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## Minnesota Department of Natural Resources

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November 15, 2001

The Honorable Doug Johnson  
Senate Finance Committee  
205 Capitol, 75 Constitution Ave.  
St. Paul, MN 55155

The Honorable Dave Bishop  
House Ways and Means Committee  
453 State Office Building  
St. Paul, MN 55155

The Honorable Len Price  
Senate Environment & Agriculture Budget Div.  
235 Capitol, 75 Constitution Ave.  
St. Paul, MN 55155

The Honorable Mark Holsten  
House Environmental & Natural Resources  
Finance Committee  
381 State Office Building  
St. Paul, MN 55155

Dear Senators and Representatives:

Attached is the first Annual Report on Emergency Fire Fund Expenditures directed by Minnesota Laws of 2001, First Special Session, Chapter 2, Section 5, Sub. 4. This report begins implementation of a new reporting system which will provide the Administration and the Legislature with improved abilities to review and evaluate expenditures from the Emergency Fire Fund Direct and Open Appropriation Expenditures.

This first report is based on the cost coding structure in place for FY 2001. It therefore has limited information on the details of firefighting expenditures. Based on discussions with legislative, Department of Finance, and DNR staff, a new cost code structure was developed and implemented for FY 2002. This new structure should enable us to report in more meaningful detail on the firefighting activities for FY 2002.

Please feel free to contact Peggy Adelman, Chief Financial Officer, Olin Phillips, Forest Protection Section Manager, or me with any questions or concerns regarding this report.

Sincerely,

A handwritten signature in black ink, appearing to read 'Allen Garber'.

Allen Garber  
Commissioner

cc: Legislative Library  
DNR Library  
Steve Morse  
Peggy Adelman

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2001 Minn. Laws First Spl.  
Sess. Chap. 2 Sec. 5-Subd. 4

**Department of Natural Resources**

**Division of Forestry**

**Annual Report On**

**Emergency Fire Expenditures**

**FY 2001**

# **Annual Report on Emergency Fire Fund Expenditures**

**FY 2001**

## **Purpose**

The purpose of this Report is to address the requirements of Minnesota Laws of 2001 First Special Session Chapter 2, Section 5 subd. 4 which states in part:

“By November 15, each year, the commissioner of natural resources shall submit a report to the chairs of the house of representatives way and means committee, the senate finance committee, the environment and agriculture budget division of the senate finance committee, and the house of representatives environment and natural resources finance committee, identifying all firefighting costs incurred and reimbursements received in the prior fiscal year.”

## **Funding Sources for Emergency Firefighting**

**Emergency Fire Fighting - Direct Appropriation:** The Laws of 1999 Chapter 231 Section 5, subd 4 appropriated \$3,688,000 for FY 2001 for pre suppression and suppression costs. In addition to this amount, the amount of \$762,409.96 balanced forward from FY 2000. The reason for this is that search and rescue costs incurred in FY 2000 were reimbursed late in the fiscal year and freed up funding that in turn balanced forward. The effect of this was to reduce the amounts needed from the Open appropriation in FY 2001. The total amount available was \$4,450,410; of that \$4,412,245 was expended, and 38,165 cancelled.

**Emergency Fire - Open Appropriation:** The Laws of 1999 Chapter 231 Section 5, subd 4 further states in part that “If the appropriation for either year is insufficient to cover all costs of suppression, the amount necessary to pay for emergency firefighting expenses during the biennium is appropriated from the general fund.” Under this authority the Division of Forestry requested and received \$10 million. Of this \$9,293,420 was expended. These costs included the costs of fire suppression for the Carlos Edge Fire of \$2.5 million which will be reimbursed by FEMA in FY 2002. Attachment 1 shows the costs from the fire Direct and Open appropriation by object of expenditure.

**Out of State Fire:** The division sends firefighters out state to respond to federal mobilizations. These costs are reimbursed by the federal government. These costs are charged to the Emergency Fire Non State account. Federal reimbursements are deposited to the account to cover the costs. During FY 2001 the division was reimbursed \$2,553,257 for out of state fires.

**Dedicated Receipts:** The division charges fees for certain fire related activities. These include reimbursement for supplies issued from the Inter Agency fire cache and claims for starting fires. These reimbursements are deposited to the Fire Fighting Dedicated Receipts account; the proceeds are used to offset the costs of fire suppression. These receipts totaled about \$952 thousand in FY 2001.

General Operations and Management: The division utilized about \$2,640,500 of other general fund appropriations for fire suppression and pre suppression. A primary responsibility of field foresters is fire fighting. Regular hours spent on firefighting are charged to the general operations account. Overtime and other hours in excess of "base eight" are charged to the emergency fire accounts. In addition to "base eight", a number of other activities are charged to General Operations including: Minnesota Interagency Fire Center (MIFC) operations, fire cache operations, air support operations, and rural fire protection.

### **Suppression and Pre Suppression Costs**

There are two issues surrounding the Emergency Fire Fund which will require additional consultation between the Department of Natural Resources, Department of Finance and Legislature to insure that legislative intent is being fully met in implementing the new Emergency Fire Fund Appropriation Language.

The first is to clarify the definitions and cost structure for differentiating Pre suppression versus Suppression Costs. This is a difficult issue and has been the subject of much discussion. There is no clear and understandable break between the two concepts but rather a continuum of states of readiness. We need definitions that are practical and can be easily understood and utilized by field staff. The cost coding scheme put in place for FY 2002 uses the following concepts based on federal principals:

Suppression = Response - the costs of actually fighting the fire, and the costs of deployment of resources in preparation for and in anticipation of heightened fire threats.

Pre-Suppression = Readiness - the costs of preparation not included in the suppression costs.

The coding in place for FY 2001 was not sufficiently detailed to make these distinctions. In FY 2002 we have implemented a more comprehensive cost coding system that will allow considerably more detailed reporting. Attachment 2 shows our new cost code structure developed and implemented for FY 2002.

The second issue surrounding suppression v pre suppression involved the funding arrangements. As stated above the direct appropriation can be used for both suppression and pre suppression and must be utilized before going to the Open. Because the Minnesota fire season occurs both in the fall and in the spring, suppression costs are incurred that use up the funds for pre suppression needed in the spring. This means that some pre suppression costs hit the open appropriation in FY 2001. In addition the purchase of the CL-215 aircraft used up almost \$800k of pre suppression funds.

### **FY 2001 Fire Season**

The FY 2001 fire season started briskly as the fall of 2000 produced very dry conditions, which produced fast moving large fires. The statistics show that 1023 fires occurred burning 18,871 acres. Although the number of fires was lower than the ten year average, the acreage burnt was higher. Fire behavior was significantly more severe than we had encountered in the past several fire seasons. Crews were attending fires for weeks that appeared out, as heavy fuels and burning peat areas continued to smolder and present fire escape concerns. Air support was used extensively due to these conditions. The protection of homes and lives has become a major factor in fire suppression tactics and suppression costs as the escape to the rural environment and development of these areas present significant fire suppression problems. The Carlos Avery area just north of the twin cities metropolitan area exemplifies this trend in rural development and the problems it presents. Attachment 3 shows the ten year expenditure history.

### **CL - 215 Aircraft**

The division purchased two CL-215 aircraft in FY 2001. The costs for both aircraft was \$6,390,000. The purchase was financed by borrowing. The annual payments for the two aircraft are \$1,528,991 for five years.

The Division of Forestry had leased land base air tankers for over 20 years. These aircraft were included as a part of the national air tanker contract and their availability was not always guaranteed. As Canada upgraded their air tanker fleet, CL- 215's became available for purchase. The CL-215 is especially suited for Minnesota in that it is a water scooping aircraft and turn around time in delivering water on a wildfire can be as short as 5 minutes, whereas land based tankers have to return to an airport for reloading. This turn around time for the CL-215's has saved buildings and resources. In FY 2001 these aircraft made 776 water drops, delivering 1,086,400 gallons of water on wildfires in Minnesota. The air tankers were sent to other states and the reimbursement back to Minnesota was \$402, 274.

### **Carlos Edge Fire**

The Carlos Edge fire began on October 19, 2000 and was finally contained on October 27. DNR staff, aircraft and 55 local fire departments assisted in this effort. The size of the fire was 8,513 acres, four homes were destroyed and numerous outbuildings were lost.

The division incurred costs of about \$2.7 million for this and several smaller fires at wildland/urban interface. These costs included reimbursements to local fire departments as well as DNR staff and equipment. These disasters qualified for FEMA reimbursement and through meticulous cost documentation, the division will gain reimbursement of \$2,524,000. This will be deposited to the General Fund. in FY 2002.

### **Attachments**

Attachment 1 - Fire Expenditures Object Category for Emergency Fire Open and Direct.

Attachment 2- FY 2002 Cost Code Structure

Attachment 3 - Ten Year Expenditure History of Fire Fighting Costs.

**Attachment 1**

**Emergency Fire Direct and Open Appropriations  
Expenditures by Category  
FY 2001**

**Fund 100 Appropriation 320 - EMERGENCY FIRE - DIRECT**

Salary Costs	1,731,552
Operating Costs	1,914,197
Debt Service	766,496
Total	<u>4,412,245</u>

**Fund 100 Appropriation 321 - EMERGENCY FIRE - OPEN**

Salary Costs	3,357,414
Operating Costs	5,936,006
Total	<u>9,293,420</u>

July 3, 2001

**STATE OF MINNESOTA  
DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF FORESTRY**

GENERAL INSTRUCTIONS AND CODE DESCRIPTIONS FOR FORESTRY COST CODING

**Issued for use beginning July 4, 2001**

These instructions are for coding both hours worked and dollars expended when those items are paid for from Division of Forestry funding sources. These instructions supplement the policies and procedures issued by the Bureau of Human Resources, the Office of Management and Budget Services, and the DNR Fleet Management Unit. Employees should refer to those policies and procedures for general instructions on how to complete the Employee Biweekly Time Report, the Employee Expense Report, the Financial Coding Block, and the Monthly Use Report.

ACTIVITY CODES

All forestry expenditures and time worked must be identified with an Activity Code. The Activity Code is entered as a four digit number in the ACT (or ACTV) field on all forms. Select Activity Codes from the Code Sheet which accompanies these instructions based on the forestry program and activity descriptions which appear in this document.

In some situations there will be no Activity which accurately describes the time worked or cost item which is to be coded. When this situation occurs, the time or cost incurred should be identified using the code for the Forestry Activity which created the need for the time worked or dollar expenditure.

PROJECT CODES

Special coding requirements apply to all time and cost charges for wildland fires, natural disasters and search and rescue operations. All Forestry Supervisors must supply the special coding instructions to non-forestry personnel who are assigned to incidents and who will be paid from Forestry Funds. See the separate instructions for Project Codes following the Activity Code Table at the end of these Instructions. In addition, Project Codes are required for all Resource Orders submitted to (or thru) MIFC.

A Project Code is required for all Fire Protection Activities - including Out-of-State Fires - regardless of the funding source. Project Codes are used IN ADDITION TO Activity Codes. An entry must be made in the Project Code Field whenever an employee charges time, vehicle use, or expenditures (bills and/or expense reports) to a dedicated fire account (i.e., Emergency Fire or Out-of-State Fire Accounts). Failure to enter a Project Code on charges made to the dedicated fire accounts will delay the processing of entire batches of transactions (i.e., payroll or vendor payments) and should be avoided at all costs.

REPORTING CATEGORY CODES

To accommodate special accounting needs, the Division of Forestry will make entries in the Reporting Category (RPT CAT) Field when needed. Programs or projects with special reporting or accounting needs will be identified by the St. Paul Office and a Reporting Category Code will be assigned to each. These Reporting Category Codes are used IN ADDITION TO Activity Codes (and Project Codes, where applicable). State funded projects which require Reporting Category Codes (along with their Reporting Category Code) are:

Green Certification (FSC) ..... 3210  
White Pine Program ..... 3230

Area CSA Projects ..... 3220  
Old Growth and ERF .... 3240



## REPORTING CATEGORY CODES (continued)

The Division of Forestry will also make entries in the Reporting Category (RPT CAT) Field whenever salary or expenses are charged directly against a Federal Fund (FUND code = 300). Reporting Category codes are required for all federal funds and for natural disasters which qualify for federal reimbursement. The Reporting Category Codes are used IN ADDITION TO Activity Codes (and Project Codes, where applicable). Reporting Category codes for Federal Funds, along with their accounting code block strings, will be supplied to each Forestry Office under separate cover as needed.

***Please note: Reporting Category Codes will no longer be used for either in-state or out-of-state fires, unless the fire has been declared a disaster for/by FEMA.***

## FLSA (FAIR LABOR STANDARDS ACT) AND FIRE OVERTIME

If at least 50 percent of a M.A.P.E. employee's ACTUAL WORKING TIME is spent in Direct Fire Suppression activities (Task Code 3131) during a WORK WEEK, and that employee's job duties regularly include fire suppression, then that employee is eligible to earn overtime pay at the rate of 1 and ½ hours for each hour of overtime worked during that week. However, this time and one-half CAN NOT be claimed if the total number of regular hours actually worked (i.e. hours on the job) during the work week is less than 40 hours (annual, sick and holiday leave time are not considered working time). For state payroll purposes, a work week is defined as the period from 12:01 AM on Wednesday to 12 midnight on the following Tuesday.

To claim the time and one-half overtime, the employee must also use an appropriate Overtime EARNINGS TYPE CODE on his or her Biweekly Time Report. In addition, he or she must make a separate determination of eligibility for each of the two work weeks contained in the payroll period. Eligibility does not carry forward from one week to the next. Normal contract provisions for overtime for M.A.P.E. employees remain in effect for those employees who do not meet the FLSA eligibility requirements.

## MONTHLY UNIT REPORT CODING

Normally, only two (2) accounting code fields are filled out on the Monthly Use Report (MUR). Those fields are the ORGN Code field and the ACTIVITY Code field. The ORGN Code is a required entry on each line of the MUR. You must enter the ORGN Code for the organization (Area, Park, etc.) that is to pay the mileage costs for that line.

The ACTIVITY Code field is the second required field whenever a Forestry ORGN Code is specified on a line. Only two (2) codes are normally used here. They are **3999** for all non-fire use, and **3131** for all fire use. The exception to this rule is for coding equipment use on natural disasters (wind storms, floods, hazardous material spills, etc), in which case the Department will issue special coding instructions which should be followed to the letter.

If Unit use is coded to Fire Activity 3131, the PROJECT Code field must also be filled in. Each fire incident or assignment has a separate PROJECT Code assigned to it. Check with Area Dispatch and/or MIFC for the correct code to use on each incident. If Unit use is coded with a special Natural Disaster Activity Code, a REPORTING CATEGORY Code may also be required - check coding needs with the Forestry Business Office in St. Paul.

## COMP TIME ISSUES

When taking Comp Time Off (and for annual Comp Time payoffs), every effort should be made to charge that time off to the fund which pays for the work which caused the Comp time to be earned. This is usually, but not always, the Emergency Fire Fund. Special coding arrangements vary by fund, and are described on the back of the Activity Coding Matrix sheet found at the end of this package.

# DIVISION OF FORESTRY PAYROLL AND ACCOUNTING CODE REQUIREMENTS

## Normal Vendor Payment Coding:

FY	Fund	Agcy	Orgn	Sorg	Appr	Actv	Obj	Sobj	Proj	Rpt Cat
<u>1/</u>	<u>2/</u>	R29	<u>2/</u>	not used	<u>2/</u>	<u>3/</u>	<u>4/</u>	not used	<u>5/</u>	<u>6/</u>

- Notes:
- 1/ Last 2 digits of the Fiscal Year [ e.g. 98 ] - required on every line of entry.
  - 2/ Required on every line of entry - varies by Allotment Account, confirm codes with Forestry Finance Director.
  - 3/ Required on every line of entry, see Activity Code Sheet for code numbers.
  - 4/ Required on every line of entry, see Object Code Table and Finance Policies.
  - 5/ Required when charging costs to a Fire or Natural Disaster Activity Code, see Project Code instructions for code numbers.
  - 6/ Required for selected special activities and whenever FUND is coded 300.

## Normal Payroll Time Coding:

FY	Fund	Agcy	Orgn	Sorg	Appr	Actv	Obj	Sobj	Proj	Rpt Cat
<u>1/</u>	<u>1/</u>	<u>1/</u>	<u>1/</u>	not used	<u>1/</u>	<u>2/</u>	not used	not used	<u>3/</u>	<u>4/</u>

- Notes:
- 1/ Leave Blank EXCEPT when charging time to a special account; for account codes contact Forestry Finance Director.
  - 2/ Required on every line of entry, see Activity Code Sheet for code numbers.
  - 3/ Required when charging time to a Fire or Natural Disaster Activity Code, see Project Code instructions for code numbers.
  - 4/ Required for selected special activities and whenever FUND is coded 300.

## State Emergency Fire Fund Coding:

FY	Fund	Agcy	Orgn	Sorg	Appr	Actv	Obj	Sobj	Proj	Rpt Cat
<u>1/</u>	100	R29	3711	not used	320	<u>2/</u>	not used	not used	<u>3/</u>	not used

- Notes:
- 1/ Last 2 digits of the Fiscal Year [ e.g. 98 ] - required on every line entered.
  - 2/ Required on every line of entry, see Activity Code Sheet for code numbers.
  - 3/ Required on every line of entry, see Project Code instructions for code numbers.

## State Emergency Fire Open Appropriation Coding :

FY	Fund	Agcy	Orgn	Sorg	Appr	Actv	Obj	Sobj	Proj	Rpt Cat
<u>1/</u>	100	R29	3711	not used	321	<u>2/</u>	not used	not used	<u>3/</u>	not used

- Notes:
- 1/ Last 2 digits of the Fiscal Year [ e.g. 98 ] - required on every line entered.
  - 2/ Required on every line of entry, see Activity Code Sheet for code numbers.
  - 3/ Required on every line of entry, see Project Code instructions for code numbers.

## Non-MnDNR (e.g. , Federal) Paid Fire Coding:

FY	Fund	Agcy	Orgn	Sorg	Appr	Actv	Obj	Sobj	Proj	Rpt Cat
<u>1/</u>	200	R29	3711	not used	320	<u>2/</u>	not used	not used	<u>3/</u>	not used

- Notes:
- 1/ Last 2 digits of the Fiscal Year [ e.g. 98 ] - required on every line entered.
  - 2/ Required on every line of entry, see Activity Code Sheet for code numbers.
  - 3/ Assigned by MIFC; different for each incident - required on every line.

## FORESTRY ACTIVITY CODE SHEET DEFINITIONS

### COLUMN TITLE

### FORESTRY PROGRAM COLUMN DESCRIPTIONS

#### **Regular Duties**

Select an Activity Code from this column to report forestry time or costs which benefit both state and non-state lands, simultaneously. Included in this program column are Activity Codes for administrative tasks which benefit or provide service to all forestry activities.

#### **Fire Standby**

FOR USE BY PERMANENT DIVISION OF FORESTRY PERSONNEL ONLY

Select an Activity Code from this column to report forestry time worked outside the normal work day-week (i.e., on weekends or evenings) when the On-Duty time is required by fire conditions and is paid for from fire funds but the work being done is a non-fire activity.

#### **Trust Lands**

Select an Activity Code from this column to report forestry time or costs which were spent solely on, or for the benefit of, state administered trust fund lands (i.e. School Trust Fund Lands, or University Trust Fund Lands); EXCEPT timber sales activities which should be reported using the 3303 (All/Other Lands) Activity Code.

#### **All/Other Lands**

Select an Activity Code from this column to report forestry time or costs which apply to non-trust fund lands administered by the state, when doing timber sales on any type of state administered land, or whenever the activity takes place on (or is applicable to) two or more types of state administered land, simultaneously.

#### **County & Local**

Select an Activity Code from this column to report forestry time or costs whenever the work is done in a "rural", "woodland", or "commercial forest" setting solely for the benefit of any local unit of government, including: counties, cities, towns, soil and water conservation districts, and watershed management districts.

#### **PFM Rural**

Select an Activity Code from this column to report forestry time or costs worked whenever they apply to a "rural", "woodland", or "commercial forest" setting solely for the benefit of any private individual or firm, including all time and costs associated with requests for technical assistance on cost sharing programs.

#### **Urban Forests**

Select an Activity Code from this column to report forestry time or costs that apply to a "yard", "boulevard", "city/urban", or "school forest" setting that involve advising or assisting any city, school district, civic organization or individual on forest or single tree management for noncommercial, environmental, educational or aesthetic purposes.

**CODE****FORESTRY ACTIVITY TITLES AND DESCRIPTIONS**

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**3101 Excess Property Program**

Covers: all aspects of the Excess Property program, including inventory, acquisition, inspection, and refurbishing, plus the maintenance of excess property equipment assigned to DNR Forestry.

**3191 Rural Fire Department Program**

Covers: all non-suppression activities involving rural fire departments, administering the Rural Community Fire Protection program, and instructing RFD's in wildland fire suppression. EXCEPT: all work specific to the excess property program should be reported using the 3101 cost code.

**3104 Center for Excellence Program**

Covers: all State of Minnesota support activities for the Federal Center for Excellence Program for Smokey Bear, Woodsy Owl and Junior Forest Rangers. Note: This activity is usually engaged in only by St. Paul and MIFC personnel working on the National Smokey Bear Program - Field Personnel do not use this code without specific written instructions to do so.

**3111 Fire Prevention**

Covers: all fire prevention time and expense, including: all fire prevention information and education activities.

**3112 Burning Permit System**

Covers: administration of the burning permit system and administration of the Township Fire Warden program.

**3113 Detection and Monitoring**

Covers: all time spent on aerial and tower detection. Includes time local areas spend training aerial observers and detection pilots. Also includes time spent monitoring or "re-checking" a fire following the initial burning period. EXCEPT: detection aircraft costs (use Activity Code 3181).

**3114 Prescribed Burning**

Covers: all time and costs for prescribed burning, including those conducted for site preparation, habitat improvement or ecosystem management purposes.

**3115 Fuels Management**

Covers: all time and costs of fuels management and hazard reduction work, includes the FIREWISE program.

**3116 Fire Weather, Behavior & Intelligence**

Covers: all time and costs for taking fire weather or maintaining automated fire weather stations; maintaining weather station catalogs; monitoring National Fire Danger Rating System (NFDRS) and Canadian Fire Danger indices and components; predicting fire behavior for active fires or prescribed fires; fire behavior service center time; all fire intelligence operations; updating and maintaining the Fire Information Center Web site; completing Incident Status Summaries (ICS-209); and collecting information for management briefings and conference calls.

**3119 Radio and Communications System**

Covers: all time and costs for designing and maintaining the Division of Forestry's radio communications system. Also includes all time and costs of cell phone and satellite communication's systems and all work on Communications Vans.

**CODE****FORESTRY ACTIVITY TITLES AND DESCRIPTIONS**

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**312\_ Fire Presuppression**

Covers: all activities undertaken in advance of fire occurrence to ensure more effective fire suppression; includes overall planning, recruitment and training of personnel, and the procurement and maintenance of firefighting equipment and supplies. Select a code based on the Fire Planning Level at the time the work occurred or the costs were incurred.

**3131 Fire Suppression, Direct**

REPORT ALL SEASONAL EMPLOYEE AND SMOKECHASER STANDBY TIME USING THIS CODE

Covers: all actions taken to suppress a fire, including: performing and/or directing fire suppression activities while actually on the fire line; and, travel to and from direct fire line suppression activities.

**3141 Fire Suppression, Indirect**

REPORT ALL ON-CALL TIME USING THIS CODE

Covers: all fire activities which facilitate direct fire suppression work, including: local dispatching; gathering data and preparing fire reports; and, preparing for and attending fire reviews.

**3142 Incident Management Teams**

Covers: all Incident Management Team functions on incidents and simulations and annual meeting of Incident Management Team members.

**3143 MAC (Multi-agency Coordination) and EOC (Emergency Operations Center)**

Covers: all time spent on Multi-Agency Coordination Groups and Emergency Operations Center assignments.

**3151 Fire Interagency Assignment**

Covers: all non-suppression time and costs associated with: MNICS; the Great Lakes Forest Fire Compact; cooperation with any agency of the federal government or another state's fire organization; instructing interagency fire training; and, administering the "Red Card" system.

**316\_ MIFC Operations**

Covers: the administration of MIFC operations, including: dispatching for MIFC; generating reports; collecting or assembling fire-related data; and, generating fire invoices. Select a code based on the Fire Planning Level at the time the work occurred or the costs were incurred.

**317\_ Fire Cache Operations**

Covers: all administrative and operational activities associated with the Interagency Fire Cache, including all supply and refurbishing activities. Select a code based on the Fire Planning Level at the time the work occurred or the costs were incurred.

**3181 Air Operations - Support**

Covers: all administrative and operational activities associated with Aircraft Operations (except Helitack, Air Tanker, SEAT and CL-215 as listed below) supporting the Fire Program - includes all observation, detection and shuttle aircraft operation time and costs.

**CODE****FORESTRY ACTIVITY TITLES AND DESCRIPTIONS**

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**3182 Air Operations - Air Tanker**

Covers: all administrative and operational activities associated with Air Tanker, Air Tanker Base and Lead Plane operations, including all supply and refurbishing activities, as well as all operating time and costs.

**3183 Air Operations - Helitack**

Covers: all administrative and operational activities associated with Helitack and Helitack Base operations, including all supply and refurbishing activities, as well as all operating time and costs.

**3184 Air Operations - SEAT (Single Engine Air Tanker)**

Covers: all administrative and operational activities associated with SEAT and SEAT Base operations, including all supply and refurbishing activities, as well as all operating time and costs.

**3185 Air Operations - CL-215's**

Covers: all administrative and operational activities associated with CL-215 and CL-215 Base operations, including all supply and refurbishing activities, as well as all operating time and costs.

**3201 Law Enforcement and Public Safety - Fire**

Covers: investigation and enforcement of Chapter 88 Wildfire Laws, felony arson laws and related criminal and civil court actions; surveillance of arson suspects or problem fire areas; and, preparation of fire billings.

**3203 Law Enforcement and Public Safety - Recreation**

Covers: investigation and enforcement of State Recreation Area Rules, State Forest Rules and OHV Trail Rules; investigation of theft or damage to recreation facilities; preparation and participation in legal actions or court hearings; and, assisting Conservation Officers in the performance of their duties.

**3205 Law Enforcement and Public Safety - Search and Rescue**

Covers: assisting county and local law enforcement officials and all search and rescue activities.

**3206 Law Enforcement and Public Safety - Disaster**

Covers: assisting federal, state, county and local law enforcement officials in response to natural disasters.

**321\_ Insects and Disease**

Covers: detection, identification, prevention and control of insect and disease pests; all work related to hazard trees; forest health monitoring; and, administering or supervising pest management programs and activities.

**322\_ Soil, Water or Air Related**

Covers: grazing control; erosion control; flood control; water pollution control and monitoring; air pollution control and monitoring; the cleanup of hazardous waste sites and chemical spills; and, closing old wells. Also covers: timber sale, road and bridge, and development project evaluations and reviews for potential environmental impacts; and, field audits of Physical Best Management Practices and Resource Management Guidelines.

**323\_ Cultural and Aesthetic**

Covers: all time and costs for timber sale, road and bridge, and development project evaluations and reviews for potential cultural or aesthetic impacts, as well as the Visual Best Management Practices program.

<b>CODE</b>	<b>FORESTRY ACTIVITY TITLES AND DESCRIPTIONS</b>
<b>326_</b>	<b>Forest Resource Assessment</b>  Covers: all field and office aspects of Forest Survey; Forest Inventory; data processing and mapping (GIS); Soil Surveys; cut over, regeneration and plantation surveys; and, all Ecological Classification System work.
<b>327_</b>	<b>Subsection Planning (SFRMP)</b>  Covers: developing subsection forest resource management plans; subsection team meetings and preparation; assembling and analyzing assessment information; preparing public documents; public meetings and preparation; responding to public comments; issue work group meetings and preparation; stand selection list generation; and, annual SFRMP reviews, revisions and evaluations. EXCEPT: developing and maintaining annual planned harvest lists (use Activity Code 330_).
<b>328_</b>	<b>Planning, Analysis and Review</b>  Covers: forestry management planning and analysis activities, including: the statewide forest resources plan; annual work plans and accomplishment reports; all general PFM plans; and, reviews of environmental and forestry implications of plans, programs, policies, and management activities of other public and private agencies. DOES NOT INCLUDE: SFRMP planning activities (use Activity 327_) or Fire Planning (use Activity 3121); "short" plans for cost-sharing program referrals should be reported using the appropriate Code for the Cost Shared activity.
<b>330_</b>	<b>Timber Sale Preparation &amp; Admin.</b>  Covers: commercial timber sales, special fuelwood permits, special product permits, and PFM timber sales with a signed Timber Sale Service Agreement. Includes: developing and maintaining annual planned harvest lists and annual sale calendars; sale layout, appraisal and permit preparation; running lines and locating corners; attending or conducting auction sales; maintaining sale records; approving road and landing locations; inspecting active timber sales; scaling or check scaling; completing scale reports; working with consumer scales; administering alternate landings and, all Timber Sale and Timber Trespass law enforcement activities. EXCEPT: coordination of sale plans with recreation and wildlife managers (use Activity Codes 334_ or 3371).
<b>332_</b>	<b>Site Preparation and Reforestation</b>  Covers: all site preparation activities, except prescribed burning, for site preparation purposes, and projects intended to encourage natural regeneration. Also covers all artificial regeneration projects, programs and activities (e.g. planting, seeding or coppice stock setting). DO NOT include any work on seed orchards, or work done for wildlife habitat improvement purposes.
<b>333_</b>	<b>Timber Stand Improvement</b>  Covers: all thinning, pruning, release, chemical applications and other cultural activities after stand establishment and before harvest. DO NOT include any work on seed orchards, or for wildlife habitat purposes.
<b>334_</b>	<b>Fish &amp; Wildlife Habitat</b>  Covers: all time and costs for fish and wildlife habitat development, improvement and management. Also covers all cooperation with Wildlife Managers on wildlife surveys and wildlife habitat coordination and related work. EXCEPT: timber harvesting on W.M.A. lands (use Activity Code 3303).
<b>335_</b>	<b>Roads &amp; Bridges</b>  Covers: all aspects of forestry road and bridge projects and programs, forest road traffic and use studies, and forest road and bridge system planning and administration. EXCEPT: Best Management Practice and Forest Resource Management Guideline reviews (use Activity Code 322_ or 323_).

**CODE****FORESTRY ACTIVITY TITLES AND DESCRIPTIONS**

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**336\_ Campgrounds and Day Use Areas**

Covers: all work on campgrounds, picnic grounds and day use areas, including facilities maintenance, environmental site protection, and clientele safety measures. EXCEPT: recreation law enforcement activities (use Activity Code 3203).

**3371 Trails, Waterways and Accesses**

Covers: all time and costs for the planning, development, management and administration of trails, canoe routes and public access sites. EXCEPT: OHV Rule enforcement (use Activity Code 3203).

**338\_ Land Leases and Permits**

Covers: all field and office time and expense for establishing, inspecting and administering leases, licenses and land use permits, including all law enforcement activities associated with land leases.

**339\_ Land Ownership and Classification**

Covers: the purchase, sale or exchange of land; compiling and maintaining land ownership records; land use classification and suitability issues; county zoning laws; and, establishing or re-establishing boundaries and corners. EXCEPT: surveying lines and corners strictly for timber sale purposes (use Activity Code 330\_).

**3401 Forest Nursery Operations**

Covers: all aspects of the operation and management of the state forest nursery program, including: seedling orders, delivery and storage; and containerized planting-stock contract administration.

**3411 Forest Tree Improvement**

Covers: all aspects of the operation and management of state seed orchards, the seed and cone collection program; and genetic tree improvement activities.

**3421 Utilization & Marketing**

Covers: industrial development; wood energy; forest products processing; and responding to inquiries about timber supply, forest residues, product specifications, prices, markets, log and lumber grading, or product treatment.

**343\_ Grant and Contract Assistance**

Covers: provision of technical assistance to another unit of state government, a county, city, school district, civic organization, or private individual to preparing applications and contracts for any state or federal funding, grant or cost sharing program. Activity Code 3437 (Urban Forestry Column) should only be used by Region and Central Office Personnel processing Contracts, Applications and/or Payments for Urban Forestry activities.

**344\_ Misc. Forestry Assistance, NEC (Not Elsewhere Classified)**

Covers: any miscellaneous forestry activity not listed elsewhere. Select an appropriate code based on the land status associated with the time or cost item.

**3451 PLT and School Forests**

Covers: all aspects of the Project Learning Tree and School Forest programs.



<b>CODE</b>	<b>FORESTRY ACTIVITY TITLES AND DESCRIPTIONS</b>
<b>346_</b>	<b>Community Forest Management Assistance</b>  Covers: all aspects of the Urban and Community Forestry Program engaged in by forestry field personnel.
<b>9750</b>	<b>Information &amp; Education</b>  Covers: any form of public information or educational activity, including making presentations to groups; work on the State Fair or county fairs; and work on newsletters. EXCEPT: fire I&E (use Activity Code 3111).
<b>9507</b>	<b>Legislative Affairs</b>  Covers: contacts with, responding to, or making presentations to any state legislator, legislative session or legislative committee or commission, including the preparation of statutory proposals. EXCEPT: budget preparation (use Activity Code 9608).
<b>9658</b>	<b>Training Given</b>  Covers: developing, preparing, and presenting training materials, training sessions, or workshops on any subject. EXCEPT: instructing inter-agency and RFD fire training (use Activity Codes 3151 or 3191).
<b>9659</b>	<b>Training Received</b>  Covers: time attending training sessions or workshops on any subject, and includes the cost of training materials and any travel to and from the training session when that travel is done at state expense.
<b>9608</b>	<b>Fiscal &amp; Personnel Management</b>  Covers: keeping general financial records; developing biennial and annual budgets and spending plans; dispersing funds; personnel management; personnel records; position descriptions; and, performance evaluations.
<b>9854</b>	<b>Facilities, Fleet and Equipment</b>  Covers: repair, maintenance and general upkeep of buildings, equipment and administrative sites; construction projects for public facilities (not including roads); physical asset inventory and record keeping; and, work safety measures and OSHA inspections. EXCEPT: excess property repair and maintenance (use Activity Code 3101).
<b>9802</b>	<b>Information Systems (HW/SW)</b>  Covers: all computer liaison work, hardware or software support, network support; and multi-disciplinary computer hardware or software projects or work assignments. DOES NOT include work on specific Forestry Systems, such as Timber Sales or Fire, which should be reported using a specific (i.e. fire or timber sales) activity code.
<b>9501</b>	<b>General Office &amp; Clerical</b>  Covers: reviewing reading files and doing general office activities such as photocopying, filing, or word processing and desktop publishing when any single project or work assignment takes less than one hour to complete.
<b>9513</b>	<b>General Meetings &amp; Reports</b>  Covers: completing reports and attending meetings when more than one subject area is covered by that meeting or report. If a meeting or report is devoted to a single subject area, use the Activity Code for that subject to report the time worked and costs incurred.

**CODE****FORESTRY ACTIVITY TITLES AND DESCRIPTIONS**

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**9702 Program Supervision**

NOT FOR USE IN REPORTING TIME BY FIELD PERSONNEL BELOW THE AREA SUPERVISOR LEVEL.

Covers: all aspects of the administrative supervision and review of Division of Forestry plans, projects, programs, and policies. EXCEPT: Best Management Practice field audits (use Activity Codes 322\_ or 323\_).

**9655 Leave / Time Off**

Covers: all costs of employee time off which incur a payroll expense, including: annual leave, sick leave, military leave, compensatory time taken, jury duty, holidays, educational leave-with-pay, the Bone Marrow Donors program, and Leave for Salary Savings (EARNINGS TYPE CODE = LSS).

**3999 Misc Payroll Transactions / Multi-Purpose Purchases**

Covers: any Vendor Payments, such as utility bills, which provide benefits to/for multiple activities, and miscellaneous payroll transactions which are not covered by any other Activity Code - for example: Personal Use of a State Vehicle (EARNINGS TYPE = CAR); COMP TIME PAYOFF, and severance pay.

**9999 Error Override**

FOR USE BY DATA ENTRY OPERATORS ONLY

Used to override any Activity Code error when a corrected code can not be readily identified, or when an Activity Code has been left blank by the person completing the vendor coding block or labor distribution form.

**DIVISION OF FORESTRY  
ACTIVITY CODES**  
ISSUED FOR USE BEGINNING JULY 4, 2001

Forestry Activity	General Forestry		State Land Forestry		Cooperative Forestry		
	Regular Duties	Fire Standby	Trust Lands	All/Other Lands	County & Local	PFM Rural	Urban Forests
Excess Property Program	3101						
Rural Fire Department Program	3191						
Center for Excellence Program	3104						
Fire Prevention	3111						
Burning Permit System	3112						
Detection and Monitoring	3113						
Prescribed Burning	3114						
Fuels Management	3115						
Fire Weather, Behavior & Intelligence	3116						
Radio Systems	3119						
Fire Presuppression	Level 0 3121		Level 1 - 2 3122	Level 3 - 4 3123			
Fire Suppression - Direct	3131						
Fire Suppression - Indirect	Agency 3141		IMT 3142	MAC & EOC 3143			
Fire Interagency Assignment	3151						
MIFC Operations	Level 0 3161		Level 1 - 2 3162	Level 3 - 4 3163			
Fire Cache Operations	Level 0 3171		Level 1 - 2 3172	Level 3 - 4 3173			
Air Operations	Support 3181		Tankers 3182	Helitack 3183	SEATS 3185	CL215's 3186	
Law Enforcement & Public Safety	Fire 3201			Recreation 3203	Search 3205	Disaster 3206	
Insects & Disease Mgmt	3211	3218	3212	3213		3216	3217
Soil, Water or Air Related	3221		3222	3223		3226	
Cultural and Aesthetic	3231		3232	3233			
Forest Resource Assessment	3261	3268	3262	3263		3266	
Subsection Planning (SFRMP)	3271	3278					
Planning, Analysis & Review	3281	3288		3283		3286	
Timber Sale Preparation & Admin.		3308		3303	3305	3306	
Site Preparation & Reforestation			3322	3323		3326	
Timber Stand Improvement		3328	3332	3333		3336	
Fish & Wildlife Habitat		3348	3342	3343		3346	
Roads & Bridges		3358		3353	3355	3356	
Campgrounds & Day Use Areas			3362	3363			
Trails, Waterways & Accesses	3371	3368					
Land Leases & Permits			3382	3383			
Land Ownership & Classification		3388	3392	3393	3395		
Forest Nursery Operations	3401						
Forest Tree Improvement	3411	3408					
Utilization & Marketing	3421	3428					
Grant & Contract Assistance	3431				3435	3436	3437
Misc. Forestry Assistance, NEC	3441	3448			3445	3446	3447
PLT & School Forests	3451						
Community Forest Mgmt Assistance		3468					3467
Information & Education	9750						
Legislative Affairs	9507						

Forestry Activity	General Forestry		State Land Forestry		Cooperative Forestry		
	Regular Duties	Fire Standby	Trust Lands	All/Other Lands	County & Local	PFM Rural	Urban Forests
Training Given	9658						
Training Received	9659						
Fiscal & Personnel Management	9608						
Facilities, Fleet & Equipment	9854						
Information Systems (HW/SW)	9802						
General Office & Clerical	9501						
General Meetings & Reports	9513						
Program Supervision	9702						
Leave / Time Off	9655						
Misc. Payroll / Multi-Purpose Purchase	3999						
Error Override	9999						

**DIVISION OF FORESTRY**  
**INSTRUCTIONS FOR PROJECT CODE NUMBERS**  
ISSUED FOR USE BEGINNING JULY 4, 2001

Project Codes are required for reporting all time worked and all expenses incurred for fire protection and natural disasters. Project Codes are always eight (8) digit numbers which always begin with three (3) and end with zero (0) - e.g., 3xxxxxx0, where x denotes variable digits as explained below.

- For all Fire Protection Activity time or costs which are not directly related to a specific fire or natural disaster, use the following Project Code number:

3 r a n 9990      where "r a n" is the RAN (Region Area Number) for the RAN in which the fire took place or where the work or costs were incurred.

- For State of Minnesota Fires that are less than 100 acres in size, or fires which are fully controlled within one burning period, use the following Project Code number:

3 r a n 0000      where "r a n" is the RAN (Region Area Number) for the RAN in which the fire took place or where the work or costs were incurred.

- For State of Minnesota Fires that are 100 acres in size or larger, or are not fully controlled within one burning period, use the following Project Code format :

3 r a n f f f f 0      where "r a n" is the RAN (Region Area Number) for the Area in which the fire took place and "f f f" is the Area Fire Number for the fire.

- For all Non-DNR fires and all natural disasters contact MIFC Dispatch for a project code. MIFC Project Code will use the following format:

3711 x x x 0      where "x x x" is the Statewide Incident Number assigned by MIFC to the fire or natural disaster.

NOTE: Payroll and vendor payment entries into the statewide systems for the the Emergency Fire Fund, the Fire Open Appropriation, and the "Out-of-State" Fire Account absolutely require the entry of a Project Code. If a specific project code is unknown or unavailable at the time an entry must be made into the statewide systems, enter a default code of 30000000 and corrections will be made at a later time.

## Department of Natural Resources, Division of Forestry Fire Program Expenditure History

Data from MAPS Year-End Closing Reports and do not reflect charges entered after that date for each given Fiscal Year

Nominal Dollars By Source of Funds	FY 1991	FY 1992	FY 1993	FY 1994	FY 1995	FY 1996	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	10 Year Average
Forestry General	\$1,497,347	\$2,207,152	\$2,038,844	\$1,897,453	\$1,374,870	\$1,667,949	\$1,912,828	\$2,325,257	\$2,559,669	\$2,658,615	\$2,640,289	\$2,278,027
Emergency Fire	\$765,000	\$750,000	\$750,000	\$735,000	\$735,000	\$2,736,000	\$2,552,980	\$3,470,065	\$3,522,870	\$2,822,957	\$4,412,245	\$2,325,212
Cost Collections	\$248,000	\$169,010	\$271,365	\$276,260	\$281,132	\$155,105	\$283,494	\$269,728	\$486,253	\$777,690	\$952,255	\$417,029
Open Appropriation	\$4,250,524	\$3,154,209	\$2,923,186	\$2,361,526	\$3,122,822	\$1,347,211	\$2,981,529	\$4,554,168	\$2,945,915	\$7,768,174	\$9,435,941	\$4,484,520
Federal Funds	\$360,869	\$300,752	\$323,873	\$303,836	\$2,188,512	\$1,176,091	\$1,410,139	\$302,889	\$299,106	\$1,028,550	\$2,604,290	\$1,029,891
<b>Fire Program Total</b>	<b>\$7,121,740</b>	<b>\$6,581,123</b>	<b>\$6,307,268</b>	<b>\$5,574,075</b>	<b>\$7,702,336</b>	<b>\$7,082,356</b>	<b>\$9,140,969</b>	<b>\$10,922,108</b>	<b>\$9,813,813</b>	<b>\$15,055,986</b>	<b>\$20,045,020</b>	<b>\$10,534,679</b>

### GDP - S&L Gov't Price Index

1996=100 (from USDC-BEA)	88.69	90.21	92.65	95.11	97.81	100.00	102.06	104.35	107.42	112.14	114.61 e
2000=100 (DNR-FOR calc)	77.38	78.71	80.84	82.99	85.34	87.25	89.05	91.05	93.73	97.84	100.00
Inflation Rate	n.a.	1.72	2.71	2.66	2.83	2.24	2.06	2.25	2.94	4.38	2.21

Constant 2000 Dollars By Source of Funds	FY 1991	FY 1992	FY 1993	FY 1994	FY 1995	FY 1996	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	10 Year Average
Forestry General	\$1,935,057	\$2,804,157	\$2,522,073	\$2,286,363	\$1,611,050	\$1,911,689	\$2,148,038	\$2,553,825	\$2,730,896	\$2,717,309	\$2,640,289	\$2,586,075
Emergency Fire	\$988,628	\$952,865	\$927,759	\$885,649	\$861,261	\$3,135,817	\$2,866,906	\$3,811,164	\$3,758,530	\$2,885,279	\$4,412,245	\$2,548,610
Cost Collections	\$320,496	\$214,725	\$335,682	\$332,883	\$329,426	\$177,771	\$318,354	\$296,242	\$518,781	\$794,859	\$952,255	\$459,147
Open Appropriation	\$5,493,052	\$4,007,380	\$3,616,014	\$2,845,555	\$3,659,271	\$1,544,081	\$3,348,151	\$5,001,832	\$3,142,980	\$7,939,671	\$9,435,941	\$5,003,393
Federal Funds	\$466,360	\$382,101	\$400,635	\$366,112	\$2,564,462	\$1,347,955	\$1,583,536	\$332,662	\$319,115	\$1,051,257	\$2,604,290	\$1,141,848
<b>Fire Program Total</b>	<b>\$9,203,593</b>	<b>\$8,361,229</b>	<b>\$7,802,162</b>	<b>\$6,716,562</b>	<b>\$9,025,470</b>	<b>\$8,117,313</b>	<b>\$10,264,985</b>	<b>\$11,995,725</b>	<b>\$10,470,301</b>	<b>\$15,388,375</b>	<b>\$20,045,020</b>	<b>\$9,734,572</b>

### Notes:

FY 2001 Totals do not include the \$6,390,000 Forestry Aircraft Loan

\* Federal Funds FY 95 - 97 amounts do not match BBS System due to different reporting basis

e FY 2001 Inflation estimate based on average for first 3 quarters only

"Federal Funds" includes all interagency fire and disaster charges as billed and recovered