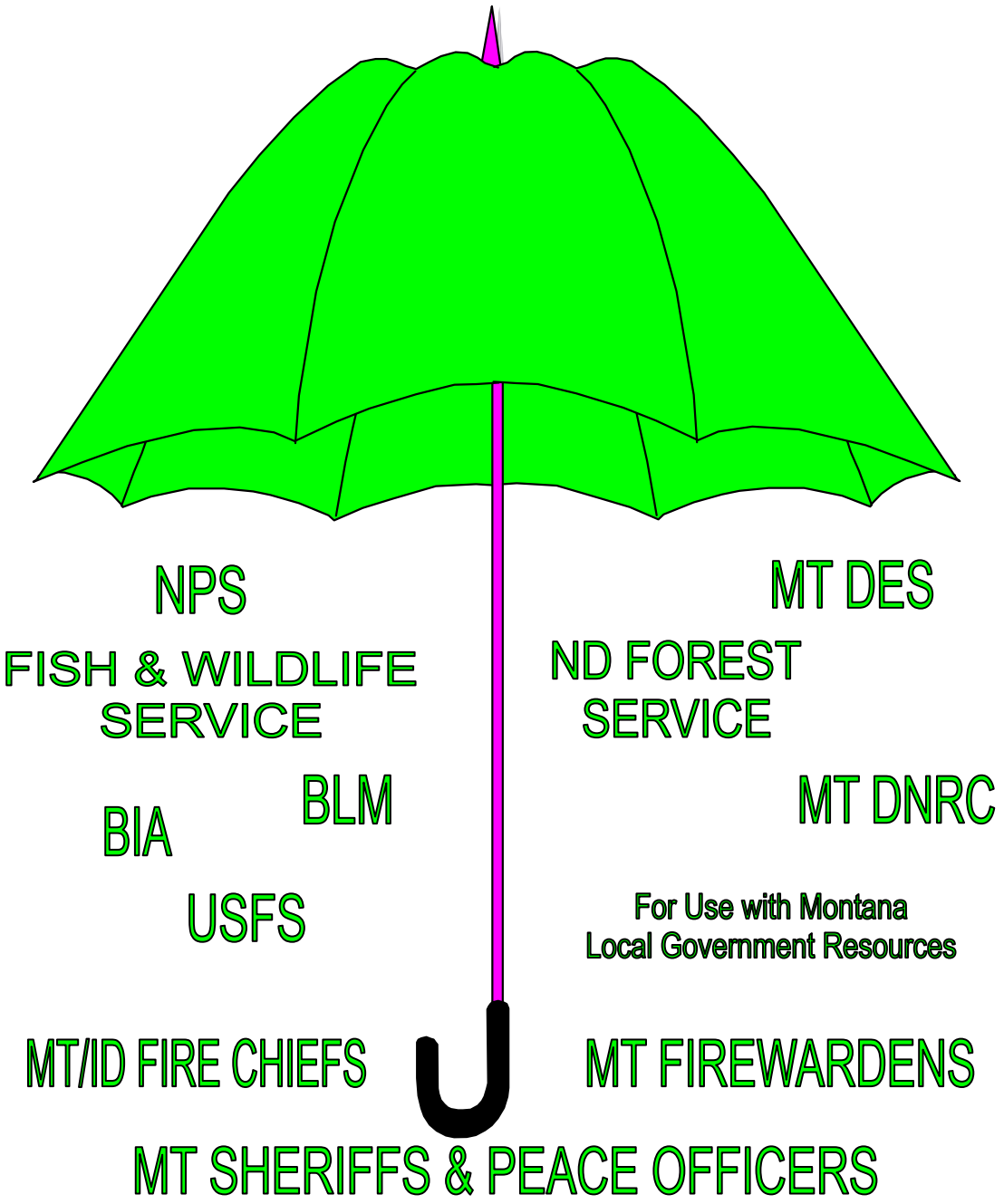
NRCG

MOBILIZATION OF LOCAL GOVERNMENT
FIREFIGHTING RESOURCES

MONTANA



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A. SCOPE

Guidelines in this document apply when Local Government Fire Forces (LGFF) apparatus, equipment, and personnel are hired by Northern Rockies Coordinating Group (NRCG) agencies within Montana. DNRC mobilizes for wildland fires and to mitigate threats of and from wildland fires. DNRC is the designated mobilization agency for local government under the terms of the Cooperative Fire Management Agreement (six party agreement). DNRC is under no obligation to sign up, mobilize, dispatch, or sponsor any particular local government person or fire entity and does so only to meet the needs of the wildland fire system. The intent for mobilization is to meet incident needs and provide training opportunities and is not intended to provide an ongoing "business" for any entity. DNRC will determine who, what, and under what circumstances it will mobilize local government fire personnel or equipment.

B. GENERAL

1. The term Local Government Fire Forces (LGFF) in this document refers to:

   a. Local Government:

      A local government is a county, municipality, city, town, township, public authority, school district, special district, intrastate district, council of governments, regional or interstate government entity, or agency or instrumentality of a local government; any Indian tribal government or authorized tribal organization; and any rural community, unincorporated town or village, or other public entity. A private volunteer fire group, subscription fee for fire service organization/business or other organization which has not been organized and funded as per Title 7, Chapter 33, MCA is not considered a local government fire force for the purposes of this document.

   b. Local Government Fire Forces:

      1) County or municipal (e.g. town or city) equipment and personnel,
      2) volunteer and paid personnel from LGFF, and
      3) county and fire services organization equipment and apparatus

   c. LGFF refers to any fire department (volunteer or paid), rural fire district, volunteer fire company, fire service area, or county rural fire department, organized and administered as per Montana State Law, Title 7, Chapter 33 MCA and in this document interchangeable with the term LGFF.

   NOTE: If an individual or group who is a member of a LGFF contracts himself/herself or his/her privately owned/non-department owned equipment under a separate agreement, he/she is considered a private contractor and does not fall under this policy or rules pertaining to LGFF. Non-government owned equipment leased for the purpose of contracting out by a department to the system will, in most instances, be considered private contracting and thus not a part of the mobilization of LGFF. The intent for the

mobilization of LGFF is for the equipment to be owned, licensed, operated, insured, and staffed by the LGFF mobilized.

2. All fire apparatus must meet the requirements of the resource order and the guidelines set forth in the Northern Rockies Coordinating Group (NRCG) Supplement to the National Wildfire Coordinating Group (NWCG) Standards for Interagency Incident Business Management handbook (SIIBM). Chapter 50 of the SIIBM handbook is attached to this document.

   a. All local government personnel hired by NRCG agencies for use on incidents must meet the minimum standards for training, experience, personal protective equipment (PPE), and physical fitness specified in this document. To participate in any type of fireline activity a person must be 18 years of age at the time of hire. Camp or other support duties may have a lesser age requirement. DNRC is under no obligation to red card, hire, sponsor, or mobilize personnel or equipment under this mobilization guide. DNRC will determine which (if any) personnel or equipment will be carried or mobilized by DNRC. All mobilizations of local government under this mobilization guide are subject to DNRC approval.

   b. All LGFF fire apparatus (engines, water tenders, etc.) hired by NRCG agencies for use on incidents must meet the equipment typing standards set forth in this document and NRCG Supplements, Chapter 50 to the SIIBM handbook.

3. The "closest available resources" concept (i.e., mobilization of the closest/most expedient resources available to an incident, regardless of agency administrative boundaries) will be followed whenever practical. Local firefighting resources (government or private) will be used to the fullest extent practical; however, agency resources may be mobilized instead of private contractor resources in certain circumstances to handle a specific need (i.e., tactical, monetary, and/or training considerations).

4. "Local Resources" and "Local Standards" refer to resources and standards within a County or LGFF's jurisdictional area.

C. PERSONNEL STANDARDS

1. Physical Fitness Standards

The following physical fitness standards apply to all firefighters hired by DNRC for use by NRCG agencies.

Beginning January 1, 1998, the Work Capacity Test became the national standard and will be used by Montana DNRC to measure job-related work capacity. The National Wildfire Coordinating Group (NWCG) publication **Work Capacity Test Administrator's Guide** (PMS 307) NFES #1109 outlines the policies and procedure for the work capacity test.

A download of the guide can be found on http://www.nwcg.gov/pms/pubs/pubs.htm

It is highly recommended that those individuals who have or suspect they have a serious medical condition consult their personal physician before practicing or taking a Work Capacity Test. All individuals should complete the revised DNRC Health Screening

Questionnaire (HSQ) and Informed Consent for Work Capacity Test documents for their respective agency.

If DNRC does mobilize for structure suppression or an all-hazard incident, personnel and equipment must meet training and PPE/equipment requirements for that purpose. Structure protection and structure suppression have two different definitions in the wildland community. Please see 3(c) and 4(b) below.

2. Incident Qualification Cards (Red Cards) or Chief Certifications:

DNRC will not issue Red Cards to local government below the level of Strike Team/Task Force Leader or Unit Leader positions. The chief officer of each LGFF is responsible for certifying that local government firefighters meet NWCG, NRCG, NFPA, or appropriate standards (such as minimum age) for the positions in which they are operating. Red card/Chief certifications are intended for rostered department members for which that Chief is responsible. The Chief Certification form is to be used for the ENGB, ENOP, FFT1, FFT2 and WTOP positions only. All other positions require a Red card. If a firefighter is mobilized from a department other than his/her primary department, he/she must be employed by that department, or be on the secondary departments official roster and be red carded or be on each departments Chief Certification. Rostered department members, as listed on the annual official roster to the County Clerk & Recorder or Secretary of State, means firefighters who are readily available to that department to respond to incidents within its own jurisdiction on a daily basis. Mobilization, including assignment extensions for hire is subject to DNRC approval, since DNRC carries the expense of every mobilization.

NOTE: NRCG agencies may verify compliance by checking qualification cards, Chief's certification, and/or training records for all local government firefighters they hire.

3. Training Standards

a. LGFF utilized within their own jurisdiction are responsible for meeting local standards. "Local Standards" are the minimum physical fitness, experience, training, and equipment standards recognized within their county or jurisdictional area.

All firefighters hired by DNRC for use by NRCG agencies on wildland fires, and all structural firefighters assigned to structure firefighting duties on wildfires, must have completed a minimum of DNRC's Basic Wildland Firefighter or an equivalent course recognized by NRCG (e.g., I-100, S-130, S-180, and S-190), and the "Annual Fireline Safety Refresher RT130" course or equivalent. Local government forces may also meet the above requirements if they are certified by their chief that those personnel meet NRCG requirements of having the knowledge, skills, and abilities to perform the position(s) listed.

b. All firefighters hired by DNRC for use by NRCG agencies, assigned to NWCG Type I or II engines for structure protection, must be properly trained and equipped for that role and pass the NRCG approved Physical Fitness Test at the "light" level. The chief of the fire department can attest to the individual firefighter's knowledge, skills, and ability to perform by certification on the red

card or Chief Certification. The MSU Fire Services Training School certificate for NFPA FF1 Training Standard 1001 will meet this certification requirement.

NOTE: Firefighters assigned to NWCG Type III, IV, V, VI, or VII engines for exterior structure protection do not need NFPA Firefighter I certification or equivalency.

c. Each ICS position has a minimum training requirement. Certification for personnel and equipment must be in accordance with the supplements to the SIIBM handbook and this document. In addition, all firefighters must have completed an NRCG-approved physical fitness test if applicable to that position.

d. Water Tender and Water Truck personnel as well as the Wildland Engine (Type III-VII) personnel position required training, experience, physical fitness, and EFF classification can be found within Chapter 50 NRCG Supplements of the SIIBM handbook.

e. DNRC will maintain training and experience records for local government personnel at and above the 300 level: Strike Team/Task Force Leader and Unit Leader level. Training and experience records below this level are to be maintained at the local level by the chief officer and available to the county/regional Qualification Card (red card) Coordinator if the position is staffed. The local DNRC office may maintain these records as needed.

4. Personal Protective Equipment Standards

a. All firefighters hired by DNRC for wildland fire suppression will be equipped to meet DNRC's standards for personal protective equipment as described in DNRC's Wildland Fire Suppression Manual (DNRC 900 Manual*) as a minimum: fire shirt, fire pants, fire shelter, gloves, leather boots with 8" top and traction soles, as well as an approved helmet. LGFF are responsible for supplying personal protective equipment to their firefighters. If DNRC, or another NRCG agency issues protective clothing and equipment to local government personnel and these items are not returned to the issuing agency, the cost will be deducted from any payment to the corresponding local agency.

Issuance and use of fire shelters shall be in accordance with guidelines set forth in DNRC's Wildland Fire Suppression Manual (DNRC 900 Manual*). Note that federal fire agencies have required the New Generation Fire Shelter for use on their incidents since the 2010 fire season.

b. All firefighters (assigned to NWCG Type I or II engines) hired by DNRC for use in structural firefighting must each have a full complement of appropriate personal safety clothing and equipment (e.g., turnouts, SCBAs, etc.) for performance in a structure suppression role. The chief officer of each LGFF is responsible for ensuring their firefighter safety clothing and equipment meet these standards.

NOTE: Structural Firefighters should also include a set of wildland PPE (including fire shelter) as well as the above when assigned to structural protection on wildland fire incidents.

***NOTE**: DNRC manuals may be accessed at DNRC offices or on the DNRC Fire Protection website at: http://dnrc.mt.gov/divisions/forestry/fire-and-aviation

D. EQUIPMENT STANDARDS

When classifying equipment, all of the requirements for both equipment and personnel, set forth in this chapter and NRCG supplements to chapter 50, of the SIIBM handbook, must be met to be acceptable for pay status. Equipment lacking certification by not meeting the minimum requirements shall be used only when certified equipment is unavailable. Personnel not meeting the minimum requirements shall not be used. Compliance with applicable standards, rules, regulations, laws and other codes is the responsibility of the LGFF.

1. Fire Apparatus Standards

   a. Wildland Apparatus: Per the NRCG supplement to chapter 50, (SIIMB), Type III, IV, V, VI, and VII engines are to be dispatched with a minimum crew and equipment complement.

   b. Structural Apparatus: Per the NWCG supplement to chapter 50, (SIIMB), Type I engines require a four-person crew, and Type II engines are to be dispatched with a minimum of a three-person crew. All water tenders are to be dispatched with a single person crew.

   All structural fire apparatus will be typed according to current NRCG guidelines, and must meet the following standards:

   Engines (Type I and II) must be in compliance with NFPA standards for the year in which it was built. A four-person engine, Type I engine crew will consist of a Driver/Operator, a Company Officer and two Firefighters. A three-person engine, Type II engine crew will consist of a Company Officer/Engine Boss, Driver Operator, and one Firefighter. Generally, Type I and Type II engines may not be suited for off-roadway use.

   Water tenders should be in compliance with NFPA Standards for the year in which it was built. As a minimum, water tenders must meet the specifications (typing standards and complements) described in the NRCG Supplement Chapter 50 to the SIIBM handbook.

2. General Hiring Requirements

   LGFF should work with their local DNRC office to obtain the certifications prior to the core period of the fire season. Pre-inspections are not mandatory, but recommended, and will be done thru the Chief's request to DNRC. Procurement officials during time of emergency situations are under no obligation to set up or make special arrangements to have a government fire expert available to do an inspection or certification.

Equipment will be hired on the DNRC Incident Rental Agreement (IRA). Equipment must meet the accepted typing standards set forth in the NRCG Supplement to the SIIBM handbook.

All water tenders and water trucks must meet the Gross Vehicle Weight Rating requirements when fully loaded. Fill limiting devices are not allowed. All types of equipment must meet the requirements for GVWR, set forth in the NRCG Supplements to the SIIBM handbook.

NOTE: NWCG type ratings for fire equipment are based on the capacity the vehicle is capable of carrying in accordance with the Gross Vehicle Weight Rating (GVWR) and not the capacity of the tank. The GVWR capacity of the vehicle, as well as the other listed minimum requirements, will establish the resource type for determining the contract rate of payment.

It shall be the individual NRCG member agency and individual LGFF's responsibility to determine whether their equipment complies with the GVWR. The providing agency shall be responsible for determining GVWR compliance. Operators shall possess the skill, knowledge, and ability to operate the vehicle within the constraints of GVWR.

All personnel are to be in a seated, belted position within an enclosed cab.

The driver of each apparatus is to be properly licensed. According to Montana Code Annotated (MCA) 61-1-134, "*the following vehicles are not commercial motor vehicles: a vehicle exempt from taxation, used for firefighting, and bearing Montana tax-exempt plates.*" The driver of any vehicle meeting the above noted requirements would not be subject to the Commercial Driver's License (CDL) law.

LGFF fire apparatus responding to or returning from a fire emergency are exempt from the definition of Commercial Motor Vehicle Carrier under Montana law and which is why LGFF driver/operators may not necessarily have a CDL. However; drivers of LGFF equipment are encouraged to possess a CDL and all drivers shall have the knowledge, skills and abilities for the type and class of firefighting equipment being operated. Driver/Operator training should meet or exceed applicable standards as certified by the Chief Officer or his designee and is highly encouraged and recommended for each department.

The chief officer of each LGFF is responsible for certifying that local government firefighters have the knowledge, skills and abilities for the type and class of equipment operated. Certification of drivers will be made using the "Certification for Local Government Fire Forces Equipment and Operators" form. This form is required for all equipment otherwise requiring a commercial driver's license (CDL) and is available on the website at:
http://www.dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/local-government-fire-forces

No payment will be made for the equipment unless the driver is certified by the chief officer and listed on this form or the driver has the proper CDL. Updates to the form can be made as needed. The form will be kept on file at each local land or unit office and submitted with the final payment package.

The LGFF will be responsible for providing proof of liability coverage for the equipment, in accordance with Montana State Law. The State will not provide liability insurance for equipment owned by local government entities.

E. HIRING PROCEDURES AND RATES

1. General Provisions:

All payment for (LGFF) equipment is transacted through DNRC. This billing and payment procedure includes equipment assigned to agency fires. Those fire departments with which the BLM or other federal agencies contract directly to for a specific fee to provide initial attack or other services on that agencies' lands are exempted. The bulk of this equipment consists of fire engines, water tenders, support vehicles, and related equipment.

Payment of an hourly rate has been established for all equipment, per the NRCG Supplement to the NWCG SIIBM handbook. The "fully operated" rates are used in specific instances for LGFF who cover their own payroll, worker's compensation and other benefits. When a piece of equipment is hired "fully operated" that means that the personnel working that equipment are paid by the owner of that equipment (i.e. the local government entity who owns it) and not as EFF's or AD's by the government separately. The "unoperated" rates are used for LGFF equipment when the LGFF chooses not to utilize the "Fully Operated" rate.

Emergency Firefighter Time Reports, Crew Time Reports, DNRC combined Emergency Personnel & Equipment Shift Tickets and supporting documentation will be filled out, a copy retained at the incident, and the **signed original packet returned with the designated representative when demobilized**. This designated representative would normally be the Engine Boss, Strike Team Leader or Crew Boss. Any questions should be directed to the local DNRC Land or Unit Office. Packets should be submitted to DNRC within one month of the demobilization date, preferably sooner, and certainly no later than 90 days without prior approval by the hiring office.

All LGFF dispatched to a fire and as outlined in Chapter 50 of the SIIBM, should be accompanied by a packet of paperwork pertinent to their mobilization. This packet at a minimum should contain a Resource Order, and copies of the Incident Rental Agreement (IRA) with the Chief Certification (where there are no red cards), if applicable.

In the event that this packet is not provided, contact the local dispatch office or the local DNRC office. Equipment and personnel that are not previously signed up with DNRC, or a cooperating Federal agency, can be signed up locally by filling out the appropriate paperwork and forwarding it to the local DNRC Land Office for payment. All Federal fire agency officials have been advised to send unsigned LGFF paperwork back to DNRC for action, but the option to sign up on the fire remains. If hiring on the fire, contact the responsible DNRC Land Office.

2. Hiring Options: Out of Normal Jurisdiction

LGFF resources may be hired in one or more of the following ways. Each option requires a separate agreement. <u>One piece of equipment may be hired on more than one IRA if the LGFF wishes it to be available on both an unoperated and fully operated basis.</u>

Procurement officials on incidents should consult the hiring Land Office for more information regarding specific agreements. DNRC is not obligated to red card, hire, sponsor, or mobilize personnel or equipment, and will determine which (if any) personnel or equipment will be carried and mobilized by DNRC.

In order to be eligible to accept assignments outside the Northern Rockies Geographic Area, LGFF engines and tenders must be hired fully operated (option b) or under a separate agreement (option c) and operated by LGFF employees.

a. Option 1: Unoperated

Under this method, LGFF personnel will be hired as EFFs and become temporary employees of the State of Montana, and the equipment will be hired on an IRA at the unoperated rate as listed in Chapter 50, of the SIIBM handbook. IRAs for LGFF engines and water tenders hired unoperated are not valid outside the Northern Rockies Geographic Area; this fact shall be stated on the IRA in block 14a, Special Provisions. EFFs hired and/or dispatched as single resources may accept assignments in region and out of region.

During travel to an incident, single resource EFFs might operate passenger vehicles (i.e.: pickups, sedans) belonging to a LGFF, a private individual, or DNRC. In the case of a LGFF or private passenger vehicle, if the vehicle is not specifically ordered on the resource order for use on the incident, it will be considered to be providing transportation to and from the incident only and will be paid mileage at applicable DNRC rates. Reimbursement for mileage must be requested by completing a DNRC travel reimbursement voucher. If the vehicle is ordered on the resource order for use on the incident, it must be hired on an IRA if owned by LGFF at the applicable unoperated rate as listed in Chapter 50 of the NRCG supplement. If privately owned, an Emergency Equipment Rental Agreement (EERA) must be completed with rates out of Chapter 20 of the NRCG Supplement. EFFs may also be hired as single resources to staff DNRC engines for both in and out of geographic area.

b. Option 2: Fully Operated

Under this method, LGFF personnel are not hired as EFFs, but remain LGFF employees; the personnel and equipment are paid at fully-operated rates as listed in the NRCG supplement to Chapter 50, SIIBM handbook. LGFF hired fully operated are responsible for their own payroll costs, including taxes and workers compensation insurance, as required under state law. LGFF equipment hired on a fully-operated basis may be eligible to accept assignments outside of the Northern Rockies Geographic Area. Montana DNRC remains the hiring and payment agency for Montana LGFF on out of region assignments.

c. Option 3: Cooperative Agreement

At DNRC's local Area Land or Unit Office's discretion, an exception may occur when salaried or union fire departments elect to provide their normal payroll and contract their services to DNRC. The key for this option is salaried, permanent full-time fire fighters whose agency carries its own payroll and withholding. Salary rates will not exceed their normal rate of pay. Under these circumstances, the LGFF will bill DNRC for the unoperated rate for the equipment plus normal payroll, including overtime, for permanent employees, per an MOU or other agreement executed between the DNRC Land Office and the LGFF or its county fiscal personnel. Questions regarding such an agreement should be directed to the hiring Land Office or to the fire finance section of DNRC's Business Management Bureau.

d. Other Municipal City or County Government Agencies

Resources from other Municipal City or County Departments or Divisions may occasionally be ordered through the national dispatch system and hired by DNRC. Preferred hiring method is fully operated at the LGFF equipment rates listed in Chapter 50, SIIBM. If equipment is hired unoperated, operator may be hired as State EFF at applicable rates as listed in EFF Pay Plan in NRCG Supplement to Chapter 10, SIIBM handbook.

Resources from other municipal or county departments or divisions shall meet appropriate equipment and personnel standards. In emergency circumstances, operators who do not meet the appropriate standards may only remain on the fire line if escorted by qualified line personnel.

e. Montana Sheriff and Peace Officers and the Department of Transportation

DNRC has mobilization agreements with Montana Sheriffs and the Department of Transportation to mobilize specific resources to augment local government resources which are overwhelmed by events. The MSPOA Agreement is short term and primarily for mobilization for emergency evacuation incidents and does not replace the standard processes for security, road guards, etc. There may be some payment (by Agencies) under very specific conditions, therefore; any mobilization under either of these two Agreements should be pre-authorized thru the DNRC Line Officer. For questions or clarification on either contact DNRC's Fire Protection Bureau in Missoula. The MSPOA Agreement is attached to this document.

3. Personnel

LGFF' personnel may be hired as EFFs independent of LGFF equipment and be dispatched as single resources. These individuals may accept assignments in region and out of region. EFFs may be assigned to any position they are red carded to perform.

Pay rates for local government firefighters hired as EFFs is based on the qualification for the duty position assigned. Trainee positions shall be paid one pay grade below. For current pay rates see the EFF pay plan, Chapter 10, Section 13.6, Exhibit 04 of the NRCG Supplement to SIIBM handbook or on the web at:

http://www.fs.fed.us/r1/fire/nrcg/Committees/business_committee.htm

The following documents must be completed and kept on file at the responsible land/unit office for each EFF employee hired. These forms are available from DNRC unit offices, land offices, and the following website.

http://www.dnrc.mt.gov/divisions/directors-office/human-resources/eff-hiring-documents or at http://dnrc.mt.gov/divisions/forestry/fire-and-aviation

- EFF Hiring Packet Checklist
- Emergency Firefighter Employment Form.
- EFF Employment Conditions Acknowledgement
- W4 – Employee Withholding Allowance Certificate.
- Decedent's Warrant - Must be fully completed, including SS numbers and dates of birth.
- Employment Eligibility Verification (IRCA Form I-9) - If possible, a photocopy of the documents reviewed should be included.
- PERS Information Memo Acknowledgement
- Public Employees' Retirement System (PERS) Optional Membership Election - This carbon copy form is not available on the above website. It must be obtained from a DNRC land office or from DNRC Payroll in Helena. The original must be submitted for processing.
- PERS Designation of Beneficiary Form - This form is only required if the EFF elects to be a member of PERS on the Membership Election form above.
- Statement of Selective Service Registration Status.
- Confirmation of Receipt of DNRC Policies by EFFs.
- SSA-1945 Statement concerning your employment in a job not covered by Social Security.
- Incident Behavior Form.
- Certification for Local Government Fire Force Equipment and Operators or red card.

For EFF hiring procedures, see SIIBM handbook Chapter 50.

When five or more LGFF' resources are dispatched to an incident, DNRC may furnish a Technical Specialist to assure the departments are signed up properly. This person works for DNRC. The Incident Management Team or the host unit may order a Technical Specialist if desired. This Specialist is responsible for coordinating with the Incident Commander and the Command and General Staff on matters pertaining to resources (equipment and personnel) and in some cases jurisdictional responsibilities of LGFF associated with the incident. They assist in the day-to-day operations with the LGFF and work to help resolve any issues concerning personnel or equipment.

Position Responsibilities (Technical Specialist):

- Advise the Agency Administrator, Incident Business Advisor, and the IMT of the area LGFF' jurisdictional responsibilities, including mutual aid responsibilities.

- Review contract specifications (such as: Operating Agreements, MOUs, IA Agreements, and/or DNRC Incident Rental Agreements) regarding pay (equipment and personnel).

- Review business management activities to assure compliance with legal and fiscal requirements and efficient use of resources. Includes property management, law enforcement, and civil rights.

- Prepare a checklist of items that the Finance/Administration Section Chief (FSC) and the IMT need to be aware of - include terms and conditions of operating plans or agreements.

- Review job responsibilities and assignments for LGFF personnel.

- Monitor local jurisdictional agency responses in meeting jurisdictional responsibilities.

- Attend incoming briefing with the IMT if possible; make contact with the FSC.

- Attend planning sessions and make known the availability of LGFF resources, i.e., length of commitment, rotating personnel, and impacts to local government operations.

- Through the FSC, provide information on use of equipment and personnel. Coordinate with the Logistics Section Chief (LSC) to identify problem areas for the LGFF such as interaction with the IMT and logistical support.

- Coordinate with the FSC and the LSC to assure timekeeping and recording is being completed. Provides assistance to appropriate personnel on timekeeping, commissary, travel, accidents, injuries, personal problems or emergencies and other administrative needs.

- Check for compliance with equipment specifications, certification, engine typing, and Federal Excess equipment use guidelines.

- Ensure safety, personal protective equipment, other equipment, and actions of the LGFF' personnel are consistent with approved standards.

- Assist the IMT in providing for the well-being, coordination with, and safety of assigned LGFF' resources.

- Assist the IMT in the demobilization of LGFF' resources.

- Provide direction for distribution of pay documents.

4. Equipment

Mobilization of fire apparatus and equipment from LGFF will follow the procedures established by the State of Montana. All rates and responsibilities have been established between the State of Montana and representatives of LGFF. Renegotiation at incidents should be avoided. If there are compelling reasons for renegotiation, the responsible Land Office must be involved in the negotiations. Use equipment hourly rate. Fuel and oil will be provided by the using agency. Repairs and normal maintenance will be the cooperator's (Local Government Fire Force's) responsibility.

F. GUIDELINES FOR HIRING AND REIMBURSEMENT OF LOCAL GOVERNMENT FORCES WITHIN THEIR JURISDICTION

1. Within Jurisdiction

To qualify for payment within its legal jurisdiction, not including severity, the local government force must be fully committed (the situation has surpassed the jurisdiction's capabilities and all available firefighting resources have been exhausted), have exercised local mutual aid resources as much as reasonable and have been granted a DNRC County Assist. The criteria for fully committed and commitment of mutual aid resources will vary by county, by time frame, resource availability, activity level, and jurisdictional commitment and is to be determined by the local DNRC Area/Unit office involved.

When LGFF resources are dispatched to an incident within their legal jurisdiction, *volunteer* LGFF personnel may be hired as EFFs and paid for their time commencing 24 hours after the first initial attack resources are dispatched, unless otherwise designated in the local Annual Operating Plan (AOP), beginning with the time of dispatch from the respective dispatching center. EFF rates of pay are determined by the ICS position or nature of the EFF work assigned. (See Chapter 10, Section 13.6, Exhibit 01 Pay Plan for the current ICS position titles and EFF pay plan.) Hiring documentation for LGFF personnel is the same as for other DNRC EFF personnel; see Section 3 above for information on hiring documentation for DNRC EFFs. These documents should be completed preseason and copies kept on file at the hiring DNRC Area Land or Unit Office. Documentation must include either current red cards or signed certification by the LGFF chief officer.

Unless specifically negotiated with the appropriate DNRC land/unit office, local government fire equipment will not be hired when the incident occurs within its legal jurisdiction, but approved operating supplies (fuel, oil and foam) may be covered beginning 24 hours after the initial attack resources are dispatched. Repairs and normal maintenance will be the LGFF's responsibility.

In areas of DNRC direct protection with overlapping jurisdiction, the LGFF may be reimbursed for their expenses as needed and/or hired within the first 24 hours on an incident, or as specifically provided for in the Annual Operating Plan (AOP), Initial Attack (IA) Agreement, Mutual Aid Agreement (MAA) or other formal contract.

The DNRC Area or Unit office or incident management team will facilitate the completion of the Crew Time Report SF-261, Emergency Firefighter Time Report OF-288, Emergency Equipment Fuel and Oil Use Issue OF-304, DNRC combined Emergency Personnel and Equipment Shift Ticket and Emergency Equipment Use Invoice OF-286 for payment. Original paperwork is to accompany demobilized LGFF resource back to their home DNRC office and submitted to DNRC directly.

Pre-suppression availability may be approved when the planning level requires a measured increase of the available resources required to respond in a timely manner to avert loss to life and natural resources. LGFF may be provided pre-suppression severity reimbursement within their jurisdiction when the LGFF is clearly performing the DNRC's mission. Rates are included in Chapter 50 of the SIIBM and have been negotiated between representatives of the Montana County Firewardens Association, the Montana State Fire Chiefs Association, and DNRC.

Hiring the appropriate number of LGFF personnel (EFFs) to staff a fire station to be prepared to respond to a wildland fire incident that is within DNRC's jurisdictional responsibility is an option. The LGFF personnel will be in pay status for the duration of the period they are performing DNRC assigned duties. The apparatus must have a pre-existing IRA and will be reimbursed as per the Chapter 50 Supplement in the SIIBM. In this scenario, these individuals may be available to respond to incidents other than wildland fires that are within the LGFF's responsibility, providing that the LGFF and DNRC have agreed on a plan that clearly outlines items such as notification, backfill, and ensures the individuals are removed from pay status for the duration of these types of incidents. The DNRC may backfill with other available resources and has no responsibility to rehire the LGFF resources.

NOTE: DNRC is not authorized to make payments directly to local government fire service organizations. Per Montana Code Annotated (MCA 17-8-311), "All payments made by a state agency to any city, town, county, or local government entity must be payable to the finance officer of the appropriate city, town, or county."

2. **Mutual Aid**

With the recent fire environment and changes because of complexities or financial considerations some clarification of what Mutual Aid is and how it fits into the large fire scene are appropriate. Mutual Aid resources are generally a fire department to fire department mobilization with the terms, limits, costs (if any), procedures, and operating guidelines determined between the requesting and receiving fire entity. Generally, the local IC makes that request. There are three general categories or scenarios where mutual aid questions come up within the large fire environment for NRCG agencies. They are:

Scenario 1. IA and Extended Attack, where mutual aid is between fire entities, usually for a negotiated amount of time. No dollars change hands other than possibly some operating expense (food, fuel, foam). The Mutual Aid resources begin working and stay engaged for the local fire authority (IC). There may or may not be a written agreement. Many times, this may be addressed in the jurisdiction's Annual Operating Plan or by other Agreement and if so will govern any payment issues. The fire doesn't go beyond extended attack.

Scenario 2. Mutual aid is requested and responded to between entities, but IA/Extended Attack is not successful, and the incident grows. Mutual aid resources are on scene and working for the local fire authority (IC). Particularly if this becomes a DNRC County Assist or federal jurisdiction incident, at some point the decision will be made as to whether those resources are willing to remain on the incident or will demobilize with the receiving department and return to their own jurisdiction. This is when questions may come up as to when/whether mutual aid may convert to pay status or not. There may or may not be a written agreement, but the jurisdiction's Annual Operating Plan, Mutual Aid Agreement, or Initial Attack Agreement may address these conditions and should be the first thing sought after at the Area/Unit office of DNRC or affected agencies. In absence of written agreements, refer to Chapter 50, 01.5-1 of the SIIBM handbook.

It is at this point mutual aid resources *may* be converted to paid status after the initial response if:

1) the host agency deems it in their best interest to do so,
2) resources are willing to remain, and
3) the equipment/personnel are qualified under Chapter 50, in the SIIBM handbook.

It is important that there is a clear division between the end of a local entity's use and control of mutual aid forces and when they enter pay status-and thus under the control of the IMT or delegated incident IC (whether that IC be from a local, state, or federal entity-it is the IC who is in charge of that incident from that point on). When the requesting agency (IC) releases the mutual aid resource, the mutual aid resource may request to remain on the fire. It is the responsibility of the resource wishing to remain on the incident to contact the incident IC and request to remain on the fire on pay status. Merely telling someone from the team will not satisfy this requirement; there must be a clear line of authority for the hire. If the resource remains on the fire beyond the mutual aid period without going thru the IC approval and sign up process the resource will not be paid and will be understood as continuing their mutual aid response to the local fire department/entity. The following conditions and criteria must be met to be placed in pay status:

- IC Approval (with contact and agreement from DNRC Area/Unit or federal agency);
- Equipment and Personnel must meet NRCG Standards set forth in Chapter 50, of the SIIBM and/or this mobilization guide and have completed necessary paperwork;
- Be inspected or have signed a "No Damages/No Claims" form upon demobilization;
- Have obtained a Resource Order either thru the IMT or wildland dispatch.

It is the responsibility of the LGFF to ensure that these criteria are met. If any of the criteria are not met any time will be considered donated mutual aid time.

Scenario 3. Mutual aid resources are requested and respond to an ongoing (usually longer duration) incident. There may be multiple periods during the incident where mutual aid resources respond for peak fire activity periods then return home (for instance during fire runs toward structures in the afternoons where the MA resources are needed to bolster IMT resources for shorter durations but are not there for the entire shift). It is critical for the requesting agency, sending agency, the IMT, and the paying agency to reach a common understanding on (1) who, when, and what is responding; (2) who is doing the requesting of those incoming resources; (3) who is in overall control and placement of incoming resources; (3) who is responsible for tracking of those resources; and (4) any details related to payment/non-payment of those resources (ex: are they in mutual aid status or paid status?). IF those resources meet the conditions set forth in scenario #2 above all conditions must be documented and the proper use invoices, time sheets, etc. must be utilized and current.

Personnel certifications and qualifications will be in accordance with appropriate supplements to the SIIBM handbook and NWCG 310.1 established minimums. NWCG 310.1 information can be found at http://www.nwcg.gov/pms/docs/docs.htm. National direction is for agencies to accept each other's standards. For FF2, FF1, Engine Boss, Engine Operator and Water Tender Operator the Chief Officer of the Local Government Fire Force can certify that provided resources have the knowledge, skills, and ability to perform at those same levels.

The incident commander will determine the priority of demobilization of resources subject to direction of the appropriate line officer(s).

G. COUNTY CO-OP COST RECOVERY OPTIONS

1. County may request fire suppression assistance under the terms of the State/County Coop Fire Control Agreement.

   - County resources must be and remain fully committed for the duration of the incident within their jurisdiction and retain command or enter unified command (the county should provide a line officer or line officer representative).
   - County commissioners/Firewarden may verbally contact local DNRC Land Office to request assistance under the agreement initially.
   - County Commissioners submit a formal letter to State Forester requesting assistance and support within 48 hours following verbal request.
   - County is responsible for their costs with-in county.
   - County is responsible for any costs accrued through Mutual Aid Agreements other than as provided for in Chapter 50, of the SIIBM handbook.
   - DNRC will be responsible for eligible resources ordered thru the system from outside of the county.
   - DNRC will be responsible for eligible resources ordered within the county provided that they are autonomous of county government or those resources fall within the guidelines for payment of LGFF within their jurisdiction, and DNRC finds it in its best interest to reimburse within those guidelines.

2. County may request Governor's declaration for reimbursement of eligible county fire suppression costs.

   - County requested assistance through DNRC via Cooperative Fire Control Agreement with DNRC, which established the beginning of eligibility period.
   - The county invokes the emergency 2-mill levy.
   - County requests Governor's declaration for reimbursement of eligible county fire suppression costs through DES.
   - DES administers oversight and distribution of state emergency funds to requesting county.

3. County may request a FEMA fire management assistance sub grant through the State.

   - State must meet threshold costs.
   - DNRC, on behalf of and in cooperation with the county, submits fire management assistance grant application to FEMA. If FEMA accepts it for FEMA reimbursement, it is important for the local jurisdiction to have good contact with the fire finance section, Business Management Bureau, DNRC as to documentation requirements and federal requirements. All local entities included become sub grantees and all paperwork must be submitted thru the County.
   - County submits sub grantee application (FEMA Form 90-133, Nov 02) to state within 30 days of closure of incident period.
   - If the DNRC grant is approved the county, as sub grantee, would be eligible for reimbursement of 75% of eligible costs.

H. MOBILIZATION BOARDS

Each geographic or dispatch zone has the option to establish a Zone Mobilization Board. Each Zone Mobilization Board would consist of at least one representative from the respective DNRC Land Office, a member of the Montana Fire Chiefs Association, a member of the Montana Firewardens Association, and a member of any appropriate federal fire agency for that geographic/dispatch area. Mobilization Boards allow a Dispatch Zone to use a system approach to dealing with government mobilization of government resources that works for their particular area. Two options are (a) a formal mobilization board that meets at specified times and with a formal structure, or (b) can form a board on an as-needed basis if the need arises from conflict or need to accomplish the purposes stated below. The other method commonly utilized is having the zone MAC group or DNRC land office coordinate these efforts. Whichever method is used, it should be based on need and not as a required board or group.

1. Purpose

   a. Make contact with firewardens/fire chiefs in each county in the geographic area to keep them informed of fire activity state-wide.

   b. Establish drawdown plans, when possible, for local resources based on fire danger within the geographic area.

   c. Assist the Land Office, Dispatch Centers, Zone Support Centers, and the Northern Rockies Coordination Center (NRCC) in determining availability status for local resources available for assignments out of jurisdiction(s). This includes assignments to another dispatch zone or assignments outside the Northern Rockies geographic area. The board could assist the dispatch center with the establishment of a dispatch rotation that provides for the fair and equitable mobilization of government resources for assignments outside their local jurisdiction. At times, this may require a Mobilization Board representative to work in a dispatch center as a liaison or agency representative.

   d. Assist the Land Office fire coordinator in mobilization of local resources.

   e. Serve as a point of contact for Firewardens/Chiefs in each mobilization zone and to help deal with state and local fire situations, issues, and concerns and provide input to the Fire Chiefs/Firewardens/DNRC Wildland Committee.

   f. Represent LGFF on Zone MAC Groups.

2. Fires in Adjacent States and Eastern Washington State:

a. The Duty Coordinator at the NRCC should determine which County/ies is/are closest to an incident and then contact the corresponding Dispatch Center or Zone Support Center. That Interagency Dispatch/Zone Support Center is responsible for determining the availability of Government Forces and private contractors and determining their availability and arranging for their use on fires.

b. The "closest available resources" concept is to be used in the same manner as with in-state fires.

3. Fires in Non-Adjacent States (to Montana):

a. The NRCC will place orders for local resources to be used on incidents in non-adjacent states through the Interagency Dispatch/Zone Support Centers.

Coordination of local firefighting resources is to be done at the Interagency Dispatch/Zone Support Center level for NRCG agencies within that Zone and done in concert with the DNRC Fire Protection Bureau for State Compact requests.

b. The NRCC will follow the closest forces method for contacting Interagency Dispatch/Zone Support Centers to determine availability of firefighters and equipment from local agencies and contractors.

4. Fires in Canada

a. Northwest Compact Ordering Procedures and Payments

The Northwest Compact is an agreement between provincial wildfire agencies in western Canada (Yukon, British Columbia, Alberta, and Saskatchewan, Northwest Territories) and five state wildfire agencies in the northwestern United States (Alaska, Washington, Oregon, Idaho and Montana).

The compact is an operational agreement to provide greater flexibility in the exchange of firefighting resources and information between the eight-member agencies outside established mobilization agreements. The State of Montana will be the lead agency for ordering resources under the Northwest Compact. All resources will be ordered through the Northern Rockies Coordination Center. Payments for resources ordered under the Northwest Compact will be the responsibility of the State of Montana. Federal agencies will reimburse the State for any resources ordered by the State under the Northwest Compact and used on federal fires. All orders will be documented on a resource order.

APPENDIX A

NRCG Structure Protection Guidelines
2019

NORTHERN ROCKIES COORDINATING GROUP

COMMUNITY AND STRUCTURE FIRE PROTECTION
Guidelines for the Northern Rockies
2019

Background
Protection of structures and communities is a shared partnership between the home and landowners and their fire agencies. Structure and community protection is high risk and a large cost center for all fire agencies. Clarification on what, how and where we will accomplish our structure protection roles and responsibilities must be identified. There needs to be common expectations among all agencies and the public on how structure protection will be handled within the Northern Rockies.

With the increased growth in the wildland urban interface fire agencies do not have the capability to protect all structures. The goal is to support the creation of firewise communities and structures that can survive the effects of a wildland fire without intervention.

All fire agencies have primary responsibility for fire suppression within their respective protection areas. A strong initial attack commensurate with risk with suppression as the primary objective will occur on all wildfires. Fire agencies have a responsibility to attempt to prevent a wildland fire from spreading into areas where there are structures, and to assist local fire agencies in protecting communities and structures from the advancing wildland fire.

Leaders Intent
Our first and foremost intent is to keep our firefighters and the public safe. Secondly, once that safety can be ensured, then we will agressively work towards keeping the wildland fire away from structures and communities. Our strategies and tactics will be based on that intent. Protecting structures from fire will not be possible in every situation. Risk to firefighters, fire behavior and availability of resources will dictate the strategies that will be used.

When there is a need to engage in structure protection, we will ensure that we are taking safe, appropriate, and reasonable tactical actions for which we are trained and equipped. Those actions will be cost effective. State and federal agencies will limit the use of tactics such as gelling, wrapping, extensive hazardous fuels modification, and utilization of Type 1 and 2 structure engines.

Unified Efforts
Fire agencies may have a shared responsibility for wildland fire and structure protection within the scope of their state laws, agreements and annual operating plans. Agency Administrators will discuss with their partners roles and responsibilities, what capabilities each party has, how the parties will interface with each other, and how responsibilities for costs will be addressed. Agency Administrators will provide leaders intent for structure fire protection. Incident management organizations will engage local government agencies (fire departments, law enforcement, disaster services, etc.) in the planning of strategies and tactics for community and structure protection.

There are areas in the Northern Rockies where there is no local fire agency. Through established

agreements and authorities, the wildland fire protection agencies may have the responsibility to protect structures from wildland fire. Landowners have the responsibility to determine whether there is a local fire agency that provides structure fire protection.

It is important for NRCG members to:

- **Partner** with communities, home and landowners to identify what actions can be taken to mitigate potential wildland urban interface losses and identify financial and technical assistance opportunities.
- **Identify** how the parties will work together when the wildland fire impacts another's protection or jurisdictional responsibility.
- **Establish** agreements and/or local operating plans to identify roles and responsibilities prior to the wildland fire.

Capabilities

Wildland fire agencies have no capability or responsibility to do structure fire suppression.

Some local fire agencies may have limited capability within their own areas of jurisdiction to respond to a wildland fire. It is important to understand what capability they do have and if they have options to reach out to others, such as mutual aid, to enhance that capability.

Definitions

The following are defined:

Wildland Fire Protection: Protecting natural resources and municipal watersheds from damage from any fire that occurs in the wildland. State, tribal and federal forestry or land management and some local government agencies normally provide wildland fire protection.

Structure Protection: Protecting a structure from the threat of damage from an advancing wildland fire. This involves the use of standard wildland protection tactics, control methods, and equipment, including fire control lines and the extinguishments of spot fires near or on the structure. The protection can be provided by both the rural and/or local government fire department and wildland fire protection agencies.

Structure Fire Suppression: Interior or exterior actions taken to suppress and extinguish a burning structure or improvement associated with standard fire protection equipment and training. This is the responsibility of local government entities; however, there are areas where there is no structural fire agency in place.

This supersedes any prior Community and Structure Fire Protection guidelines developed by NRCG.

APPENDIX B

COOPERATIVE COUNTY
FULLY COMMITTED GUIDELINES

"Fully Committed" is a term used in relation to the buildup of county-committed resources (equipment and personnel) to a wildland fire incident within that county, in preparation to asking for State assistance. Montana's counties contain a wide spectrum of capabilities, which makes developing a one-size-fits-all, inclusive statement defining when a county is fully committed all but impossible. Most Land Offices, and some of their Co-op Counties, find themselves having to make this judgment several times per year. Following are some general guidelines highlighting aspects of the State/County Cooperative Fire program as they pertain to commitment levels, as well as a "tickler" list to aid a Land Office representative, and the County's representative, in making this determination.

The first thing to understand is that a county provides the necessary wildland fire protection afforded through the State/County Co-op. Fire program with a system of firefighters (primarily volunteers) from various Rural Fire Districts, Fire Service Areas, Volunteer Fire Companies, and County Rural Fire Departments. These ***guidelines*** recognize the duty and responsibility created by Montana law of these same fire organizations to continue to provide standard and adequate fire protection within their respective legal jurisdictions, even during a county-wide wildland fire incident. Further, it is understood and accepted that any policy encompassing all possible situations is unrealistic and acknowledges that the merits of a request for state assistance must be jointly assessed and evaluated by the Incident Commander(s), the County Firewarden (or another county representative acting for the County Commissioners), and the assigned DNRC representative, on a case-by-case basis. County-wide mutual aid agreements, mapped initial attack and fire protection areas, and fire department drawdown plans are some of the aids that need to be available, and annually updated, to allow this group to assess the capabilities of a particular county. Signed mutual aid agreements with adjoining counties are valuable tools a county can use to maintain their ability to respond to all legally mandated incidents. When, or if, these out-of-county mutual aid resources enter a paid status after State assistance is given is dependent solely on the judgment of the assigned DNRC representative and is covered in the Mobilization of Local Government Fire Fighting Resources document.

Following is a list of some things that the County should consider doing prior to a wildland request for State assistance:

- Department(s) with jurisdiction are committed presently, and for the duration of the incident.

- Other divisions of county government are committed as necessary:
    - County Road Department.
    - Law Enforcement.
    - Search and Rescue (S&R).

    - Disaster and Emergency Services (DES).

- Mutual Aid resources within the county are utilized as per annual operating plan(s):
    - Drawdown plans implemented.

- All DNRC equipment on loan is committed to incident(s) or to other initial attack responsibilities.

- County equipment and personnel are committed to incident(s) or to other initial attack responsibilities as appropriate.

- Signed Mutual Aid Agreements with adjoining counties, state agencies, federal agencies, or other fire jurisdictions invoked as necessary. Knowing these other agencies might be committed to their own incident(s), this listing is offered for consideration when reasonably available.

- Consideration given to invoking the County 2-Mill Levy, per 7-33-2209 MCA, and/or

- Consideration given to invoking the County 2-Mill Levy, per DES 10-3-405 MCA. The County usually has to declare emergency or disaster in this case.

While most incidents unfold in a linear fashion, starting small and growing larger in a predictable manner, some do not. Weather, fuels, and other factors can cause an incident to grow exponentially, from small to complex, in a very short time. Sustained high fire dangers, Haines Indexes 5+, Lightning Activity Levels (LAL's) of 5, Burning Indexes (BI's)/ Energy Release Components (ERC's) above the 90th percentile, and other large incidents in the county or state could cause an emerging incident to progress past the point of possible containment with the county's resources, or lower the potential for the county to respond adequately. (In cases such as this, the decision time to involve other cooperators and seek State assistance will naturally be compressed. In these cases, it may not be possible to use the above criteria to judge "fully committed.") Also, as fire season conditions worsen, some pre-planning of the State assistance process needs to occur. Several forms of State assistance may be given to a county before an "official" request is processed in order to keep an incident from becoming "project" size, after which time an incident becomes very dangerous and expensive. For example, mutual aid response by DNRC resources, the use of retardant, or other resources/supplies which the counties don't have access to should be considered if conditions warrant. It might help to set up some "trigger" points understood by all parties when such actions would occur.

The State/County Co-op Fire program attempts to strengthen the initial attack capabilities of a county's fire forces by having the State (DNRC) provide training, equipment, and help in organizing fire protection. The State additionally provides, on an "as needed" basis, technical assistance in the form of County Fire Advisors, fixed and/or rotary wing air support, or other non-traditionally provided resources. In turn, the County agrees to initial attack all fires on State and private land within the county which are not otherwise protected. The County or its political subdivision maintains responsibility for all such county fires, even after the request for State assistance has been approved. The County remains as a Line Officer, in consultation with the local DNRC Land Office representative overseeing the State's involvement. The jurisdiction can delegate management authority for specific tactical and support operations needed to mitigate an incident, but final responsibility rests with the County and any appropriate political subdivision. The County (and the fire subdivision if there is one on whom the incident is occurring) must also maintain a presence throughout the incident(s) duration. At some agreed point after the incident's containment and control, the County will be expected to take back operational control of the incident until it's declared out. This point will be jointly agreed to by the I.C., the local fire authority, the DNRC representative with authority, and the County Firewarden (or another representative acting for the County Commissioners). State involvement after this point will again be at the discretion of the local DNRC Land Office representative, in consultation with the County Firewarden.

APPENDIX C

Montana Sheriff & Peace Officer MOU

MEMORANDUM OF AGREEMENT

Between

Montana Department of Natural Resources and Conservation And the

Montana Sheriffs and Peace Officers Association

This MEMORANDUM OF AGREEMENT (hereinafter "Agreement") is hereby entered into by and between the Montana Department of Natural Resources and Conservation (hereinafter "DNRC"), and the Montana Sheriffs and Peace Officers Association (hereinafter "MSPOA").

WHEREAS, DNRC is responsible for protecting the natural resources of the state, especially the natural resources owned by the state, from destruction by fire and carries out its wildland fire protection and/or suppression responsibilities in conjunction with local government, and state and federal agencies; and,

WHEREAS, Wildland fires occur on intermingled ownerships or adjacent to each ownership and may represent a threat to another ownership; and,

WHEREAS, Sheriffs are the Constitutional and jurisdictional officials responsible for evacuation within a County; and,

WHEREAS, evacuations are primarily carried out by the Sheriffs and their designees on both small and large scale incidents, and are primarily carried out at his direction and authority;

NOW, THEREFORE, the parties agree as follows:

I. Purpose: The purpose of this Agreement is to facilitate assistance in prevention, pre-suppression and control of wildland fire. This Agreement is to facilitate rapid deployment of law enforcement strike teams, including a leader, to a major wildland fire incident in the event of a need for large scale evacuation of the public in situations in which a local jurisdiction is overwhelmed by events and cannot affect the evacuation on that scale without reinforcement.

II. **Authority:**

1. Section 76-13-202, Montana Code Annotated. Authorizes DNRC to provide for forest fire protection of any forest lands through the DNRC or by contract or any other feasible means, in cooperation with any federal, state, or other recognized agency.

III. Terminology and Command Systems

To establish a "common" understanding, words and phrases as used herein are defined in a Glossary attached as Appendix A

DNRC and MSPOA recognize and accept different on-site language and command structures, and may define and/or configure resources differently.

Each strike team of officers will be commanded by a qualified leader familiar with and working under the Incident Command System.

IV. General Procedures

A. Requests

1. Requests for assistance will be channeled by the most expeditious means to the appropriate authorized official utilizing the wildland fire dispatch system. The MSPOA will provide DNRC with contact names and contact numbers to initiate filling a resource order.

2. Each signatory party's resource order, forms are acceptable for resource order requests. The ordering party will assign the billing number. The strike team leader orlaw enforcement agency is responsible for contacting the wildland dispatch center to identify the necessary resources, to provide any necessary details, and to confirm both that the resource order has been filled and the response times and details of requestedresources.

B. Personnel

1. The strike team will have a qualified leader. Each member of a strike team will be a sworn Sheriff's Officer or Reserve Officer certified by the State of Montana. Each strike team leader must also have gone through the DNRC Fireline Safety Course, be familiar with the National Incident Management System, Incident Command System (hereinafter "NIMS (ICS)") principles and practice and be familiar with the Population Protection Plan utilized by Northern Rockies wildland firefighting agencies.

2. Montana law provides for mutual aid and assistance between law enforcement agencies crossing County and jurisdictional lines. This Agreement does not replace mutual aid nor the responsibility of Counties to carry out law enforcement duties or evacuations nor the fiscal obligations associated with those duties or mobilizations.

3. When the line officer/Incident Management Team assigned to an incident and the Sheriff of the local impacted jurisdiction believe that life and property is in eminent danger from a large scale wildland fire; and when the local jurisdiction is not able to effect an evacuation through normal law enforcement mutual aid actions due to resource limitations or for other reasons, a strike team(s) may be ordered thru the Wildland Fire Dispatch System by the Wildland Fire Protection Agency line officer or Incident Management Team (hereinafter "IMT') in place. Any agreements entered between Wildland Fire Protection Agencies and local jurisdictions should include terms related to payment for the dispatched resources.

4. Prior to placement of a resource order(s) that would mobilize strike teams, the line

officer or representative, IMT or the appropriate official from a Wildland Fire Protection Agency must confer with and have the concurrence of the Sheriff or County official with authority to order an evacuation and who has authority to make related expenditures to do so.

5. Reimbursement for personnel wages will be based on the "you order you pay" basis: This Agreement does not automatically obligate DNRC to pay for law enforcement duties which would ordinarily be the County's responsibility, but does augment deployment and support (including reimbursement in some circumstances) in large or prolonged evacuation deployments by Sheriff's Officers outside of their normal jurisdiction to another jurisdiction which has surpassed its resources or ability to carry out that large scale or prolonged evacuation or control of an area which must be/has been evacuated due to a wildland fire. Pre-existing agreements between the receiving County and DNRC or a Federal Wildland Fire Protection Agency covering law enforcement services will be the controlling documents in determining details of the services to be provided and the rates at which they will be provided, even in cases in which conflicts exist between this Agreement and the pre-existing agreements.

6. All reasonable/justifiable costs submitted for payment by the sending agency will be reimbursed by the ordering agency, in accordance with the salary schedules and/or union contracts in existence with the sending agency unless resource rates are established prior to resource mobilization. DNRC does not pay portal-to-portal salary expense or rates.

7. When appropriate, the sending agency or the ordering agency may provide or request liaison assistance. The costs of the liaison assistance will be reimbursed by the ordering agency.

8. The ordering agency agrees to accept the sending agency's standards for training, fitness, personal protective equipment and workers compensation, even if those standards impose a duty higher than the ordering agency's standards. In the event theordering agency is required to meet a higher safety equipment and supply standard, it must supply the equipment, supplies and associated training necessary to satisfy the higher standard.

9. Each agency that assigns personnel to a resource order certifies that the personnel assigned meets the requirements of the position ordered.

10. The strike-team members shall, at the time of arrival on an incident, make contact with the designated Sheriff's official, who will brief the strike-team members on the situation and assignment, and coordinate all actions through the Incident Action Plan with an identified chain of command. The ordering agency must provide the sending agency with debriefings and evaluations. Upon arrival on an incident, the leader of each strike team must check in with the incident management team and Sheriff or his/her designee and must keep detailed records of personnel, operational and event times, equipment, expenses, and actions by the strike team.

11. All responding officers shall have Worker's Compensation coverage thru either the requesting or receiving agency while they are engaged under this Agreement.

12. Notwithstanding anything to the contrary contained in paragraph 11, the ordering agency will ensure that immediate medical services be afforded any member of the personnel on assignment regardless of the nature of the requirement or the type ofmedical aid required.

13. Any accident or serious incident involving personnel on assignment must be immediately reported to the sending agency's authorized official. The sending agency may request to participate in the investigation, or may, at its own expense, and with the assistance of the ordering agency, undertake its own investigation.

14. Length of assignment and rest and rotation for personnel shall be identified by the Sending Agency at the time of request. Any extension of assignment will be by mutual agreement. DNRC work and rest policies will be followed by responding resources. Responding officers must arrive at an incident prepared to operate in a self-sufficient manner for up to 48 hours with personal items, appropriate clothing, as specified in paragraph C.1. below, drinking water, food, and other necessary items.

15. Responding officers must be Police Officer & Standards for Training (POST) certified law enforcement officers or reserve officers having met the minimum requirements under Montana law, with appropriate identification as such, and must arrive in clearly marked law enforcement patrol units. The responding officers must arrive with a leader, who will answer to the jurisdictional Sheriff or his designate at the incident location. When determining the number of law enforcement officers, it will request, the requesting agency must provide not only for the direct operational number of positions needed but also for adequate relief of on-duty officers throughout their shifts.

C. Equipment and Supplies

1. Officers will arrive on scene with wildland, flame retardant personal protective clothing, including but not limited to shirt, pants, hard hat/helmet, gloves, and fire shelter. Officers must arrive at an incident with the ability to employ common communication frequencies and must be able to communicate directly with the local Sheriff and fire forces present at the incident. Use of mutual aid color-coded frequencies may be used to accomplish this requirement.

2. Consumable supplies and materials shall be considered purchased on delivery and with proper documentation may be reimbursed by the ordering agency as approved. Items should be considered consumable if they are not reusable.

3. Durable and accountable equipment and supplies will be credited to the ordering agency upon return to the sending agency. The cost of refurbishing is reimbursable to the sending agency unless the sending agency agrees that the ordering agency will perform the work.

4. In the event that any equipment or supplies are damaged beyond repair or not returned, they will either be replaced by the ordering agency with new equipment or supplies of the same quantity and to the sending agency's standard, or full replacement costs will be reimbursed by the ordering agency. Fiscal reimbursement is the preferred method for replacing lost or damaged equipment when crossing international borders.

5. Any special considerations not contemplated by this Agreement must be mutually agreed to in a separate written document.

E. Recall

1. The sending agency will, wherever possible, provide to the ordering agency a forty-eight hour recall notice for the return of personnel, and the ordering agency will make every effort to meet the forty-eight hour notice.

2. Equipment, personnel, and supplies will be returned to the sending agency as expeditiously as possible or as separately negotiated and agreed to.

F. Billing and Payment

1. Responding agencies will coordinate their efforts through MSPOA. MSPOA will submit billing documents based on the actual cost of each officer, the rate specified in Chapter 20 of the Standards for Interagency Incident Business Management handbook for the patrol vehicle, and any actual, documented supply costs arising from the dispatch. DNRC does not pay "portal-to-portal salary expense. An itemized invoice will be submitted in a timely manner to the DNRC Fire Protection Bureau as "Fire Security Services". If payment is to be made, the incident must be either on Direct Protection, Federal, or County Assist incidents and must have been agreed upon in writing prior to placement of the resource order. Federal Wildland Fire Protection agencies may utilize this agreement, and any negotiation to place a resource order will be between that Wildland Fire Protection agency, the Sheriff, and MSPOA.

2. All invoices must include the ordering agency's resource order number and request number if applicable and must be itemized by incident and by reference to the provisions of this Agreement.

3. MSPOA administrative staff may be reimbursed at an hourly rate of $50 plus actual expense agreed upon by the DNRC Fire Financial Supervisor, Fire Protection Bureau, 2705 Spurgin Rd. Missoula, MT. and MSPOA.

4. Invoices must be submitted to the billing addresses listed in Appendix B.

V. Appendices

A. Glossary

Authorized Official--immediate authority to approve dispatch of resources.

Billing Number--individual agency's charge code that tracks costs for the incident.

Consumable Supplies--Those items normally expected to be consumed on the incident. Examples of consumable supplies are batteries, MREs, plastic canteens, cubi-tainers, forms, fuses, hot food containers, petroleum products, and miscellaneous medical supplies.

These items are considered consumable or expendable and are normally not expected to be returned to the source of issue:

Accountable Property--"Major Equipment" consisting of property, such as capital equipment, which meet all the following criteria:

a. A useful life of more than one year, and
b. identity which does not change with use, and
c. is identifiable and separately accounted for, and
d. is classified as "sensitive" property. And
e. has a unit cost of $5,000.00 or more.

Durable Goods--Those non-accountable items considered to have a useful life expectancy greater than one incident. Acceptable fire loss/use rates include items returned in broken/beyond repair status. Return of durable goods such as fire hose, fittings, hand tools, fire shirts, etc., should conclude within 30 days of incident closure.

Liaison Officer--Official from the ordering or sending agency responsible for the health, safety, welfare and commissary needs of sending agency personnel while on assignment.

Member Agencies-- Agencies signatory to this agreement.

Ordering Agency--Any agency requesting and receiving assistance from another agency.

Sending Agency--Any agency providing resources at the request of another agency.

Technical Specialist-- Personnel with special skills. Technical specialists may be used anywhere within the organization. Most technical specialists are certified in their field or profession. Position determined by the sending agency at the time of request. Costs may be born by the sending agency.

B. BILLING ADDRESS

Fire Protection Bureau
Att: Joanne Marceau, Financial Specialist
Montana DNRC
2705 Spurgin Road
Missoula, MT. 59804
406-542-4252

MSPOA
34 West 6th Ave.
Helena, MT 59601.
406-443-5669

C.GENERALCLAUSES

1. **RIGHT TO KNOW**. Any information furnished under this instrument is subject to Montana's right to know provision found at Article 2, Section 9 of the 1972 Montana Constitution, and this provision's implementing legislation found in Title 2, Chapter 6 ofthe Montana Code Annotated.

2. **MODIFICATION**. Modifications within the scope of the instrument shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, prior to any changes being performed.

3. **PARTICIPATION IN SIMILAR ACTIVITIES**. This instrument in no way restricts the DNRC or the Cooperator(s) from participating in similar activities with other public or private agencies, organizations, and individuals.

4. **PRINCIPAL CONTACTS**. The principal contacts for this instrument are:

DNRC Contact	MSPOA Contact
John Monzie	Vern Burdick, Sheriff
Supervisor, Fire Suppression	Chouteau County Sheriff Office
Fire & Aviation Management Bureau	P.O. Box 459.
Forestry Division	Fort Benton, MT. 59442
Missoula, MT. 59804	
Phone:406-542-4220	Phone: 406-622-5451
FAX: 406-542-4242	FAX: 406-622-3815
E-Mail: jmonzie@mt.gov	E-Mail: sheriff1@mtintouch.net

THE PARTIES HERE TO have executed this instrument

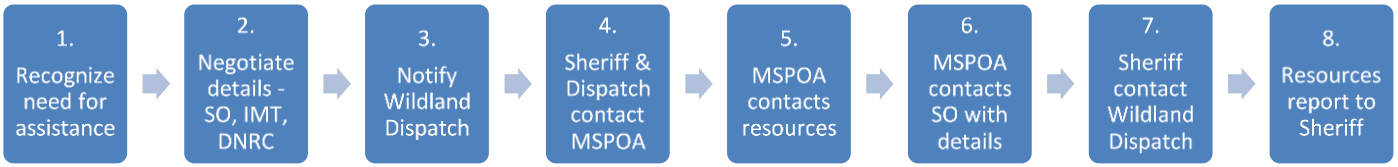
President
Montana Sheriff & Peace Officers Assn.

Dated .3-22-2016

Mike DeGrosky, Chief, Fire & Aviation Bureau
Montana Department of Natural Resources & Conservation

Dated 4-8-16

STAR TEAM ACTIVATION STEPS



STAR TEAM ACTIVATION STEPS

1. Local Sheriff/IMT/ Fire Line Officer determine that the need for law enforcement for evacuation, security, etc. has exceeded the local Sheriff's capability to accomplish or sustain because of the incident. These are generally short term (a few hours to 2 or 3 days).

2. Negotiation takes place between those entities (Sheriff, IMT, Fire Line Officer) on number of resources, duration, logistics, and who pays. DNRC does not pay for in-jurisdiction additional resources in most instances.

3. Once those details are agreed upon, the IMT/DNRC notifies the Wildland Dispatch for that area of an order for a Star Team(s). The details of specific personnel, vehicles, leader, etc will be given to the Wildland Dispatch as soon as determined. These initial details may be put in "Documentation" on the Resource Order. Any rotation of personnel and vehicles will be managed and documented by MSPOA and does not need to be put in ROSS.
4. The jurisdictional (receiving) Sheriff and Wildland Dispatch contacts the Montana Sheriff & Peace Officers Association (MSPOA) at 406-443-5669 or 406-443-1570. The information on numbers, types, times, etc. needed is relayed to the MSPOA. Both making contact with MSPOA helps insure continuity.

5. MSPOA then contacts a leader and helps find resources from the list of law enforcement officers who have taken the Project Star training from DNRC.

6. Once those resources are identified MSPOA gets that detailed information back to the Sheriff and the ordering Wildland Dispatch office.

7. MSPOA will provide the Wildland Dispatch office the ETD and ETA of the Star Team Leader, these times will be considered the official travel times for filling the resources order.

8. Wildland Dispatch processes the Star Team order by creating a resources order in ROSS in the Supply Screen. Category "**NON-NFES Supplies";** Catalog Item "**Not in Catalog Supplies"; Item Description;**

1. "Service, Law Enforcement MSPOA Project Star"**.** In **Special Needs; "**Nomex shirt and pants required. Lodging may not be available recommend bringing tent, sleeping bag and other items to camp out".
   Fill the order with **Fill with Agreement** > **Resource Name**; "Service, Law Enforcement MSPOA Project Star "> **Provider** is "MT-MTS." Dispatch will email the filled resources order to Nanette@smithandmcgowan.com.
2. The incoming law enforcement resources report to the Sheriff <u>and</u> the management of the fire. Those resources become part of the IAP and are tracked as any other resource; the only difference being that they work directly for the Sheriff. The caveat is that the Sheriff and Fire Management are coordinating and working the incident together.

Payment Information:
1. This system would work for any mutual aid scenario including: a) the wildland system is paying for the deployment; b) it is strictly Sheriff to Sheriff and no pay; or c) some other reimbursement arrangement is made thru the respective agencies (DNRC, MSPOA, Sheriffs, Federal Agencies). The Wildland Agency must have agreed up front for any payment to occur from them. If DNRC or a Wildland Agency is paying, then the resource order, crew time reports or detailed time documents for the personnel and equipment must be kept. Documentation paperwork must accompany the resource when demobilized and ultimately end up with MSPOA.
2. Once the deployment is over, if there is to be reimbursement either from the receiving county or a Wildland Agency, the copy of the resource order and detailed personnel time and equipment records are sent to MSPOA by the receiving/sending Sheriff or Agency providing law enforcement personnel to the deployment. MSPOA consolidates documents (resource orders, detailed personnel time and equipment records) into a single invoice per agency and submits that to DNRC (DNRC mobilizes local or State government in an emergency) or to the receiving county if they will be paying. DNRC processes those invoices like any other with proper documentation and as per the original agreement discussed in #2. The payment will be sent to the Treasurer of each of the sending Counties for reimbursement to the Sheriff or to the sending agency.

APPENDIX D

CRITICAL MISSION TASK FORCE

INTENT: The intent of forming a Critical Mission Task Force is to mobilize resources for a specific task within a limited time frame. Once the objective of the Task Force is completed the entire Task Force will be demobilized.

- All resources and equipment will meet the Wildland Fire Qualification System Guide, PMS 310-1 and chapter 50 of the NWCG Standards for Interagency Incident Business Management.

- All resources will be mobilized on a resource order and will be in pay status from the time of dispatch.

- The intent of this type of mobilization is to be a short duration assignment. A typical assignment should be completed within 48 to 72 hours. Actual duration of the assignment will be negotiated between the sending and ordering units.

- The Taskforce will be mobilized and demobilized as a complete Taskforce. The Taskforce can't be divided up and/or reassigned.

- A Montana Department of Natural Resources and Conservation (DNRC) Land Office must approve the resource order for each Critical Mission Task Force.

- Implementation and coordination of each Critical Mission Task Force will be done by a DNRC Land Office.