

Kansas Electric Cooperatives

Mutual Aid Plan



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Mutual Aid Plan

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FOREWORD

Occasionally, and usually as the result of the elements, a cooperative may be confronted with destruction of its lines and equipment on a scale that overtaxes its manpower, equipment, and other facilities, resulting in a substantial breakdown of service.

In order to cope with emergencies of this nature, the participating cooperatives agree to a plan that is essentially a pledge and agreement to come to the aid and assistance of a stricken cooperative.

The term "cooperative" as used in this agreement shall include electric utilities owned or operated by an electric cooperative or a subsidiary of an electric cooperative.

This plan may be amended, added to, or deleted from at any time by majority agreement among the Kansas Managers Association.

The plan pledges each to the other:

1. That during an emergency on any cooperative, the other cooperatives will, if need be, operate their own systems with a reduced force of personnel and equipment, and release upon request all other personnel and equipment to the system in need. The primary objective during such an emergency shall be to restore service, not to rebuild the damaged system. Temporary service restoration may be accomplished through temporary repairs; unless it is quicker to rebuild the system to specification. The restored system must be left in a safe operating condition.
2. That the cooperatives rendering assistance shall do so at net cost as per terms of the agreement.
3. That the cooperative receiving assistance obligates itself to pay all costs as per terms of this agreement.
4. That the cooperative receiving assistance shall release all borrowed personnel immediately after all service is restored, or sooner if it wishes to do so. The assisting cooperative may recall its personnel if, in its judgment, it is necessary to do so.
5. That each cooperative obligates itself to comply with both the letter and spirit of the understandings reached herein.

AD HOC MUTUAL AID PROGRAM COMMITTEE

Alan Henning, Chairman, Sedgwick County
Don Hellwig, DS&O
Dan O'Brien, Kaw Valley
Doug Jackson, Rolling Hills
Dale Short, Butler
Ron Holsteen, Twin Valley
Dave Jesse, Pioneer

Assisted by Kansas Electric Cooperatives, Inc.:
Larry E. Detwiler
Stuart Lowry

OBTAINING ASSISTANCE COORDINATION WITH KEC

In the event a cooperative experiences a storm and requires assistance, the procedure listed below is to be followed:

1. Advise KEC of the assistance needed, request equipment of proper size and scope, and personnel;
2. KEC staff shall contact systems having appropriate resources for assistance;
3. Out-of-state assistance shall be coordinated by KEC and the neighboring states' statewide association;
4. KEC shall provide liaison between the assisting cooperative and the cooperative receiving assistance.

SAFETY RULES AND ACCIDENT INVESTIGATION

All personnel providing assistance shall be guided by the current Safety Practices, Rules, and Regulations as adopted by their cooperative.

Any accident or near-miss (hereafter "incident") occurring while work is being performed under this mutual aid agreement shall be reported by all parties involved to the General Manager of the host cooperative. The General Manager of the cooperative receiving assistance shall be responsible for initiating an investigation process of the incident to ascertain the pertinent facts detailing the incident. The accident investigation shall be conducted by qualified person or persons selected by the General Managers of each of the Cooperatives providing or receiving mutual aid at the time of the incident, or, if those persons cannot agree on the person or persons to conduct the investigation, by a person or persons selected by the current officers of the Kansas Managers Association. Should the incident involve a Cooperative(s) at which one of the officers is employed, such officer(s) shall not appoint the investigator(s) and shall be replaced for this purpose by the immediate past president(s) of the Kansas Managers Association. An investigator(s) shall be named within twenty four hours of the incident.

BILLING RESOLUTION COMMITTEE

Disputes between cooperatives concerning interpretations of this agreement in the billing of manpower, equipment, or both under the current Kansas Electric Cooperatives Mutual Aid Plan shall be resolved between the cooperatives. If the dispute cannot be resolved, the dispute shall be brought before the Kansas Electric Cooperatives Mutual Aid Plan Billing Resolution Committee, consisting of the current officers of the Kansas Managers Association who shall render an opinion on the proper interpretation of the agreement. Should the dispute involve a Cooperative(s) at which one of the officers is employed, such officer(s) shall not serve on the committee and shall be replaced for the consideration of such dispute by the immediate past president(s) of the Kansas Managers Association.

KANSAS ELECTRIC COOPERATIVES
MUTUAL AID PLAN
EMPLOYEE INFORMATION FORM
(Optional)

This sheet is to be filled out by the _____ employee prior to beginning work for a host Cooperative. This sheet is to be presented to the host Cooperative. The _____ employee will give this sheet to the person in charge of the operations/line personnel before being sent out to perform assistance or can be faxed or emailed to KEC. This does not eliminate the need for the host Cooperative personnel to inform incoming assistance of all necessary safety regulations and possible difference in procedure.

Assisting Cooperative Name: _____

Address: _____

City/State/Zip Code: _____

Phone Number: _____

(PLEASE PRINT)

Employee Name: _____

Home Phone Number: _____

Personal/Company Cell Number _____

Job Classification/Title: _____

Years Experience _____

Lineman _____

Right-of-Way _____

Competent With What Equipment: _____

Blood Type: _____

List of Medications to Which You Are Allergic: _____

Miscellaneous Information: _____

Cooperative Radio Call Sign: _____

Truck Is Stocked For: _____

Aluminum _____

Copper _____

Immediate Supervisor: _____

Phone #: _____

Alternate Cooperative Contact: _____

Phone #: _____

(Cell) _____

Operations Manager: _____

Cell Number: _____

Pager: _____

Home: _____

General Manager: _____

I hereby release and/or authorize _____ and/or authorized personnel to release any of the following medical information to health providers and/or medical personnel in the event of a medical emergency.

Employee Signature

KANSAS ELECTRIC COOPERATIVES MUTUAL AID PLAN BILLING STATEMENT

DATE

From:

To:

LABOR *Employee Time Sheets Enclosed*

Job Title	Time	Multiplier	Hours	Rate	Total
	Regular				-
	* incentive			\$ 2.00	-
	Overtime	1.5		\$ -	-
	Overtime	2.0		\$ -	-
	Overtime	3.0		\$ -	-
	* incentive		0.0	\$ 3.00	-
	Regular				-
	* incentive			\$ 2.00	-
	Overtime	1.5		\$ -	-
	Overtime	2.0		\$ -	-
	Overtime	3.0		\$ -	-
	* incentive		0.0	\$ 3.00	-
	Regular				-
	* incentive			\$ 2.00	-
	Overtime	1.5		\$ -	-
	Overtime	2.0		\$ -	-
	Overtime	3.0		\$ -	-
	* incentive		0.0	\$ 3.00	-
	Regular				-
	* incentive			\$ 2.00	-
	Overtime	1.5		\$ -	-
	Overtime	2.0		\$ -	-
	Overtime	3.0		\$ -	-
	* incentive		0.0	\$ 3.00	-
	Regular				-
	* incentive			\$ 2.00	-
	Overtime	1.5		\$ -	-
	Overtime	2.0		\$ -	-
	Overtime	3.0		\$ -	-
	* incentive		0.0	\$ 3.00	-

SUBTOTAL \$ -

*Refer to page 10, Responsibilities of Assisting Cooperative

KANSAS ELECTRIC COOPERATIVES MUTUAL AID PLAN BILLING STATEMENT

DATE _____

From: _____

To: _____

LABOR *Employee Time Sheets Enclosed*

Job Title	Time	Multiplier	Hours	Rate	Total
	Regular				-
	* incentive			\$ 2.00	-
	Overtime	1.5		\$ -	-
	Overtime	2.0		\$ -	-
	Overtime	3.0		\$ -	-
	* incentive		0.0	\$ 3.00	-
	Regular				-
	* incentive			\$ 2.00	-
	Overtime	1.5		\$ -	-
	Overtime	2.0		\$ -	-
	Overtime	3.0		\$ -	-
	* incentive		0.0	\$ 3.00	-
	Regular				-
	* incentive			\$ 2.00	-
	Overtime	1.5		\$ -	-
	Overtime	2.0		\$ -	-
	Overtime	3.0		\$ -	-
	* incentive		0.0	\$ 3.00	-
	Regular				-
	* incentive			\$ 2.00	-
	Overtime	1.5		\$ -	-
	Overtime	2.0		\$ -	-
	Overtime	3.0		\$ -	-
	* incentive		0.0	\$ 3.00	-
	Regular				-
	* incentive			\$ 2.00	-
	Overtime	1.5		\$ -	-
	Overtime	2.0		\$ -	-
	Overtime	3.0		\$ -	-
	* incentive		0.0	\$ 3.00	-
SUBTOTAL					\$ -

*Refer to page 10, Responsibilities of Assisting Cooperative

KANSAS ELECTRIC COOPERATIVES MUTUAL AID PLAN BILLING STATEMENT

DATE

From:

To:

OVERHEADS

INSURANCE P.L. & W.C.	\$	-	
PENSION	\$	-	
TAX, F.I.C.A.	\$	-	
MEDICAL & HEALTH INSURANCE	\$	-	
VACATION	\$	-	
SUBTOTAL		\$	-

TRANSPORTATION

TRUCK #	TRUCK TYPE	RATE	HOURS		TOTAL
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
SUBTOTAL				\$	-

MISCELLANEOUS EXPENSES

		TOTAL	
Motels	\$	-	
Meals	\$	-	
Fuel	\$	-	
Other	\$	-	
SUBTOTAL		\$	-

*Refer to page 10, Responsibilities of Assisting Cooperative

**KANSAS ELECTRIC COOPERATIVES
MUTUAL AID PLAN
BILLING STATEMENT**

DATE _____

From: _____

To: _____

MATERIAL

NO.	UNIT	

SUBTOTAL \$ _____ -

TOTAL \$ _____ -

[Note: Attached to this billing statement are copies of employee timesheets, miscellaneous expenses and material used.]

RESPONSIBILITIES OF COOPERATIVE RECEIVING ASSISTANCE

1. Plan the organization of all help and integrate all assistance with its own personnel and facilities.
2. Provide each crew with a map of the system, showing the area to which they have been assigned, source of supply, direction of feed, and location of sectionalizing equipment.
3. Allow the assisting cooperative crew to work as a unit. Designate one man from the cooperative receiving assistance to perform necessary liaison for each crew or group of units operating together. If system maps are not available, this designation is required.
4. Provide procedures to properly account for materials used and retired, hours worked by employees, distribution of time charged to maintenance, operation, construction, etc., and transportation or other equipment.
5. Maintain contact with all units. All operations shall be directed by person or persons who are thoroughly acquainted with the system in the affected area.
6. Provide adequate liability insurance coverage insuring against accidents to third parties arising out of accidents of the assisting personnel and non-ownership coverage (on an excess basis) for accidents arising out of the vehicles furnished by the assisting cooperative.
7. Establish a line of credit on behalf of assisting cooperatives at a service station to assure that fuel is available during periods when such facilities are normally closed.
8. The cooperative requesting assistance shall prescribe the number of hours to be worked; however, it is recommended no more than 16 hours in a 24-hour period. Under a prolonged duration, the crew foreman of the assisting cooperative shall have the prerogative of cutting back hours of work if, in his judgment, it is necessary for the health, safety and welfare of his crew.
9. Set starting time.
10. Set quitting time.
11. Pay through noon hour, and up to an hour for the evening meal.
12. Pay travel time if lodging is located at town other than where crew is reporting.
13. Provide motel accommodation for assisting cooperative personnel and shall pay for all lodging. (Personnel may be required to share a motel room with two double beds.)
14. Shall be prepared to cash personal checks of assisting cooperative personnel when necessary, and the assisting cooperative shall guarantee payment.
15. Shall pay the actual and reasonable cost of meals and necessary incidental expenses, but no more than the Internal Revenue Service's allowed rate for such expenses, as in effect at the time assistance is rendered.
16. Inform KEC when work is completed, and ask for further directions.

RESPONSIBILITIES OF ASSISTING COOPERATIVE

1. Dispatch properly-trained and equipped personnel and equipment in good working condition.
2. Complete Employee Information Form (Optional) for each assisting Cooperative employee.
3. Inform its own personnel of all aspects of this agreement.
4. Provide workers compensation insurance coverage for injuries sustained by assisting cooperative personnel, wherever such injuries might occur.
5. Ensure that each cooperative employee leaving home to assist another cooperative has sufficient cash.
6. Bill the cooperative requesting assistance for the actual payroll cost. All hours worked shall be billed to the cooperative requesting assistance at the employee's current job classification and rate of pay *and on the same basis as if the work had been performed at the assisting cooperative unless specified differently by contract.*
7. Incentive pay shall be billed to the cooperative requesting assistance at \$2.00 per every regular hour worked and \$3.00 for every overtime hour worked.

Example: 40 regular hours x \$2.00 = \$80.00
 20 overtime hours x \$3.00 = \$60.00

(Note: Definition of overtime hours; overtime hours are any hours over regular hours regardless if overtime rate of pay is billed at 1.5, 2 or 3 times the assisting cooperative employees current job classification and rate of pay.)

8. Bill for all applicable overheads, but no administrative costs. This will include such items of overhead that the Cooperative normally spreads as part of payroll. A fixed percentage for payroll overhead shall not be used.
9. **Billing Transportation and Other Equipment**

Transportation and other equipment shall be supplied by the assisting cooperative only as requested.

All maintenance, and repair costs shall be paid by the cooperative owning the vehicle.

In all cases, vehicles should be operated by only an employee of the cooperative owning the vehicle.

10. Send the following work rules to the General Manager of Cooperative receiving assistance.
 - Overtime/Straight Time Rules (i.e., 16 hour rule)
 - Holiday and Weekend Rules
 - Start and Stop Time Pay Rules
 - Rest Requirement Rules (i.e., 8 hour rest rule)

RESPONSIBILITIES OF ASSISTING COOPERATIVE (Continued)

Transportation Reimbursement

- Pick-ups \$12.00 per hour.
- 6 x 6 Bucket and Digger-Derricks \$55.00 per hour.
- All other trucks: \$35.00 per hour.
(This rate includes hydraulic, rotating boom, digger-derrick, and pole setting trucks and all bucket trucks.)

Example: If a crew works ten hours, the truck will be billed:
10 (hours) x \$35.00 = \$350.00.

- Specially equipped vehicle or equipment not described: Actual cost of operation.
- Pole trailers: no charge.
- Actual cost for fuel and oil for vehicles.

MATERIALS

Major materials are to be supplied to the assisting cooperative only upon their request. Records on material supplied (both major and minor) are to be kept by the assisting cooperative, and the assisting cooperative may either return the borrowed materials or reimburse the assisted cooperative for its replacement.

OUT OF STATE

Cooperatives assisting cooperatives in other states shall follow the terms and conditions of this mutual aid agreement.