



**NORTHERN ROCKIES COORDINATING GROUP (NRCG)  
INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK  
AMENDMENT**

**CHAPTER 50 – INTERAGENCY COOPERATIVE RELATIONS**

**Supplement No:** NR-2014-6

**Effective Date:** April 1, 2014

**Duration:** Effective until superseded or removed

**Approved:**

*/s/ R.E. Seidlitz*

**R.E. SEIDLITZ**

**Chair**

**Posting Instructions:** Post by document, remove entire document, and replace with this supplement. Retain this transmittal as first page of document.

<b>New Document</b>	NR 2014-6	70 Pages
<b>Superseded Document(s) by Issuance Number and Effective Date</b>	NR 2013-6 (6/27/13)	60 Pages

**Digest:**

Exhibits

1

2 **Exhibit NR8-**

3 Updates Montana Department of Natural Resources (DNRC) for the following:

4 All reference to Water Trucks removed.

5 1.8 Addition of language and rates for Montana Sheriff and Peace Officers Agreement (Project Star).

6 1.8 Addition of Law Enforcement vehicle rate.

**Digest:** Continued

**Exhibit NR9-** IDL- Replaced National Guard section.

**Exhibit NR10-** No Change

**Exhibit NR11-** The entire exhibit was replaced.

## **Agreements between Federal and State Fire Organizations**

This supplement outlines incident business management procedures specific to the Montana Department of Natural Resources and Conservation (DNRC), the Idaho Department of Lands (IDL), the North Dakota Forest Service (NDFS) and the South Dakota Wildland Fire Suppression Division (SD WFS) that differ from the Interagency Incident Business Management Handbook. These directions apply when working on fires under the protection of the respective agency or when working with state employees, county employees, or city, county or rural fire departments from the respective states.

Exhibits: NR8 – Montana Department of Natural Resources and Conservation (pages 3-37)

NR9– Idaho Department of Lands (pages 38-48)

NR10– North Dakota Forest Service (pages 49-60)

NR11– South Dakota Wildland Fire Suppression (pages 61)

Exhibit NR8  
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## 01.1 Montana DNRC General Information

This information is intended to provide a general outline of DNRC and Local Government Fire Force (LGFF) operating procedures. For further information contact one of the six Area Land Offices, the Forestry Division or the Fire and Aviation Management Bureau:

### LAND OFFICES:

Central Land Office	Helena, MT	(406) 458-3500
Eastern Land Office	Miles City, MT	(406) 232-2034
Northeastern Land Office	Lewistown, MT	(406) 538-7789
Northwestern Land Office	Kalispell, MT	(406) 751-2240
Southern Land Office	Billings, MT	(406) 247-4409
Southwestern Land Office	Missoula, MT	(406) 542-4200

**FIRE AND AVIATION MANAGEMENT BUREAU: (406) 542-4250**

**FORESTRY DIVISION: Missoula, MT (406) 542-4300**

### BILLING:

DNRC will use applicable LGFF equipment rates and **actual** personnel costs for purposes of billing other agencies and private entities for fire suppression services. Rates for on-road vehicles will be billed according to rates found in the Northern Rockies Ch 20 Supplement (also see section 1.9-1 of this chapter). For off-road 4x4 SUVs and Pickups the applicable rates will be billed according to section 1.9-1 of this chapter

### Rates for T1-7 Engines & T1-3 Water Tenders:

The rates contained in this chapter for T1-T7 Engines were updated for CY2013 using the Consumer Price Index obtained from the United State Department of Labor Bureau of Labor Statistics. <http://www.bls.gov/cpi/> The CPI-U for 2012 was issued at 1.7%. The original rates were derived from a formula calculating an average replacement cost for the equipment. This formula is representative of the actual cost of replacing the equipment in the future. The rates established in 2013 for engines & tenders will stay static until 2016 (3 Years). After the 3<sup>rd</sup> year, the rates will be re-evaluated and adjusted as needed. If a significant market change occurs during the 3 year period the rates may be re-evaluated.

## 01.2 EMERGENCY FIRE FIGHTERS (EFF's) AND OTHER STATE EMPLOYEES

DNRC has six Area Offices and the Fire & Aviation Management Bureau that engage in statutorily-mandated wildland fire suppression and all hazard incident activities. In some areas, DNRC hires seasonal positions each year to fight fire for approximately 65 days during June to August. As needed, DNRC also hires temporary, Emergency Fire Fighters (EFFs) for individual emergency operations that require more personnel than are already on staff.

A DNRC EFF is an individual hired of necessity to cope with a sudden and unexpected emergency, actual or potential, which threatens damage to DNRC protected property. EFFs are hired without a competitive interview process. While individuals may complete all necessary paperwork to be available as an EFF during a wildfire season, or an extension of the wildfire season, they are not employed – and are therefore not paid - until they are hired and work on an as-needed basis for a particular incident. EFF employment is sponsored for an individual wildfire or other hazard incident basis. Employment terminates when the EFF's work on the incident is complete. Employment as an EFF is not guaranteed. Hiring and dispatching EFF's for incidents impacts the limited resources at the DNRC offices that sponsor the EFF's, limiting how many EFF's can be sponsored at any given time. Generally, EFF sponsorship is looked at as to whether it is a benefit to DNRC or the incident management organizations that DNRC supports. Trust and responsibility are critical criteria for all DNRC incident personnel in dealing with wildfire command structure,

1 agency cooperators, local governments and the public. DNRC is not obligated to red card, hire, sign up, or mobilize  
2 personnel or equipment, and will determine which (if any) personnel or equipment will be carried and mobilized by  
3 DNRC.

4  
5 DNRC does NOT use the same Administratively Determined (AD) pay plan rates as federal agencies when hiring  
6 casual firefighters. DNRC hires casuals (EFF's) as state employees using the EFF Pay Plan. EFF rates of pay are  
7 determined by the nature of the EFF work assigned. See the NRCG supplement to Chapter 10, , Exhibit NR02 for the  
8 current pay plan.

9  
10 When an EFF Class A-N works as a trainee, they shall be paid one EFF class below the fully qualified EFF class. For  
11 example: an engine boss (ENGB) trainee would be paid at the EFF-E class.

### 12 **01.2-1 Entitlements**

13  
14  
15 EFF employees do not earn sick or annual leave and are not required to participate in the state retirement plan. EFF's  
16 who are currently participating in a PERS state retirement plan through previous employment must participate in the  
17 retirement plan. Questions should be directed to DNRC Human Resource Bureau (406) 444-4942 or the responsible  
18 Land Office.

19  
20 DNRC employees, including EFF's, are covered under the provisions of the State of Montana Workers' Compensation  
21 Insurance Program (known as Montana State Compensation Insurance Fund or Montana State Fund).

22  
23 DNRC employees, including EFF's, have State and Federal withholding taxes deducted from gross earnings and state  
24 unemployment insurance is paid by the state. Federal Social Security (FICA) taxes are not deducted from EFF  
25 earnings.

26  
27 DNRC employees, including EFF's, are granted commissary privileges. Commissary deductions will be accounted for  
28 in accordance with instructions in this handbook.

29  
30 DNRC employees, including EFF's, do NOT receive hazard pay, nor any other form of differential except overtime.  
31 EFF's receive the base rate for the first eight hours of work per calendar day, and 1½ times the base rate for all  
32 approved time worked beyond eight hours per calendar day and for all hours worked beyond the forty-hour base in the  
33 work week. Other state employees receive 1½ times the base rate for all hours worked beyond the forty-hour base in  
34 the work week. Overtime does not need to be calculated at the incident, but will be figured when Emergency  
35 Firefighter Time Reports (OF-288's) are processed by Payroll.

36  
37 DNRC employees, including EFF's, may occasionally be in situations where meals or lodging may need to be paid  
38 out-of-pocket when in travel status or when meals at fire camp are not available. Reimbursement for such expenses  
39 will be in accordance with the Travel & Reimbursement Policies, State Per Diem rates and the DNRC Fire Meal  
40 Policy, regardless of the location of the incident.

41  
42 For current travel reimbursement policies and state per diem rates for travel, see the following website:  
43 <http://www.dnrc.mt.gov/forestry/fire/business/firefinanceforms.asp> or  
44 <http://doa.mt.gov/doatravel/default.mcp>

45  
46 During a declared *State of Emergency*, non-DNRC employees, with the exception of rostered IMT members, shall be  
47 mobilized through the Department of Emergency Services (DES).

48  
49 Telephones and cell phones provided by the State of Montana are for the conduct of state business only. Personal long  
50 distance calls may not be made from or charged to state telephones.

## 01.2-2 Meal Periods

The guidelines of Chapter 10 of the IIBMH conflict with Montana Law and the Fair Labor Standards Act (FLSA); therefore, the following shall apply to DNRC employees, including EFF's.

DNRC employees are to be paid for meal breaks when in a fire suppression mode (on the fire line) unless they are **completely relieved** of duty during the break. Fire camp duty, traveling to and from the fire line, or any other duty that is not actual work on the fire line will not be paid for meal breaks, as long as the employee is **completely relieved** of duty during the break. If personnel cannot be completely relieved of duty, their supervisor must document why the crew was required to continue in a work status during a scheduled meal period. This documentation shall be part of the incident record but does not need to be forwarded to the person's home unit.

Equipment will remain in paid status during meal periods, where people are required to show a meal break when they are relieved of duty.

## 01.2-3 Work/Rest, Length of Assignment, and Days Off

DNRC subscribes to the guidelines for work/rest, length of assignment, and days off as outlined in Chapter 10 of the IIBMH. However, compensation for days off given upon return to DNRC home Unit Office (per IIBMH) is contrary to Montana State pay provisions for DNRC permanent, seasonal and EFF personnel. If deemed advisable, it is the responsibility of the Incident Commander (IC) to provide days off during an incident assignment.

Seasonal employees may be entitled to compensated R&R days per direction in DNRC 300 Manual.

<http://dnrc.mt.gov/Forestry/Fire/Manuals/manuals.asp>

## 01.2-4 Payroll

DNRC payroll occurs every other week throughout the year. Copies of payment documents for permanent and seasonal employees should be transmitted to home units in order to meet payroll deadline dates. Pay period ending dates for 2014 are: 1/10, 1/24, 2/07, 2/21, 3/7, 3/21, 4/04, 4/18, 5/02, 5/16, 5/30, 6/13, 6/27, 7/11, 7/25, 8/08, 8/22, 9/05, 9/19, 10/03, 10/17, 10/31, 11/14, 11/28, 12/12 & 12/26. It is the responsibility of each employee to ensure that their payroll documents are transmitted to their home unit.

EFF employees are normally paid upon completion of the fire assignment via direct deposit if elected or by check mailed to the address shown on the W-4. Payment is made directly from the completed Emergency Firefighter Time Report, (OF-288). At the time of demobilization from an incident, the completed original OF-288 and signed crew time reports (CTR's) MUST be transferred to the responsible Land Office or DNRC Unit Office for processing, preferably by hand with the demobing resource. On long duration incidents consideration should be given to biweekly transmission of EFF payroll documents; however, this must be prearranged with the responsible Area Land or Unit Office.

## 01.2-5 Hiring Documents

The following documents must be completed and kept on file at the responsible Land Office / 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/forestry/fire/business/forms.asp>

- 1) Emergency Firefighter Employment Form
- 2) W4 – Employee Withholding Allowance Certificate
- 3) Decedent's Warrant - Must be fully completed, including SS numbers and dates of birth.
- 4) Employment Eligibility Verification (IRCA Form I-9) - If possible a photocopy of the documents reviewed should be included.

- 1 5) Public Employees' Retirement System (PERS) Optional Membership Election - The ORIGINAL copy must  
2 be submitted for processing.
- 3 A. Membership Card - Public Employees' Retirement System - This form is only required if the EFF  
4 elects to be a member of PERS on the Membership Election form above. It is not available on the  
5 above website. It must be obtained from a DNRC Land Office or from DNRC Payroll in Helena.
- 6 6) Statement of Selective Service Registration Status
- 7 7) Confirmation of Receipt of DNRC Policies by EFF's
- 8 8) SSA-1945 Statement concerning your employment in a job not covered by Social Security
- 9 9) Incident Behavior Form
- 10 10) Certification for Local Government Fire Forces (LGFF) Equipment and Operators (page 2 being the Incident  
11 Rental Agreement (MT DNRC IRA)
- 12 A. Chief Certification is only required where the fire chief is attesting to individual knowledge, skills and  
13 abilities for training and type and class of equipment operated.
- 14

### 15 **01.2-6 Payment Document Requirements**

16  
17 **Equipment (Original pink copies for the payment office, blue copies for the file. NOTE: I-Suite copies will all**  
18 **be white.)**

- 19 1) Emergency Equipment Use Invoice (OF-286)
  - 20 a) Fuel/Oil tickets (OF-304)
  - 21 b) Shift tickets (OF-297)
- 22 2) Emergency Equipment Rental Agreement (OF-294) OR MT DNRC Incident Rental Agreement (IRA), if  
23 applicable
- 24 3) Certification for Local Government Fire Forces (LGFF) Equipment and Operators, if applicable
- 25 4) Inspection Form (pre/post) if available (OF-296)
- 26 5) Resource Order
- 27 6) Invoice, if required for the hiring option
- 28

29 **Emergency Firefighter (white copies for the payment office. NOTE: I-Suite copies will all be white.)**

- 30 1) Emergency Firefighter Time Report (OF-288)
  - 31 a) Crew Time Reports (SF-261)
- 32 2) Resource Order
- 33 3) Certification for Local Government Fire Forces (LGFF) Equipment and Operators, if applicable
- 34

35 Emergency Firefighter Time Reports, Crew Time Reports, Emergency Equipment Shift Tickets and supporting  
36 documentation will be filled out, a copy retained at the incident, and the **signed original packet returned with the**  
37 **designated representative** when demobed. This designated representative would normally be the Engine Boss, Strike  
38 Team Leader, Crew Boss or single resource. Any questions should be directed to the local DNRC Land or Unit  
39 Office. Packets should be submitted to DNRC within one month of the demob date.

### 41 **01.2-7 Compensation for Injury/Illness**

42  
43 Compliance with Montana State Insurance Compensation Fund instructions pertaining to physicians and facilities to be  
44 used is the responsibility of the Finance/Administration Section Chief or Incident Commander.

45  
46 The injured Montana State employee, or a person acting on behalf of the injured employee, is responsible for reporting  
47 the injury to the immediate supervisor. The immediate supervisor is responsible for the preparation of the First Report  
48 of Injury Form. The First Report form **must** be transmitted via fax or e-mail to the DNRC Safety Officer (Paige  
49 Tabor) **within 24 hours** of notification or knowledge of a work related injury. The Safety Officer will review the First  
50 Report form and must submit the claim to the Montana State Fund within 24 hours. This form is available in Northern  
51 Rockies Region Finance Kits, from DNRC offices or on the Internet at: <http://www.montanastatefund.com> under  
52 Employer, Report an Injury.

1 The Finance Section is responsible for transmitting the First Report, complete with attending physician's information  
2 and the employee's signature. Faxing or E-mailing a hard copy to [ptabor@mt.gov](mailto:ptabor@mt.gov) or fax #: 1-406-444-1357  
3 (Attention: DNRC Safety Officer) is the preferred method of transmitting the completed First Report. The DNRC  
4 Safety Officer will ensure the report is completed correctly, and then forward it on to Montana State Fund. The report  
5 should be submitted as soon as the information is obtained. Note the date and time of transmittal (faxing) on the  
6 completed First Report and include the signed original with the employee's payroll documents for return to the home  
7 unit. The form should be filled in as completely as possible, including the DNRC tax ID # of 81-0302402. If the form  
8 is not available or cannot be transmitted within 6 days, call the DNRC Safety Officer at 406-444-2079 or cell 406-437-  
9 2746, to initiate the First Report verbally.

11 The DNRC workers compensation insurance does not cover operators of equipment hired "fully operated," other  
12 government agency employees or Local Government Fire Forces (LGFF) which qualify and choose to use their own  
13 payroll. Generally speaking, any cooperators who is not hired as an EFF is not covered by DNRC's insurance.  
14 DNRC's responsibility, in such cases, is limited to arranging for prompt emergency or other medical treatment if  
15 necessary. The attending physician must be advised that the private individual(s) involved have their own worker's  
16 compensation coverage.

18 All employees that require medical care beyond what can be provided at the camp must be handled through the  
19 appropriate employees' workers comp insurance. For State of Montana employees including regular employees,  
20 seasonal's and EFF's, the claims will be handled through MT State Fund.

22 Each Land/Unit Office or host agency office has at its discretion the ability to use APMC in a limited manner for  
23 minor injuries to return an employee to work status in a quick and efficient manner.

25 If medical care is not available at the fire or there is a minor injury that needs acute minor medical attention to return  
26 an employee to work please contact the local Unit or Land Office for approval for APMC. Please reference Chapter 10  
27 of the Interagency Incident Business Management Handbook (IIBMH) APMC guidelines.

### 29 **IN NO SITUATION SHALL CARE BE DELAYED!!**

31 Assistance with claims for compensation for work related injury or illness may be obtained by contacting Paige Tabor,  
32 DNRC Safety Officer. If the DNRC Safety Officer is not available, assistance with claims for compensation for work  
33 related injury or illness may be obtained by contacting Carol Nelson, DNRC HR Specialist, (406) 444-0513 or Kelly  
34 Bishop, DNRC Payroll (406) 444-6673. If no contact can be made to the above people please contact the local DNRC  
35 Area Land or Unit Office.

## 37 **01.3 PRIVATE FIRE SUPPRESSION RESOURCES – EMERGENCY EQUIPMENT RENTAL**

### 39 **01.3-1 Preferred Hiring Method**

41 In the course of wildland fire suppression, DNRC offices may utilize any fire resource to aid in the suppression of any  
42 fire on lands protected by the State of Montana. This includes, but is not limited to use of any resource from the  
43 following sources: DNRC, other States and Federal agencies, local government fire forces, and private contract  
44 resources including Competed Solicitation Resources and Local EERAs. DNRC will order and utilize resources from  
45 the best, closest and most logical source as determined on the basis of urgency (date & time needed), availability,  
46 delivery time, reasonable cost, and operational impact on the agency & incident. This allows DNRC to select resources  
47 that will allow the fastest, most effective and of most importance safe suppression of fires occurring on state  
48 protection.

50 Private fire suppression resources that did not participate in the competitive solicitation process may be hired "Fully  
51 Operated" if competitively solicited resources are not available and they meet all equipment inspection standards and  
52 requirements. There may be extraordinary circumstances when it is in the interest of the State of Montana to sign up  
53 equipment as "unoperated." These circumstances should be the exception, not the rule, and must be pre-approved by

1 the Land Office Fire Program Manager. In both circumstances, the EERA must show that the agreement is applicable  
2 only for the duration of the incident.

3  
4 The preferred hiring method for EERA's executed by DNRC is "Fully Operated" (see Section 01.4-3 of this  
5 supplement) and is in accordance with the procedures established in the IIBMH and the NRCG supplements to Chapter  
6 20 of the IIBMH. Private contractors must provide proof of Workers Compensation coverage for their employees, and  
7 either proof of coverage or an exemption issued after 4/28/05 for themselves. Failure on the part of equipment owners  
8 to provide this documentation does not constitute justification to hire the equipment "unoperated" in a preseason sign-  
9 up. The contractor must also provide documentation of payment of coverage of unemployment insurance for their  
10 employees.

11  
12 Private contractors hired on a fully operated basis are responsible for providing their own operating supplies (fuel, oil,  
13 foam, etc.). Repairs and normal maintenance are the contractor's responsibility.

### 14 15 **01.3-2 During-Incident Sign-up**

16  
17 In the event equipment does not have a pre-existing agreement, procedures in the IIBMH and the NRCG supplements  
18 to Chapter 20 & 50 of the IIBMH must be followed. On state fires, agreements initiated by DNRC personnel do not  
19 have to be co-signed by Contracting Officers or Procurement Unit Leaders working for a federal agency.

20  
21 EERA's for equipment covered under the competitively solicited process where the contractor did not participate must  
22 show that the agreement is applicable only for the duration of the single incident and will not be eligible for  
23 interagency dispatch.

## 24 25 **01.4 LOCAL GOVERNMENT FIRE FORCES (LGFF)**

### 26 27 **01.4-1 General Information**

28 The guidelines in this document apply when Local Government Fire Forces (Rural Fire Districts, Fire Service Areas,  
29 Volunteer Fire Companies, and Municipal City Fire Departments) are hired for use by NRCG agencies. Hiring  
30 practices for other Municipal City, County and State resources are also addressed in this section. Detailed equipment  
31 and personnel standards, mobilization and dispatch procedures are included in the NRCG Mobilization of Local  
32 Government Firefighting Resources guide. The document may be found at the following website:

33 [http://www.fs.fed.us/r1/fire/nrcg/ops\\_plans\\_index.htm](http://www.fs.fed.us/r1/fire/nrcg/ops_plans_index.htm)

34  
35 In accordance with the Cooperative Fire Protection Agreement signed by the U.S. Forest Service, Bureau of Land  
36 Management, Park Service, Bureau of Indian Affairs, Fish and Wildlife Service, and the State of Montana, DNRC is  
37 designated as the mobilization and payment agency for personnel and equipment obtained from Local Government  
38 Fire Forces (LGFF) when dispatched in circumstances other than local initial attack under mutual assistance  
39 agreements. LGFF equipment and personnel costs will be paid by DNRC who will, in turn, bill the responsible  
40 cooperator agency when applicable. Said resources shall be considered agents of the State. DNRC is under no  
41 obligation to sign up, mobilize, dispatch, or sponsor any particular local government person or fire entity and does so  
42 only to meet the needs of the wildland fire system. The intent for mobilization is to meet incident needs and is not  
43 intended to provide an ongoing "business" for any entity. DNRC will determine who, what, and under what  
44 circumstances it will mobilize local government fire personnel or equipment.

45  
46 Procurement of equipment and personnel from LGFF will follow the procedures established by the State of Montana  
47 DNRC Fire & Aviation Management Bureau and local Land or Unit offices. All rates and responsibilities have been  
48 established between the State of Montana and representatives of the LGFF. For current rates refer to section 01.4-4  
49 Local Government Fire Force Equipment. Renegotiation of rates and responsibilities shall not happen at emergency  
50 incidents. If there are compelling reasons for renegotiation, the responsible Land or Unit Office must be involved in  
51 the negotiations and documented on the payment cover sheet. Normally, LGFF apparatus, equipment and personnel  
52 will be signed up prior to the incident by the local DNRC Area Land or Unit office. If it is necessary to sign up  
53 equipment at the incident, contact the responsible Land or Unit Office.

1  
2 The term Local Government Fire Forces in this document refers to:

3  
4 a. Local Government:

5  
6 A local government is a county, municipality, city, town, township, public authority, school  
7 district, special district, intrastate district, council of governments, regional or interstate  
8 government entity, or agency or instrumentality of a local government; any Indian tribal  
9 government or authorized tribal organization; and any rural community, unincorporated town  
10 or village, or other public entity. A private volunteer fire group, subscription fee for fire  
11 service organization/business or other organization which has not been organized and funded  
12 as per Title 7, Chapter 33, MCA is not considered a local government fire force for the  
13 purposes of this document.

14  
15 b. Local Government Fire Forces:

- 16  
17 1) County or municipal (e.g. town or city) equipment and personnel,  
18 2) volunteer and paid personnel from Local Government Fire Forces, and  
19 3) county and fire services organization equipment and apparatus

20  
21 c. Local Government Fire Forces refers to any fire department (volunteer or paid), rural fire  
22 district, volunteer fire company, fire service area, or county rural fire department, organized  
23 and administered as per Montana State Law, Title 7 MCA and in this document  
24 interchangeable with the term Local Government Fire Forces.

25  
26 **NOTE:** If an individual or group who is a member of a Local Government Fire Force contracts  
27 himself/herself or his/her privately owned/non-department owned equipment under a separate  
28 agreement, he/she is considered a private contractor and does not fall under any policy or rules  
29 pertaining to Local Government Fire Forces. Non-government owned equipment leased for the  
30 purpose of contracting out by a department to the system will, in most instances, be considered private  
31 contracting and thus not a part of the mobilization of local government fire forces. The intent for the  
32 Mobilization of Local Government Fire Forces is for the equipment to be owned, licensed, operated,  
33 insured, and staffed by the Local Government Fire Force mobilized.

34  
35 **NOTE:** DNRC is not authorized to make payments directly to local government fire service organizations. Per  
36 Montana Code Annotated (MCA 17-8-311), "All payments made by a state agency to any city, town, county, or local  
37 government entity must be payable to the finance officer of the appropriate city, town, or county."

38  
39 **Mutual Aid-** Mutual Aid resources may be converted to paid status after the initial response if the Land/Unit Office  
40 deems it in the best interest of the State to do so. Mutual aid will not be paid without Land/Unit Office approval.  
41 Mutual aid responses will be paid according to the requesting jurisdictions' Annual Operating Plan (AOP). In absence  
42 of an AOP a standard of 8 hours mutual aid is in effect. It is the **responsibility** of the resource to contact the IC and  
43 request to remain on the fire. The ultimate decision for that resource remaining on the fire is contingent on the needs of  
44 operations and approval by the IC and local Land or Unit Office. If the resource remains on the fire beyond the mutual  
45 aid period without going through the IC approval and sign up process, the resource will not be paid. The following  
46 conditions and criteria must be met to be placed in pay status:

- 47  
48  
49  
50  
51  
52
- IC and DNRC Land/Unit or Federal Agency approval
  - Equipment and Personnel must meet Agency Standards put forth in this Chapter of the IIBMH
  - Have a Resource Order or Initial Attack Justification
  - Be inspected or have signed the "No Damages/No Claims" statement of the OF-286 upon demob
  - If a pre-season rental agreement is not currently in place, the LGFF should contact the local Land or Unit Office to create an Incident Rental Agreement.

1 If these criteria are met, the resource may be paid back to the first hour of mutual aid request. It is the responsibility of  
2 the LGFF to ensure that these criteria are met. If any of the criteria are not met any time will be considered donated  
3 mutual aid time.  
4

5 All LGFF shift tickets and other appropriate documentation should be filled out from the time of dispatch regardless of  
6 pay status to facilitate conversion to pay status when applicable.  
7

8 **Crew Swap/Crew Change Out**- Travel expenses & travel time incurred swapping out LGFF crews is compensable at  
9 the end of a crews' tour of duty (i.e. at the end of a 14 day assignment) if the resource (i.e. engine) is extended and  
10 there is a need to re-crew the equipment. Travel expenses & travel time for crew swaps that occur within the tour of  
11 duty to meet LGFF department staffing needs are done so at the cost of such departments.  
12

### 13 **01.4-2 Within Local Government Fire Force Legal Jurisdiction**

14

15 To qualify for payment within its legal jurisdiction, not including severity, the local government force must be fully  
16 committed (the situation has surpassed the jurisdiction's capabilities and all firefighting resources have been  
17 exhausted), have exercised all mutual aid resources possible, and have been granted a DNRC County Assist. The  
18 criteria for fully committed and commitment of mutual aid resources will vary by county, by time frame, resource  
19 availability, activity level, and jurisdictional commitment and is to be determined by the local DNRC Area/Unit  
20 involved.  
21

22 When LGFF resources are dispatched to an incident within their legal jurisdiction, rostered *volunteer LGFF personnel*  
23 may be hired as EFF's and paid for their time commencing 24 hours after the first initial attack resources are  
24 dispatched, unless otherwise designated in the local Annual Operating Plan (AOP), beginning with the time of dispatch  
25 from the respective dispatching center. Rostered department members, as listed on the annual roster to the County  
26 Clerk & Recorder or Secretary of State, means firefighters who are readily available to that Department to respond to  
27 incidents within its own jurisdiction on a daily basis. Mobilization, including continued mobilization for hire is subject  
28 to DNRC approval, since DNRC carries the expense of every mobilization.  
29

30 Personnel certifications and qualifications will be in accordance with NWCG 310-1 established minimums or the  
31 equivalents with the knowledge, skills and abilities to perform at the LGFF certified position. NWCG 310-1  
32 information can be found at <http://www.nwcg.gov/pms/docs/docs.htm>. National direction is for agencies to accept  
33 each other's standards. In some circumstances the Chief Officer of the LGFF can certify that provided resources have  
34 the knowledge, skills and ability to perform at those same levels. The incident commander will determine the priority  
35 of demobilization of resources subject to direction of the appropriate line officer(s).  
36

37 EFF rates of pay are determined by the ICS position or nature of the EFF work assigned. See Chapter 10, Exhibit  
38 NR02 for the current Pay Plan. Hiring documentation for LGFF personnel is the same as for other DNRC EFF  
39 personnel; see section 01.2-5 above for information on hiring documentation for DNRC EFF's. These documents  
40 should be completed preseason and copies kept on file at the hiring DNRC Area Land or Unit Office.  
41

42 **LGFF equipment** will not be hired when the incident occurs within its legal jurisdiction, but approved operating  
43 supplies (fuel, oil and foam) may be covered beginning 24 hours after the initial attack resources are dispatched.  
44 Repairs and normal maintenance will be the LGFF's responsibility.  
45

46 In areas of DNRC Direct Protection with overlapping jurisdiction, the LGFF may be reimbursed for their expenses, as  
47 needed, and/or hired within the first 24 hours on an incident, if specifically provided for in the Annual Operating Plan  
48 (AOP), Initial Attack (IA) Agreement, Mutual Aid Agreement (MAA) or other formal contract.  
49

50 Local Government Fire Force (LGFF) personnel are responsible for completing the Crew Time Report – SF-261, and  
51 the Emergency Equipment Shift Ticket- OF-297; these documents will be turned into the DNRC Area, Unit office or  
52 Incident Management Team. The Office or Finance section will post and complete the Emergency Firefighter Time  
53 Report – OF-288, and Emergency Equipment Use Invoice – OF-286 for payment.

## Severity

LGFF resources (personnel and equipment) may be hired to bolster DNRC capabilities for pre-suppression severity (as per rates listed in this chapter), providing these resources are under the control of DNRC and are performing DNRC's mission. These resources may be released to respond to incidents that are the responsibility of the LGFF. DNRC may move-up resources or preposition with other available resources and has no responsibility to rehire the LGFF.

Pre-suppression severity 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's may be hired for pre-suppression severity within their jurisdiction when the LGFF is clearly performing DNRC's mission.

Hiring the appropriate number of LGFF personnel (EFF's) to staff a fire station to be prepared to respond to a wildland fire incident that is within DNRC's jurisdictional responsibility (PL 4 or 5) 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 Incident Rental Agreement (MT DNRC-IRA) and will be reimbursed at the rates listed in this chapter. Normally, the apparatus will only be in a pay status when actually in use. 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, move-up of resources or preposition, and ensures the individuals are removed from pay status for the duration of these types of incidents.

### **01.4-3 Possible Hiring Methods**

LGFF resources may be hired in one or more of the following options. Each option requires a separate agreement. Upon approval by the local Land/Unit office, one piece of equipment may be hired on more than one Montana DNRC Incident Rental Agreement (MT DNRC-IRA) if the LGFF wishes it to be available on both an unoperated and fully operated basis. Procurement officials on incidents should consult the hiring DNRC Area Land or Unit Office for more information regarding specific agreements. (see MT DNRC General Information listed above, Section 01.1)

In order for the LGFF to be eligible to accept assignments outside the Northern Rockies Geographic Area, LGFF equipment and personnel must be hired *Fully Operated* (Option #2) or under a separate agreement (Option #3), and be operated by LGFF employees, not EFF's.

**Resource Orders** - E-#'s are to be issued for equipment and personnel staffing that equipment. O-#'s are to be issued for Overhead and Single Resources assigned to an incident. O-#'s are not to be issued for personnel listed on the equipment. An E-# may be issued for a support vehicle.

**NOTE: LGFF Backfill will not be reimbursed using fire suppression funds and administration costs will not be reimbursed.**

**NOTE: DOUBLE-SHIFTING IS NOT THE PREFERRED METHOD OF HIRING AND SHOULD ONLY BE USED WHEN THE NEED IS IMMEDIATE OR THE RESOURCES ARE LIMITED.**

**DOUBLE SHIFT-** There will be no compensation for a double shift unless a separate operator(s) and or crew(s) is/are ordered in writing for the second shift. Double shift (DS) equipment is normally staffed with two operators or crews (one per shift) and must be ordered and documented on a resource order. If a resource order is not issued, detailed written documentation must be provided by the incident supervisor. A normal shift is 12-16 hours long. The DS rate will apply any calendar day the DS was under hire. The appropriate double shift rate can be found in the matrix located in section 1.4-5. The double shift rate covers the number of persons contained in the specification table for the applicable piece of equipment (i.e. T6 engine 2 people, T3 engine 3 people). The provision that is listed for an additional person at the rate of \$21.00/hr does not apply to the DS rate unless an extra person is ordered above the required persons to operate the equipment.

1  
2 Travel for the LGFF crew(s) is only valid on the first and last day of the double shift. No additional travel will be paid  
3 for the interim days and crews are expected to stay in camp. If crews decide not to stay in camp, permission from the  
4 IC is required to leave camp and any travel time and fuel used is not compensable. Additional crew change out is the  
5 responsibility of the LGFF.

6 **Travel** – All travel and per diem costs associated with LGFF resources responding to/from an incident will be paid  
7 according to Chapter 10 guidelines and reimbursed according to the policies of the LGFF payroll entity. All LGFF  
8 expenses must be paid through the employing agency and submitted to DNRC for reimbursement with the agency  
9 invoice.

10  
11 **Option 1) Unoperated** – Under this method, LGFF personnel will be hired as EFF's, temporary employees of the State  
12 of Montana, and the equipment will be hired on a MT DNRC-IRA at the unoperated rate as listed in this supplement.

13  
14 Rental agreements for LGFF engines, and water tenders hired unoperated are not valid outside the Northern Rockies  
15 Geographic Area; this fact shall be stated on the equipment rental agreement in block 14, Special Provisions.

16  
17 **Option 2) Fully Operated** – Under this method, LGFF personnel are not hired as EFF's, they remain LGFF employees;  
18 the personnel and equipment are paid at fully operated rates as listed in this supplement, Section 01.4-4. LGFF  
19 equipment hired fully operated are responsible for their own payroll costs, including taxes and workers compensation  
20 insurance, as required under state law.

21  
22 LGFF equipment hired on a fully operated basis is eligible to accept assignments outside of the Northern Rockies  
23 Geographic Area. Any out of region assignment with a piece of equipment that is over 26,000 lbs GVW will require an  
24 Interstate Commercial Drivers License (CDL) with all applicable endorsements. MT DNRC remains the mobilization  
25 and payment agency for LGFF resources on out of region assignments. Rates set forth in this Chapter, Section 01.4-4  
26 below, are based on NWCG typing standards. All staffing requirements meet NWCG standards. For operational  
27 purposes and/or for safety reasons some engines or tenders may operate with an additional crewmember with the  
28 approval of the ordering entity. Each additional crew member will be paid at an hourly rate of \$21.00.

29  
30 **Option 3)** At the discretion of the local DNRC Area Land or Unit Office, an exception may occur when salaried or  
31 union fire departments or other municipal city or county government departments or divisions elect to provide their  
32 normal payroll and contract their services to DNRC. This is acceptable (with confirmation of worker's compensation  
33 coverage) and may be a more agreeable way of meeting the requirements of collective bargaining. Under these  
34 circumstances, the LGFF is resource ordered through the national dispatch system and considered an agent of the  
35 State. The LGFF will bill DNRC travel and per diem expenses, normal payroll, including overtime, for permanent  
36 employees, and if applicable, the unoperated rate for the equipment, per the Cooperative Agreement executed between  
37 the DNRC Land or Unit Office and the fiscal authority for the LGFF. Backfill costs will not be reimbursed using fire  
38 suppression funds. LGFF administration costs will not be reimbursed. This Cooperative Agreement provides  
39 acceptance by both parties of the IIBMH and NRCG supplements. Questions regarding this agreement should be  
40 directed to the hiring Land or Unit Office.

41  
42 LGFF equipment hired under this option is eligible to accept assignments outside of the Northern Rockies Geographic  
43 Area. MT DNRC remains the mobilization and payment agency for MT LGFF on out of region assignments.

44  
45 **Other Municipal City or County Government Agencies:** Resources from other Municipal City or County  
46 Departments or Divisions may occasionally be ordered through the national dispatch system and hired by DNRC.  
47 Preferred hiring method is fully operated at the LGFF rates listed in this supplement, Section 01.4-4. If equipment is  
48 hired unoperated, the operator may be hired as a state EFF at applicable rates as listed in the EFF Pay Plan in the  
49 NRCG Supplement to Chapter 10, IIBMH. The Municipal City or County Government Agency will bill DNRC  
50 normal payroll, including overtime, for permanent employees, and if applicable, the unoperated rate for the equipment,  
51 per the Cooperative Agreement executed between the DNRC Land or Unit Office and the fiscal authority for the  
52 LGFF. **Backfill costs will not be reimbursed using fire suppression funds.**

1 Resources from other Municipal City or County Departments or Divisions shall meet the appropriate equipment and  
2 personnel standards. In emergency circumstances, operators that do not meet the appropriate standards may only  
3 remain on the fire if escorted by qualified line personnel.

4  
5 **FOR ALL PERSONNEL IN PAY STATUS, A RED CARD CERTIFICATION OR LGFF CHIEF'S**  
6 **CERTIFICATION FORM MUST BE IN PLACE WHETHER THEY ARE IN OR OUT OF JURISDICTION**  
7 **FOR PAYMENT.**

#### 9 **01.4-4 Local Government Fire Force (LGFF) Personnel**

10  
11 **NOTE: All LGFF volunteer personnel that are mobilized MUST be rostered volunteers of their fire department**  
12 **to be placed in pay status.**

13  
14 Under "unoperated" MT DNRC-IRA's as detailed in Option 1) in section 01.4-2 above, LGFF personnel are hired as  
15 state EFF's. Hiring documentation for LGFF personnel is the same as for other DNRC EFF personnel; see section  
16 01.2-5 above. These documents are normally completed preseason and copies kept on file at the hiring DNRC Area  
17 Land or Unit Office. The certifications and qualifications are in accordance with NWCG Wildland Fire Qualifications  
18 System Guide (PMS 310-1 October 2012), as shown on the following charts. Personnel certified by a LGFF Chief on  
19 the Montana DNRC Chief's Certification form MUST meet agency standards for training or equivalents with the  
20 knowledge, skills and abilities for the position. The local Land or Unit Office has the option to inspect training records  
21 for any LGFF personnel converted into pay status. DNRC may, at its discretion, inspect training records for any  
22 firefighter hired.

23  
24 DNRC will not issue Red Cards to Local Government below the level of Strike Team/Task Force Leader or Unit  
25 Leader positions. **The chief officer of each Local Government Fire Force is responsible for certifying that Local**  
26 **Government firefighters meet NWCG, NRCG, NFPA, or appropriate standards for the positions in which they**  
27 **are operating. Chief certifications are intended for rostered department members for which that Chief is**  
28 **responsible.** Rostered department members, as listed on the annual roster to the County Clerk & Recorder or  
29 Secretary of State, means firefighters who are readily available to that Department to respond to incidents within its  
30 own jurisdiction on a daily basis. Mobilization, including continued mobilization for hire is subject to DNRC approval,  
31 since DNRC carries the expense of every mobilization.

32  
33 **NOTE: NRCG agencies may verify compliance at any time by checking qualification cards, Chief's certification,**  
34 **and/or training records for all local government firefighters they hire.**

35  
36 **FOR ALL PERSONNEL IN PAY STATUS, A RED CARD CERTIFICATION OR LGFF CHIEF'S**  
37 **CERTIFICATION FORM MUST BE IN PLACE WHETHER THEY ARE IN OR OUT OF JURISDICTION**  
38 **FOR PAYMENT.**

39  
40 LGFF single resource personnel may be hired as EFF's or hired under Option #3 above, independent of LGFF  
41 equipment and be dispatched as single resources. These individuals may accept assignments in and out of region.  
42 EFF's may be assigned to any position which they are red carded to perform under NWCG 310-1 and within  
43 individual agency requirements. During travel to an incident, single resource EFF's may operate passenger vehicles  
44 (i.e.: pickups, sedans) belonging to a LGFF, a private individual, or DNRC. In the case of a LGFF or private  
45 passenger vehicle, if the vehicle is not specifically ordered on the resource order for use on the incident, it will be  
46 considered to be providing transportation to and from the incident only, and will be paid mileage according to the  
47 employing agency rates. Reimbursement for mileage must be requested through a DNRC or employing agency travel  
48 reimbursement voucher. All LGFF expenses must be paid through the employing agency and submitted to DNRC for  
49 reimbursement with the agency invoice. If the vehicle is ordered on a resource order for use on the incident, it must be  
50 hired on an EERA at the applicable unoperated rate per section 1-9.1 of this supplement and meet all equipment  
51 inspection standards and requirements. EFF's may also be hired as single resources to staff DNRC engines.  
52

1 For current personnel pay rates see the EFF Pay Plan, Chapter 10, Exhibit NR02 of the NRCG Supplement to IIBMH.  
 2 Each position has a minimum training requirement as shown below.

3  
 4 Pay rates for LGFF resources shall be determined first by the type of equipment ordered (Type 1 vs. Type 6), second  
 5 by the duty position assigned within the crew of a particular piece of equipment, and third by qualification for the duty  
 6 position assigned.

7  
 8 Drivers of LGFF equipment are recommended to possess a commercial driver’s license (CDL) and all drivers  
 9 should have the knowledge, skills and abilities for the type and class of equipment being operated. For any out of state  
 10 incidents, equipment over 26,000 lbs GVW requires an Interstate CDL with applicable endorsements. The chief  
 11 officer of each LGFF is responsible for certifying that local government firefighters have the knowledge, skills and  
 12 abilities for the type and class of equipment operated, as referenced in the NRCG IIBMH and the NRCG Mobilization  
 13 of Local Government Firefighting Resources Guide. Certification of drivers will be made using the “Certification for  
 14 Local Government Fire Forces Equipment and Operators” form. This form is required for all equipment requiring a  
 15 CDL and is available on the website at: <http://www.dnrc.mt.gov/forestry/Fire/Business/EERAforms.asp>. A copy of  
 16 this certification shall be carried by LGFF personnel during incident assignments. This certification is required as part  
 17 of the payment package. No payment will be made for the equipment unless the driver is certified by the chief officer  
 18 and listed on this form. Updated information may be added to the form as needed. The form will be kept on file at  
 19 each local Land or Unit Office and a copy submitted with the final payment package.

20  
 21 Equipment ordered shall have the minimum number of personnel required as per NWCG standards; each assigned a  
 22 duty position for the incident dispatch and should be listed on the resource order. The following chart shows the  
 23 minimum number of personnel and positions:

24 **EFF Classification of personnel on ENGINES/Water Tenders**

25

Type 1	Type 2	Type 3 - 7	TYPE 1-2	Type 1 - 3
Structure Engines	Structure Engines	Wildland Engines	Tactical Water Tender	Water Tenders
1 Company Officer EFF-G	1 Company Officer EFF-G	1 Engine Boss EFF-F	1 Driver Op/FFT1	1 Driver/Operator EFF-E
1 Driver/Operator EFF-E	1 Driver/Operator EFF-E	1 Firefighter or Advanced Firefighter EFF-C or EFF-D	1 Firefighter or Advanced Firefighter EFF-C or EFF-D	
2 Firefighters EFF-C or EFF-D	1 Firefighter EFF-C or EFF-D	* see note		

26  
 27 \*Note: If a third person is requested for unoperated Types 4-7 engines and listed on the resource order, the additional  
 28 firefighter will be paid at either EFF-C or EFF-D, depending on qualifications.  
 29

**LGFF STRUCTURAL ENGINE (TYPE 1-2)**  
**Minimum Training Requirements**

<b>Position*</b>	<b>FFT2*</b>	<b>FFT1*</b>	<b>Driver/Operator*</b>	<b>Company Officer*</b>
<b>Required Training</b>	I-100, L-180, S-130, S-190 Or Equivalent; And Certified as NFPA FF1.**	Same as FFT2	Same as FFT2	Same as FFT2
	Annual Fireline Safety Refresher (RT-130) is required annually for each of these positions.			
<b>Physical Fitness Work Capacity Test (WCT)</b>	Light	Light	Light	Light
<b>EFF Classification</b>	EFF-C	EFF-D	EFF-E	EFF-G

\*The Chief of the LGFF identifies which individuals fill which position.

\*\*The MSU Fire Services Training School certificate for NFPA FF1 Training Standard 1001 meets this requirement; or the chief of the fire department can attest to the individual's ability to perform at the NFPA FF1 Training Standard 1001 Level by a Certification for Local Government Fire Forces Equipment and Operators form signed by the chief of the LGFF or a Red Card.

**LGFF WILDLAND ENGINE (TYPE 3-7) & TACTICAL WATER TENDER**  
**Minimum Training Requirements**

	<b>FFT2</b>	<b>FFT1</b>	<b>ENGB</b>	<b>STEN</b>
<b>Position</b>	<b>Firefighter</b>	<b>Advanced Firefighter/Squad Boss</b>	<b>Engine Boss</b>	<b>Strike Team Leader Engine</b>
<b>Required Training</b>	I-100, L180, S130, S190 or equivalent	S131, S133	S230, S290	S215, S330
	Annual Fireline Safety Refresher Training (RT-130) is required annually for each of these			
<b>Other Training which supports development of knowledge and skills</b>	None	S211, S212	I-200, L280, S231, S234, S260, S270	I-300, L380
<b>Prerequisite Experience</b>	None	Satisfactory performance as FFT2 <b>and</b> Successful position performance as FFT1 on a wildland fire incident	Satisfactory performance as FFT1 <b>and</b> Successful position performance as ENGB on a wildland fire incident	Satisfactory performance as ENGB <b>and</b> Successful position performance as STEN on a wildland fire incident
<b>Physical Fitness</b>	Arduous	Arduous	Arduous	Moderate
<b>Other position assignments that will maintain currency</b>	None	ICT5	ICT4, CRWB, DOZB, FELB, FIRB, HELB, TRPB	STCR, STDZ, STPL
	Any higher position assignment for which listed position is a prerequisite will maintain currency			
<b>EFF Classification</b>	EFF-C	EFF-D	EFF-F	EFF-G

**LGFF WATER TENDER**  
**Minimum Training Requirements**

Position	Water Tender Type 1-3 Driver / Operator
Required Training	Basic Wildland Firefighting (includes S130, S190, or equivalent)
	Annual Fireline Safety Refresher Training (RT-130)
Physical Fitness	Light
EFF Classification	EFF-E

\*\*Additional personnel may be justified and approved by the local Land or Unit Office for the operation of water tenders for departments that have a Standard Operating Procedure of 2 operators for safety.

**01.4-5 Local Government Fire Force (LGFF) Equipment**

**NOTE: LGFF equipment will remain in paid status during meal periods.**

Severity

Severity rates for LGFF equipment will be paid at 50% of the established hourly rate when in non-fire status. If the resource is mobilized to an incident, the payment will revert to the full hourly suppression rate for the entire shift. Equipment being transported (via heavy transport) to a severity assignment shall be paid per the “While in Transport” paragraph below at 50% of the full hourly rate. See also 01.4-2 Severity.

While in Transport

When LGFF equipment is in transport status (via heavy transport, not being driven), equipment will be paid at 50% of the hourly rate regardless of the length or time of transport.

Equipment Down for Maintenance

Operators of equipment that is out of service for maintenance are to remain in pay status for the remainder of the applicable shift.

Operating Supplies

LGFF equipment will be reimbursed for fuel & oil used to and from an incident and while assigned to a fire. Costs will be reimbursed with proper documentation (e.g. detailed receipt). Normal wear & tear and normal maintenance usually will be the LGFF’s responsibility. LGFF engines may be reimbursed normal maintenance expenses (e.g., oil changes, tires etc) at the discretion of the DNRC Area office if deemed appropriate (equipment was used excessively on fire above normal wear and tear or in lieu of paying the equipment (e.g., county co-op equip). This must be approved by the DNRC office and will be reimbursed on actual costs expended documented on a receipt.

Replacement Equipment

Equipment off of an LGFF engine that are standard cache items used, damaged, destroyed or left on the line can be replaced at the incident. Non-standard cache items may be replaced at the incident if the incident has a method of procurement. If no buying team or other method of procurement is available, LGFF personnel may obtain an S# for resupply to purchase the item when they return to their home unit. The costs of the replacement item can be billed back to the incident. All items for replacement are subject to host agency approval and appropriate documentation must accompany and claim for lost, damaged or destroyed equipment.

Classification / Inspection of Equipment and Personnel

When classifying equipment, all of the requirements for both equipment and personnel, set forth in this Chapter must be met to be acceptable. Equipment lacking certification especially 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.

**NOTE: All Type 1 and Type 2 Structure Engines must meet minimum NWCG Specs set forth in this chapter AND the minimum NFPA requirements for the year in which it was manufactured.**

Basic and advanced equipment and inspection workshops sponsored by the NRCG Equipment Committee cover the necessary safety systems, the mechanical soundness, compliance with transportation safety rules, laws and other codes. Compliance with applicable standards, rules, regulations, laws and other codes is the responsibility of the LGFF.

Pre-season inspections are not required for in-state incidents. All LGFF's are still encouraged to have annual inspections and maintain all DOT requirements. A demob inspection or No Damage/No Claims statement on the OF-286 must be signed for payment. For out-of-state incidents an inspection prior to dispatch or at the time of dispatch is required. Contact the local Land or Unit Office regarding obtaining an inspection.

#### **LGFF ENGINE RATES**

<b>TYPE</b>	<b>Unoperated Hourly Rate</b>	<b>Fully Operated Hourly Rate*</b>	<b>Fully Operated Double Shift Hourly Rate</b>	<b>Number of personnel*</b>
<b>1</b>	\$106.00	\$191.00	\$315.00	4
<b>2</b>	\$101.00	\$165.00	\$272.00	3
<b>3</b>	\$87.00	\$152.00	\$250.00	3
<b>4</b>	\$73.00	\$116.00	\$191.00	2
<b>5</b>	\$61.00	\$104.00	\$171.00	2
<b>6</b>	\$57.00	\$100.00	\$164.00	2
<b>7</b>	\$36.00	\$78.00	\$129.00	2

\*For operational purposes and/or for safety reasons some engines or tenders may operate with an additional crewmember with the approval of the host agency. For a Fully Operated apparatus the additional personnel rate is \$21.00/hr.

**Hybrid Engines- "Hybrid" means - Engines in which a County owns the Chassis and the State of Montana DNRC has provided the Fire package including the pump package.**

**IN AREA-** The rates for the Hybrid Engine would be 67% of the applicable rate in the table above for un-operated LGFF Engine as for in-state assignments.

**OUT OF THE NORTHERN ROCKIES-** If a department has a hybrid engine and they are eligible to be hired under Option 2 in 01.4-3 Possible Hiring Methods as Fully Operated and take an out of the Northern Rockies geographic area assignment the rate shall be 100%. Only engines eligible to be hired fully operated are able to accept and take of out of geographic area assignments.

#### **ENGINE STANDARDS FOR TYPE**

**MINIMUM STANDARDS** - The following guide is to aid in the typing of engines. When typing equipment, all of the standards must be met to qualify the equipment. Failure to meet any standard places the equipment in a lower type or disqualifies the equipment in its entirety.

**NOTE: All Type 1 and Type 2 Structure Engines must meet minimum NWCG Specs set forth in this chapter AND the minimum NFPA requirements for the year in which it was manufactured.**

COMPONENTS	MINIMUM STANDARDS FOR TYPE						
	1*	2*	3	4	5	6	7
Pump Capacity ** Gpm @ Psi	1000+ @ 150	500 @ 150	150 @ 250	50 @ 100	50 @ 100	50 @ 100	10 @ 100
Tank Capacity (Gallons) Minimum/Maximum	300/ None	300/ None	500/ None	750/ None	400/ 750	150/ 400	50/ 200
Hose, 2½ inches (feet)	1,200	1,000					
Hose, 1½ inch (feet)	500	500	1000	300	300	300	
Hose, 1 inch (feet)	-0-	-0-	500	300	300	300	200
Ladder (feet)	***48'	***48'					
Pump and roll	-	-	Yes	Yes	Yes	Yes	Yes
Maximum GVWR (lbs)	-	-	-	-	26,000	19,500	14,000
Master Stream (GPM)	500						
Personnel (minimum number)	4	3	3	2****	2****	2****	2****

\*Type 1 and 2 Structural Engines must also meet minimum specifications of NFPA for the year in which they were manufactured.

\*\*All pumps shall have pressure gauges that meet the minimum pump pressure rating.

\*\*\*This includes 24' extension ladder, 14' roof ladder and 10' attic ladder for a total of 48'.

\*\*\*\* Each additional crew member will be paid at a rate of \$21.00/hr. This must be approved by the host agency and ordered through the resource process.

NOTE: Engines specifically designed for on-road and structure work may not be signed up as a wildland engine.

Foam Units: No compensation will be given for foam units; however, foam used during the incident may be replaced or compensated as part of operating supplies.

**MINIMUM REQUIRED COMPLEMENT FOR ENGINES**

- 2 nozzles, combination fog/straight stream, 1 inch NPSH female
- 2 nozzles, combination fog/straight stream, 1½ inch NH female
- 20 feet, suction hose with strainer or screened foot valve
- 2 shovels, size 0
- 2 Pulaski
- 1 spanner wrench, combination 1 inch to 1½ inches
- 2 gated wyes, 1½ inches National Hose (NH) threads
- 4 reducers, 1½ inches NH female to 1 inch National Pipe Straight Hose (NPSH) male
- 1 adapters 1 inch NH female to 1 inch NPSH male
- 1 adapters 1 inch NPSH female to 1 inch NH male
- 2 increasers 1 inch NPSH female to 1½ inches NH male
- 1 double male 1½ inches NH threads
- 1 double female 1½ inches NH threads
- 1 fire hose clamp
- 1 first aid kit (five person)
- 1 set of three (3) reflectors
- 1 fire extinguisher (5BC or better)
- 1 set of wheel chocks
- 5 gallons (minimum), fuel to operate pump for 12 hours
- 1 pump for water fill or have drafting capabilities

- 300 feet of ¾-inch synthetic garden hose – 50 foot sections
- 4 reducers, 1 inch NPSH to ¾ inch GH
- 2 adjustable nozzles ¾ inch
- 1 mop up wand ¾ inch receptor for hose
- 4 gated Wye ¾ inch
- 5 inline ball valves ¾ inch
- 1 1 inch gated Wye NPSH
- 1 1½ inch to 1 inch inline T or 1½ inch to 1 inch water thief
- 2 ¾ inch ball valve shut off's

**WATER TENDER CLASSIFICATION**

COMPONENTS	MINIMUM STANDARDS TYPE		
	1	2	3
Pump Capacity (GPM)	300	200	200
Tank Capacity (Gallons)	5,000 +	2500	1,000
Off Load Capacity (GPM)	300	200	200
Maximum Refill Time (Minutes)	30	20	15
Personnel (Minimum Number)	1	1	1
Drafting Capability	Yes	Yes	Yes

**MINIMUM REQUIRED COMPLEMENT FOR WATER TENDERS**

- 1½ inch nozzle, NH-combination; fog/straight stream (plastic is acceptable)
- 1½ inch NH female to 1 inch NPSH male reducer
- 20 feet suction hose (minimum) with strainer or screened foot valve
- Shovel, size 0
- Pulaski
- Frame or Self Standing Portable water tank 1000 gallon minimum (Porta-Tank)
- Spanner wrench, combination, 1½-2½
- Adjustable hydrant wrench
- 2 adapters, 1½ inches NPSH female to 1½ inches NH male
- 2 adapters, 1½ inches NH female to 1½ inches NPSH male
- 2 reducers, 2½ inches NH female to 1½ inches NH male
- 1 double male, 1½ inches NH
- 1 double female, 1½ inches NH
- 1 gated Wye, 1½ inches NH
- 1 Forestry hose clamp - 2½ inches
- 1 first aid kit (five person)
- Reflectors (1 set of 3)
- Fire extinguisher (5 BC or better)
- Wheel chocks (meets industry, standards for wheel chocks)
- Fuel to operate pump for 12 hours (minimum 5 gallons)
- 2 each, portable hand lights
- 100 feet of 1½ inches, cotton/synthetic hose, NH thread

- 50 feet of 2½ inches cotton/synthetic hose, NH thread
- Discharge outlets: 2 each 1½ inches NH thread
- Discharge outlet, 1 each 2½ inches NH thread
- Tire Tread Depth equal to DOT Standards

**LGFF WATER TENDER RATES**

TYPE	Unoperated Hourly rate	Fully Operated Hourly rate	Double Shift Rate Fully Operated	Number of Operators**
<b>WT1</b>	\$106.00	\$125.00	\$209.55	1**
<b>WT2</b>	\$95.00	\$115.00	\$158.00	1**
<b>WT3</b>	\$68.00	\$91.00	\$150.00	1**

\*\* For operational purposes and/or for safety reasons some engines or tenders may operate with an additional crewmember with the approval of the host agency. For Fully Operated tenders each additional crew member will be paid at an hourly rate of \$21.00/hr

**TACTICAL WATER TENDER  
MINIMUM STANDARDS FOR TYPE**

COMPONENTS	1	2
	Pump Capacity (GPM)	250
@ rated pressure (psi)	150	150
Tank Capacity (Gallons)	2,000 +	Minimum 1000 Max 1999
Hose mounted on Live hose reel -3/4" I.D.	100	100
Pump and roll	Yes	Yes
Personnel (Minimum Number)	2**	2**
Foam Proportioner system	Yes	Yes

\*\* Each additional crew member will paid at a rate of \$21.00/hr. This must be approved by the host agency and ordered through the resource process.

**NRCG MINIMUM REQUIRED COMPLEMENTS FOR  
TACTICAL WATER TENDERS**

- 1 – Live hose Reel Minimum 100’ of 1” hose non-collapsible w ¾” inside diameter
- 1 – Handheld Programmable Radio
- 1 – Nozzles, comb fog/straight stream, 1 ½” NH Female
- 2 – Shovels, size 0 or 1
- 2 – Pulaskis
- 1 – Spanner Wrench, combination 1 ½” to 2 ½”
- 1 – Adjustable Hydrant Wrench
- 2 – Adapters 1 ½” NPSH Female to 1 ½” NH Male
- 2 – Adapters 1 ½” NH Female to 1 ½” NPSH Male
- 2 – Reducers 2 ½” NH Female to 1 ½” NH Male
- 1 – Reducer, 1 ½” NH female to 1” NPSH Male
- 1 – Double Male 1 ½” NH

- 1           ▪ 1 – Double Female 1 ½” NH
- 2           ▪ 1 – Gated Wye 1 ½” NH
- 3           ▪ 1 – Fire Hose Clamp 2 ½”
- 4           ▪ 300’ – 1 ½” cotton/synthetic hose NH thread
- 5           ▪ 100’ – 2 ½” cotton/synthetic hose NH thread
- 6           ▪ 10 – Fusee’s (fire starter)
- 7           ▪ 2 – Line Gear (Day Pack)
- 8           ▪ 20’ Suction hose with strainer or screened foot valve
- 9           ▪ 1 first aid kit (five person)
- 10          ▪ Reflectors (1 set of 3)
- 11          ▪ Fire extinguisher (5 BC or better)
- 12          ▪ Wheel chocks (meets industry, standards for wheel chocks)
- 13          ▪ Fuel to operate pump and engine for 12 hours (minimum 5 gallons)
- 14          ▪ 2 each, portable hand lights
- 15          ▪ Discharge outlets: 2 each 1½ inches NH thread
- 16          ▪ Discharge outlet, 1 each 2½ inches NH thread
- 17          ▪ Tire Tread Depth equal or better than DOT Standards
- 18            (4/32” on steering tires and 2/32” on remaining tires)
- 19          ▪ Monitor
- 20          ▪ Foam Proportioner
- 21          ▪ Minimum 4” Dump Valve at bottom of tank (min. 34” from ground)
- 22          ▪ Back up Alarm (87 Decibels measured at 5 feet) & back up lights (2)
- 23          ▪ Baffled Tank

**LGFF TACTICAL WATER TENDERS RATES**

TYPE	Unoperated Hourly rate	Fully Operated Hourly rate	Fully Operated Double Shift Hourly rate	Number of Operators**
<b>TWT1</b>	\$100.00	\$142.00	\$234.00	2**
<b>TWT2</b>	\$95.00	\$137.00	\$226.00	2**

**PORTABLE PUMPS**

Type	Unoperated Daily Rate (\$)	Remarks
P1	137.00	Trailer-mounted low-pressure/high-volume pumps producing a minimum volume of 500 GPM. LGFF provides intake and discharge hose.
P2	64.00	Small low-volume/high-pressure portable pumps with intake hose, capable of being transported by one or two people. Pumps in this category are the Mark 26, Mark III and Gorman Rupp, or similar type pumps.
P3	37.00	Small low-pressure/high-volume portable pump that can be transported by one or two people. These pumps are similar to a Homelite or Honda trash pump.

**FRAMED OR SELF-STANDING PORTABLE WATER STORAGE TANKS (Porta Tank)**

NOTE: These rates are to be used when the porta tank is utilized separate from tender operations or is rented from the department.

Capacity	Unoperated Daily Rate
1,000-1,999 gallons	\$33.00
2,000-3,000 gallons	\$39.00

**LGFF DOZERS**

Class	Flywheel Horsepower	Unoperated Hourly Rate	Fully Operated Hourly Rate
1	200-369	\$140.00	\$179.00
2	100-199	\$75.00	\$114.00
3	60-99	\$46.00	\$83.00

**LGFF GRADERS**

Class	Flywheel Horsepower	Unoperated Hourly Rate	Fully Operated Hourly Rate
G1	201+	\$72.00	\$110.00
G2	126-200	\$58.00	\$96.00
G3	<125	\$41.00	\$78.00

Chains not required on machine, but available at next operational period.

**01.4-5-1 Local Government Fire Force Ambulances & Medical Equipment**

Advanced Life Support (ALS)

Basic Life Support ( BLS)

**THIS SECTION APPLIES TO LOCAL GOVERNMENT AMBULANCES ONLY. IF USING PRIVATE AMBULANCE COMPANIES PLEASE REFER TO CH 20 of the IIBMH NRCG SUPPLEMENT.**

**NOTE: Ambulances should only be hired if the incident is in such a remote location that local EMS or an area medical helicopter is not available. Ambulances will be under hire for incident use only and will be required to be available during off-shift hours if needed for emergency transport. No additional compensation will be allowed for this availability. 2:1 work/rest guidelines will be maintained.**

TYPE	RATE TYPE	MINIMUM PERSONNEL	RATES
Ambulance (ALS)	Fully Operated Hourly Rate	2 – (1) ALS and (1) BLS	\$110.00/Hour
Ambulance (ALS)	Unoperated, hired under Option 3 Specified in <b>01.4-2</b>	2 – (1) ALS and (1) BLS	\$56.00/Hour
Ambulance (BLS)	Fully Operated Hourly Rate	(2) BLS	\$95.00/Hour
Ambulance (BLS)	Unoperated, hired under Option 3 Specified in <b>01.4-2</b>	(2) BLS	\$51.00/Hour

<b>Patient Transport</b>	Mileage Rate		LGFF normal billing rate. See below**
<b>ALS Chase Unit</b>	Fully Operated Rate	(1) ALS	\$65.00/Hour
<b>ALS Chase Unit</b>	Unoperated, hired under Option 3 Specified in <b>01.4-3</b>	(1) ALS	\$30.00/Hour
<b>Extra ALS Personnel</b>	Additional Personnel	N/A	\$32.00/Hour
<b>Extra BLS Personnel</b>	Additional Personnel	N/A	\$22.00/Hour
<b>BLS KIT</b>	Replacement of Disposables	N/A	Replacement of Disposables
<b>ALS Kit</b>	Daily Rate + Replacements of Disposables	N/A	\$50/Day + replacement of disposables

### Equipment

The resource order must specify whether ordering an ALS or BLS ambulance, or an ALS Chase Unit. ALS ambulances come equipped with the state requirements for ambulances of that type including a Montana licensed paramedic or EMT-I99 and an EMT-Basic, cardiac monitoring equipment, advanced airway management tools, medications for pain control, cardiac emergencies, and other drugs as required by the state. BLS ambulances come equipped with the state minimum requirements for BLS ambulances and two Montana licensed EMT-Basics.

An ALS Chase Unit comes staffed with a Montana licensed Paramedic or EMT-I99 with a vehicle equipped with oxygen, backboard, transport litter, basic bandaging and splinting materials, cardiac monitoring equipment, advanced airway management tools, medications for pain control, cardiac emergencies, and other drugs as required by the Administrative Rules of the State of Montana. Equipment shall be stored in a manner that makes it easily transportable by helicopter. The vehicle for the chase unit must be 4x4 capable and must be able to drive in typical fire line conditions.

### ALS/BLS Kits- THIS IS NOT THE PREFERRED METHOD OF HIRE

The preferred method for obtaining a BLS or ALS kit is through the Northern Rockies Fire Cache. IF ALS or BLS kits are unavailable through the cache kits may be hired using the methodology contained in this section. A BLS or ALS kit ordered must contain the items listed below as well as each kit ordered must be documented on a resource order and requested by the incident. Each Kit must contain a complement list with the kit contents listed. For ALS kits, personnel using such kits must be under the medical direction of their sponsoring medical director per Montana Administrative Rules, Montana Codes, and the Montana EMS protocols.

### Personnel

Personnel must hold a current Montana licensure which includes registration with the National Registry of Emergency Medical Technicians. Additionally, all personnel must complete the annual Fire Line Safety Refresher RT-130. For personnel who are not line qualified and those assigned to stay in camp, they must be escorted to and from the fireline with a line qualified person.

**Line EMT's**-Personnel that are fireline-going or are assigned as a fireline EMT or paramedic must be qualified at the Firefighter Type 2 level (FFT2) or above and have the following minimum training-

- Introduction to ICS (I-100)
- Human Factors in the Wildland Fire Service (L-180)
- Firefighter Training (S-130)
- Introduction to Wildland Fire Behavior (S-190)
- NIMS: An Introduction (IS-700)
- Annual Fireline Safety Refresher (RT-130)\*
- Current Work Capacity Test (WCT, Pack Test ) at the Moderate Level. 2-mile hike with 25-pound pack in 30 min or less

The training and qualifications above can be documented on a Red Card or a LGFF Chief's Certification Form. The LGFF Chief's Certification form is **NOT USED** to certify an individual as an EMT but is utilized to certify that the individual has the above listed minimum fire line qualifications per NWCG PMS-310-1 Wildland Fire Qualification System Guide or meets the intent of 310-1.

**NOTE- Personnel working as an Advanced EMT (AEMT), EMT-Intermediate (EMT I-99), or as a Paramedic must have proof of documentation from their sponsoring medical director allowing them to practice outside of their normal jurisdiction.**

**\*\* Medical Transport:** When the ambulance is mobilized to transport a patient the hourly rate is dropped to \$0.00 and the ambulance reverts to their normal billing procedures for the medical incident which would include a loaded mileage rate. For all patient care and transport the ambulance will submit a bill to the patient's appropriate home agency for workers compensation billing. The APMC guidelines for the Northern Rockies states that all care beyond basic first aid will be processed through the patient's appropriate workers comp. Medical transport shall be documented on the shift ticket and shall be turned in with the shift ticket to Finance (if available) or the Land/Unit Office for documentation purposes. If no patient care or transport occurs, the ambulance will be paid the hourly rate for the time worked.

LGFF Ambulances are to be contracted dry (fuel provided by the incident).

Additional personnel may be ordered at the discretion of the incident managers. Additional personnel will be necessary for incidents that require coverage for more than 16 hours per day. When ordering ambulances or chase units, consideration should be made for providing adequate work/rest ratios.

Ambulance and personnel may be hired under hiring Option #3 in section 01.4-2 above.

Applicable state laws and regulations can be found in the Montana Code Annotated Title 50 Chapter 6 [http://data.opi.mt.gov/bills/mca\\_toc/50\\_6.htm](http://data.opi.mt.gov/bills/mca_toc/50_6.htm) and Montana Administrative Rules Title 37 Ch 104 <http://www.mtrules.org/gateway/ChapterHome.asp?Chapter=37.104>.

<b><u>BLS Kit Contents</u></b>	
<b><u>Bleeding Control &amp; Bandaging</u></b>	<b><u>Diagnostic &amp; Misc instruments</u></b>
• Tourniquet	• Stethoscope & adult B/P cuff
• 2 Quick clot, Blood stopper	• Penlight
• 4 pk. 2" gauze blood stopper	• 1 Thermometer, digital w/ 10 covers
• Gauze bandages, 3" X 5" yds	• 1 note pad
• Gauze bandages 4X4	• 2 patient care reports
• Gauze bandages 2X2	• 1 mechanical pencil or pen
• Non-adhering Pads	• 1 trauma sheer
• Band-Aid, Knuckle, Cloth	• 1 bandage scissor
• Band-Aid, cloth, 1" X 3"	• Prep pad, alcohol
• Band-Aid, cloth, 2" X 3"	• Anti-microbial wipes
• 2 rolls tape, surgical 1"	• Bag, Bio-hazard, 5 gal
• 2 rolls tape, waterproof, 1"	• Gloves, non-latex exam, large/med
• Mole skin	• Kendrick Traction Device

<ul style="list-style-type: none"> <li>• 1 Sam splint</li> </ul>	<ul style="list-style-type: none"> <li>• Automated External Defibrillator (AED)</li> </ul>
<ul style="list-style-type: none"> <li>• 1 roll Coban 3"</li> </ul>	
<ul style="list-style-type: none"> <li>• 3 Ace wraps, 3"</li> </ul>	<b><u>O2 KIT</u></b>
<ul style="list-style-type: none"> <li>• 2 Triangular bandages</li> </ul>	<ul style="list-style-type: none"> <li>• O2 Bottle</li> </ul>
<ul style="list-style-type: none"> <li>• 2 Trauma dressings, 10x12</li> </ul>	<ul style="list-style-type: none"> <li>• Regulator/key</li> </ul>
<ul style="list-style-type: none"> <li>• 2 Cold packs</li> </ul>	<ul style="list-style-type: none"> <li>• 1 non-rebreather mask</li> </ul>
	<ul style="list-style-type: none"> <li>• 1 Nasal cannula</li> </ul>
<b><u>Airway Management</u></b>	<ul style="list-style-type: none"> <li>• 1 Connection tub</li> </ul>
<ul style="list-style-type: none"> <li>• 1 Bag valve mask</li> </ul>	
<ul style="list-style-type: none"> <li>• 1 CPR Pocket mask w/oxygen port</li> </ul>	<b><u>Misc.</u></b>
<ul style="list-style-type: none"> <li>• 1 set Airway, oral pharyngeal, size 3, 4, 5</li> </ul>	<ul style="list-style-type: none"> <li>• 3 bottles of eyewash, 4 oz/1 oz</li> </ul>
<ul style="list-style-type: none"> <li>• 3 Nasal Airways (lubricating jelly) 28, 30, 32</li> </ul>	<ul style="list-style-type: none"> <li>• 1 tube Glucose</li> </ul>
<ul style="list-style-type: none"> <li>• 1 suction device</li> </ul>	
<ul style="list-style-type: none"> <li>• 1 Suction Catheter</li> </ul>	
<ul style="list-style-type: none"> <li>• 1 airway holder</li> </ul>	

1  
2

<b><u>ALS ADDITIONS TO THE BLS KIT</u></b>	
<b><u>Advanced Airway</u></b>	<b><u>I.V. &amp; Vascular Access Supplies</u></b>
<ul style="list-style-type: none"> <li>• 1 ea Laryngoscope/mac blades                             <ul style="list-style-type: none"> <li>○ ET tubes/ stylet – 7, 7.5, 8, 8.5</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 2 ea IV Start Kit</li> </ul>
<ul style="list-style-type: none"> <li>• King Airway kit 1 ea. of Size 3,4,5 Include Lubricant &amp; syringe</li> </ul>	<ul style="list-style-type: none"> <li>• 2 ea Normal saline, 1000 ml x 2</li> </ul>
<ul style="list-style-type: none"> <li>• 1 ea CO2 Detector (color change)</li> </ul>	<ul style="list-style-type: none"> <li>• 2 ea Macro drip sets</li> </ul>
<ul style="list-style-type: none"> <li>• 1 ea Gum elastic bougie</li> </ul>	<ul style="list-style-type: none"> <li>• 2 ea IV needles – f20, 18, 16, 14 gauge</li> </ul>
<ul style="list-style-type: none"> <li>• 1 ea Quicktrach</li> </ul>	<ul style="list-style-type: none"> <li>• 4 ea Syringes – 1, 3, 5, 10 ml</li> </ul>
<ul style="list-style-type: none"> <li>• 1 ea Retrograde kit (wire, scissor, hemostat, 14 g needle)</li> </ul>	<ul style="list-style-type: none"> <li>• 4 ea Needles – 22, 25 gauge</li> </ul>
	<ul style="list-style-type: none"> <li>• 1 ea Interosseous (IO) needle</li> </ul>
	<ul style="list-style-type: none"> <li>• 1 ea Sharps container</li> </ul>
<b><u>Medications</u></b>	
<ul style="list-style-type: none"> <li>• 2 ea Benadryl 50 mg</li> </ul>	<b><u>Misc</u></b>
<ul style="list-style-type: none"> <li>• 1 ea D50</li> </ul>	<ul style="list-style-type: none"> <li>• 2 ea Chest decompression needle (14 g x 3.5")</li> </ul>
<ul style="list-style-type: none"> <li>• 2 ea Epinephrine 1:10,000**</li> </ul>	<ul style="list-style-type: none"> <li>• 1 ea Glucometer with test strips</li> </ul>
<ul style="list-style-type: none"> <li>• 2 ea Epinephrine 1:1000</li> </ul>	<ul style="list-style-type: none"> <li>• Pulse Oximeter</li> </ul>
<ul style="list-style-type: none"> <li>• 1 ea Glucagon kit</li> </ul>	
<ul style="list-style-type: none"> <li>• 3 ea Atropine 1 mg**</li> </ul>	
<ul style="list-style-type: none"> <li>• 1 ea Lidocaine 100 mg**</li> </ul>	
<ul style="list-style-type: none"> <li>• 2 ea Nitroglycerine,</li> </ul>	

• 1 ea Nebulizer mask	
• 3 ea Albuterol nebules	
• 3 ea Atrovent nebules	

1 **\*\*NOTE-** Epinephrine 1:10,000, Lidocaine 100 mg, Atropine 1 mg should not be carried unless a cardiac  
 2 monitor is also available and carried.

### 4 **01.4-6 Agency Assistance with Local Government Fire Forces**

6 When five or more LGFF resources are dispatched to an incident, DNRC or the Incident Management Team (IMT)  
 7 may furnish a Technical Specialist to assist with any issues concerning personnel or equipment with the goal of  
 8 helping mitigate significant differences which may arise and to ensure the departments are signed up properly. This  
 9 person works for the Incident Management Team and is commonly housed in the Finance Section. This person is  
 10 responsible for coordinating with the Incident Commander and the Command and General Staff on matters pertaining  
 11 to resources (equipment and personnel) and in some cases jurisdictional responsibilities of LGFF resources associated  
 12 with the incident and assists in the day-to-day operations with the LGFF's.

#### 14 **Technical Specialist Position Responsibilities:**

- 15 ○ Advise the Agency Administrator, Incident Business Advisor, and the IMT of the area LGFF jurisdictional  
 16 responsibilities, including mutual aid responsibilities.
- 17 ○ Review contract specifications (such as Operating Agreements, MOUs, IA Agreements, and/or DNRC Incident  
 18 Rental Agreements, etc.) regarding pay (equipment and personnel).
- 19 ○ Review business management activities to assure compliance with legal and fiscal requirements and efficient use  
 20 of resources. Includes property management, law enforcement, and civil rights.
- 21 ○ Prepare a checklist of items that the Finance/Administration Section Chief (FSC) and the IMT need to be aware of  
 22 - include terms and conditions of operating plans or agreements.
- 23 ○ Review job responsibilities and assignments for Local Government Fire Forces personnel.
- 24 ○ Monitor local jurisdictional agency responses in meeting jurisdictional responsibilities.
- 25 ○ Attend incoming briefing with the IMT if possible; make contact with the FSC.
- 26 ○ Attend planning sessions and make known the availability of Local Government Fire Force resources, e.g., length  
 27 of commitment, rotating personnel, and impacts to local government operations.
- 28 ○ Through the Finance/Administration Section Chief (FSC), provide information on use of equipment and personnel.  
 29 Coordinate with the Logistics Section Chief (LSC) to identify problem areas for the Local Government Fire Forces  
 30 such as interaction with the IMT and logistical support.
- 31 ○ Coordinate with the FSC and the LSC to assure timekeeping and recording is being completed. Provides assistance  
 32 to appropriate personnel on timekeeping, commissary, travel, accidents, injuries, personal problems or  
 33 emergencies and other administrative needs.
- 34 ○ Check for compliance with equipment specifications, certification, engine typing, and Federal Excess equipment  
 35 use guidelines.
- 36 ○ Ensure safety, personal protective equipment, other equipment, and actions of the Local Government Fire Forces  
 37 personnel are consistent with approved standards.
- 38 ○ Assist the IMT in providing for the well being and safety of assigned Local Government Fire Forces resources.
- 39 ○ Assist the IMT in the demobilization (if necessary) of Local Government Fire Forces resources.
- 40 ○ Provide direction for distribution of pay documents.

### 43 **01.5 MONTANA NATIONAL GUARD**

45 All time is kept by the National Guard designated member and will be forwarded to Department of Military Affairs  
 46 (DMA) according to their rules and regulations. Mark any timekeeping documents clearly as National Guard and  
 47 include military rank of individual. The DMA will bill DNRC for all federal and state supported fires. DNRC  
 48 reimburses DMA through a No-Warrant Transfer of Funds; DNRC then bills the federal agencies for the support of  
 49 their fires.

1  
2 National Guard personnel are paid a daily rate. National Guard personnel do not receive hazard pay or any other pay  
3 differential. National Guard personnel are covered under Montana's workers compensation through Montana State  
4 Fund. National Guard personnel are reimbursed for travel per diem expenses according to state of Montana  
5 regulations. National Guard personnel will not be granted commissary privileges in the same manner as EFF's;  
6 commissary must be on a cash or credit card basis.  
7

8 In administrative dealings with National Guard personnel the chain of command should be respected. Disputes or  
9 discussions with individual National Guard personnel should include the individual's superior ranking supervisor.  
10

### 11 **Responsibility for payment**

12 If the resources are ordered through DES the ordering entity is responsible for payment as in the case of a local  
13 government or sheriff's office ordering the National Guard for evacuations. If the resource is ordered through the fire  
14 to assist in fire suppression or other duties associated with the fire, the host agency is responsible for payment.  
15

## 16 **01.6 MONTANA DEPARTMENT OF CORRECTIONS**

17  
18  
19 Through the cooperative agreement between the Montana DNRC, the Montana Department of Corrections (DOC) and  
20 Montana State Prison (MSP), correctional officers and low security inmates form a Type 2 Hand Crew referred to as  
21 the Deer Lodge Crew. The Deer Lodge Crew is normally comprised of 15 inmates (FFT2's), 3 correctional officers  
22 (FFT1's) and supervised at all times by a DNRC crew boss (CRWB). The crew may be used on any wildland fire  
23 incident, regardless of jurisdiction, within the State of Montana.  
24

25 The Deer Lodge Crew is a resource of the DNRC - Southwestern Land Office (SWLO) and is dispatched through the  
26 Missoula Interagency Dispatch Center (MDC). All costs in support of other agencies will be paid through DNRC and  
27 reimbursed through the Montana Cooperative Fire Protection Agreement. DNRC will forward timekeeping documents  
28 to the Department of Corrections after release from the incident. The Department of Corrections will bill DNRC for  
29 the personnel costs of overtime hours for correctional officers and regular hourly rates for inmates (no overtime) per  
30 this cooperative agreement. Correctional officers and inmates do not receive hazard pay or any other pay differential.  
31 Correctional officers and inmates are covered under the Montana Workers' Compensation Insurance Program, known  
32 as the Montana State Fund (see also Section 01.2-6 in this supplement); by the Department of Corrections.  
33 Correctional officers may use the commissary on a cash or credit card basis. Inmates are not allowed commissary  
34 privileges.  
35

36 The assigned DNRC crew boss will be the administrative contact for the Deer Lodge Crew and will consult with the  
37 correctional officers in matters regarding security.  
38  
39

## 40 **01.7 MONTANA HIGHWAY PATROL**

41  
42 Currently there is no standing agreement with the Montana Highway Patrol (MHP) for assignment during emergency  
43 incidents. If the MHP is utilized outside of their normal job duties (see below), an agreement must be negotiated  
44 between the host incident agency and MHP, *except when there is a declared State of Emergency*. If a State of  
45 Emergency has been declared, MHP must be mobilized through the Department of Emergency Services (DES). A  
46 Montana Incident Rental Agreement (IRA) or EERA may be used for this incident specific hiring. All rates must be  
47 negotiated at the time of hiring. If the MHP is requested by the local law enforcement agency, that agreement would  
48 be a standalone agreement between the MHP and the local law enforcement agency or DES, not the host incident  
49 agency.  
50

51 Normal job duties include: law enforcement duties, incident related road closures, assisting county sheriffs within their  
52 jurisdiction, traffic control on all Montana roadways, and mutual aid to other law-enforcement agencies within the  
53 State of Montana.

## 01.8 MONTANA SHERIFF AND PEACE OFFICERS

There is an agreement between the State of Montana DNRC and the Montana Sheriff and Peace Officers for mobilizing law enforcement to an incident. Please refer to the MSPOA agreement attached to the Mobilization of Local Government Fire Forces Guide, or located online at:

<http://www.dnrc.mt.gov/forestry/Fire/Business/Agreements.asp>.

### LAW ENFORCEMENT VEHICLE

	<b>Unoperated Daily Rate</b>
Law Enforcement Vehicle	\$100.00

#### **Law Enforcement Vehicle for incident use \$100/Day + Fuel, NO Mileage Paid.**

Law Enforcement Vehicles ordered by the host incident agency utilized for work outside the normal scope and normal law enforcement duties such as road blocks and incident security should be reimbursed at this rate. Vehicles must be ordered by the incident agency to perform duties beyond their normal assigned duties. Payment will not be made for additional attributes such as computers, radios, scene lighting etc unless specifically negotiated and ordered by the incident on a case by case basis. Fuel and operating supplies will be reimbursed but NO MILEAGE will be paid. Notation must be made on the daily shift tickets that the vehicle was used as an Law Enforcement Vehicle..

## 01.9 STATE-OWNED AND OTHER EQUIPMENT

The DNRC shall be reimbursed for use of State equipment in support of other agency incidents unless the master agreement with the cooperating agency states otherwise. The use of the equipment is billed at the negotiated rates, except Federal Excess Personal Property (FEPP) should show a use rate of 67 percent of the standard rate on use invoices (does not apply to FEPP aircraft). The using agency will provide operating materials and supplies (fuel & oil). DNRC equipment will remain in paid status during meal breaks. In the event the equipment breaks down and is repaired at the using agency's expense, the cost of the repair shall be deducted from the bill for its use. Copies of repair bills shall be submitted to the responsible DNRC Area Land Office, at the termination of DNRC support activity, for inclusion in the fire bill calculation.

The Emergency Equipment Shift Ticket - OF 297, the Emergency Equipment Use Invoice - OF 286, and the Resource Order provide the required documentation on the use of DNRC equipment. Copies should be forwarded to the responsible Land Office or sent home with the operator. The OF-286 for this purpose should be filled out in the following manner. Block 22 (remarks) enter: "For Fire Record Only, per Region 1 Cooperative Fire Management Agreement".

The following rates are also used to determine agency costs used in billing suppression costs of all fires within DNRC protection areas.

### **01.9-1 Sedans, Passenger Vans, Utility Vehicles, Pickups, and Stake Side Trucks**

Rates used for local government LGFF and agency vehicles such as sedans, passenger vans, sport utility vehicles (SUV), pickups and stake-side trucks for on-road use are found in the Northern Rockies Ch 20 "Acquisition" blue page supplement to the Interagency Business Management Handbook IIMBH. Use the appropriate daily and mileage rate for the class and size of vehicle from Ch 20.

#### **Off-Road Vehicle for Line Personnel- \$100/Day + Fuel, NO Mileage.**

Vehicles for off road use for line personnel as listed but not limited to: Strike Team Leader, Task Force Leader, Division Supervisor, Heavy Equipment Boss, or any other position that could require that a vehicle be taken off road. Vehicle must be a 4x4 SUV or 4x4 Pickup that is off-road capable typically with 10-ply or load range E tires. The

1 vehicle must be equipped with a digital programmable mobile radio (i.e. BK Mobile Radio). Fuel and operating  
 2 supplies will be reimbursed but NO MILEAGE will be paid. Notation must be made on the daily shift tickets that the  
 3 vehicle was used as an Off Road capacity.  
 4

5 Command vehicles- Command vehicles should be hired using the rate above for an Off-Road Vehicle. A rate maybe  
 6 negotiated for extra equipment used depending on the capability and the use of the vehicle if used beyond the basic  
 7 function of transportation.  
 8

9 **01.9-2 Trailers and Transports**

10 This category includes all the State-owned trailer units as specified. Refurbishment costs for tools and equipment from  
 11 fire caches shall be paid by using agency under separate billing.  
 12  
 13

DNRC COUNTY ASSIST TEAM (CAT) FINANCE/ PLANS TRAILER	32' command trailer including : A/C or heat, awning, 4 – 6' aluminum tables, 8500W, portable generator, wired for 6 telephones, 7 laptops, BK mobile radio, 3 - 4' tables, LaserJet printer, inkjet printer, all in one Fax/printer/copier, full sized copier/sorter, 2 storage cabinets, Thunderbolt Lighting Detector, satellite phone, PA system, GPS unit.	Unoperated Daily Rate \$750.00
Additional Incident Costs	Haul in cost for vehicle may be charged at the 1-ton truck rate in Ch 20.	

Equipment	Unoperated Daily Rate
<u>100-person Cache trailer w/ mobile office</u> – includes generator, lights, command room with computer, printer, copier, plotter, phones, radio	\$250.00
<u>5<sup>th</sup>-wheel trailer, tandem axle</u> – 20' to 28' flatbed	\$50.00
<u>Flatbed snowmobile trailer</u>	\$30.00

16  
 17 **01.9-3 All-terrain Vehicles**  
 18

Type	Unoperated Daily Rate
ATV( 1 Rider) No Three Wheelers	\$100
UTV Side by Side Seating for 2 or 3 riders (e.g., Polaris Ranger, Kawasaki Mule) or similar.	\$150

- 19 • All riders must wear an approved helmet while Operating an ATV or UTV

20  
 21 **01.9-4 Agency Owned Engines and Water Tenders**  
 22

23 Agency Engines and Tenders will be billed at the rates in the LGFF table above in section 01.4-4.  
 24

25 **01.9-5 Kitchens**  
 26

27 The DNRC kitchen package as shown below provides the basic ability to prepare and serve meals for approximately  
 28 75 to 350+ people per day. Additional incident costs charged separately to the incident are noted below. The Food  
 29 Unit Leader will track costs and make available to the finance unit upon request. The incident is also responsible to  
 30 provide a potable water source and grey water disposal. In the event a DNRC kitchen is in need of a potable water

1 truck or hand washing station, DNRC will utilize the solicitation for potable water trucks or hand washing stations for  
 2 the incident.  
 3

DNRC Kitchen Package	Includes pantry truck, kitchen trailer, generator, propane transport and storage, Prep trailer/Area, hot water capability for dishwashing, and one support vehicle.	Unoperated Daily rate \$500.00
Additional Incident Costs	Personnel time at applicable EFF rates; reimbursement of actual cost for food and consumable supplies (propane & fuel, condiments, plates, cups, cutlery etc.); rental of refrigeration trailer* at Chapter 20 daily rates; 1 ton flatbed truck; crew transport/additional support vehicles; portable toilets and Hand wash units for kitchen crew; and cleaning and refurbishment costs.	
<b>Additional Incident Costs may be charged if the incident camp does not already supply resources/supplies. These additional costs may are listed below but are not limited to:</b>		
Rental of dining tents, tables, chairs; Hand wash station; grey water; potable water & storage; garbage service		

4 \*Note: Refrigeration truck/trailer to support kitchen may be provided by DNRC at Chapter 20 daily rates, or if  
 5 not available from DNRC, may need to be obtained commercially.  
 6  
 7

8 **01.9-6 DNRC Hand Wash Station**  
 9

DNRC Handwash Station	Includes a self-contained 6 sink trailer with propane hot-water, 450 gallon internal tank, 750 gallon gray-water bladder, paper towel dispenser, and mirrors. If the unit is hauled in with a DNRC kitchen vehicle no additional transport cost is added. If utilized separately from the kitchen, applicable vehicle rates in this chapter will apply for transport in and out. The incident will supply potable water and haul the gray water.	Unoperated Daily Rate \$500.00
-----------------------	--	--------------------------------

10 **01.9-7 Specialized and Miscellaneous Equipment**  
 11  
 12

- 13 A. Chainsaws – Unoperated daily rate \$45.00/day.  
 14 Minimum saw size- 3.75+cubic inch saw. Each sawyer will only be compensated for one chainsaw. No  
 15 compensation for backup saws.
- 16 B. Boats may be hired at a commercial rate or a negotiated rate. The rate should be based on the type,  
 17 specifications and usage of the boat.
- 18 C. Trailbusters – Daily rate \$40.00, does not include operating supplies.
- 19 D. Portable generators and tool sharpeners – Daily rate \$30.00, does not include operating supplies.
- 20 E. Infrared Scanners – Probe-eye, model 650, with accessories and argon recharging equipment, normal  
 21 maintenance included. Daily rate \$50.00, does not include operating supplies.
- 22 F. Portable Radios – Bendix/King portable, multi-channel radio, with batteries. Rate is actual cost of  
 23 refurbishment, repairs, and batteries.  
 24  
 25  
 26  
 27  
 28

- G. Radio Cache – Bendix/King portable, multi-channel radios, with batteries, daily rate \$15.00/each plus refurbishment fee \$250.00, plus actual cost of batteries and repairs. (Estimated replacement cost for portable radios if lost or destroyed is \$1,370.00/each.)
- H. Portable Repeater/Transpeater – Daily rate \$50.00 plus actual cost of refurbishment and repairs, does not include personnel for setup or battery costs, but unit comes with initial set of batteries. (Estimated replacement cost if lost or destroyed is \$6,000.00/each.)

**01.9-8 Aircraft**

- A. State-owned Aircraft – Unoperated rate, based on flying time, does not include operating supplies or support vehicles. Rates are set by Montana Legislature. Currents rates are as of the 2013 Legislative Session. Rates remain in effect until changed by the Legislature.

Type	Current Rates
Fixed Wing	\$175.00
Rotary Wing Type 3	\$515.00
Rotary Wing Type 2	\$1,225.00

Tail Numbers for State of Montana DNRC Owned Aircraft are as follows:

- Fixed Wing 9067M, 6312B and 391M
- Helicopters T2: 387M, 388M, 394M, 395M, and 398M
- Helicopters T3: 384M and 392M

- B. Montana National Guard Aircraft – rates per annual agreement with DNRC, which may be found at the following website: <http://www.dnrc.mt.gov/forestry/fire/business/agreements.asp>
- C. Fuel Trucks (aviation support) – Unoperated daily rate.

Size	Daily Rate
300 gallon	\$200.00
600 gallon	\$500.00
2,600 gallon	\$800.00

**01.10 CLAIMS**

Claims arising under the jurisdiction of the State of Montana are negotiated by the responsible line officer or Agency Administrator. These individuals may delegate this authority to other DNRC employees. With coordination of the line officers, and when possible, claims should be settled at the incident. For comprehensive information on handling claims against DNRC, see the DNRC 300 Incident Business Management Manual, or contact the Business Management Bureau, Forestry Division, Department of Natural Resources and Conservation, 2705 Spurgin Road, Missoula, Montana 59804; office phone: (406) 542-4300.

## 01.11 OTHER REFERENCE MATERIALS FOR MONTANA

### 01.11-1 NRCG Mobilization of Local Government Firefighting Resources

The guidelines in the Mobilization of Local Government Firefighting Resources apply when LGFF's are hired by NRCG agencies within Montana. Detailed mobilization and dispatch procedures are included. The document may be found at the following website: [http://www.fs.fed.us/r1/fire/nrcg/ops\\_plans\\_index.htm](http://www.fs.fed.us/r1/fire/nrcg/ops_plans_index.htm)

### 01.11-2 DNRC 300 Manual - Incident Business Management

This internal manual provides incident business management guidance to DNRC employees and cooperating agency personnel on managing DNRC wildland fire incidents according to state specific policies and procedures. It may be obtained from DNRC Fire and Aviation Management Bureau or any DNRC Land Office. This document may be found at the following website: <http://dnrc.mt.gov/Forestry/Fire/Manuals/manuals.asp>

### 01.11-3 DNRC 900 Manual - Wildland Fire Suppression

This internal manual provides guidance to DNRC employees and cooperating agency personnel on wildland fire suppression policies and procedures within Montana. It may be obtained from DNRC Fire and Aviation Management Bureau or any DNRC Land Office. This document may be found at the following website: <http://dnrc.mt.gov/Forestry/Fire/Manuals/manuals.asp>

### 01.11-4 DNRC Operating Guidelines / DNRC IBA Job Aid

These documents provide guidance to DNRC employees and cooperating agencies on the State's general operating guidelines relating to fire business management and the role of DNRC Incident Business Advisors. They may both be found at the following website: <http://www.dnrc.mt.gov/forestry/fire/business/Firefinanceforms.asp>

### 01.11-5 DNRC Local Government Fire Force (LGFF) Incident Rental Agreement

- a) Local Government Fire Force (LGFF) Equipment will be hired on the DNRC Incident Rental Agreement (IRA). Equipment must meet the accepted typing standards set forth in the NRCG Ch 50 Supplement to the Interagency Incident Business Management Handbook. This Chapter (Ch 50), NRCG Supplement to the Interagency Incident Business Management Handbook is the governing document for the LGFF IRA. Year-to-Year agreements (single year) is the preferred method but a land or unit office may decide to initiate a multi-year agreement for up to a three (3) year period. This agreement is valid outside the Northern Rockies Geographic Area.

## 01.12 Abbreviations and Definitions

**The specific meanings of terms may be found in the Glossary of Terms of the Fireline Handbook, NWCG Handbook 3; PMS 410-1; NFES 0065, and any other prevailing current NWCG publication unless otherwise defined herein.**

AGENCY – See “Government”.

APMC- Agency Provided Medical Care

COOPERATOR – Local Government entities available through agreement to assist the Federal and State Government agencies.

1 CREW PERSON – Basic wildland firefighter used to control and extinguish wildland fires and works as a member of  
2 an engine crew under the supervision of a higher qualified individual.

3  
4 DES – Department of Emergency Services

5  
6 DNRC – Department of Natural Resources and Conservation <http://www.dnrc.mt.gov/forestry/Fire/default.asp>

7  
8 ENGB – Single Resource Engine Boss

9  
10 EQUIP – Equipment Operator

11  
12 FEPP- Federal Excess Property Program.

13  
14 GACC – Geographic Area Coordination Center

15  
16 GAWR – Gross Axle Weight Rating

17  
18 GOVERNMENT – United States Department of Agriculture – Forest Service (USDA-FS), National Park Service  
19 (NPS), Bureau of Land Management (BLM), Bureau of Indian Affairs (BIA), and United States Fish & Wildlife  
20 Service (USF&WS), Montana Department of Natural Resources and Conservation (MT DNRC), Idaho Department of  
21 Lands (IDL), Montana Department of Emergency Services (MT DES), North Dakota Forest Service (ND FS),  
22 Department of Emergency Services (DES), Local Government.

23  
24 GOVERNMENT REPRESENTATIVE – Designated employee of the agencies listed under the definition of  
25 Government.

26  
27 GVAW – Gross Vehicle Axle Weight

28  
29 GVWR – Gross Vehicle Weight Rating

30  
31 HYBRID ENGINE- Engines in which a County owns the Chassis and the State of Montana DNRC has provided the  
32 Fire package including the pump package.

33  
34 ICS – Incident Command System

35  
36 IDL – Idaho Department of Lands <http://www.idl.idaho.gov/index.htm>

37  
38 INCIDENT – An occurrence or event, either human-caused or natural phenomena, that requires action by emergency  
39 service personnel to prevent or minimize loss of life or damage to property and/or natural resources.

40  
41 NDSF – North Dakota State Forestry [http://www.ndsu.edu/ndfs/wildland\\_fire\\_resources/](http://www.ndsu.edu/ndfs/wildland_fire_resources/)

42  
43 NRCC – Northern Rockies Coordination Center <http://gacc.nifc.gov/nrcc/index.htm>

44  
45 NRCG – Northern Rockies Coordinating Group <http://www.fs.fed.us/r1/fire/nrcg/index.html>

46  
47 NWCG - National Wildfire Coordinating Group <http://www.nwcg.gov>

48  
49 ON SHIFT – Includes time worked, time that equipment is held or directed to be in a state of readiness, and  
50 compensable travel (equipment traveling under its own power) that has a specific start and ending time.

51  
52 OPERATIONAL PERIOD – Equal to one shift, an operational period is defined by the Incident Action Plan.

1 ROSS – Resource Ordering and Stating System

2  
3 SEVERITY – Increase the level of pre-suppression capability and fire preparedness when predicted or actual burning  
4 conditions exceed those normally expected, due to severe weather conditions.

5  
6 SUPPRESSION – All the work of extinguishing or confining a fire beginning with its discovery.

7  
8 UNDER HIRE – Refer to Clause 2 of General Clauses to Emergency Equipment Rental Agreement Form OF-294.

### 9 10 **01.13 FEMA GUIDELINES**

11  
12 Montana DNRC may request that a fire threatening lives, property, and critical infrastructure that would have potential  
13 for a major presidential disaster; be declared a FEMA fire.

14  
15 FEMA evaluates a fire threat using four criteria:

- 16 1. The threat to lives and improved property, including threats to critical facilities/infrastructure, and critical  
17 watershed areas.
- 18 2. Availability of state and local firefighting resources.
- 19 3. High fire danger conditions, as indicated by nationally accepted indices such as the National Fire Danger  
20 Rating System.
- 21 4. Potential for major economic threat.

22  
23 The request is approved or denied based on:

- 24 1. The conditions that existed at the time of the state's request.
- 25 2. Whether the fire or fire complex threatens to cause a major disaster.

26  
27 *These grants **do not** provide assistance to individual home or business owners and **do not** cover other infrastructure*  
28 *damage caused by the fire.*

29  
30 FEMA will reimburse state and local governments 75% of the *eligible* fire management costs. All eligible work and  
31 related costs must be associated with the incident period of a declared fire.

32  
33 If a fire is a FEMA declared fire, state agencies; local government agencies; and Indian Tribal governments may apply  
34 as sub-grantee applicants. Applicants applying for sub-grantee status must be *legally responsible* for the fire fighting  
35 activities for which reimbursement is requested.

36  
37 Volunteer firefighting organizations that were created under a local statute or resolution giving them taxing authority  
38 are considered to be separate and distinct from the county in which they operate. These volunteer organizations are  
39 trustee operated and *are* eligible applicants.

40  
41 Examples of eligible fire management costs:

- 42 ☛ Firefighting and support services
- 43 ☛ Equipment and supplies
- 44 ☛ Evacuations
- 45 ☛ Sheltering
- 46 ☛ Traffic control/barricading
- 47 ☛ Security
- 48 ☛ Emergency Operations Centers
- 49 ☛ Temporary repairs of damage caused by firefighting activities, *not by the fire itself.*

50  
51 If a fire is a FEMA declared fire, DNRC will continue to pay according to the guidelines in the Interagency Incident  
52 Business Management Handbook (IIBMH). Local government or tribal entities may request reimbursement for  
53 eligible costs not normally paid by DNRC. Examples would be:

- 1       ☛ Costs during the first 24 hours of a fire within your jurisdiction
- 2       ☛ Equipment costs when the fire is within your jurisdiction
- 3       ☛ Donated resources:
- 4           ○ Value of volunteer labor
- 5       ☛ Category B expenses:
- 6           ○ Search and rescue
- 7           ○ Provision of shelters or emergency care
- 8           ○ Sandbagging
- 9           ○ Provision of food, water, ice and other essential needs
- 10          ○ Removal of health and safety hazards
- 11
- 12   MT DNRC may request an additional fire package of the host agency for FEMA declared fires.

**Exhibit NR9****IDAHO**  
**IDAHO DEPARTMENT OF LANDS**

The Idaho Department of Lands (IDL) utilizes the standard forms contained in the Interagency Incident Business Management Handbook (IIBMH). In cases where IDL policy varies from those established in the IIBMH, the policies summarized below shall be followed. Additional information regarding IDL specific policies are contained within the Idaho Department of Lands Incident Business Operating Guide (IBOG). The IBOG will be provided to Incident Management Team (IMT), Buying Team, and extended dispatch personnel assisting on incidents under the jurisdiction of IDL. The IBOG, and additional resources, may be found under Fire Management on the IDL public web page available at <http://www.idl.idaho.gov/bureau/firemgt.htm#incident> .

For further information and clarification, please contact:

Wendy J. Walter  
Bureau of Fire Management  
Fire Business Program Manager  
Coeur d'Alene, ID 83815-6021  
Phone: 208-666-8648  
Fax: 208-769-1524

or

Debbie Godfrey  
Financial Technician  
Phone: 208-666-8639

Bureau of Fire Management  
3284 West Industrial Loop  
Coeur d'Alene, ID 83815-6021  
Phone: 208-769-1525  
Fax: 208-769-1524

**Exhibit NR9****IDAHO**  
IDAHO DEPARTMENT OF LANDS**1. STATE AND COOPERATOR PERSONNEL AND EQUIPMENT****A. Idaho Department of Lands (IDL) Employees**

IDL personnel are government employees, employed by the state of Idaho Department of Lands and will be treated as “agency” personnel. They should **not** be confused with private contractors.

**1. Personnel Time**

All IDL personnel and crews will complete an SF-261, Crew Time Report, for all compensable time. Upon demobilization, Finance will provide the **original** OF-288, Emergency Firefighter Time Report, to the employee. IDL personnel costs are reimbursed based on actual wages and benefits.

**2. Vehicle/Equipment Time**

IDL personnel will use the OF-297, Emergency Equipment Shift Ticket, for documenting vehicle and equipment time. They are **not** required to provide this to Finance. It is done strictly for documentation purposes at the home unit. Private Owned Vehicle (POV) rates shall be in accordance with state of Idaho Board of Examiners policy and procedures.

IDL vehicle rates are published on the IDL public website under Fire Management at [www.idl.idaho.gov](http://www.idl.idaho.gov). Vehicles rates include operating supplies (wet) and general maintenance. When IDL fuel cards do not work at an incident, contact the IDL Senior Fiscal Specialist at 208-334-0228 for assistance with processing payment.

**3. Travel**

IDL personnel are expected to be self-sufficient during mobilization and demobilization.

**B. IDL Casual Employees**

IDL Forest Protective Districts and Areas are responsible for hiring Casual employees and processing all necessary paperwork.

IDL Casuals should be treated as regular agency employees while on incidents. IDL Casual’s rate of pay shall not be changed after initial employment except as authorized by the Bureau of Fire Management. If an IMT has a need to hire Casual employees on IDL jurisdictional fires, the local IDL office will hire the Casuals for the incident in accordance with IDL policy and procedures.

1 1. Personnel Time  
2

3 IDL Casual employees will complete a SF-261, Crew Time Report, for all compensable time.  
4 Upon demobilization, Finance will provide the **original** OF-288, Emergency Firefighter Time  
5 Report, to the employee. IDL Casual personnel costs are reimbursed based on actual wages and  
6 benefits.  
7

8 2. Vehicle/Equipment Time  
9

10 IDL Casual employees will use the OF-297, Emergency Equipment Shift Ticket, for documenting  
11 vehicle and equipment time. They are **not** required to provide this to Finance. It is done strictly  
12 for documentation purposes at the home unit. Private Owned Vehicle (POV) rates shall be in  
13 accordance with state of Idaho Board of Examiners policy and procedures.  
14

15 IDL vehicle rates are published on the IDL public website under Fire Management at  
16 [www.idl.idaho.gov](http://www.idl.idaho.gov). Vehicles rates include operating supplies (wet) and general maintenance.  
17 When IDL fuel cards do not work at an incident, contact the IDL Senior Fiscal Specialist at 208-  
18 334-0228 for assistance with processing payment.  
19

20 3. Travel  
21

22 IDL Casual employees are typically not issued government credit cards. Therefore, it may be  
23 necessary for a Casual employee to be self-sufficient with personal funds for regular expenses  
24 such as meals, lodging, and baggage fees. Dispatch centers and host agencies should make every  
25 effort to provide for IDL Casual employees. If an IDL Casual is utilizing a POV, it should only  
26 be used for travel to and from an incident. POV rates shall be paid in accordance with State of  
27 Idaho Board of Examiners policy and procedures.  
28

29 C. Timber Protective Associations  
30

31 Timber Protective Association (TPA) personnel shall receive the same courtesy as IDL and federally  
32 employed personnel. They are considered “agency” personnel and should not be confused with  
33 private contractors.  
34

35 1. Personnel Time  
36

37 All TPA personnel and crews will complete an SF-261, Crew Time Report, for all compensable  
38 time. Upon demobilization, Finance shall provide the **original** OF-288, Emergency Firefighter  
39 Time Report, to the employee. TPA personnel costs are reimbursed based on actual wages and  
40 benefits.  
41

42 2. Vehicle/Equipment Time  
43

44 TPA personnel shall use the OF-297, Emergency Equipment Shift Ticket, for documenting  
45 vehicle and equipment time. They are **not** required to provide this to Finance. It is done strictly  
46 for documentation purposes at the home unit. Cost Unit Leaders can estimate TPA  
47 vehicle/equipment costs utilizing the IDL Rates. POV rates shall be in accordance with TPA  
48 policy and procedures.  
49

1           3. Travel

2  
3           TPA personnel are expected to be self-sufficient during mobilization and demobilization.

4  
5       D. Fire Service Organizations

6  
7           It is the IDL's responsibility to be the single hiring point for equipment and personnel obtained from  
8           Idaho Fire Service Organizations (FSOs). The only exception is local initial attack mutual assistance  
9           agreements.

10  
11          1. Check-In

12  
13           At check-in at an incident, the FSO will provide Finance a copy of the Idaho Cooperator  
14           Certification Form (CCF) which outlines payment terms.

15  
16          2. Demobilization

17  
18           At demobilization, Finance will provide the FSO all original payment documents, including the  
19           original OF-297, Emergency Equipment Shift Tickets (pink), and the original OF-286,  
20           Emergency Equipment Use Invoice, for equipment. Single resource and personnel working on  
21           equipment hired at the unoperated rate shall be provided the original OF-288, Emergency  
22           Firefighter Time Report. When hired under the unoperated rate, the FSO will bill actual payroll  
23           and benefit costs to IDL.

24  
25          3. Commercial Driver's License

26  
27           Idaho Fire Service Organizations are exempt from the requirements of Interstate Commercial  
28           Driver's Licenses (CDL). When accepting assignments outside the Geographic Area with a piece  
29           of equipment that is over 26,000 lbs. GVW or has air brakes, it may not be required, but is  
30           recommended that drivers have a CDL with all applicable endorsements. An incident may  
31           demobilize a resource if the operators do not have the applicable license and endorsements to  
32           satisfy the requirements of a particular state.

33  
34          4. Department of Transportation Equipment Inspections

35  
36           Idaho Fire Service Organizations are exempt from the requirements of Department of  
37           Transportation (DOT) Equipment Inspections. When accepting assignments outside the Great  
38           Basin and/or Northern Rockies Geographic Areas with a piece of equipment that is over 10,000  
39           lbs GVW, it may not be required, but it is recommend, that all vehicles have a DOT Equipment  
40           Inspection. An incident may demobilize a resource if the equipment does not have this inspection  
41           to satisfy the requirements of a particular state.

42  
43           For details regarding the agreement and CCF, see the current Idaho Fire Service Organization Rate  
44           Book. If the FSO does not provide one to Finance, they are available on the IDL public website  
45           under Fire Management at [www.idl.idaho.gov](http://www.idl.idaho.gov).

1 E. Idaho Department of Correction

2  
3 Idaho Department of Correction (IDOC) resources may be used on any wildland fire incident. IDOC  
4 resources are made available through IDL. The resources include Type 2 crews, camp crews, and  
5 one food unit catering trailer.

6  
7 Mobilization of IDOC resources is coordinated between the Liaison Officers, institutions, and  
8 dispatch centers as per the agreement.

9  
10 Specific direction regarding the use of these resources can be found in the Annual Operating and  
11 Financial Plan between IDOC and IDL. It is available on the IDL public website under Fire  
12 Management at [www.idl.idaho.gov](http://www.idl.idaho.gov).

13  
14 All IDOC costs are paid through IDL.

15  
16 **2. EMERGENCY MEDICAL SERVICES**

17  
18 Emergency Medical Services (EMS) is available in the state of Idaho through the regular ordering  
19 process at interagency dispatch centers. The preferred method of hiring EMS personnel and  
20 equipment/vehicles in Idaho is: 1) Idaho Fire Service Organization; 2) Idaho local government; and 3)  
21 Idaho private-owned.

22  
23 **ALL EMS providers working within the state of Idaho must meet minimum license standards, as**  
24 **determined by the Idaho Department of Health and Welfare, EMS Bureau.**

25  
26 When an IMT is assigned to an incident it is their responsibility to follow the procedures as described  
27 below. When an IMT is not assigned to an incident, it is the host agency's responsibility to ensure the  
28 following procedures are followed.

29  
30 A. IMT or Host Agency Responsibilities

31  
32 It is the IMT's responsibility to coordinate with the Idaho EMS Bureau in Boise to ensure all EMS  
33 providers working on wildfire incidents are licensed and working within their authority. They shall:

- 34  
35 1. Contact the Idaho EMS Bureau at: Telephone 208-334-4000, Fax 208-334-4015 or Email  
36 [EMSAgcyLicensure@dhw.idaho.gov](mailto:EMSAgcyLicensure@dhw.idaho.gov) to establish a direct communication for incident support.  
37 The EMS Bureau provides written approval to the IMT for EMS providers working on incidents.  
38
- 39 2. Forms to be obtained and kept on file at the incident for Idaho EMS Bureau review:
- 40
- 41 a. Letter from the EMS provider's medical director, giving them authority to work on the  
42 wildfire incident.
  - 43
  - 44 b. Copy of EMS License for personnel
  - 45
  - 46 c. Copy of License and Cover Letter, for EMS agency.
  - 47
  - 48 d. **Out-of-state EMS providers** must complete the "Limited Recognition Request Form". The  
49 form can be found and submitted online to the Idaho EMS Bureau at:

1  
2 [4  
5 e. \*\*In-state Licensed EMS providers\*\* who are not acting under an Idaho licensed EMS agency  
6 deployed at the incident must complete the “Planned Deployment Declaration Form”. The  
7 form can be found and submitted online to the Idaho EMS Bureau at:](http://healthandwelfare.idaho.gov/Medical/EmergencyMedicalServices2/ProviderLicensure2/t<br/>3 <u>abid/1601/Default.aspx</u>.</a></p></div><div data-bbox=)

8  
9 [11  
12 f. Licensed EMS personnel working for a Licensed Idaho EMS agency deployed at the incident  
13 should complete an affiliation change for that agency. The form can be found and submitted  
14 online to the Idaho EMS Bureau at:](http://healthandwelfare.idaho.gov/Medical/EmergencyMedicalServices2/ProviderLicensure2/t<br/>10 <u>abid/1601/Default.aspx</u>.</a></p></div><div data-bbox=)

15 [17  
18 The Idaho EMS Bureau typically responds to the IMT during business hours Monday through  
19 Friday. There may be delays in responses to IMTs on weekends and after business hours.](http://healthandwelfare.idaho.gov/Portals/0/Medical/EMS/EMS_Agency_Personnel_Affiliati<br/>16 <u>on_Status_Form.pdf</u></a></p></div><div data-bbox=)

- 20  
21 3. When bringing EMS providers from other jurisdictions, whether from within Idaho or outside the  
22 State, to an incident, as a courtesy to the local EMS jurisdiction, the IMT shall contact the local  
23 medical facility Emergency Room who can direct them to the Medical Director who has local  
24 jurisdiction authority to let them know the status of EMS providers on the incident. This can be  
25 done through the Idaho EMS Bureau if necessary.

26  
27 B. EMS Personnel/Staff License Levels

28 EMT – Emergency Medical Technician

29 AEMT – Advanced Emergency Medical Technician

30 Paramedic

31  
32 When an incident is ordering EMS providers as a single resource with nontransport  
33 equipment/vehicles, they should specify if the need is for a license above the basic EMT.

34  
35 C. Equipment/Vehicles **Minimum** Staffing for Wildfire Use

36  
37 Advanced Life Support (ALS) Ambulance – 1 Paramedic, 1 EMT

38 Basic Life Support (BLS) Ambulance – 2 EMT

39 ALS Nontransport – 1 Paramedic

40 BLS Nontransport – 1 EMT

41  
42 The minimum staffing listed above is for wildland fire incidents and meets or exceeds the minimum  
43 standard for licensing in the state of Idaho.

44  
45 D. Local Government and Private-Owned

46  
47 Local government and private-owned EMS providers are available to the federal and state agencies.  
48 If not under a current agreement, the provider may be hired as an incident only resource.

1 Rates for local government and private-owned EMS providers shall be in accordance with Chapter 20  
2 of the IIBMH. FSO rates are established in the current Idaho Fire Service Organization Rate Book.

3  
4 E. Fire Service Organizations

5  
6 Method of hiring Fire Service Organization (FSO) resources is fully-operated rates that include  
7 vehicle/equipment and personnel, or unoperated rates. When hired under the unoperated rate, the  
8 FSO shall bill actual payroll and benefit costs to IDL.  
9

10 FSO resources are the preferred method for hiring EMS resources. FSO resources are made available  
11 through preseason agreements with IDL. Rates for FSO resources are established in the current  
12 Idaho Fire Service Organization Rate Book.

13  
14 1. Check-In

15  
16 At check-in at an incident, the FSO will provide Finance a copy of the Idaho Cooperator  
17 Certification Form (CCF) which outlines payment terms.

18  
19 The current Idaho Fire Service Organization Rate Book should be provided at check-in by the  
20 FSO. It is also available on the IDL public website under Fire Management at  
21 [www.idl.idaho.gov](http://www.idl.idaho.gov).

22  
23 2. Demobilization

24  
25 At demobilization, Finance will provide the FSO all original payment documents, including the  
26 **original** OF-297, Emergency Equipment Shift Ticket (pink) and the **original** OF-286, Emergency  
27 Equipment Use Invoice, for equipment. Single resource and personnel working on equipment  
28 hired at the unoperated rate shall be provided the **original** OF-288, Emergency Firefighter Time  
29 Report. When hired under the unoperated rate, the FSO shall bill actual payroll and benefit costs  
30 to IDL.  
31

32 F. Payment

33  
34 Payment to Fire Service Organizations, local government and private contracted EMS resources shall  
35 be made in accordance with their agreement or contract.  
36

37 IF AN INCIDENT REQUESTS AN EMS RESOURCE FOR WORKING NEAR THE FIRELINE, THE  
38 RESOURCE SHALL BE NWCG QUALIFIED IN A FIRELINE POSITION AND HAVE IN THEIR  
39 POSSESSION A CURRENT RED CARD (QUALIFICATION CARD).

40  
41 **3. Compensation Injury/ACCIDENT and Illness (Ref. IIBMH, Chapter 10)**

42  
43 A. Agency Provided Medical Care (APMC)

44  
45 IDL, cooperator, and Timber Protective Association employees may utilize APMC while performing  
46 suppression duties. Under this program, hosting agencies pay for limited first aid costs for minor  
47 injury or illnesses that occur on an incident and require only one treatment.  
48

1 The use of APMC is appropriate for first aid cases involving treatment received on the day of the  
2 injury or illness and do not require any additional follow-up. Use of APMC **will not** include  
3 authorization for therapy, stitches, x-rays, etc. On Incidents managed by an IMT, a Report of  
4 Traumatic Injury and Claim for Continuation of Pay/Compensation, CA-1, or a Notice of  
5 Occupational Disease and Claim for Compensation, CA-2, are acceptable forms. Refer to the  
6 IIBMH, Chapter 10, for further direction.  
7

8 1. IDL Employees while on an Incident under IDL jurisdiction  
9

10 The Supervisor's Accident Report Form, HR-1303, should be filled out as soon as possible  
11 following an injury/illness. This is an Idaho State form and is the preferred form of  
12 documentation when injuries/illnesses occur to State employees while conducting official  
13 business. This form can be obtained from any IDL office. Treatment rendered under these  
14 conditions at the home unit will be paid for by the IDL payment process (credit card or direct  
15 bill).  
16

17 B. Workers' Compensation Insurance (when APMC is not used)  
18

19 1. IDL Personnel  
20

21 All employees of the Idaho Department of Lands, including full-time, part-time,  
22 temporary/seasonal, and Administratively Determined (AD or Casual) employees are covered by  
23 Workers' Compensation Insurance through the Idaho State Insurance Fund while in the course  
24 and scope of employment.  
25

26 If an employee requires treatment not covered by APMC, a First Report of Injury should be  
27 completed. The Idaho State specific Form "First Report of Injury" may be printed from the Idaho  
28 State Insurance Fund website at <http://www.idahosif.org/DownloadDocument.aspx>. If the Idaho  
29 form is not available, the Report of Traumatic Injury and Claim for Continuation of  
30 Pay/Compensation, CA-1, or a Notice of Occupational Disease and Claim for Compensation, CA-  
31 2, are acceptable forms. Refer to the IIBMH, Chapter 10, for further direction.  
32

33 2. Timber Protective Associations  
34

35 Timber Protective Association employees are covered by Workers' Compensation Insurance  
36 through the Idaho State Insurance Fund.  
37

38 If an employee requires treatment not covered by APMC, a First Report of Injury should be  
39 completed. The Idaho State specific Form "First Report of Injury" may be printed from the Idaho  
40 State Insurance Fund website at <http://www.idahosif.org/DownloadDocument.aspx>. If the Idaho  
41 form is not available, the Report of Traumatic Injury and Claim for Continuation of  
42 Pay/Compensation, CA-1, or a Notice of Occupational Disease and Claim for Compensation, CA-  
43 2, are acceptable forms. Refer to the IIBMH, Chapter 10, for further direction.  
44

45 3. State Cooperators  
46

47 State cooperators are required to carry Workers' Compensation Insurance on all employees and  
48 volunteers. If an injury or illness occurs, follow their agency- specific guidelines.  
49

**All work-related injuries and accidents must be reported to the home unit as quickly as possible. The home unit may assist with notification and documentation. Failure to report a work-related accident is a serious matter and may preclude an employee's coverage under Workers' Compensation insurance.**

#### 4. ACQUISITION

##### A. Emergency Equipment Rental Agreements

There is flexibility in procurement methods for equipment on IDL jurisdiction fires. Equipment that has been competitively bid through the federal contracting process may be procured through usual dispatch procedures. Equipment that has not been competitively bid, but is available locally, can be procured through local OF-294, Emergency Equipment Rental Agreements (EERAs). The local dispatch office maintains a list of preseason EERAs that supplements the equipment available through federal contracts.

If equipment is available locally, but has not been signed up preseason, it may be signed up at the time of the incident. IMT procurement personnel, and designated IDL employees, are authorized to execute EERAs when necessary. Procedures will follow those outlined in the IIBMH and its geographic area supplements to Chapter 20. IDL EERAs do not need to be incident-only agreements. Procurement personnel should consult with the District Fire Warden to determine the appropriate ending dates. Purchasing authority is not based on a specific dollar amount; however, it must be used with oversight.

In all cases, the preferred procurement method is that which reduces mobilization time and/or is most advantageous in meeting fire suppression objectives, as determined by the Line Officer.

On State fires, agreements initiated by IDL personnel (or by personnel representing IDL) do not have to be countersigned by Contracting Officers or Procurement Unit Leaders working for a federal agency.

If the IMT elects to retain equipment that meets their needs, and it is already on the fire, an order will be placed with Expanded Dispatch (with a notation that the equipment is already on the fire). The procurement personnel will execute an EERA, ensure inspections are complete, and that OF-297, Emergency Equipment Shift Tickets are up-to-date. Immediately after completing the paperwork, the IMT will send the completed EERAs to the host agency, who will forward the completed package to the Bureau of Fire Management for prompt processing. Any EERAs used on IDL fires will have the most current Idaho EERA general clauses. They can be found under Fire Management on the IDL web site [www.idl.idaho.gov](http://www.idl.idaho.gov).

##### B. Local Procurement/Contracts

Upon arrival at an IDL incident, the Finance Section will be given a list of local vendors and resources that may be used in support of the incident. The following may be included in these lists:

- 1 1. Preseason agreements with restaurants. Use of the preprinted Restaurant and Lodging  
2 Authorization Forms is required. These forms are available from the IDL host agency.  
3
- 4 2. Procurement contacts for the Idaho Department of Lands.  
5
- 6 3. Preseason Emergency Equipment Rental Agreements.  
7
- 8 4. Preseason Land Use Agreements, Fire Service Organization Agreements, and any other preseason  
9 local agreements.  
10
- 11 5. IDL Incident Business Operating Guide.  
12

### 13 C. Buying Team Procedures

14  
15 Procurement decisions should be based on sound judgment considering cost and the most  
16 expeditious source of supply to meet the needs of the suppression effort. IDL has flexibility in its  
17 procurement methods and is not bound by federal competitive solicitations. However, federal  
18 contracts should be used when most advantageous in meeting suppression objectives. Additional  
19 information regarding buying team procedures can be found in the IDL Incident Business  
20 Operating Guide (IBOG).  
21

## 22 5. CLAIMS

### 23 A. IDL Jurisdiction Incidents

#### 24 1. IMT Assigned Incidents

25  
26  
27  
28 Claims against the state of Idaho for incidents under IDL jurisdiction, while managed by an IMT,  
29 will be submitted to the Finance Section or their designee. The IMT will ensure documentation  
30 will be filed in accordance with Chapter 70 of the IIBMH. The IMT cannot resolve claims for the  
31 state of Idaho. All documentation must be submitted to the host agency. The host agency shall  
32 submit the claim documentation to the Fire Business Program Manager, Bureau of Fire  
33 Management, who will settle the claim or forward to Risk Management for final determination.  
34

35  
36 Claims against the state of Idaho for incidents under IDL jurisdiction where an IMT is **not** assigned  
37 will be submitted to the host agency. The host agency will ensure documentation will be filed in  
38 accordance with Chapter 70 of the IIBMH. The host agency (District) cannot resolve claims for the  
39 state of Idaho. The host agency (District) shall submit the claim documentation to the Fire Business  
40 Program Manager, Bureau of Fire Management, who will settle the claim or forward to Risk  
41 Management for final determination.

### 42 B. IDL Claims Against Another Jurisdiction

43  
44 IDL personnel filing a claim against an incident or other jurisdiction on behalf of the State shall  
45 follow the guidelines for that jurisdiction and/or as outlined in Chapter 70 of the IIBMH while at the  
46 incident. The IMT will ensure IDL is provided a copy of all documentation related to a claim for  
47 submittal to the home unit before demobilization. If the claim is not resolved at the incident, the  
48 home unit will follow up with the host agency as quickly as possible to bring it to resolution. The  
49 IDL Fire Business Program Manager will assist the home unit if necessary.

1  
2 All IDL claims against another jurisdiction will be reviewed with the Fire Business Program  
3 Manager, Bureau of Fire Management, before any billing is submitted to the agency having  
4 jurisdiction.  
5

## 6 **6. NATIONAL GUARD**

7

8 Idaho National Guard (IDNG) resources are available to assist with disasters in Idaho that have been  
9 through the Governor's disaster declaration process. Cooperating agencies can access the IDNG  
10 resources for assistance on wildfires through IDL. If there is not a current disaster declaration in place  
11 for the wildfire IDL will request the disaster declaration, if the situation meets the criteria. For more  
12 information on the disaster declaration process and Idaho Emergency Operations Plan it can be found  
13 at:

14 <http://www.bhs.idaho.gov/Pages/Plans/Documents/Idaho%20Emergency%20Operations%20Plan.pdf>.

15  
16 IDNG can assist with helicopter assets as well as logistical support for incidents. IDNG may not be  
17 available depending on deployments, training and other higher priority assignments.  
18

19 The agency requesting Idaho National Guard resources will be responsible for the tracking of resources  
20 and the making payment to the Idaho National Guard. This will require the assigning of personnel to fill  
21 the roles of IBA and National Guard Liaison, at the State emergency operations Center as well as  
22 additional liaisons at the assigned locations of IDNG resources.  
23

24 IDNG resources can only be utilized when all other potential sources have been exhausted. To initiate an  
25 order for the IDNG, contact the IDL Duty Officer.  
26

## 27 **7. FIRE MANAGEMENT ASSISTANCE GRANT PROGRAM**

28

29 In the event a wildland fire threatens a community, the local government and Governor may make a  
30 disaster declaration. When a declaration is in place, the State or local government may receive financial  
31 assistance through a Fire Management Assistance Grant Program (FMAGP) from the Federal Emergency  
32 Management Agency (FEMA) to offset the suppression costs to the applicant agencies, typically the  
33 State and local communities.  
34

### 35 **A. Responsibility/Role**

36

#### 37 **1. Idaho Bureau of Homeland Security**

38

39 The state of Idaho Bureau of Homeland Security (BHS) is responsible for directing the  
40 coordination of emergency and disaster operations when a disaster occurs in the State of Idaho.  
41

#### 42 **2. Idaho Department of Lands**

43

44 Idaho Department of Lands (IDL) may assist BHS once a declaration is made. IDL may work as a  
45 liaison to local government, assisting with cost share agreements, cost tracking procedures,  
46 liaison between the IMT, and Federal agencies managing the incident.  
47

#### 48 **3. Incident Management Team**

49

1  
2  
3

Incident management personnel shall ensure cost accounting procedures meet the needs of the agencies and communities for the FMAGP application process.

**Exhibit NR10****NORTH DAKOTA**

## North Dakota Forest Service (NDFS)

**GENERAL INFORMATION**

This information is intended to provide a general outline of State of North Dakota, NDFS, and Local Government Fire Forces' operating procedures. For further information, contact the North Dakota Forest Service at 701- 228-5422.

**BILLING:**

NDFS will use applicable LGFF Equipment rates, state rates, and actual personnel costs for purposes of billing other agencies and other entities for fire suppression services.

**EFF's AND OTHER STATE EMPLOYEES**

NDFS does NOT use the same Administratively Determined (AD) Rates as federal agencies when hiring casual firefighters. NDFS hires casuals as state employees instead. A NDFS Emergency Firefighter (EFF) is an individual hired of necessity to cope with a sudden and unexpected emergency, actual or potential. EFF employment is of uncertain or temporary duration and shall terminate as soon as the emergency has sufficiently abated. EFF rates of pay are determined by the nature of the EFF work assigned.

When EFF's Class A-N work as trainees, they shall be paid one EFF class below the fully qualified EFF class. North Dakota EFF rates are contained in Chapter 10.

**Entitlements**

EFF employees and seasonals do not earn sick or annual leave and are not required to participate in the state retirement plan.

NDFS employees, including EFF's, are covered under the provisions of the state of North Dakota Workforce Safety Insurance Program.

NDFS employees, including EFF's, do NOT receive hazard pay, nor any other form of differential except overtime. NDFS employees and EFF's receive the base rate for the first forty hours of work per week starting on Sunday at 0001 and ending on Saturday at 2400, and 1½ times the base rate for all approved time worked beyond forty hours per work week. Overtime does not need to be computed at the incident, but will be figured when Emergency Firefighter Time Reports are processed by Payroll.

NDFS seasonal employees may be compensated above their previously established employment rate in the event that the seasonal has been ordered to temporarily fill a higher level position on an incident. This must be documented on their resource order or other official documentation and requires incident supervisor approval prior to initiating the position. Following completion of this assignment, the seasonal will resume his/her previously hired position. Exemptions to this policy include Single Resource Bosses and below.

NDFS employees, including EFF's, may occasionally be in situations where meals or lodging must be paid out-of-pocket when in travel status or when meals at fire camp are not available. Reimbursement for such expenses will be in accordance with the Travel & Reimbursement Policies and State Per Diem rates, regardless of the location of the incident unless within the State of North Dakota where North Dakota Per Diem rates will take precedence.

**Meal Periods**

1  
2 North Dakota Forest Service employees and Emergency Firefighters will be paid for meal breaks during uncontrolled  
3 fire assignments, unless they can be completely relieved of duty. If the employee must work during the meal break  
4 once the fire is controlled, this must be documented on the employee's crew time report. Non-operational assignments  
5 will not be compensated for meal breaks unless documented and signed by the supervisor and should only be used  
6 under extraordinary circumstances.

7  
8 Equipment will remain in paid status during meal periods, where people are required to show a meal break when they  
9 are relieved of duty.

## 10 **Work/Rest, Length of Assignment, and Days Off**

11  
12  
13 The North Dakota Forest Service subscribes to the guidelines for rest and recuperation as outlined in Section 12.7 of  
14 the IIBMH and to all work/rest and length of assignment standards applicable to the NWCG and NREG. Where the  
15 Incident Commander has deemed necessary to provide paid rest and recuperation, permanent full time and seasonal  
16 state employees will be granted these privileges unless the rest and recuperation period falls on the employees regularly  
17 scheduled days off.

## 18 **Engine Staffing**

19  
20  
21 The North Dakota Forest Service normal operating procedures requires engine mobilization with three personnel due to  
22 safety concerns (one engine boss and two firefighters). The North Dakota Forest Service will mobilize engines with a  
23 crew of three regardless of what is stated on the resource order; the decision to mobilize with a staffing of two  
24 personnel is at our discretion.

## 25 **Payroll**

26  
27  
28 NDFS payroll dates end on the 15<sup>th</sup> and the last day of the month. Copies of payment documents for permanent and  
29 seasonal employees should be transmitted to home units in order to meet payroll deadline dates.

30  
31 EFF employees are normally paid upon completion of the fire assignment by check mailed to the address shown on the  
32 W-4. Payment is made directly from the completed Emergency Firefighter Time Report, OF-288. At the time of  
33 demobilization from an incident, the completed original OF-288 and signed crew time reports (CTR's) MUST be  
34 transferred to the NDFS Bismarck Field Office for processing, preferably by hand with the demobing resource. On  
35 long duration incidents consideration should be given to transmission of EFF payroll documents on the 16th and the 1st  
36 of the month; however, this must be prearranged with the NDFS Bismarck Field Office.

## 37 **Payment Document Requirements**

### 38 **Equipment (Pink copies for the payment office, blue copies for the file)**

- 39 1) Emergency Equipment Use Invoice (OF-286)
  - 40 a) Fuel/Oil tickets (OF-304)
  - 41 b) Shift tickets (OF-297)
- 42 2) Emergency Equipment Rental Agreement (OF-294), if applicable
- 43 3) Certification for Local Government Fire Forces (LGFF) Equipment and Operators, if applicable
- 44 4) Inspection Form (pre/post) if available (OF-296)
- 45 5) Resource Order
- 46 6) Invoice, if required for the hiring option

### 47 **Emergency Firefighter (White copies for the payment office)**

- 48 1) Emergency Firefighter Time Report (OF-288)
  - 49 a) Crew Time Reports (SF-261)

- 1 2) Resource Order
- 2 3) Certification for Local Government Fire Forces (LGFF) Equipment and Operators, if applicable
- 3 4) Invoice, if required for the hiring option
- 4

5 Emergency Firefighter Time Reports, Crew Time Reports, Emergency Equipment Shift Tickets and supporting  
6 documentation will be filled out, a copy retained at the incident, and the signed original packet returned with the  
7 designated representative when demobed. This designated representative would normally be the Engine Boss, Strike  
8 Team Leader or Crew Boss. Any questions should be directed to the local NDFS Office. Packets should be submitted  
9 to NDFS within one month of the demobilization date.

## 11 **Compensation for Injury/Illness**

12  
13 If one of our employees is injured while on assignment, the North Dakota State University Safety Office must be  
14 notified of the injury within 24 hours by contacting either Jolean Pederson or Jennifer Baker at (701) 231-6740 for  
15 forms and procedures. The injured North Dakota State employee, or a person acting on behalf of the injured employee,  
16 is responsible for reporting the injury to the immediate supervisor. The immediate supervisor is responsible for the  
17 preparation of the NDSU Risk Management Employee Incident Report form. The Incident Report form **must** be  
18 transmitted to the North Dakota State University **within 24 hours** of notification or knowledge of a work related injury.  
19 This form is available from NDFS offices or on the Internet at:

20  
21 [http://www.ndsu.edu/ndsu/police\\_safety/safety/Forms/INCIDENTForm.pdf](http://www.ndsu.edu/ndsu/police_safety/safety/Forms/INCIDENTForm.pdf).

22  
23 The Finance Section is responsible for transmitting the NDSU Risk Management Employee Incident Report to (701)  
24 231-6739. All employees are covered by the North Dakota Risk Management Program.

## 26 **Hiring Method**

27  
28 The hiring method for EERA's executed by NDFS is "Fully Operated" and is in accordance with the procedures  
29 established in the IIBMH and the NRCG supplements to Chapter 20 of the IIBMH.

30  
31 Private fire suppression resources that did not participate in the competitive solicitation process may be hired "Fully  
32 Operated" if competitively solicited resources are not available and they meet all equipment inspection standards and  
33 requirements. There may be extraordinary circumstances when it is in the interests of the State to sign up equipment as  
34 "unoperated." These circumstances should be the exception, not the rule, and must be pre-approved by the NDFS. In  
35 both circumstances, the EERA must show that the agreement is applicable only for the duration of the incident.

36  
37 Private contractors hired on a fully operated basis are responsible for providing their own operating supplies (fuel, oil,  
38 foam, etc.). Repairs and normal maintenance are the contractor's responsibility.

## 39 **During-Incident Sign-up**

40  
41 In the event equipment does not have a pre-existing agreement, procedures in the IIBMH and the geographic area  
42 supplements to Chapter 20 & 50 of the IIBMH must be followed. On state fires, agreements initiated by NDFS  
43 personnel do not have to be co-signed by Contracting Officers or Procurement Unit Leaders working for a federal  
44 agency.

45  
46 EERA's for equipment covered under the competitively solicited process where the contractor did not participate must  
47 show that the agreement is applicable only for the duration of the single incident and will not be eligible for interagency  
48 dispatch.

## 50 **LOCAL GOVERNMENT FORCES - Equipment Rental**

### 52 **General Information**

1 The guidelines in this document apply when Local Government Fire Forces are hired by NRCG agencies. Detailed  
2 equipment and personnel standards, mobilization and dispatch procedures are included in the NRCG Mobilization of  
3 Local Government Firefighting Resources guide. The document may be found at the following website:  
4 [http://www.fs.fed.us/r1/fire/nrcg/ops\\_plans\\_index.htm](http://www.fs.fed.us/r1/fire/nrcg/ops_plans_index.htm)  
5

6 In accordance with the Interagency Cooperative Agreement signed by the U.S. Forest Service, Bureau of Land  
7 Management, Park Service, Bureau of Indian Affairs, Fish and Wildlife Service, and the State of North Dakota, NDFS  
8 is designated as the hiring and payment agency for personnel and equipment obtained from Local Government Fire  
9 Forces (LGFF) when dispatched in circumstances other than local initial attack under mutual assistance agreements.  
10 LGFF equipment costs and personnel payroll will be paid by NDFS who will, in turn, seek payment as outlined in the  
11 Cooperative Fire Agreement (six party agreement). Said resources shall be considered an agent of the State.  
12

13 Procurement of fire apparatus, equipment and personnel from LGFF will follow the procedures established by the  
14 NDFS. Current rates are listed below. Renegotiation of rates and responsibilities shall not happen at incidents. If  
15 there are compelling reasons for renegotiation, the NDFS must be involved in the negotiations. Normally, LGFF  
16 apparatus, equipment and personnel will be signed up prior to the incident by the NDFS. If it is necessary to sign up  
17 equipment at the incident, contact the NDFS.  
18

19 **Mutual Aid**- Mutual Aid resources may be converted to paid status after the initial response if the NDFS deems it in  
20 the best interest of the State to do so. Mutual aid responses will be paid according to the requesting jurisdictions'  
21 Annual Operating Plan (AOP). In absence of an AOP a standard of 8 hours mutual aid is in effect. When the  
22 requesting agency releases the mutual aid resources, the mutual aid resources may request to remain on the fire. It is the  
23 **Responsibility** of the resource to contact the IC and request to remain on the fire. If the resource remains on the fire  
24 beyond the mutual aid period without going through the IC approval and sign up process, the resource will not be paid.  
25 The following conditions and criteria must be met and to be placed in pay status:

- 26 • IC Approval
- 27 • Equipment and Personnel must meet Agency Standards put forth in this Chapter of the IIBMH
- 28 • Be Inspected or have signed a No Damages/ No Claims upon demobmolization
- 29 • Have a Resource Order

30 If these criteria are met, the resource may be paid back to the first hour of mutual aid request. It is the responsibility of  
31 the LGFF to ensure that these criteria are met. If any of the criteria are not met any time will be considered donated  
32 mutual aid time.  
33

### 34 **Local Government Fire Force (LGFF) Equipment**

35

36 Minimum Specifications required by NWCG for equipment requirements for engines, water tenders, and water trucks  
37 and contains the applicable equipment certification forms is listed in the following section. The equipment's  
38 compliance with transportation safety rules, laws and other codes are the responsibility of the LGFF.  
39

40 **LGFF equipment will remain in paid status during meal periods.**

### 41 **SEVERITY**

42 Severity rates for LGFF equipment will be paid at 50% of the established hourly rate when in non-fire status. Shifts  
43 Exceeding 10 hours in non-fire status will be paid at 100% or the full hourly rate if the resource is mobilized to an  
44 incident, the payment will revert to the full hourly suppression rate for the entire shift.  
45

46 LGFF equipment will remain in paid status during meal periods when personnel are off time.  
47

### 48 **While in Transport**

49 When LGFF equipment is in transport status (via heavy transport, not being driven), equipment will be paid at the  
50 severity rate of 50% and does not revert to the 100% or full hourly rate for transports that are over 10 hours in a day.  
51  
52  
53

**Operating Supplies**

LGFF equipment will be reimbursed for fuel used to and from an incident and while assigned to a fire. Costs will be reimbursed with proper documentation (e.g. detailed receipt). Repairs and normal maintenance will be the LGFF's responsibility.

**Engine Rates – ND Local Government Fire Force Equipment**

Class		Unoperated Hourly Rate	Fully Operated Hourly Rate	Number of personnel*
<b>E1</b>	Structural Engine I	\$104	\$188	4
<b>E2</b>	Structural Engine II	\$99	\$162	3
<b>WE3</b>	Wildland Engine III	\$86	\$149	3
<b>WE4</b>	Wildland Engine IV	\$72	\$114	2
<b>WE5</b>	Wildland Engine V	\$60	\$102	2
<b>WE6</b>	Wildland Engine VI	\$56	\$98	2
<b>WE7</b>	Wildland Engine VII	\$35	\$77	2

**CLASSIFICATION FOR ENGINES**

**MINIMUM STANDARDS** - The following guide is to aid in the classification of engines. When typing equipment all of the standards must be met to qualify the equipment. Failure to meet any standard places the equipment in a lower type or disqualifies the equipment in its entirety.

COMPONENTS	MINIMUM STANDARDS FOR TYPE						
	1*	2*	3	4	5	6	7
Pump Capacity ** gpm @ psi	1000+ @ 150	500 @ 150	150 @ 250	50 @ 100	50 @ 100	50 @ 100	10 @ 100
Tank Capacity (Gallons) Minimum Maximum	400 None	400 None	500 None	750 None	400 750	150 400	50 200
Hose, 2½ inches (feet)	1,200	1,000					
Hose, 1½ inch (feet)	400	500	500	300	300	300	
Hose, 1 inch (feet)	-0-	-0-	500	300	300	300	200
Ladder (feet)	***48'	***48'					
Master Stream (GPM)	500						
Personnel (minimum number)	4	3	3	2	2	2	2
<p>*Type 1 and 2 Structural Engines must also meet minimum specifications of NFPA For the year in the in which they were manufactured.</p> <p>**All pumps shall have pressure gauges that meet the minimum pump pressure rating.</p> <p>***This includes 24’ extension ladder, 14’ roof ladder and 10’ attic ladder for a total of 48’.</p> <p>****Engines specifically designed for on-road and structure work may not be signed up as a wildland engine</p>							

**Foam Units:** No compensation will be given for foam units; however, foam used during the incident may be replaced or compensated as part of operating supplies.

**NRCG MINIMUM REQUIRED COMPLEMENTS FOR ENGINES**

- 2 nozzles, combination fog/straight stream, 1 inch NPSH female
- 2 nozzles, combination fog/straight stream, 1½” NH female
- 20 feet, suction hose with strainer or screened foot valve
- 2 shovels, size 0
- 2 pulaskis
- 1 spanner wrench, combination 1 inch to 1½ inches
- 2 gated wyes, 1½ inches National Hose (NH) threads
- 4 reducers, 1½ inches NH female to 1 inch National Pipe Straight Hose (NPSH) male
- 2 adapters 1½ inches NH female to 1½ inches NPSH male
- 2 adapters 1½ inches NPSH female to 1½ inches NH male
- 2 increasers 1 inch NPSH female to 1½ inches NH male

- 2 adapters ¼ turn to 1 inch NPSH (1 female/1 male)
- 1 double male 1 inch NPSH threads
- 1 double female 1 inch NPSH threads
- 1 double male 1½ inches NH threads
- 1 double female 1½ inches NH threads
- 1 fire hose clamp
- 1 5-gallon container for drinking water
- 1 first aid kit (five person)
- 1 set of three (3) reflectors
- 1 fire extinguisher (5BC or better)
- 1 set of wheel chocks
- 5 gallons (minimum), fuel to operate pump and engine for 12 hours
- 1 pump for water fill or have drafting capabilities
- 2 adapters ¼ turn to 1½ inch NH (1 female/1 male)
- 300 feet of ¾-inch synthetic garden hose – 50 foot sections
- 1 reducer 1 inch NPSH to ¾ inch GH
- 2 Adjustable nozzles ¾ inch
- 1 Mop up wand ¾ inch receptor for hose
- 1 Gated wye ¾ inch
- 5 Inline ball valves ¾ inch

**Water Tender Rates – ND Local Government Fire Force (LGFF) Equipment**

Class	Unoperated Hourly rate	Fully Operated Hourly rate	Number of Operators**
<b>WT1</b>	\$100	\$121	1**
<b>WT2</b>	\$85.50	\$106.50	1**
<b>WT3</b>	\$63	\$84	1**

\*\*Additional Personnel may be justified and approved by the NDFS.

**Water Truck Rates – ND Local Government Fire Force (LGFF) Equipment**

Class	Water Truck Capacity (Gallons)	Unoperated Hourly Rate	Fully Operated Hourly Rate	Number of Operators*
<b>WTR1</b>	5000+	\$54	\$75	1
<b>WTR2</b>	2500-4999	\$41	\$62	1
<b>WTR3</b>	1000-2499	\$23.50	\$44.50	1

\*Minimum number of operators per single shift.

**WATER TENDER AND WATER TRUCK CLASSIFICATION**

COMPONENTS	MINIMUM STANDARDS TYPE		
	1	2	3
Pump Capacity (GPM)	300	200	200
Tank Capacity (Gallons)	5,000 +	2500	1,000
Off Load Capacity (GPM)	300	200	200
Maximum Refill Time (minutes)	30	20	15
Personnel (minimum number)	1	1	1
Drafting Capability	Yes	Yes	Yes

Most Water Tenders meet and exceed the requirements for a Water Truck. Replacement of a Water Truck operator with a fully qualified Water Tender operator does not solely constitute justification for payment of the Water Tender rate.

**NRCG MINIMUM REQUIRED COMPLEMENTS FOR  
WATER TENDERS**

- 1½ inch nozzle, NH-combination; fog/straight stream (Plastic is acceptable)
- 1½ inch NH female to 1 inch NPSH male reducer
- 20 feet suction hose (minimum) with strainer or screened foot valve
- Shovel, size 0
- Pulaski
- Spanner wrench, combination, 1½-2½
- Adjustable hydrant wrench
- 2 adapters, 1½ inches NPSH female to 1½ inches NH male
- 2 adapters, ¼ turn to 1½ inches NH (1 female and 1 male each)
- 2 adapters, 1½ inches NH female to 1½ inches NPSH male
- 2 reducers, 2½ inches NH female to 1½ inches NH male
- 1 double male, 1½ inches NH
- 1 double female, 1½ inches NH
- 1 gated wye, 1½ inches NH
- 1 Forestry hose clamp - 2½ inches
- 1 first aid kit (five person)
- Reflectors (1 set of 3)
- Fire extinguisher (5 BC or better)
- Wheel chocks (meets industry, standards for wheel chocks)
- Fuel to operate pump and engine for 12 hours (minimum 5 gallons)
- 2 each, portable hand lights
- 100 feet of 1½ inches, cotton/synthetic hose, NH thread
- 50 feet of 2½ inches cotton/synthetic hose, NH thread
- Discharge outlets: 2 each 1½ inches NH thread
- Discharge outlet, 1 each 2½ inches NH thread
- Tire Tread Depth equal to DOT Standards

**DOZERS – ND Local Government Fire Force (LGFF) Equipment**

Class	Flywheel Horsepower	Unoperated Hourly Rate	Fully Operated Hourly Rate
1	200-369	\$140	\$179
2	100-199	\$75	\$114
3	60-99	\$46	\$83

**GRADERS – ND Local Government Fire Force (LGFF) Equipment**

Class	Flywheel Horsepower	Unoperated Hourly Rate	Fully Operated Hourly Rate
G1	201+	\$72	\$110
G2	126-200	\$58	\$96
G3	<125	\$41	\$78
Chains not required on machine, but available at next operational period.			

**NORTH DAKOTA NATIONAL GUARD**

All time is kept by the National Guard designated member and will be forwarded to Department of Military Affairs (DMA) according to their rules and regulations. Mark any timekeeping documents clearly as National Guard and include military rank of individual. The DMA will bill NDFS for all federally supported fires. The NDFS then will bill the federal agencies for the support of their fires.

In administrative dealings with National Guard personnel the chain of command should be respected. Disputes or discussions with individual National Guard personnel should include the individual's superior ranking supervisor.

Responsibility for payment:

If the resources are ordered through DES the ordering entity is responsible for payment as in the case of a local government or sheriff's office ordering the National Guard for evacuations. If the resource is ordered through the fire to assist in Fire Suppression or other duties associated with the fire, the host agency is responsible for payment.

**STATE-OWNED EQUIPMENT**

The NDFS shall be reimbursed for use of state equipment in support of other agency incidents unless the master agreement with the cooperating agency states otherwise. The use of the equipment is billed at the negotiated rates, except Federal Excess Personal Property (FEPP) should show a use rate of 67 percent of the standard rate on use invoices.

The Emergency Equipment Shift Ticket - OF 297, and Emergency Equipment Use Invoice - OF 286, provide the required documentation on the use of NDFS equipment. Copies should be forwarded to the responsible Land Office or sent home with the operator.

Other agency state owned equipment (such as the ND Department of Transportation) shall be reimbursed at their predetermined rate.

**Sedans, Passenger Vans, Utility Vehicles, Pickups, and Stake side Trucks**

Use the appropriate daily and mileage rate for the class and size of vehicle from the North Dakota Department of Transportation and supplemental necessary equipment provided by the NDFS. This rate information can be found at

<http://www.dot.nd.gov/divisions/fleet/docs/rentrate.pdf>. An additional \$0.18/mile will be added for all vehicles equipped with the fire response package.

**Trailers and Transports**

This category includes all the State-owned trailer units as specified. Refurbishment costs for tools and equipment from fire caches shall be paid by using agency under separate billing.

Equipment	Unoperated Daily Rate
<u>Command trailer, tandem axle</u> – modified for office use	\$100
<u>12'-14' covered utility trailer</u>	\$50
<u>6-8' covered utility trailer</u>	\$30

**Engines and Water Tenders**

Agency Engines and Tenders will be billed out at the appropriate North Dakota Department of Transportation rate plus the additional rate for supplemental equipment provided by the NDFS. The current rate for the NDFS type 5/6 engines are \$125.00per hour, type 4 engines and type 3 water tender is \$145.00per hour. This rate can vary as mandated by the ND Department of Transportation.

**Portable Pumps**

Class	Unoperated Daily Rate (\$)	Remarks
1	64.00	Small low-volume/high-pressure portable pumps with intake hose, capable of being transported by one or two people. Pumps in this category are the Mark 26, Mark III and Gorman Rupp, or similar type pumps.
2	37.00	Small low-pressure/high-volume portable pump that can be transported by one or two people. These pumps are similar to a Homelite or Honda trash pump.

**All-terrain Vehicles**

Type	Unoperated Daily Rate
ATV( 1 Rider) No Three Wheelers	\$100
<u>UTV Side by Side Seating for 2 or 3 riders (e.g., Polaris Ranger, Kawasaki Mule) or similar.</u>	\$150

- **All riders must wear an approved helmet while Operating an ATV or UTV**
- **Does not include operating supplies and water handling system. This system (on the UTV) is an additional \$15.00 per hour.**

**Specialized and Miscellaneous Equipment**

- A. Chainsaws – Unoperated daily rate \$45.00/day.  
 Minimum saw size- 3.75+cubic inch saw. Each sawyer will only be compensated for one chainsaw. No compensation for backup saws.

- 1 B. Portable Radios – Bendix/King portable, multi-channel radio, with batteries. Rate is actual cost of  
2 refurbishment (or daily rate of \$15/ea if not sent in for refurbishment at NDFS determination), repairs, and  
3 batteries.  
4
- 5 C. Radio Cache – Bendix/King portable, multi-channel radios, with batteries, daily rate \$15/ea. plus refurbishment  
6 fee \$250, plus actual cost of batteries and repairs. (Estimated replacement cost for portable radios if lost or  
7 destroyed is \$1,382/each.)  
8
- 9 D. Other Cache equipment will be compensated at regular cache refurbishment  
10

**Exhibit NR11****SOUTH DAKOTA****SD WILDLAND FIRE SUPPRESSION DIVISION (SD WFS)**

SD Wildland Fire (SDWF) has agency resources and cooperators available for all-risk incidents under the authority and provisions in the Cooperative Fire Management Agreement (CFMA). Information provided is from Statewide Annual Wildfire Action Plan for the Division of Wildland Fire. The Action Plan covers information helpful to Incident Management Teams (IMTs) managing fires in South Dakota and instances where South Dakota resources are ordered for out of state assignments. Information contained herein is organized by Interagency Incident Business Handbook (IIBMH) chapters and other reference documents are cited. For further information, contact Brenda Even, Fire Business Manager in Rapid City, SD at 605-393-8115, FAX: 605-393-8044.

SDWF uses all Incident Command System (ICS) forms, the same as in the Interagency Incident Business Management Handbook (IIBMH) and in the finance kits. With the exception of the Crew Time Report and Equipment Shift Tickets, we have developed a Crew Time Report to contain personnel and equipment in one form. As seen in Exhibit 04A.

**State and Cooperator Personnel**

1. Emergency Fire Fighters and Casuals:
  - a. **Casuals** - SDWF does hire casual and emergency fire fighters under the AD payment plan as call-when-needed (CWN) seasonal employees.
  - b. **Permanent & Seasonal Employees** are hired under SD Bureau of Human Resources & Department of Agriculture specific pay plans and the actual rate of pay, plus benefits is charged to the incident.
  - c. **Cooperator / Fire Department Personnel** who fill positions (overhead or engine) on incidents are paid under the AD Pay Plan, based on qualifications, per their agreement with the state.
2. Length of Assignment: SDWF employees are authorized administrative days off, after the incident, based on length of assignment which will be charged to the incident, with a letter of authorization. The days should be documented on a CTR and signed by the Finance Section at the incident. This can take the place of a letter if one is not available.
3. Pay Plans: State employees' costs are reimbursed based on their wage and benefits. The ISuite default rate tables reflect these rates as a median cost and include premium pay, subsistence and ground travel costs. Cooperators are reimbursed based on their cooperative agreements with SDWF and should provide a copy of their agreement to the Finance Section.
4. Personnel Time Keeping: All personnel time will be documented on the SDWF Crew Time Report (AG-DCF100/95) and Emergency Firefighter Time Report (OF-288). Original documents, including the white copy of the CTR, are given to State employees and cooperators at time of demobilization.
5. Hazard Pay: SDWF employees and cooperators are not entitled to hazard pay as per State policy.
6. Commissary: State Employees are authorized payroll deductions for commissary purchases. Cash and personal credit card may be used and is the preferred method of payment. Cooperators are

1 authorized payroll deductions for commissary purchases. Payment is made via deduction from the  
2 cooperators invoice.

### 4 **Compensation Injury and Illness**

- 5
- 6 1. Agency Provided Medical Care (APMC): The State is not authorized to provide APMC on State  
7 jurisdictional fires. State employees and cooperators may receive APMC on other jurisdictional fires  
8 under guidelines in the IIBMH and will also file appropriate State Worker Compensation insurance  
9 forms.
  - 10
  - 11 2. Workers Compensations: State employees are covered for work related injuries or illness under the  
12 SD Workers Compensation Program (WCP). If a state employee is injured or contracts a disease as a  
13 result of and/or in the course of your employment, it must be reported as soon as possible to their  
14 supervisor. Within three business days of the occurrence, the individual or his/her supervisor must  
15 report in writing the circumstance of the injury or disease to the person responsible for filing the  
16 Employer's First Report of Injury. Then, within seven days, not counting Sundays and legal holidays,  
17 after the employer has knowledge of the occurrence of an injury, the Employer's First Report of  
18 Injury must be filed with the Workers' Compensation Program at the Bureau of Human Resources.  
19 Failure by the employee to file the claim on time may result in denial of the claim. The individual  
20 should keep in contact with their personnel representative to ensure a claim is properly filed. Federal  
21 CA forms can be used, as documentation for State employees and cooperators, to take back to their  
22 home unit.
  - 23
  - 24 3. Cooperator Coverage: State Cooperators are covered under the SD State Workers Compensation  
25 Program when responding to incidents within South Dakota and on incidents threatening SD. They  
26 are required to carry workers compensation insurance on all employees and volunteers, for coverage  
27 on out of state assignments. A contact person or appropriate forms should be provided to the incident,  
28 if a need arises.

### 30 **Travel**

- 31
- 32 1. Per Diem: Employees and cooperators are self-supporting. The State follows the IIBMH definition  
33 for incident provided meals and lodging. When not provided by the incident, reimbursement for food  
34 and lodging is based on State travel policy or as specified in cooperator agreements. SD State Engine  
35 Crews, Bear Mountain and Black Hat Hand crews can be self-supporting.
  - 36
  - 37 2. State Car Rental: State Vehicle Rental Agreements provide for damage and liability coverage when  
38 the terms and conditions of the agreement are followed, (e.g., operating the vehicle on paved, graded  
39 state or professionally maintained roads.) If the incident assignment requires operation of the vehicle  
40 outside these parameters, the rental vehicle will be covered by the State's Risk Management  
41 Division.

### 43 **Acquisition**

- 44
- 45 1. Procurement Authority: The State receives its procurement authority from state laws, and is,  
46 therefore, not subject to Federal procurement laws.
  - 47
  - 48 2. Local Procurement/Contracts: SDWF has established some pre-season equipment or service  
49 contracts. These can be found in the local service and supply plan.

- 1  
2 a. SD State Purchasing Division has competitively bid statewide product and service contracts.  
3 These are commonly ordered products and services used for all State agencies. SDWF would be  
4 the purchaser if these State Purchasing Contracts are used to guarantee pricing and proper  
5 documentation.  
6  
7 b. Agreements initiated by SDWF do not have to be countersigned by federal Contracting Officers  
8 or Procurement Leaders when the State is the payment agency.  
9  
10 c. Agreements initiated by federal agencies do not have to be countersigned by State Contracting  
11 Officers or Procurement Leaders when the State is the payment agency.  
12
- 13 3. Procurement on Multi-jurisdictional Fires: The State can procure or establish agreements for  
14 equipment either pre-season or at the incident without federal counter signature provided that the  
15 State is the payment office for agreements executed by SDWF. The following is the SDWF payment  
16 address:  
17
- 18 SD Wildland Fire  
19 Fire Business Staff  
20 4250 Fire Station Road Suite #2  
21 Rapid City, South Dakota 57703  
22
- 23 4. Land and Facility Use Agreement Form: SDWF will use a Land Use Agreement form that complies  
24 with State Purchasing policy and State law. SDWF has agreed to facilitate and execute Land and  
25 Facility Use Agreements for multi-jurisdictional fires in SD if a Federal contracting officer is not  
26 available. These agreements may be countersigned by a federal contracting officer with the  
27 appropriate FAR clauses attached.  
28
- 29 5. Federal Competitive Bids: Equipment that has been competitively bid through the federal contracting  
30 process may be procured through usual dispatch procedures on State hosted fires.  
31
- 32 6. State Owned Vehicles and Equipment: Vehicle rates include operating supplies (wet) and general  
33 maintenance. Normal maintenance and repairs are covered by State Fleet & Travel Management  
34 Service contracts, for all State owned vehicles (excluding added equipment). The State is self-insured  
35 through SD Office of Risk Management.  
36
- 37 a. Invoices are required, and should not be processed for payment by the incident, for equipment  
38 with hourly and daily rates. **Equipment use will be documented in block 8 of the SDWF Crew  
39 Time Report (AG-DCF100/95).**  
40
- 41 b. State vehicles working under a mileage rate for agency overhead and crew transport will  
42 document use on State Fleet & Travel Management forms.  
43
- 44 7. Cooperator Equipment: SDWF is the single hiring point for Local Government Fire Service  
45 Organizations. Cooperators are signed up through the SD Wildland Fire Agreement and follow  
46 operating guidelines as specified within the agreement.  
47
- 48 a. Cooperators are required to carry a copy of their fire suppression agreement. Rates are considered  
49 “wet” and the personnel are paid the AD rate for the position they are filling and qualified for.

- b. Equipment time for Cooperators will be recorded using the **SDWF Crew Time Report (AG-DCF100/95) form, no shift ticket is needed.** Original documents (OF-286 and **white copy of CTR**) are given to the cooperator at time of demobilization.
  - c. Cooperators submit an invoice to SDWF with the original incident documents. Incident billings will be submitted by SDWF to the appropriate payment agency.
8. County Owned Equipment: County equipment and services may have established County use rates. Contact the County Fire Coordinator or County Emergency Manager for rate schedules when using County equipment. SDWF Crew Time Report (AG-DCF100/95) is required to document use. The original OF-297 will be given to the operator at the time of demobilization. The County will bill SDWF for reimbursement through County Agreements with SDWF. If there isn't a signed Joint Powers Agreement the equipment can be signed up on an incident only EERA. Incident billings will be submitted by SDWF to the appropriate payment agency.

**Equipment Rates & Specifications**

**ENGINE TYPES:**

Minimum Standards by Type

Requirements	Engine Type							
	Structure		Wildland					
	1	2	3	4	5	6	7	9*
Tank minimum capacity (gal)	400+	400+	500	750	400	150	50	50
Pump minimum flow (gpm)	1000	500	150	50	50	<b>30</b>	10	6
@ rated pressure (psi)	150	150	250	100	100	100	100	100
Hose 2½"	1200	1000	-	-	-	-	-	-
1½"	400	500	500	300	300	300	-	100
1"	200	200	500	300	300	300	200	½"
Ladders per NFPA1901****	Yes	Yes	-	-	-	-	-	-
Master stream 500 gpm min.	Yes	-	-	-	-	-	-	-
Pump and roll	-	-	Yes	Yes	Yes	Yes	Yes	Yes
Maximum GVWR (lbs)	-	-	-	-	26,000	19,500	14,000	
Personnel (min)	3**	3	2	2	2	2	2	2

\*- State standard not NWCG requirement  
 \*\*- In-State standard is 3 or 4 personnel (Out-of-State requires 3 or 4 personnel)  
 \*\*\*- In-State standard is 20 feet of ladder (Out-of-State requires 48 feet)

**Common additional needs. Requested as needed.**

- All wheel drive
- High pressure pump (250 psi @ ½ flow of Type)
- Foam Proportioner
- Compressed air foam system (CAFS) with minimum 40 cfm compressor
- Additional personnel

**WATER TENDER TYPES:**

## Minimum Standards by Type

Requirements	Water Tender Type						
	Support			Tactical		State Standard	
	S1	S2	S3	T1	T2	4*	5*
Tank capacity (gal)	4000	2500	1000	2000	1000	400+	400+
Pump minimum flow(gpm)	300	200	200	250	250	80+	---
@ rated pressure (psi)	50	50	50	150	150	---	---
Max. refill time (minutes)	30	20	15	---	---	---	---
Pump and roll	---	---	---	Yes	Yes		
Personnel (min)	1	1	1	2	2		

\* - State standard not NWCG requirements

- All types shall meet federal, state and agency requirements for motor vehicle safety standards, including all gross vehicle weight ratings when fully loaded.
- Type 3 engines and tactical water tenders shall be equipped with a foam proportioner system.
- All water tenders and engine types 3 through 6 shall be able to prime and pump water from a 10 foot lift.
- Personnel shall meet the qualification requirements of NWCG *Wildland Fire Qualification System Guide*, PMS 310-1.
- Water tenders must carry appropriate hose, clamps, adapters, and tools to be able to fill engines and or portable tanks.
- Tenders must also carry a minimum of one shovel and one pulaski.
- Tenders participating in out of state dispatches must meet minimum federal guidelines for equipment and accessories.
- General specification for Engines and Tenders:
  - Larger diameter hose may be substituted for smaller hose to achieve total needed length.
  - Hose size is hose coupler size.
  - Engines must carry fittings to connect all hose on the apparatus.
- Ordered Structural Fire Engines - Any engine specifically ordered for the purpose of providing structural fire protection should have the basic gear and safety equipment required by structural firefighting standards. Each engine must have, at a minimum, the following items for personnel:
  - NFPA approved protective clothing for structural firefighting.
  - NFPA approved protective hoods.
  - NFPA approved gloves for structural firefighting.
  - NFPA approved helmets for structural firefighting.
  - NFPA approved SCBA's; for structural firefighting.
  - NFPA approved footwear for structural firefighting.
    - 400 ft of 1 ½" single jacket wildland hose.
    - 200 ft of 1" single jacket wildland hose.
    - 2 – Shovels: 1 – McLeod, 1 – Pulaski
    - The following appliances: 2 – 1 ½" to 1" Forestry "T's", 2 – Reducers
      - NST – 1 ½" to 1"
      - 2 – 1 ½" – 40 GPM nozzles.
      - 2 – 1" – 20 GPM nozzles.
      - 2 – Forestry clamps for single jacket wildland hose.
    - Fire shelters for all engine crew members.
    - Wildland fire personal protective equipment for all engine crew members.

**Equipment Rates:** The rates for the Engine Types 1-6 and Water Tender Types 1-3, are listed below and can be found on the SD Wildland Fire Website, under Fire Business. The Fire Department Personnel should be carrying a copy of their South Dakota State Cooperative Fire Suppression Agreement with them. If they don't have it the information can be obtained from their fire chief or SD Wildland Fire, Fire Business Manager/Sr. Accountant or by accessing the SD Wildland Fire Web Page, in the Fire Business portion. The URL is: <http://sdda.sd.gov/wildfire-suppression/agreements/vfd-agreements.aspx>.

**Compressed Air Foam System (CAFS):** Add \$20.00/hr to the base engine rate listed below for any engine equipped with a Compressed Air Foam System (CAFS) meeting the following minimum capacity, 40 CFM @ 100 PSI, to cover the cost of foam based on an application rate of three tenths of one percent @ 25gpm and additional equipment. The CAFS unit does not have to be ordered and the rate is paid from minute one. The approving agency will replace any foam used at an incident at the current GSA rate.

Fire Gel or Class A Foam used on wildfires within the state will be replaced on the fire. If the supply unit does not stock gel or class A foam, the contractor can request replacement through the State supply cache or bill the State for the gel or foam used.

**Rates for SD Cooperators**

<u>Additional Equipment Rates:</u>	<u>Base</u>	<u>With CAFS</u>
Type 1 Engines (structural)	\$95.00/hr	
Type 2 Engines (structural)	\$92.00/hr	
Type 3 Engines	\$87.00/hr	\$107.00
Type 4 Engines	\$87.00/hr	\$107.00
Type 5 Engines	\$82.00/hr	\$102.00
Type 6 Engines	\$82.00/hr	\$102.00
Type 7 Engines	\$30.00/hr	
Type 9 Engines	\$15.00/hr	
Type 1 Tactical Water Tender	\$115.00/hr	
Type 2 Tactical Water Tender	\$100.00/hr	
Type 3 Tactical Water Tender	\$80.00/hr	
Type 4 Tactical Water Tender	\$20.00/hr	
Type 5 Tactical Water Tender	\$8.00/hr	
Type 1 Support Water Tender	\$107.00/hr	
Type 2 Support Water Tender	\$92.00/hr	
Type 3 Support Water Tender	\$72.00/hr	
Type 4 Support Water Tender	\$11.00/hr	
Type 5 Support Water Tender	\$6.00/hr	
Power Saws	\$5.00/hour for first 2 hrs. then a flat rate of \$30.00/maximum, until end of shift	
Portable Pumps (inc. suction hose, screen & 100 foot hose & nozzle)		
0-200 gpm	\$30.00/day	
200+gpm	\$40.00/day	



## Property Management

1. Incident Base Security Storage: SDWF can provide law enforcement through State partners for incident security.
2. Property Accountability Controls: State employees and cooperators' are entitled to re-supply for consumables or agency property damage or loss when properly documented and approved by guidelines in the National Mobilization Guide chapter 20, page 28 Incident Replacement of NFES Items and the IIBMH and any additional IMT / Agency Administrator written direction (Ref: State Annual Operating Plan, Section 5).

## Incident Business Coordination

1. Delegation of Authority: A Delegation of Authority is required for all Type I and Type II fires. The jurisdictional Agency Administrator will ensure participation from the state when non-federal lands have burned or are threatened to burn, and will ensure participation from the appropriate federal agencies when federal lands burn or are threatened to burn. Any agencies whose lands have burned or are threatened to burn will participate in preparation of and sign the Delegation of Authority.
2. Incident Business Advisor: A State Incident Business Advisor may be assigned to any State hosted fire or assist when state and private lands have burned on multi-jurisdictional fires.
3. Incident Finance Package (IFP): A full incident documentation package (both planning and finance documents) will be required for each State jurisdictional fire. Incident Management Record guidelines and IIBMH Chapter 40 guidelines will be followed unless specifically directed otherwise.
4. Buying Team: The State may provide (if available) SDWF personnel with State issued Visa credit cards and access to State Wide Purchasing Contracts within their purchasing authority.
5. Incident Information Technology – Personally Identifiable Information:
  - a. Incidents setup in ISuite will use the default rate tables as set up.
  - b. In accordance with ISuite standard operating procedures, the ISuite database is uploaded to the ISuite repository upon an Incident Management Teams (IMT) demobilization from an incident. If the incident database is not complete, then an interim copy of the database is uploaded to the repository and the master database is transferred to the host agency. The repository file is encrypted and automatically purges Tax ID numbers (TINs) and social security numbers(SSNs). The database and all backups are then deleted from any team devices. A copy of the database and last back-up file along with the password and administrative account will be provided on electronic media and placed in the Finance package given to the hosting agencies.
  - c. Finance sections should rarely have SSNs and/or TINs written down on paper copies. I-SUITE does require this information; however SSNs/TINs should never be copied and kept in the Finance package. The TIN and SSNs are encrypted in ISuite.

## Cooperative Relations

1. Cooperative Agreements. SDWF has formal agreements with its working partners. City, county, and rural fire service organizations are considered State resources and are subject to the conditions in the Cooperative Fire Management Agreement and Operating Plans.
  - a. SD National Guard - The Governor of SD must declare a state of emergency before these resources can become available. To ensure all necessary steps are met to use these resources, they must be ordered through Great Plains Interagency Dispatch Center, on behalf of SD Wildland Fire. Time, for personnel and equipment, will be documented by National Guard Liaison Personnel, who will give daily cost estimates to the Finance Section.
  - b. Department of Corrections (Inmates) – SD has approximately 100 trained inmates available for fire duty. Costs involved include: \$2,420 /12 hour shift/20 inmate crew. Guards are paid at regular State salary rates. Transportation, meals, lodging and medical costs incurred as a result of the incident are billed to the incident. Request copy of agreement for specific information.
  - c. County and Local Organizations - Local fire departments / districts that respond to fires outside their area of statutory authority will have an established Wildland Fire Suppression Agreement or County Rangeland Agreement with the Division of Wildland Fire. Personnel will be required to be certified wildland firefighters and equipment will be inspected to meet NWCG requirements.
2. State Fire Management Assistance (FMAG). In the event a wildland fire threatens a community, it is possible to receive financial assistance through a Fire Management Assistance Grant (FMAG) from the Federal Emergency Management Agency (FEMA) to offset the suppression costs to the state and local communities.
  - a. The State will be responsible for initiating the process, notifying FEMA and collecting the required documentation.
  - b. Agency Administrators and/or the delegated IMT will cooperate with the State representatives working the declaration; collecting cost data, time and invoice records, and planning documents to support the request for FEMA cost sharing funding.
  - c. Incident management personnel may be asked to help State personnel or the Principal Advisor to obtain information in support of the state's reimbursement claim request.
  - d. The State and IMT work together to assure existing agreements are understood and cost accounting procedures are adequate to provide a clear, supportable record of the state's share of incident costs. In most cases, the costs need to be identified by operational period.

## Accident Reporting

1. Vehicle Accidents – State: SD is self-insured for all motor vehicles and licensed trailers. State equipment rates include insurance coverage through State Division of Risk Management. Accidents must to be reported to the Office of Fleet & Travel Management. There is not a deductible requirement.

2. Vehicle Mounted Auxiliary Equipment: State assets are covered through the State Division of Risk Management.

## Claims

Contractor Claim Resolution: A federal contracting officer may resolve contractor claims and corresponding payment invoices on State jurisdictional fires. Claims not resolved at the incident will be adjudicated by SDWF at the State Office Level.

1. State Personal Property Claims: Employee loss or damage of personal items on an incident will be subject to the laws, regulations and rules of the State and may be reimbursable by the protecting agency. In the absence of any State forms, a federal employee claim form can be used for documentation and determination of the claim at the employee's home unit.
2. Land and Facility Use Claims: SDWF will make claims determination and settle all LUA claims executed by SDWF.

## Cost Accounting

1. Cost Share Agreement: The host Agency Administrator is responsible to initiate a cost share agreement. Include names and contact information of principle authors when using the Cost Share template in the IIBMH, Exhibit 52.
2. Black Hat & Bear Mountain Hand Crew State Resources: The Crew Superintendent or Crew Boss will turn in to Finance information on rates for equipment and personnel. They are made up of permanent and part-time state employees.
3. Other State Owned Equipment: Most State fixed assets generate a reimbursable expense to the incident. Rates are established each year based on capital rental fees and operating expenses paid by the State. Rates are published annually in the SD Department of Ag website, under Wildland Fire, and Fire Business. Rates can also be found under the Acquisitions portion of this supplement, for South Dakota.
4. Cooperator equipment: Each participating Fire Service Organization has a signed Cooperative Fire Suppression agreement with SDWF. These rates follow the guidelines established in the agreement and above. Cooperators will have a copy of the current Cooperative Fire Suppression agreement for the Finance Section.
5. Cost Calculations – Spreadsheet: A spreadsheet for incident cost calculations is available representing estimates for SD and the Rocky Mountain Region.

Additional Information can be found at the SD Dept. of Ag's website: <http://sdda.sd.gov/wildfire-suppression/agreements/>.

1

Crew Time Report, AS-DCF100/95

South Dakota

AG-DCF100/96

FIRE DEPARTMENT  
CREW/EQUIPMENT TIME REPORT

CREW NAME (VOL FIRE DEPT (1))

FIRE NAME (2)			FIRE NUMBER (3)		
4		5	6		7
NAME OF EMPLOYEE	CLASSIFICATION	DATE		DATE	
		MILITARY TIME		MILITARY TIME	
		ON	OFF	ON	OFF
EQUIPMENT (8)	UNIT (9)	ON	OFF	ON	OFF
OFFICER IN CHARGE (SIGNATURE) (10)			TITLE OF OFFICER IN CHARGE (11)		
NAME (Person Posting to Emergency Time Report (12))				DATE (13)	

2

3 **White Copy - To accompany the fire suppression cost statement to the South Dakota**  
4 **Wildland Fire Division.**

5 Yellow Copy - Retain at the fire scene by agency responsible for the fire (State or Forest Service).

6 Pink Copy - Retain by the Fire Department.