



## NORTHERN ROCKIES COORDINATING GROUP

To: Northern Rockies Incident Finance personnel  
From: Northern Rockies Incident Business Committee  
Subject: Revised Overhead Rates in I-Suite version 9.01.00

In the latest release of I-Suite (version 9.01.00) the rates for incident resources, including overhead, were updated to reflect current costs nationally. In this version, the rate for some state and county overhead kind codes is set at \$75/hour. This is a significant change from the \$35 or \$40 per hour in previous versions. It is important that all agencies use a standard rate that more accurately reflects the true cost of all resources. The business specialists for the member agencies have agreed that an hourly rate of \$35 is more realistic for state, county and local government fire resources in the Northern Rockies. That rate was approved by Incident Business Committee in July of 2009.

For the Northern Rockies, the hourly rate for state and county overhead when using I-Suite should be \$35. The modification can be handled several ways and the method is up to the unit doing the input.

- TIME Module: Each State and County resource is assigned an Employment Type of "Other" with a rate of \$35. *This is the preferred method.*
- COST Module: The Rate Table in I-Suite can be changed to \$35 for the individual Kind Codes for State and County Overhead Resources in the Default Standard Rate Area. This needs to be completed prior to posting time since the changes are not retroactive.
- COST Module: The Unit Cost in the Show Daily Cost Grid, can be manually changed for each resource, however, if the default rate table is not changed, subsequent entries will revert back to the rate in the table.
- Users can create a blank database with the modified Rate Table as a starting point for each incident. Copy the database with the new incident name and continue from there.

Please note that if you have updated I-Suite using the Server 2009 Update version, you may not have picked up the new rates. Check the rate table in the Cost Module to verify. In addition, if you are using a previously attached database, the new rates will not update. If you open a new incident in an existing database in version 9.01.00, you also will not get the new rates. In order to pick up the new rates, you must open a brand new database after loading the full 2009 Server Version 9.01.00.

To verify the version and rates you're seeing, go to the I-Suite menu bar, select "Help" and "About." You'll see a list that shows the application version, database version and rates version. If you have application version 9.01.00 but rates version 2008, you will not see the new rates. The higher rates are in the 2009 Rates version.

Please ensure your team members and local units are advised of the new rates so that we can be consistent in our costs. Let me know if you have questions or concerns, or contact your team's Computer Technical Specialist (CTSP) for assistance with manipulating the rates in I-Suite.

Other technical support for working with the Cost Module – Rate Tables can be found in Chapter 7 of the Cost User Guide for version 9.01.00 on the I-Suite Website:

[http://isuite.nwcg.gov/User\\_Support/UG\\_9\\_01\\_00/I-Suite%209.01.00%20Cost%20User%20Guide.pdf](http://isuite.nwcg.gov/User_Support/UG_9_01_00/I-Suite%209.01.00%20Cost%20User%20Guide.pdf)

*/s/ Bidly Simet*

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Chair, Northern Rockies Incident Business Committee