave	7.31%	0.00%	
Sick leave	3.08%	0.00%	
Social security	6.20%	6.20%	
Medicare	1.45%	1.45%	
Unemployment	0.00%	0.00%	
Worker's comp.	0.00%	0.00%	
Retirement	14.00%	0.00%	
Health benefits	5.40%	0.00%	
Disability Insurance	0.42%	0.00%	
State Disability Insurance	1.10%	1.10%	
Uniform Allowance	0.79%	0.00%	
Total in % of annual salary	44.75%	8.75%	
Holidays: $104 / 2,080$ (hours) = 5% Vacation: $152 / 2,080$ (hours) = 7.31% Sick Leave: $64 / 2,080$ (hours) = 3.08% Health Benefits: $\$200 + \$40 = \$240$ . $\$240 * 12$ (months) = $\$2,880$ . $\$25.50 * 2,080$ (hours) = $\$53,040$ . $\$2880 / \$53,040 = 5.4\%$		Disability Insurance: $\$19 * 12$ (months) = $\$288$ . $\$288 / \$53,040 = .54\%$ Uniform Allowance: $\$35 * 12$ (months) = $\$420$ . $\$420 / \$53,040 = .79\%$	
I certify that the information above was transcribed from payroll records or other documents which are available.			
CERTIFIED BY	TITLE	DATE	

FORCE ACCOUNT LABOR SUMMARY RECORD

PAGE \_\_\_\_ OF \_\_\_\_

Sample form for instructional purposes only - Scenario 1

APPLICANT City of Placid

PA ID NO.

PROJECT NO.

DISASTER


LOCATION/SITE 1500 block of Gramercy Place between El Prado and Cabrillo

CATEGORY B

PERIOD COVERING  
Week ending 6-3-2010

DESCRIPTION OF WORK PERFORMED: The Placid Earthquake occurred at 3:00 P.M. on May 31, 2010. It was a 6.9 magnitude earthquake and caused heavy damage throughout all of Primrose County, including the City of Placid. street pavement buckled due to earthquake soil movement. uneven pavement posed a safety threat to emergency vehicle traffic. scrape pavement level to existing roadway and re-compact soil. place a temporary asphalt patch over damaged area  
Damage ran diagonally across intersection from southwest corner to northeast corner.

	DATES AND HOURS WORKED EACH WEEK								COSTS				
	DATE	5-31							TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
NAME Walt Greene	REG.	8							8	\$25.50			
JOB TITLE Crew Supervisor	O. T.	3.75							3.75	\$38.25	\$3.35	\$41.60	\$155.99
NAME Gary Gadt	REG.	8							8	\$23.46			
JOB TITLE Maintenance Worker 1	O. T.	3.75							3.75	\$35.19	\$3.08	\$38.27	\$143.51
NAME Orville Patterson	REG.	8							8	\$21.58			
JOB TITLE Maintenance Worker 2	O. T.	3.75							3.75	\$32.37	\$2.83	\$35.20	\$132.01
NAME Phil White	REG.	8							8	\$19.85			
JOB TITLE Maintenance Worker 3	O. T.	3.75							3.75	\$29.78	\$2.61	\$32.38	\$121.43

TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME  \$0.00

TOTAL COSTS FOR FORCE ACCOUNT LABOR OVERTIME  \$552.93

TOTAL COSTS FOR FORCE ACCOUNT LABOR  \$552.93

I certify that the above information was obtained from payroll records, invoices, or other documents that are available for audit.

CERTIFIED

TITLE

DATE

FORCE ACCOUNT EQUIPMENT SUMMARY RECORD

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Sample form for instructional purposes only - Scenario 1

APPLICANT City of Placid	PA ID NO.	PROJECT NO.	DISASTER
LOCATION/SITE 1500 block of Gramercy Place between El Prado and Cabrillo		CATEGORY B	Period Covering Week ending 6-3-2010

DESCRIPTION OF WORK PERFORMED The Placid Earthquake occurred at 3:00 P.M. on May 31, 2010. It was a 6.9 magnitude earthquake and caused heavy damage throughout all of Primrose County, including the City of Placid. street pavement buckled due to earthquake soil movement. Uneven pavement posed a safety threat to emergency vehicle traffic. Scrape pavement level to existing roadway and re-compact soil. Place a temporary asphalt patch over damaged are. Damage ran diagonally across intersection from southwest corner to northeast corner.

TYPE OF EQUIPMENT			DATES AND HOURS USED EACH DAY							COSTS			
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE, AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER	OPERATOR'S NAME	DATE	5-31							TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
Truck, dump - Unit # 26	8720	Orville Patterson	Hours	3.75							3.75	\$43.00	\$161.25
Equipment trailer - unit # 26T	8601	Orville Patterson	Hours	1							1	\$12.50	\$12.50
Excavator, hydraulic - unit # 124	8280	Phil White	Hours	1							1	\$21.00	\$21.00
Excavator, hydraulic - unit # 128	8281	Phil White	Hours	1.75							1.75	\$44.00	\$77.00
			Hours								0		\$0.00
			Hours								0		\$0.00
			Hours								0		\$0.00
GRAND TOTAL											7.5		\$271.75

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE	<b>[4]</b>
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MATERIALS SUMMARY RECORD

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Sample form for instructional purposes only - Scenario 1

APPLICANT City of Placid	PA ID NO.	PROJECT NO.	DISASTER
LOCATION/SITE 1500 block of Gramercy Place between El Prado and Cabrillo	CATEGORY B	PERIOD COVERING Week ending 6-3-2010	

DESCRIPTION OF WORK PERFORMED The Placid Earthquake occurred at 3:00 P.M. on May 31, 2010. It was a 6.9 magnitude earthquake and caused heavy damage throughout all of Primrose County, including the City of Placid. street pavement buckled due to earthquake soil movement. uneven pavement posed a safety threat to emergency vehicle traffic. scrape pavement level to existing roadway and re-compact soil. place a temporary asphalt patch over damaged area. Damage ran diagonally across intersection from southwest corner to northeast corner.

VENDOR	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE	DATE PURCHASED	DATE USED	INFO FROM (CHECK ONE)	
							INVOICE	STOCK
Terrific Building Materials	Cold patch asphalt concrete / per cubic yard	.25	\$57.00	\$14.25	4/15/10	5/31/10		x
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
GRAND TOTAL				\$14.25				

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE
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**District to City Mutual Aid Exercise  
List of Deficiencies for FEMA Reimbursability**

**Labor**

- No employee first names
- No employee job titles
- No locations worked
- No employee overtime pay rates
- No employee regular hours worked (if any)
- No employee regular time hourly pay rates
- No employee benefit calculation sample sheet
- No description of disaster related work done
- No FEMA 90-123 (Force Account Labor Summary form)
- No field work reports (source documentation)
- No bargaining unit M.O.U.'s attached
- No employee benefit rates
- No dates worked
- No employee time cards
- No employee overtime hours worked

**Equipment**

- No FEMA equipment codes
- No locations of equipment use
- No agency equipment identifying numbers
- No horsepower, capacity information, etc.
- No equipment operator identifying names
- No description of disaster related work done
- No FEMA Form 90-127 (Force Account Equipment Summary)
- "Truck" size, capacity, horsepower, etc. not otherwise specified
- Why does the larger truck (10 cu. yd.) have a lower cost? Why does the "truck" with no identifying size cost most of all?
- No dates of equipment use
- No hours or mileage for equipment use

**Other**

- No mission request or resource request number or documentation from state OES to validate that this was bona fide mutual aid.
- No certifying signature
- No invoice number
- Of the 13 employees listed, why are the hours worked the same for only two employees, particularly if the (Public Works) employees usually work in crews of two or more persons.
- For employee "Garrulous" .42 hours equals 25.2 minutes. Why is time keeping in 10ths of a minute
- Because of the language in the last sentence of Article 111, this might be construed as "contingent" mutual aid, and therefore not eligible for reimbursement.
- Why is the labor cost extended to 4 decimal places?
- Why are there no dollar signs used?
- No invoice date
- No disaster name