



HIGHLAND PARK FIRE DEPARTMENT

POLICY MANUAL

POLICY #20



HAZARDOUS MATERIALS COST RECOVERY

EFFECTIVE

01/MAR/99

REVISED

6/OCTOBER/2020

1.0 Purpose

- 1.1 The purpose of this Policy is to document is to establish recoverable expenditures for the mitigation of reportable hazardous materials incidents within the City of Highland Park response area to which a Fire Department response is made.
- 1.2 To set the parameters for the determination of a recoverable cost, the criteria for a hazardous materials incident, and the procedures for the submission and collection of the recoverable costs.

2.0 Responsibility

- 2.1 It is the responsibility of all personnel to know and understand all aspects of this Policy.

3.0 Definitions

- 3.1 *Hazardous Materials Incident:* An incident that meets the NFIRS definition of a “Reportable Hazardous Materials Incident” and for which a NFIRS Hazardous Materials Incident report is completed and filed.
- 3.2 *Expendables:* Include those replacement items, materials, or supplies that have been utilized, damaged or destroyed. Included are:
 - 3.2.1 Foam, absorbents, protective clothing, hoses, or other items of inventory used in the mitigation of a hazardous materials incident.
- 3.3 *Costs:* The current dollar amounts that the Department would be charged to replace that item today.
- 3.4 *Rate:* The dollar amount of unit of measure.
- 3.5 *Vehicle Operation Costs:* The hourly rates to cover the operations of a fire service vehicle (exclusive of personnel, tools, equipment, and expendables) as specified in Section 6.1 of this Policy
- 3.6 *Outside Contractor:* A municipal department (other than the Fire Department) or a private firm contracted to perform services for the mitigation and/or abatement of a hazardous materials incident.
- 3.7 *Personnel Costs:* The actual amount of incident time (measured in hours based on quarter hour increments) at the hourly rate that is affixed to that rank/position for personnel involved in the emergency action.
- 3.8 *Emergency Action:* Any action taken at or near the scene of a reportable hazardous materials incident to mitigate and/or abate the threat to property, human life, or the environment.
- 3.9 *Incident Time:* The amount of time (measured in hours based on quarter hour increments) from the initial dispatch to termination.
- 3.10 *Responsible Party:* The person who owns or has custody of the hazardous materials involved in an incident requiring emergency action by an emergency response agency; a person who owns or who has custody of bulk or non-bulk packaging or a transport vehicle that contains hazardous materials involved in an emergency response incident; or a person who causes or substantially contributes to the cause of an emergency action. This term includes the plural.

4.0 Cost Data Accumulation and Reimbursement

- 4.1 The Highland Park Fire Department will be responsible for the compilation of charges for response to an incident and will submit the finalized invoice to the responsible party.

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5.0 Implementation

5.1 In the event the Highland Park Fire Department is requested to respond to an incident, which involves hazardous materials, the following shall be the policy to receive reimbursement for costs associated with the response.

5.1.1 It shall be the duty of the Responsible Party to reimburse the Highland Park Fire Department, and any other agency, for the costs incurred in the course of providing emergency action.

5.1.2 Reimbursement will be pursuant to Illinois Compiled Statutes, 430ILCS 55/5.

6.0 Other Recoverable Expenses

6.1 This section of the Policy establishes the fee schedule for these and other recoverable expenses as specified in Chapter 101 of the Highland Park Code of 1968, as amended. The fees to be established pursuant to this code are:


6.1.1 Per Vehicle Per Hour: \$250.00

6.1.2 Per Employee Per Hour: \$75.00

6.1.3 Supplies and Perishable Equipment: Actual Costs

7.0 Reference

7.1 Highland Park Fire Department

Approved:  Fire Chief