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MONTANA DNRC



Forestry Division

Fire and Aviation

Management Bureau

DNRC 900 MANUAL

Wildland Fire Suppression

May 2014

910 GENERAL

911 ROLES AND RESPONSIBILITIES

To promote efficient operations through interagency cooperation and standardized procedures, all agencies and personnel have the responsibility to mobilize and utilize the most cost-effective resources that will result in the least costly operation. Below you will note tables outlining the various parties' roles and responsibilities in the management and coordination of wildland fire suppression.

GOVERNMENT OFFICIALS

Party	Preparedness Levels 1 - 3	Preparedness Levels 4 - 5
Governor	Works within legislative processes to fund essential state and local programs.	<ul style="list-style-type: none"> • Declares state emergencies/disasters. • Approves FEMA Declaration requests through State Forestry. • Requests Presidential disasters through Disaster and Emergency Services (DES). • Approves statewide closures. • Approves use of National Guard, declaration required. Implements Fire Mobilization Plan (moves structural resources) through State Forestry.
County Commissioners/ Mayors	Establish liaison with key partners.	<ul style="list-style-type: none"> • Mobilize county/local resources to support closure/evacuation needs. • Assign Agency Administrators working with fire departments, sheriffs departments, etc. • Declare a county/city emergency and/or requests Governor to declare State emergency.
Geographic Area Agency Administrator (Regional Forester, State Forester, State Directors and MACO level)	Support Zone and unit activities for preparedness initial attack.	<ul style="list-style-type: none"> • Reconciles political issues at state/federal levels. • Approves prioritization criteria for collection of responses to NRCG MAC. • Approves geographic area protection objectives. • Delegates decision making to NRCG MAC (for above). • Coordinates closures and restrictions. • References Resource Allocation Table.

Zone Level Agency Administrator (Forest Supervisor, Area Manager, Tribal and County Commissioner level)	Works with interagency partners for preparedness/initial attack pre-season agreements and processes.	<ul style="list-style-type: none"> • Reconciles political issues at local levels (county, forest, area, etc.). • Delegates authorities and oversees activities of ACs and IMTs (where two or more jurisdictions involved, unified command). • Maintains open files of communications of NRCG MAC, Zone MAC. • References Resource Allocation Table. • Incident complexity analysis and WFSA.
Unit Level Agency Administrator (District Ranger, Unit Manager, Fire District Trustee level)	Assures fire preparedness/initial attack activities and fire management plans are completed.	<ul style="list-style-type: none"> • Reconciles political issues at local community level • Incident complexity analysis and WFSA.

COMMAND AND CONTROL

Party	Preparedness Levels 1 - 3	Preparedness Levels 4 - 5
Area Command		<ul style="list-style-type: none"> • Prioritize based on GA MAC objectives for 2 or more IMTs. • Coordinate with all government entities. • Allocates resources between incidents. • Reconciles issues between two or more agency administrators. • Respond to GA needs for redistribution of resources. • If appropriate, ensures that all IMT's operate with common strategy
IMT (I, II, III)	II or III more likely than I.	<ul style="list-style-type: none"> • Implement specific strategy and tactics to meet agency administrator objectives for appropriate management response for incident(s) and other delegated responsibilities. • Establish and prioritize criteria for redistribution of resources within GA.

COORDINATION

Party	Preparedness Levels 1 - 3	Preparedness Levels 4 - 5
<p>Geographic Area MAC</p> <p>Geographic Area Coordinating Board of Directors (e.g., Fire Director, State Fire Manager, President Firewardens Association)</p>	<p>Not usually active, but should assure processes are established and understood.</p>	<ul style="list-style-type: none"> • Establish and prioritize criteria for allocation of resources. • Establish protection objectives. • Establish the need for additional training. • Establish reallocation controls when two or more area commands are assigned and multiple zones are affected. • Maintains open lines of communication with Zone MACs, AAs. • Assess need for Geographic Area Prevention Team. • Assess need for Geographic Area Public Information Team. • Reference resource allocation table
<p>Zone MACs</p> <p>Zone Board of Directors (e.g., Forest FMO, Area Fire Manager, County Firewardens)</p>	<ul style="list-style-type: none"> • Not usually active, but should assure processes are established and understood. • Assure Zone Mobilization Board (private, local, state, federal) is coordinating with Zone Dispatch. 	<ul style="list-style-type: none"> • Same as above, different in scope. • Serve Agency Administrator needs for coordination for fire management coordination issues within the Zone. • Ensure that GA MAC criteria and objectives are carried out at Zone level. • Monitor and ensure initial attack capability. • Assess need for Zone level Prevention Team. • Assess need for Zone level Public Information Unit. • Reference resource allocation table

**RESOURCE ALLOCATION TABLE WITH AREA COMMAND
AND INCIDENT COMMAND TEAMS**

	One Zone experiencing multiple incidents requiring resource allocation between units (no Area Command) (1)	One Zone experiencing multiple incidents requiring resource allocation between incidents (Area Command in place) (2)	Two or more zones experience multiple incidents requiring resource allocation from outside the zone (3)	Two or more Geographic Areas (GA) experiencing multiple large incidents requiring national resource allocation
Zone Agency Administrators	Primary Oversight	Primary Oversight	Support as Needed	Support as Needed
Zone MAC	Primary Oversight	Support as Needed	Support as Needed	Support as Needed
Geographic Area Agency Administrators	Support as Needed	Support as Needed	Primary Oversight	Primary Oversight within GA
Geographic Area MAC	Support as Needed	Support as Needed	Primary Oversight	Primary oversight within GA
National MAC	Support as Needed	Support as Needed	Support as Needed	Primary Oversight

- (1) Zone Agency Administrator activates Zone MAC and delegates authorities to Incident Management Teams. Zone Agency Administrator approves WFIP/WFSA.
- (2) Zone Agency Administrator changes delegation of authority to Area Command, who in turn provides direction to Incident Command Teams under their authority. Zone Agency Administrator approves WFIP/WFSA.
- (3) Geographic Area Administrators activate Geographic Area MAC and delegates decision-making authorities to Geographic Area MAC. Geographic Area (GA) MAC provides geographic area objectives and priorities to Area Commands and Incident Management Teams. GA MAC allocates or reallocates scarce resources between Area Commands and Incident Management Teams. Zone Administrators approve WFIP/WFSA. Geographic Area Administrators set priorities and allocate scarce and critical resources through Geographic Area MAC.

STATEWIDE UNIFIED COORDINATION

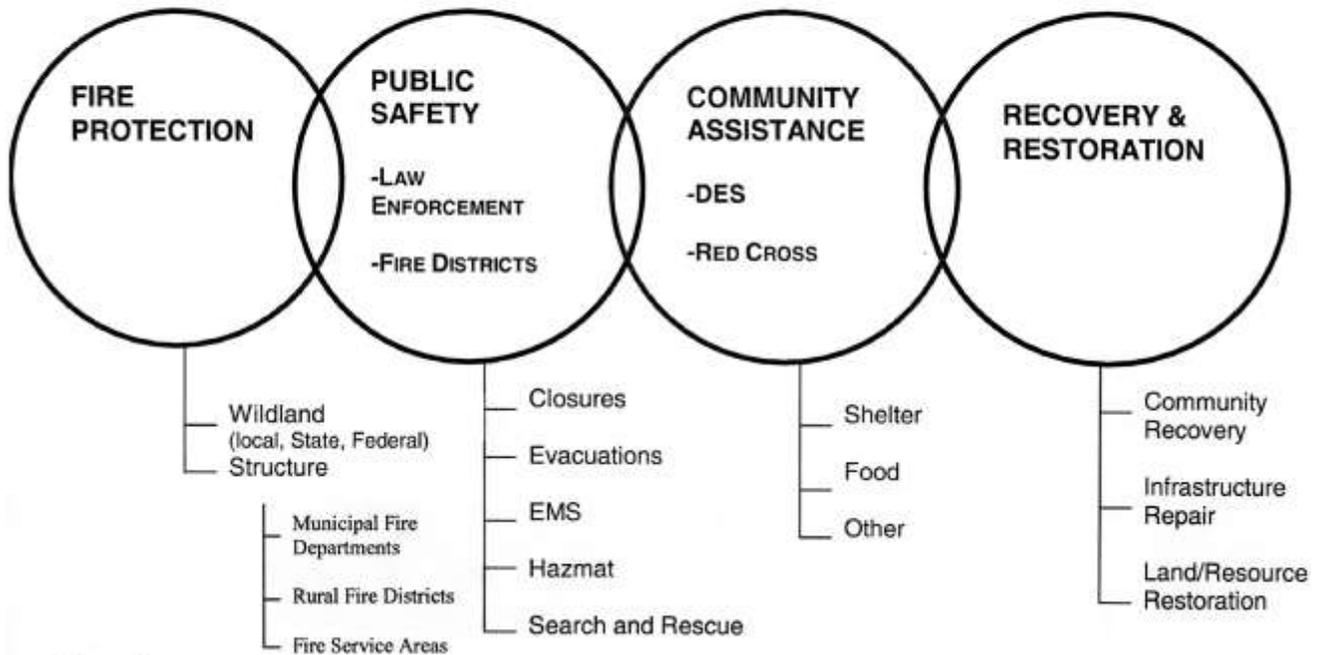


Figure 1

912 PROTECTION OF STATE-OWNED SCHOOL TRUST LANDS

A. STATE LAND BOARD LANDS CLASSIFIED FOREST FOR FIRE PROTECTION PURPOSES, OR LISTED IN STATE LAND LISTING.

These are the responsibility of DNRC for direct protection. Those lands inside USFS, BLM, or Flathead Reservation boundaries are protected by the state through contract with these agencies. Those lands inside state direct protection areas receive protection by state forces. Those lands classified as forest in cooperative counties receive protection by these counties.

B. STATE SCHOOL TRUST LANDS CLASSIFIED NON-FOREST FOR FIRE PROTECTION PURPOSES.

These lands are normally under lease to adjacent landowners. The lease specifies that the lessee must provide fire protection services. The Administrative Rules of Montana, Section 26.3.156, WEEDS, PESTS AND FIRE PROTECTION, specifically state that a lessee or licensee of state land shall keep the land free of noxious weeds and pests and assume responsibility for fire prevention and suppression necessary to protect the forage, trees and improvements. The lessee/licensee shall perform these duties at his own cost and in the same manner as if he owned the land.

In direct protection units (both forest fire districts and affidavit units), these lands are the responsibility of DNRC or its subcontractor. In state/county cooperative fire counties, **outside of direct protection units, the county provides protection to these lands.** In non-cooperative counties outside of direct protection units, fires on these trust lands are the responsibility of the lessee. Land offices should keep the State Duty Officer informed of fires on these lands, and the land office will assist the lessee upon approval of a request to the DNRC director.

The State is offsetting protection with the BLM and FWS for assistance on State lands in and around the C.M. Russell Game Range.

State and private lands are also being protected by the BLM in areas of the Custer and Lewis & Clark National Forests as a result of a protection offset exchange between the BLM and the USFS.

The State is protecting BLM land in the "Phillipsburg island" to offset the protection of State trust lands in a portion of the "ML" Lewistown Affidavit Unit north of the CM Russell National Wildlife Refuge.

The State is protecting USFWS land in western Montana to offset the protection of State trust lands on the CM Russell National Wildlife Refuge. (Specific National Wildlife Refuge and Waterfowl Production Areas are listed in the Statewide Annual Operating Plan)

C. RESPONSIBILITIES OF A LESSEE ON STATE SCHOOL TRUST LAND.

The lessee shall exercise diligence in preventing damage to the land and property of state school trust lands. The lessee shall abide by all restrictions on fires which may be in effect at any time and take all reasonable precautions to prevent and suppress fires. The lessee shall make reasonable efforts to suppress any fire that exists and report it to the proper firefighting authority. The lessee assumes all risk of loss to the improvements resulting from acts of God, wildland fire, or catastrophic events, including but not limited to avalanches, rising waters, high winds, falling limbs or trees and other hazardous natural events.

D. AUTHORITY TO ENTER PRIVATE PROPERTY FOR PURPOSES OF CARRYING OUT FIRE-SUPPRESSION ACTIONS

1. Where an impending disaster is present, the private property rights of individual members of the public must yield to the public's right to halt the impending disaster. This includes DNRC's mandate to suppress wildland fires.
 - a. The Montana Supreme Court stated in the case *Stocking v. Johnson Flying Service* decision "in such circumstances . . . of public convenience, necessity and safety. No claim for relief should exist against such party so long as it reasonably appears that the action is to prevent or mitigate the effects of an impending disaster such as a forest fire . . . The phrase *Salus populi est suprema lex*, interpreted as meaning, there exists an implied agreement of every member of society that his own individual welfare shall, in cases of necessity, yield to that of the community, and that his property, liberty and life shall, under certain circumstances, be placed in jeopardy or even sacrificed for the public good, might well be applicable to the instant action."

920 DISPATCH/COORDINATION CHANNELS

The following operational procedures are described to help personnel understand dispatch and coordination at various levels and locations throughout the state. These procedures will continue to change annually to improve operational procedures at all levels. The advent of interagency and co-located offices has helped reduce layering of the order process and has improved operations for all involved agencies. Although operations and order handling has improved through joint operations, unique differences will always exist and need to be recognized to minimize agency conflicts.

Land offices may work with those agencies where local agreements or memorandums of understanding exist between the Department and the agency involved.

921 AREA COORDINATION

Northern Rockies Coordination Center (NRCC)--State and Federal Coordinator's Office--This level of coordination is commonly referred to as "Geographic Area Coordination." Currently DNRC, the Department of the Interior (BLM) and the U.S. Forest Service, Region 1 are co-located and continue to progress towards a more interagency operation. Specific contacts and procedures are handled by NRCC dispatchers and coordinators and are explained in the following paragraphs:

A. NATIONAL GUARD (NG)

All fire orders for personnel and equipment from the Montana National Guard must go through the NRCC. The coordinator or dispatcher will order the NG through the State Disaster and Emergency Services (D&ES) Division in Helena. Use of the guard requires a Governor's proclamation, which is handled through the D&ES Division. No local orders or contacts are to be made by dispatch or zone coordination centers unless prior approval has been received from the NRCC. This policy has also been agreed to by cooperating federal fire agencies. The only exception is that any of the agencies cooperating with the National Guard (USFS, BLM, BIA, NPS, and DNRC) under the master agreement may make direct requests to local National Guard armories for use of their facilities. The local armory is required to follow up with notification to NG headquarters in Helena. For more information refer to the NRCG/MT, NG Agreement in DNRC's (200) Fire Administration Manual.

B. FEDERAL AGENCIES

All orders that are for resources other than what are available on the local National Forest, BLM District, BIA Reservation, National Park, FWS District, Interagency Dispatch Center, or Zone Coordination Center must

go through the NRCC. Specific guidelines, where noted, are to be followed as exceptions to the general guidelines.

C. DEPARTMENT & MISSOULA COMPLEX

1. **Communications Personnel**--All dispatch and zone coordination centers may work directly with private, local, state, or federal communications shops within their areas when requesting communications personnel during fire suppression activities. **All** other requests for radio repair must go through the NRCC, unless prior arrangements have been made.
2. **Aircraft**--The land offices may work with the local contractors and protection agencies that have aircraft available. **All** other fire suppression requests for aircraft must go through the NRCC, unless prior arrangements have been made.
3. **Missoula Staff**--In placing orders for Missoula staff personnel, the Missoula Interagency Dispatch Center (MIDC) will directly contact the individuals on the pre-approved call out list. The list will be updated and furnished to MIDC by the various offices. If the individuals cannot be contacted, MIDC will try and contact the designated representatives for the office.

The following are the designated representatives for the offices listed:

1. **Fire & Aviation Management Bureau**--Individual Fire Bureau personnel may be contacted directly by MIDC for suppression duty. Contact will be based on the approved listing provided to MIDC by the Bureau.

NOTE: All requests for Fire Bureau, Equipment Development Center (EDC) shop mechanics will be made through the MIDC. Contact will then be made to the EDC shop by the MIDC.

2. **Forest Management Bureau**--Any of the Section Supervisors.
3. **Forestry Assistance Bureau**--Any of the Section Supervisors.
4. **Business Management Bureau**--Bureau Chief.
5. **Missoula Water Resources Regional Office**--Manager.
6. **Department (Capitol-Based)**--**All** requests for the use of Department staff personnel will be made through the Helena Interagency Dispatch Center (HIDC). Helena-based Central

Service Division (CSD) personnel are contacted directly and are responsible for informing and obtaining approval from their immediate supervisor.

922 ZONE COORDINATION

Zone Coordination Centers will fill overhead needs from local forces (private, State, tribal, local and federal) within the zone. **All** other requests for fire overhead (except where noted under the NRCC good neighbor policy) will come through the NRCC.

A. EASTERN ZONE COORDINATION

The Billings Interagency Dispatch Center (BDC) is an interagency dispatch facility that provides initial attack dispatch for the Bureau of Land Management (BLM) Billings Field Office and Billings area and serves the USDA Forest Service (Custer National Forest, Beartooth Ranger District); Department of Interior; National Park Service; Bureau of Indian Affairs; and the Montana DNRC Southern Land Office as a zone support center under one unit.

The Lewistown Interagency Dispatch Center (LEC) is an interagency dispatch facility that serves the Department of Interior; Bureau of Land Management Lewistown Field Office, Malta Field Office and their respective Field Stations; the U.S. Fish and Wildlife Service (Charles M. Russell NWR); and Montana DNRC Northeastern Land Office under one unit as a zone support center.

The Miles City Interagency Dispatch Center (MCC) is an interagency dispatch facility that serves the USDA Forest Service (Custer National Forest, Ashland and Sioux Ranger Districts) and the Montana DNRC Eastern Land Office as a zone support center.

B. NORTHWEST ZONE COORDINATION CENTER

The Kalispell Interagency Dispatch Center (KIC) also fills the role as the Northwest Zone Coordination Center. They coordinate requests for resources available on the Northwestern Land Office and Glacier National Park. Requests from the Northern Rockies Coordination Center (NRCC) will go to this zone center for any resources available within the zone. The Kootenai National Forest and the Flathead National Forest would go to the NRCC for resource requests.

C. CENTRAL ZONE COORDINATION CENTER

Helena Interagency Dispatch Center (HIDC) also fills the role as the Central Zone Coordination Center, but operations are somewhat different than the Northwest Zone. This office mainly coordinates the use of state, federal, and local resources within the identified zone. Requests from NRCC for state resources are basically as follows:

1. Requests for all state resources within the Central Land Office units (except for Dillon Unit overhead) go to HIDC.
2. Requests for state and local equipment and overhead from the Dillon Unit go directly to the Dillon Dispatch Center (DIDC).
3. Requests for state and local equipment and overhead from the Conrad Unit go directly to the Great Falls Dispatch Center.

D. MISSOULA INTERAGENCY DISPATCH CENTER (MIDC)

The Southwestern Land Office, USFS Lolo National Forest and BIA Flathead Agency have formed an interagency support zone center. A lead dispatcher handles requests for all agency resources within the zone.

The Southwestern and Northwestern Land Offices may work directly with the BIA, Flathead Agency, for local equipment and crews.

E. SOUTH CENTRAL ZONE COORDINATION CENTER

Requests for state and local equipment and overhead from the Bozeman Unit go directly to the Bozeman Dispatch Center (BZC).

923 DISPATCHING

A combination of both individual and interagency initial attack dispatch centers exist within the state. Basic procedures for DNRC operations within either type are the same.

A. HELENA INTERAGENCY DISPATCH CENTER (HIDC)

Dispatches initial attack resources on Helena National Forest and Helena Unit and assists counties within all land office units except Dillon Unit.

B. BITTERROOT DISPATCH CENTER (BRC)

Dispatch facility that manages resources for the Bitterroot National Forest and requests for Local Government equipment.

C. BOZEMAN INTERAGENCY DISPATCH CENTER (BZC)

Dispatches initial attack resources on Gallatin National Forest and Yellowstone National Park and fills requests for state and local government equipment, and assists counties within the Bozeman Unit.

D. DILLON INTERAGENCY DISPATCH CENTER (DIDC)

Dispatches initial attack resources on Beaverhead National Forest, Deer Lodge Forest and Dillon Unit and assists counties within Dillon Unit.

E. KALISPELL INTERAGENCY DISPATCH CENTER (KIC)

Dispatches initial attack resources on the Flathead National Forest, Kalispell Unit, Stillwater Unit, and Swan Unit and assists counties within Kalispell, Stillwater, and Swan Units (Flathead and Lake Counties).

F. KOOTENAI INTERAGENCY DISPATCH CENTER (KDC)

Zone Support and initial attack dispatch on Kootenai National Forest and Libby Unit and assistance for counties within Libby Unit (Lincoln County).

G. PLAINS UNIT DISPATCH CENTER

Dispatches initial attack resources on Plains Unit and assists counties within (Sanders County). Zone support provided by Missoula Dispatch Center.

H. CLEARWATER AND ANACONDA UNIT DISPATCH CENTERS

Dispatches initial attack resources on each of the units and assists counties within the units (includes Lincoln IA and Garrison IA Stations). Zone support provided by Missoula Dispatch Center.

I. MISSOULA INTERAGENCY DISPATCH CENTER (MDC)

Dispatches initial attack resources on Missoula Unit and Lolo National Forest and assists counties within Missoula Unit. MDC provides Zone support for Clearwater and Anaconda Units.

J. LEWISTOWN INTERAGENCY DISPATCH CENTER (LEC)

Zone support and assistance to counties within the NELO.

K. MILES CITY INTERAGENCY DISPATCH CENTER (MCC)

Zone support and assistance to counties within the ELO.

930 STATE AND LOCAL FIREFIGHTING

931 FIRE SUPPRESSION MOP-UP AND PATROL GUIDELINES

A. REQUIREMENTS

1. Fire suppression actions and the allocation of resources in support of suppression actions will reflect the highest priority for firefighter and public safety.
2. All suppression actions will insure the rapid and effective response of appropriate resources to suppress and extinguish wildland fires in Montana. It is essential that Fire Managers execute a rapid initial response of appropriate resources to suppress wildfires, limit losses and provide for the safety of emergency responders and citizens. A safe but aggressive initial attack is emphasized, based on predicted and observed fire behavior and weather.
3. Initial attack and extended attack operations will receive highest priority. Incidents may be directed to release resources on short notice in support of this priority and will be expected to respond within stated timeframes. The intent is to deploy qualified wildland fire leadership and supervision to the initial phase of an incident and place them in the best position to conduct suppression actions.
4. Wildland fire suppression actions will be selected based, first, on provision for firefighter safety. That satisfied, actions will then be based on minimizing suppression cost, resource loss and environmental damage, consistent with resource management objectives for the values to be protected.
5. Wildland fire suppression strategies cannot be developed in order to achieve resource benefits on state lands.
6. Resource allocation decisions and priority ranking determinations will be based on information reflected in an incident situation analysis. Incident management teams may be directed to modify strategies due to resource shortages.
7. Accurate and timely submission of the Incident Status Summary (ICS 209) is essential during the prioritization process and will also affect allocation decisions.
8. **Class A-B Size Fires**--For small and/or non-complex fires (i.e., Class A-B) a written plan is optional. Only the unit fire supervisor or designated representative may determine not to write a plan.

Written mop-up and patrol plans are a good tool for communicating planned actions to incident personnel, and are recommended, especially in extended mop-up situations. For multiple small fire situations such as a lightning bust or string of railroad fires, one plan can be written to cover all fires. This plan, however, must address actions required to assure **all** the fires will be aggressively mopped up/patrolled until they are **all 100% dead out**. All written mop-up and patrol plans must be approved by the unit supervisor or his/her designated representative.

9. **Class C and Larger Size Fires**--A mop-up and patrol plan, commensurate for the situation, must be prepared and updated as necessary for all fires that are Class C or larger in size. The unit responsibility to prepare the plan unless an incident management team is assigned to the fire. The line officer will approve all plans.

B. PRIORITIZATION CRITERIA

1. Life
 - a. Protection of human life.
2. Improved Property
 - a. Support and assistance to structure fire protection partners under established agreements. Wildland fire suppression agencies, under these circumstances, have the responsibility to prevent wildland fire from spreading into areas of structures and to assist in protecting structures from advancing wildfires. A unified command organization or a coordinated delegation of authority between jurisdictions will normally guide these efforts.
 - b. Outside of established local government structure fire departments, or where no structure protection agreements are in place, allocation of suppression resources will be weighed commensurate with natural resource values to be protected.
3. Natural Resources
 - a. Wildland fire suppression allocations will be commensurate with the values to be protected.

C. PLANNING

DNRC line officers (Agency Administrators) and incident commanders are authorized to take whatever actions are necessary and economically

feasible to maintain control of fires until those fires are declared **100% dead out**.

It is not a requirement that all fires be **mopped up 100%**. Where an approved written plan is in place, perimeter mop-up or other options may be acceptable. The mop-up guidelines contained in the Prescribed Fire Manual (400) are appropriate for use on all fires which are the responsibility of DNRC. DNRC requires that all incident commanders aggressively pursue 100% mop-up of assigned fires unless otherwise directed in a written and approved mop-up and patrol plan.

The primary objectives of all plans are to reduce the risk of escape of DNRC fires to the lowest acceptable level, and to manage needed resources in a manner such that the planned actions are carried out as efficiently and economically as possible. Plans must be kept current with changing conditions on a daily basis.

All mop-up and patrol plans should take the following items into consideration:

1. Values at risk inside and outside the control line.
2. Current and predicted weather conditions.
3. Site conditions in areas adjacent to the fire (fuels, topography).
4. Access to the fire, travel time, etc.
5. Manning class level, personnel available, etc.

D. SPECIAL CONSIDERATIONS

1. Fires in wildland urban interface (WUI) areas are the highest priority fires for mop-up and patrol actions. WUI fires (even in patrol status) may have priority over initial attack of new fires outside any WUI areas if there is risk of the WUI fire escaping control. Planning for mop-up and patrol for a WUI fire should always consider a worst case weather scenario.
2. It is acceptable to allow landowners/lessees to complete mop-up and patrol of fires resulting from their own actions on their deeded/leased land if risk of escape is minimal. If it is desired to allow a landowner or lessee to perform any of these functions, a written agreement between the landowner/lessee and DNRC is required. The Mop-up and Patrol Agreement (F-915) located in the Fire Forms Manual (1800 Manual) will contain the following:

- a. Date.
 - b. Signature of landowner/lessee or designated representative and DNRC Fire Warden.
 - c. List of the actions required of the landowner/lessee and agreed to by both parties.
 - d. The date required actions are to be completed by the landowner/lessee.
 - e. DNRC actions planned, if the landowner/lessee fails to comply with the required actions of the agreement.
 - f. Liability statement to let the landowner/lessee know that he/she may be liable for future DNRC costs, if they do not comply with the terms of the agreement.
 - g. Phone numbers and/or contacting procedures for both parties should conditions change that would impact the terms of the agreement (weather front, etc.).
3. Temporary Emergency Appropriations of Water: 85-2-113 (3)
MCA Administrative Rules of Montana - 36.12.105:
TEMPORARY EMERGENCY APPROPRIATIONS
- a. A temporary emergency appropriation may be made without prior approval from the department, but the use must cease immediately when the water is no longer required to meet the emergency.
 - b. A temporary emergency appropriation does not include any use of water for the ordinary operation and maintenance of any trade or business.

932 LENGTH OF COMMITMENT, WORK/REST, AND REST AND RECUPERATION GUIDELINES

The following guidelines have been established for work/rest, length of commitment, and rest and recuperation for all DNRC employees during fire suppression activities. These guidelines apply to DNRC crew, overhead, and support personnel that may be assigned to any suppression activity, whether the responsibility of the state or in support of other agencies.

A. WORK/REST, LENGTH OF ASSIGNMENT, AND DAYS OFF

To maintain safe and productive incident activities, incident management personnel must appropriately manage work and rest periods, assignment duration and shift length for personnel, including casuals (EFF/AD), contracted crews and EERA resources.

To assist in mitigating fatigue, days off are allowed during and after assignments. If necessary to reduce fatigue, the Incident Commander (IC) or Agency Administrator (Line Officer) (incident host or home unit) may provide time off supplementary to mandatory days off requirements. The incident commander has the authority to provide a day off if needed, in addition to mandatory day off requirements.

1. **Work/Rest Guidelines**

Work/rest guidelines should be met on all incidents. Plan for and ensure that all personnel are provided a minimum 2:1 work-to-rest ratio (for every 2 hours of work or travel, provide 1 hour of sleep and/or rest).

Work shifts that exceed 16 hours and/or consecutive days that do not meet the 2:1 work/rest ratio should be the exception, and no work shift should exceed 24 hours. However, in situations where this does occur (for example, initial attack), incident management personnel will resume 2:1 work/rest ratio as quickly as possible.

The intent of the guidelines is to manage fatigue and provide flexibility for IC's and Line Officers managing initial attack, extended attack, and large fires. The guidelines are designed to ensure that for every 2 hours of work or travel, 1 hour of time off should be provided within a 24-hour period. It does not matter when the 24-hour period starts; all time recorded on the clock is counted as hours of work; time off the clock is counted as hours of rest, including meal breaks.

The Incident Commander or Agency Administrator (Line Officer) must justify work shifts that exceed 16 hours and those that do not meet the 2:1 work to rest ratio. Justification will be documented in the daily incident records. Documentation shall include mitigation measures used to reduce fatigue. The **Documentation of Length of Assignment Extension Requirements** found in **Annex D** of this Manual is an acceptable method of documentation.

The Time Officer's/Unit Leader's approval of the Emergency Firefighter Time Report (F 317 - OF-288), or other agency pay document, certifies that the required documentation is on file and no further documentation is required for pay purposes. Agency driving policies and special licensing requirements will be followed.

The work/rest guidelines do not apply to aircraft pilots assigned to an incident. Pilots must abide by applicable Federal Aviation Administration (FAA) guidelines or agency policy if it is more restrictive.

Incident management personnel should address work and rest management in performance evaluations and ratings for all overhead, crews, and support personnel.

DNRC personnel accepting fire suppression assignments will meet the criteria specified within the Northern Rockies Interagency Mobilization Guide and the National Interagency Mobilization Guide on length of incident assignments. The length of incident assignments applies to both **in-state and out-of-state** tours of duty. In order to provide for safe, efficient, and effective support to wildland fire operations the following interagency policy on length of assignments as been adopted by DNRC. The policy applies to ALL firefighters, overhead, dispatchers, and support personnel. **R&R and Work Rest guidelines as outlined in the Interagency Incident Business Management Handbook** remains in effect for DNRC employees with exceptions noted within this section.

2. **Length of Assignment**

a. Assignment Definition

An assignment is defined as the time period (days) between the first full operational period at the first incident or reporting location on the original resource order and commencement of return travel to the home unit.

b. Length of Assignment

Standard assignment length is 14 days, exclusive of travel from and to home unit, with possible extensions identified below.

Time spent in staging and preposition status counts toward the 14-day limit, regardless of pay status, for all resources, including incident management teams.

3. **Day Off**

After completion of a 14-day assignment and return to the home unit, one or more days shall be taken off to ensure that the intent of the work/rest guidelines are met. Every effort should be made to achieve the day off within the individual's regularly scheduled

days off. Montana permanent employees, guaranteed seasonals (employed six months or more annually), emergency firefighters (EFFs), 90-day short term workers and contract resources are not authorized paid rest and recuperation upon return from an incident as outlined within the Interagency Incident Business Management Handbook, Chapter 10. Also, refer to Chapter 50 “work/Rest, Length of Assignment, and Days Off.” State of Montana aggregate seasonal employees (employed less than six months annually) who support DNRC with fire suppression and all-risk incidents are allowed one mandatory, compensated day off after completion of a consecutive 14-day fire suppression/all-risk assignment (one day after 14 days worked) and the return to the home unit (if applicable). Refer to State of Montana, Department of Natural Resources and Conservation Length of Fire Suppression and All-Risk Assignments policy (Number: P-DNRC-HR-50)

Agencies will apply holiday pay regulations, as appropriate. A paid day off is recorded on home unit time records according to agency requirements.

Casuals (EFF/AD) are not entitled to a paid day(s) off upon release from the incident or at their point of hire.

Contract resources are not entitled to a paid day(s) off upon release from the incident or at their point of hire.

All length of assignment rules apply to aviation resources, including aircraft pilots, notwithstanding the FAA and Agency day off regulations.

4. Assignment Extension

Prior to assigning incident personnel to back-to-back assignments, their health, readiness and capability must be considered. The health and safety of incident personnel and resources will not be compromised under any circumstance. ~~Extending assignments may be considered under one or more of the following circumstances:~~

Assignments may be extended when:

- Life and property are imminently threatened;
- Suppression objectives are close to being met; or
- Replacement resources are unavailable, or have not yet arrived.

Upon completion of the standard 14-day assignment, an extension of up to an additional 14 days may be allowed (for a total of up to 30 days, inclusive of mandatory days off, and exclusive of travel). Regardless of extension duration, **two mandatory days off will be provided prior to the 22nd day of assignment.** When personnel are required to take a mandatory day off, which falls on their normal day off, there will be no pay compensation.

Contracts, I-BPAs and Emergency Equipment Rental Agreements (EERA) should be reviewed for appropriate pay requirements and length of assignment. If the contract, I-BPA, or EERA does not address this, the incident Finance Section Chief or the procurement official should be consulted as to whether compensation of a day off is appropriate.

a. Single Resource/Kind Extensions

The Section Chief or Incident Commander will identify the need for assignment extensions and will obtain the affected resources concurrence. The Section Chief and affected resource will acquire and document the home unit supervisor's approval.

The Incident Commander approves the extension. If a geographic or national multi-agency coordinating group (GMAC/NMAC) is in place, the incident commander approves only after GMAC/NMAC concurrence.

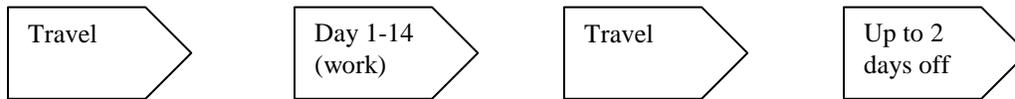
The home unit supervisor and affected resource will be advised and must concur prior to reassignment.

b. Incident Management Team Extensions:

Incident management team extensions are to be negotiated between the incident Agency Administrator (Line Officer), the Incident Commander and the GMAC/NMAC (if directed).

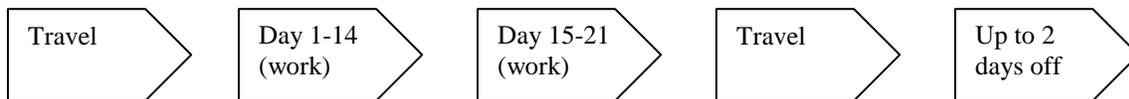
The Assignment Extension form can be found in the Appendix of this manual. A copy of documentation should be attached to time sheets.

Standard 14 Day Scenario:

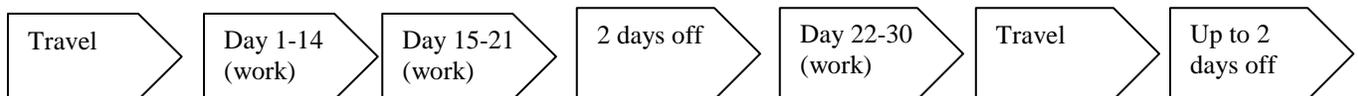


After completion of a 14 day assignment and return to the home unit, 1 mandatory day off will be required. The 2 days off must occur on the calendar days immediately following the return travel.

21-Day Scenario:



30-Day Scenario:



Upon completion of the standard 14-day assignment, and extension of up to an additional 14 days may be allowed (for a total of up to 30 days, inclusive of mandatory days off and exclusive of travel).

5. Management Directed Days Off at Home Unit

Supervisors must manage work schedules for initial attack, dispatch and incident support personnel during extended incident situations. During periods of non-routine or extended activity, these employees will have a minimum of 1 day off in any 21-day period. This “minimum requirement” should rarely be needed since scheduled days off are normally given much more frequently during periods of routine activity.

Indicators of the need for a day off include long shifts, but equally important, the actual observation of the physical and mental

condition of the employee. This is a critical responsibility of every manager and supervisor.

Required days off for employees assigned to an incident at their home unit are not compensable when they occur on the employee's regularly scheduled day(s) off. Management directed day(s) off on an employee's regularly scheduled workday(s) are considered excused absences and are compensable. Agency policy determines approval authority level and documentation requirements for a management directed day off. Home unit records management directed days off per agency requirements.

B. REST AND RECUPERATION

As a general rule, regular Department employees and emergency firefighters are not guaranteed a specific number of days of paid rest and recuperation (R&R) within an emergency incident. Incident Commanders and agency officials responsible for the incident will utilize R&R to give employees proper rest so they remain productive, physically capable, and mentally alert to perform their jobs safely. The timing and length of R&R may vary depending upon the fatigue level and work requirements of crews.

1. **Rest and Recuperation During Incident**--When facilities (including incident base camp or command post) are provided for R&R, time spent at these facilities by regular employees is compensated only to that extent needed to complete the guaranteed hours for that calendar day. Do not record this on-shift time as specific clock hours for that day.

NOTE: On the Form OF-288, Emergency Firefighter Time Report, record the time with "RR" above the daily hours. Home unit timekeepers shall record R&R time as base hours if the R&R occurs during the employee's scheduled workdays, or as overtime hours if the R&R occurs during the employee's normal days off.

An employee who leaves an R&R facility for personal reasons not related to R&R, rather than official reasons, shall be placed in an off-duty status.

Record the total hours of R&R the employee actually spent at the facility. Indicate on the Form OF-288 in the "remarks" block when the employee was released for personal reasons. The home unit shall charge leave if the employee has not fulfilled the basic tour (such as 40-hour week and so forth). Do not charge leave when an employee is on overtime.

R&R facilities should provide the following where practical:

- a. Eight (8) hours of uninterrupted sleep.
- b. Facilities for showering and washing clothes.
- c. Commissary or other sources to secure essential items.
- d. Access to a public telephone for personal calls.
- e. Smoke-free environment.

933 INCIDENT SITUATION ASSESSMENT REQUIREMENT (STANDARD)

It is required that an Incident Situation Assessment be prepared by the DNRC responsible line officer or their designated representative for Type 3 and higher complexity fires. Line Officers may get an electronic or hardcopy of this form from their Area Fire Program Managers. The line officer shall promptly organize and implement an appropriate suppression response for each escaped fire. An escaped fire is defined as a fire which has exceeded, or is anticipated to exceed, initial action capabilities or fire management direction. The incident situation assessment will be reviewed and as necessary, revised each operational period until the fire is controlled. For Type 3 Incidents

Line Officers will complete the DNRC Incident Situation Assessment. If the fire is a joint jurisdictional fire with a federal agency, the Line Officer may utilize the federal Wildland Fire Decision Support System (WFDSS) process to meet the DNRC requirement for an Incident Situation Assessment. If the WFDSS is utilized, a copy documenting the decisions that were made must be retained by the Line Officers and filed with the fire package.

A. INCIDENT SITUATION ASSESSMENT

For a copy the Montana DNRC Incident Situation Assessment, refer to the following web page link:

<http://dnrc.mt.gov/Forestry/Fire/Business/LineOffInfo.asp>

934 DELEGATION OF AUTHORITY

The transfer of authority for suppression actions on a fire is done through a delegation of authority from the agency administrator (Line Officer) to the incident commander. A written delegation of authority will be done on all Area Command, Type 1 and Type 2 incidents and on most Type 3 incidents. Line Officers have the discretion to delegate authority for Type 3 incidents verbally or in writing. An Incident Management Team (IMT) may manage suppression actions on a fire only after receiving a signed delegation of authority form the agency administrator (Line Officer). This procedure facilitates the transfer of command for the incident between management levels.

The delegation of authority will contain specific, measurable objectives to be accomplished by the IMT, as well as any limitations to that authority. Measurable objectives will provide both the IMT and agency administrator (Line Officer) a means for continual evaluation and necessary adjustments as the incident progresses.

- A. Letter delegating authority and assigning responsibility should be issued whenever an Incident Commander is assigned to manage an incident. As situations change, it may become necessary to reissue or update the letter of delegation. Normally, the letter of delegation is issued prior to the Incident Commander taking over the responsibility for management of an incident.
- B. Letters of delegation should be specific enough to ensure the Agency Administrator (Line Officer) gets the desired results, but broad enough to let the Incident Management Team perform their management duties. Any constraints that are necessary for the Agency Unit to meet resource management objectives, avoid political problems, create unacceptable public concern, generate unacceptable environmental impacts or jeopardize personnel safety should be included in enough detail for a complete understanding by the Incident Commander. Where the Incident Management Team can be given the latitude to carry out the Agency Administrator's (Line Officer's) direction within the Incident Situation Assessment, further constraints only inhibit and reduce the team's management effectiveness.
- C. Similar to delegating any authority, only the person who is responsible can delegate for the management of an incident. In situations where an Agency Administrator (Line Officer) delegates authority to someone other than the Incident Commander (for example, to an Area Commander) then the Area Commander will be responsible for issuing letters of delegation to Incident Commanders.
- B. The following are elements to consider including in letters of delegation of authority to Incident Commanders. Only those elements that are specifically necessary should be included.
 - 1. Identification of Agency Administrator's (Line Officer's) representative.
 - 2. Identification of suppression objectives in priority.
 - 3. Identification and explanation of the initial attack responsibilities.
 - 4. Identification of Resource Advisor and his/her role.
 - 5. Identification of suppression activities that require Agency Administrator (Line Officer) approval and which have been delegated to the Incident Commander.

6. Identification of the basic documents that should guide the management of the incident.
7. Identification of cost constraints and guidelines not covered in the.
8. News release approval and incident information guidelines and limitations.
9. Identification of constraints or guidelines on firefighting methods and resources
10. Identification of procedures in dealing with threats to other jurisdictional property.
11. Identification of any “Special Management Areas”, legal, or policy constraints that may be applicable.

Sample Delegation of Authority: Delegation of Authority

Montana Dept. of Natural Resources & Conservation
Two Dot Land Office

As of 1800, August 20, 20XX, I have delegated authority to manage the Crystal River Fire, Number XYZ-100, Two Dot State Forest, to Incident Commander Bill Jones and his Incident Management Team.

The fire which originated as four separate lightning strikes occurring on August 18, 20XX, is burning in the Crystal River Drainage. My considerations for management of this fire are:

1. Provide for fire fighter and public safety.
2. Manage the fire with as little environmental damage as possible. The guide to minimum impact suppression tactics (MIST) is attached.
3. Key cultural features requiring priority protection are: Escalante Cabin and overlook board walks along the south rim.
4. Key resources considerations are: protecting endangered species by avoiding retardant and foams from entering the stream; if the ponderosa pine timber sale is threatened, conduct a low intensity under burn and clear fuels along road 312.
5. Restrictions for suppression actions include: no tracked vehicles on slopes greater than 20 percent or meadow soils, except where roads exist and are identified for use. No retardant will be used within 100 feet of water.
6. Minimum tools for use are Type 2 and 3 helicopters, chainsaws, hand tools and portable pumps.
7. My agency advisor will be Eric Johnson (Wildlife Biologist).
8. The northeast flank of the fire borders private property which must be protected if threatened. John Dennison of the Big Pine Fire Department will be the local representative.
9. Manage the fire in a cost effectively way base on the values at risk.
10. Provide training opportunities for the Two Dot Land Office financial personnel to strengthen our organizational capabilities.
11. Minimum disruption of residential access to private property and visitor use consistent with public safety.

(Signature and Title of Agency Administrator)

(Date)

Amendment to Delegation of Authority

The Delegation of Authority dated August 20, 20XX, issued to Incident Commander Bill Jones for the management of the Crystal River Fire, number XYZ-100, is hereby amended as follows. This will be effective at 1800, August 22, 20XX.

1. Key cultural features requiring priority protection are: Escalante Cabin, overlook board walks along the south rim and the Two Dot Mountain Study site.
2. Use of tracked vehicles authorized to protect Escalante Cabin.

(Signature and Title of Agency Administrator)

(Date)

935 LOCAL GOVERNMENT FIRE SUPPRESSION

Fire suppression costs continue to escalate along with the increasing value of structures and natural resources. Due to a diversity of values within each county, and to the escalation of suppression costs, it has become necessary to develop suggested procedures for suppression of fires that occur within cooperative fire counties.

These procedures are intended to be interpreted and altered by the land office to fit specific local situations that are encountered. These procedures are also meant to assist state and county personnel in determining the actions to follow for suppressing wildfire in a manner that is economically feasible in relation to values at risk.

A. COUNTY COOPERATION

Individual land offices and dispatch centers work locally with the counties lying within their respective area of responsibility. Requests for personnel and equipment from outside of the land office area for use on county project fires will be made to the zone coordination center.

The use of available county personnel and equipment will utilize the following guidelines:

1. **Mobilization Procedures**

- a. Land office or dispatch center contacts each county as to the number and types of equipment and personnel available for dispatch outside of their county boundaries based on an approved drawdown plan. This list is provided annually to the land office or zone coordination center. Mutual aid assistance to adjacent counties will not be considered for State reimbursement.
- b. Each county maintains the list for its total resources with a main contact listed.
- c. All county resources within land office area boundaries are considered local for zone coordination.

2. **Conditions of Hire**

- a. To qualify for payment within its legal jurisdiction, not including severity, the local government force must be fully committed (the situation has surpassed the jurisdiction's capabilities and all firefighting resources have been exhausted), have exercised local mutual aid resources as much as reasonable, and have been granted a DNRC County Assist. The criteria for fully committed and commitment of mutual aid

resources will vary by county, by time frame, resource availability, activity level, and jurisdictional commitment and is to be determined by the local DNRC Area/Unit involved. Refer to the Mobilization of Local Government Firefighting Resources Guide (Umbrella Document).

Also, DNRC-owned equipment placed in the county under the coop program will not be rented by DNRC for fires within the county.

- b. DNRC County Fire Advisor and/or Agency Representative recommend additional resources (no reimbursement for prior actions of mutual aid counties).
- c. All personnel will be members of a county and/or emergency service organization.
- d. All personnel will have a basic level of wildland fire training, with the exception of specialized resources (e.g., EMS). Under NIMS, DNRC will accept the local government personnel under their physical fitness program and/or requirements.
- e. All county forces will be organized under the incident command system.
 - Single Resources
 - Task Force
 - Strike Team
- f. All equipment will be inspected and hired under an "Incident Rental Agreement" (preferably preseason sign-up in conjunction with county inspections).
- g. All personnel and equipment will be paid per rates listed in the "NWCG Interagency Incident Business Management Handbook," unless covered under a separate agreement. Only normal use items (i.e., gas, oil, etc.) and repair and maintenance charges will be made against DNRC-owned equipment that is brought in to assist another county by county forces.
- h. A DNRC Agency Representative and/or County Fire Advisor may be required with use of county personnel.

B. COUNTY FIRE SUPPRESSION

1. Provide Close Coordination

Land offices should continue to develop close cooperation and coordination with the counties to ensure an early and even flow of intelligence on fire conditions. The success of any limited action support program lies in early assistance by the state to reduce the need for maximum efforts later. Be careful, though, that any assistance we provide does not become a crutch for a county to lean on constantly.

The following are areas where close coordination between the county and the state may become necessary:

- a. The ignition of fires should be reported to the DNRC land office if they consist of multiple starts that could feasibly overwhelm the county forces, or should be reported if single fires are still burning uncontrolled 24 hours after attack by the county, or when significant resources are requested from adjacent counties.
- b. The ignition of any wildfire in a high hazard area that has the potential of developing into a serious fire situation should be reported by the county to the local land office. The seriousness of a fire situation in these areas may be dependent upon a variety of factors that exist at the time of the fire occurrence: weather conditions, prior commitment of county forces, or suppression force capability.
- c. The ignition or spread of a wildfire onto state classified forest ownership which has the potential for high resource loss should be reported.

2. Monitor Local Fire Conditions

The land office should closely monitor county fire suppression actions any time a fire situation has been reported by the cooperators. This monitoring should be geared to the type of situation and the degree of hazard. The land office should monitor by checking periodically with the County Firewarden via phone, or by a personal visit to his/her office. If the fire situation appears to be expanding, the Area could monitor by aircraft or a direct visit to the fire. This monitoring should be done as soon as necessary and normally with the County Firewarden or his assistant. Continue direct monitoring until the fire situation is normalized. Provide weather data to the county via phone or hard copy and request spot forecasts for the fire. The DNRC local land office should monitor the fire situation by direct observation via fixed-wing aircraft,

helicopter or by a visit to the fire. Such expenditures may be paid for by DNRC in assisting the county and do not require an official request from the County Commissioners to the State Forester. An area fire and accounting number will be required once DNRC costs are incurred, along with the necessary reporting of actions to the state coordinator at the NRCC. Follow-up paperwork is also required, such as a fire incident report and narrative.

Project fire organizations with overhead teams, organized fire crews, and supporting elements should be made available upon request and approval by the DNRC Line Officer.

Specific fire suppression tactics are suggested to combat county range fires where practical. This may be in the form of an engine wetline or a dozer line with burnout. Both may be utilized on many of the finer fuel types found throughout the eastern counties. Both of these methods of fireline construction have a moderate amount of risk involved, but this is usually offset by the advantage of speed in line building, with a small number of personnel, at lower or reduced costs.

The engines/tenders that we normally provide to the cooperative counties have proven to be a very effective piece of firefighting equipment on the mixed conifer/grassland fuels found in many cooperative counties. Therefore, their use should be stressed wherever practical.

- a. **Suppression Assistance**--Department assistance should normally be aimed at:
 - 1) County Fire Advisor.
 - 2) County Fire Multi-Leader Team advice to local forces (County Assistance Team [CAT] Type III).
 - 3) Specialized fire personnel trained in burnout and equipment use.
 - 4) Providing specialized pieces of equipment, such as burnout torches, air tankers, observation aircraft, etc.
 - 5) The use of well-trained, experienced fireline hand crews (e.g., I.H. and jumpers) will normally be limited, but if they are utilized, they should have the ability to be split up or to work as independent members of a suppression force.
 - 6) Initial attack and/or assistance by DNRC forces where DNRC direct protection borders areas of county protection responsibility.

7) Type I and II Interagency Incident Management Team.

3. **Suppression Assistance in Circumstances Beyond County Capabilities**

DNRC assistance will consist of whatever personnel and equipment is required by the County Fire Incident Commander to control the fire agreed to by the County and DNRC Line Officers. DNRC and cooperating agency fire suppression forces will be used to ensure control of the fire. DNRC ordered forces will be withdrawn from the fire when agreement has been reached between the County Fire Incident Commander and the state that the county is capable of handling the remainder of the fire activities adequately. DNRC will provide a line officer to work in a unified effort with the county line officer.

4. **Provide Advice at an Early Stage to Reduce the Need for Major Support**

Local DNRC land office personnel normally handle County Fire Advisor duties. When the monitoring of fires indicates that the situation may become serious, additional county fire advisory aid may be requested. Selected DNRC personnel will be available to the land offices that may be experiencing fire problems in a cooperative county or counties. These personnel will be referred to as "County Fire Advisors" and will have prior training and experience in both timber and grassland fire behavior. They will also be familiar with the county cooperative fire program and the use of local government forces.

A County Fire Advisor may be requested by the land office, through the zone coordination center, any time the land office feels that advisory assistance is needed. The County Fire Advisor is not to relieve the Area Manager or his representative of their duties and responsibilities, but is to advise and assist them and the county during periods of heavy or critical fire loads. They will make specific recommendations as to personnel and equipment needed on fires in the county and also may give advice on how to better utilize the existing forces.

A request should immediately be placed by the DNRC land office for a trained County Fire Advisor or for an incident management team if direct monitoring indicates a potentially dangerous fire situation. We must attempt to have advisory personnel in place early. A written request from the County Commissioners is not needed for the Department to provide this advisory assistance.

5. **Tailor Suppression Assistance to the Values at Risk**

Limited and specialized assistance may be provided to a cooperative county by the land office on verbal concurrence of the County Firewarden or County Commissioners. **(Full project fire assistance must be from the County Commissioners and followed up by a written request within 48 hours.)** It should be well understood by the county that DNRC resources are available to them at all times on a limited assistance basis. This assistance may be with personnel and/or equipment.

6. **General Guidelines**

The following points have been listed as a general guideline for Department overhead and land office personnel that are assisting cooperative counties in fire suppression:

- a. Many county fires have developed into uncontrollable project fires because of the lack of adequate fire knowledge by fire suppression crews or personnel. Not all county personnel involved in fire control have received sufficient fire training.

These deficiencies (lack of adequate fire knowledge and fire training) have resulted in the construction of inadequate firelines that (a) may not be fully connected or anchored; (b) may be too narrow; or c) are too far from the edge of the burning fire. Such deficiencies in line building allow the fire to creep, or be carried by the wind, out of its present burn area. Wherever possible, it should be stressed to county personnel that crews make absolutely sure lines are anchored and tied together, and that mop-up is adequate to keep the fire from spreading beyond the established control lines under normal weather conditions. The importance of follow-up patrols on a regular basis should also be emphasized. The Basic, Intermediate and Advanced Wildland Firefighter training program is available to all cooperating counties.

- b. The initial order for personnel and equipment will be approved by the Land Office. If the land office is unsure as to needs, a County Fire Advisor should be requested immediately to assist.
- c. A County Assistance Team will be used on project county fires when practical. Due to limited personnel and prior commitments of team members, other trained overhead team members may be used. Assignment will be on a case-by-case basis.
- d. A land office that is experiencing county fire problems will assign at least one individual as a County Fire Advisor and one

individual as the Agency Representative. Both should be from the local land office or be extremely knowledgeable of land office operations and the local community.

- e. The individual acting as the Agency Representative will work closely with all personnel to maintain coordination and a good working relationship. All overhead fire teams should maximize coordination with the landowner, local volunteers, county personnel and State personnel that are involved with the suppression effort.

DO NOT TAKE THE FIRE OVER FROM THE RESPONSIBLE COUNTY. THE COUNTY IS TO REMAIN IN CHARGE OF FIRE OPERATIONS AT ALL TIMES. THE COUNTY NEEDS TO CONTINUE TO PROVIDE UNIFIED LINE OFFICER AND IC'S.

- f. All fire suppression methods considered for use during project fire operations will be coordinated with the landowner, County Fire Incident Commander and the Area Manager or his/her representative (line officer). If adjoining landowners are threatened, they should also be contacted and informed of proposed tactics. The decision on the use of specific fire tactics to be employed on the fire will continue to remain with the County Fire Incident Commander. Whatever tactics are decided upon, the saving of lives, structures, and high value property will be of paramount importance, and should be stressed before a final decision is made on the method to be used in the suppression action. Documentation in writing, stating basis for suppression method utilized, is advisable. Such documentation may be helpful later, if there is a question on the tactics utilized in suppressing the fire.
- g. The county will maintain a fully committed status throughout the duration of the fire or fires. County crews and county equipment should be made available to the fire, if not committed on other fires. Requests for crews and equipment will originate with the County Fire Incident Commander. If the request for county crews and equipment is not promptly acted upon, the Agency Representative or Area Manager will work with the County Commissioners to fill the request. County crews and equipment on the fire will not be paid by the state. County equipment should be utilized, where practical, before private equipment is rented for use on the fire.

Any equipment voluntarily furnished by the landowner for fire suppression upon their lands or upon adjacent lands will not be hired onto the fire by the state. Such equipment should be utilized as long as the landowner is willing to provide it in a

voluntary capacity. If the landowner is unwilling to voluntarily provide specific needed equipment upon request, then we may hire the needed equipment to meet suppression objectives.

- h. If a volunteer fire department or other volunteers are helping in the suppression activity, a coordinated effort should be made by the County Fire Incident Commander to maintain volunteers on the fire through split 24-hour shifts. If specialists such as sawyers, dozer operators, truck drivers, etc., are needed on the fire, they can be put on the state payroll.
- i. An Agency Representative should be ordered as part of any interagency team that may be on a county fire and/or where the potential exists for county resources to become involved in the suppression effort.
- j. Any fires occurring in areas of cooperative county protection should be monitored closely where fire spread may cross agency protection boundaries. Fires spreading across agency boundaries may involve sharing of costs associated with the suppression efforts. Agency representatives should be consulted as soon as a threat is determined on their jurisdiction.

C. GUIDELINES FOR COOPERATIVE LAW ENFORCEMENT AGREEMENTS

1. **Issue #1: Reimbursement for Incident/Fire Emergencies**

Under what circumstances are local law enforcement agencies eligible for reimbursement from fire suppression funds for fire-related activities?

Discussion: During emergencies, the DNRC may reimburse the Cooperator for the costs incurred as a result of providing requested assistance. Reimbursement will be limited to actual costs associated with the declared emergency and which, have been ordered by the DNRC, with an assigned Resource Order Number. The DNRC also agrees to reimburse the cooperator for any additional overtime expenses incurred by the Cooperator as a direct result of officers working fire assignments under this Agreement. Reimbursement requires Line Officer approval. Costs incurred prior to issuance of a Resource Order will not be reimbursed.

Reimbursable Services	Non-reimbursable Services
Fire Camp Security	
Maintain Roadblocks for Fire Equipment or Fire Camp Security	Normal Cooperative Activities
Equipment Security	Normal Traffic Control (Example--Public Safety Mitigation resulting from smoke, landslide, vehicle accident, etc).
Traffic Control Requested by the DNRC (Example--Incident Operational Activities such as burnouts, helicopters hovering near roads, etc.	

Guidelines:

If the activity is not documented, it won't be reimbursed. Be sure to document what assistance is requested, why it was requested, who requested it, and what agreements were made regarding reimbursement.

Is there a current cooperative law enforcement or mutual aid agreement between the local sheriff's department and land use agencies? If so, review it for sections dealing with fire emergencies or special enforcement situations.

Situation		Guideline (s)
1	Initial Response	Generally the responsibility of each participating agency or department, and will not be reimbursed unless there is an advance written agreement stating otherwise. Check your co-op or mutual aid agreement.
2	Activities begun during initial response are continued.	Establish contact with the incident management team to determine what activities they feel must be continued as part of the suppression/protection effort (if any). Initiate a resource order or service agreement.

Situation		Guideline (s)
3	Incident management team requests your assistance with public safety functions.	Document the request, including what functions are needed, why, who will perform them and who will pay for them. Initiate a resource order or service agreement.
4	Local authorities feel some public safety functions are necessary, but the incident management team does not.	Reimbursement from fire suppression funds is probably not going to be approved.
5	Transition between incident management teams.	Review current requests, agreements and orders with the new team. Revise as necessary.

Be very specific with agreements and resource ordering. If non-sworn personnel such as dispatchers, support staff and search & rescue will be used in the field you will need to determine in advance if related expenses are allowable. The same goes if you expect reimbursement for equipment use.

2. **Issue #2: Reimbursement for Enforcement of Restrictions And Closures**

Under what circumstances are local law enforcement agencies and local or state road/transportation departments eligible for reimbursement of assistance rendered in the enforcement of activity restrictions and area closures related to the wildland fire danger?

Discussion: Restrictions and closures are an emergency administrative action initiated for fire prevention and public safety purposes. They are normally reinforced by the issuance of an emergency proclamation or disaster declaration by principal executive officers (governor, board of commissioners or mayor).

Guidelines:

Review current cooperative law enforcement or mutual aid agreements for any language addressing this issue.

If the activity is not documented, it won't be reimbursed. Be sure to document what assistance is requested, why it was requested, who requested it and what agreements were made regarding reimbursement. *(Yes, you've seen this item before. **It is important!**)*

Requests for assistance must come from the land use agency or interagency dispatch center in your area. If in doubt, meet with the agency administrator or designated representative.

3. **Issue #3: Inmate Crews Assigned to Incidents Within Your Jurisdiction**

Trained inmate crews from the Montana, Idaho, Colorado and Utah prison systems are part of the resource pool utilized by the Northern Rockies Coordinating Center. They come with their own security detail and have historically been assigned just like any other resource. On a few occasions this has resulted in tensions between the incident management team, area citizens and local government officials.

Resolution:

The county sheriff will be notified in advance of an inmate crew being assigned to his or her jurisdiction.

If you have questions about the crew's make-up, selection process, security arrangements, etc. you may contact their agency representative assigned to the incident or the Northern Rockies Coordination Center Duty Officer at (406) 329-4880

936 WILDLAND AND STRUCTURAL FIRE PROTECTION

A. OVERVIEW

The statutory fire protection responsibility for Montana's natural resources and structural developments has been assigned to various federal, state, and local government agencies. By law, agencies have responsibility for protecting the natural resources of the state. Local government agencies may be authorized or directed by state statute to provide fire protection to both natural resources and improvements/structures. Within this text, the terms structure and improvements are interchangeable and include buildings, enclosed structures, vehicles, vessels, aircraft, or like properties.

The distinction between natural areas and structural developments has been well defined in the past. However, these differences have become

more vague with the encroachment of structural developments into what were exclusively forest or wildland areas. This mixture of wildlands and developments has become quite extensive throughout Montana and has been labeled the "Wildland/Urban Interface (WUI)." This rapidly expanding area has created significant fire management problems for all agencies with natural resource fire protection responsibilities.

B. WILDLAND FIRE PROTECTION:¹

The Department of Natural Resources and Conservation's mission has been the protection of the natural resources of the state from wildfire. DNRC's primary mission is protection of those state and private classified forest lands lying within our protection boundaries.² Large tracts of federal lands within DNRC protection boundaries are also being protected through contract or offset. Although "forest fire protection" has been our primary responsibility for several years, this responsibility has been redefined to a broader one of "wildland fire protection." Wildland fire protection is a more inclusive term for both forest and range lands and more closely defines our role as a natural resources fire protection agency.³ Our current program direction is to take suppression actions that are both offensive and defensive on farm, range, forest, watershed, or other uncultivated lands in private and public ownership. DNRC accomplishes its mission of protecting these private and public lands through a combination of three primary methods. These methods are labeled as direct, contract, and state/county cooperative fire protection. These methods are described as follows.

1. **Direct Protection**--This type of protection is handled directly by DNRC. Prevention, pre-suppression and suppression work are all considered DNRC direct fire protection responsibility. DNRC hires personnel and purchases equipment necessary to fulfill wildland fire protection responsibilities for assigned lands.

¹**MCA 76-13-104. Functions of the department.** (1) the department has the duty to ensure the protection of land under state and private ownership and to suppress wildfires on land under state and private ownership..

²**MCA 76-13-102. Definitions.** (14) "Wildland fire protection" means the work of prevention, detection, and suppression of wildland fires and includes training required to perform those functions.

Protection, in this case, includes prevention, detection, and suppression and are defined as follows:

1. Prevention--Activities directed at reducing the number of fires that start, including public education, law enforcement, and engineering methods to reduce fuel hazards.
2. Detection--The act or system of discovering and locating fires.
3. Suppression--All the work of extinguishing or confining a fire beginning with its discovery. Suppression action may take the form of either defensive or offensive.

³**MCA 76-13-136. Cooperative agreements with owners and lessees of land for fire protection and conservation.** (1) For the purpose of more adequately promoting and facilitating the cooperation, financial and otherwise, between the State and all of the public and private agencies or individuals therein, the department of Natural Resources and Conservation may cooperate with owners or lessees of farm, range, forest, watershed, or other uncultivated lands in private and public ownership for the protection from fire of the cultivated agricultural crops or natural resources existing or growing thereon and also in the conservation and perpetuation of such lands and resources, including the prevention of soil erosion and the regulation of stream flow.

Assigned lands are within established wildland fire protection districts or units.

2. **Contract Protection**--This type of protection is provided to state and privately owned lands by a federal agency or tribal agency that has been recognized by the DNRC Director. Recognized federal fire protection agencies are required to provide protection at the same or higher level as they do on their own lands. Contracting is accomplished either by the offset method or by direct payment to the federal agency for their services. Currently contract fire protection exists with USFS, BLM, FWS and CS & KT.
3. **State/County Cooperative Protection**--The state and county cooperative fire program is lower intensity fire protection than that of direct or contract protection, but it fully meets the legal requirements for protecting natural resources. The county provides the basic level of fire protection through a system of volunteers, county personnel, rural fire districts, etc. The county may be supported by the State in matters of organization, planning, equipment, training, and fire suppression.

C. STRUCTURAL/IMPROVEMENTS FIRE SUPPRESSION

Montana law also states that DNRC **may** protect non-forest lands and **improvements** when requested by the landowner. DNRC has elected to provide protection to non-forest lands, when requested by the landowner, through the use of non-forest agreements. We have not elected to provide the same level of protection to improvements. DNRC Fire & Aviation Management interprets improvements to include structures and related high value items as defined within National Fire Protection Association (NFPA) 1500-10, structural firefighting.

Suppression actions by DNRC on structures will be defensive in nature and thus be confined to the exterior of structures. DNRC wildland firefighters are **ABSOLUTELY PROHIBITED** from performing any interior firefighting activities on structures.⁴ Structural firefighting, both offensive and defensive, is the basic responsibility of local fire service agencies. It should be noted, though, that not all structures located within the state are covered by a local fire service. Many wildland areas within the Department's direct protection responsibility contain structures that are not covered by a structural fire service. On wildfires where structures may be threatened and there is no local structural fire service responsibility, DNRC may hire qualified structural firefighting services to provide

⁴**NFPA 1500-3.3.69.4 Offensive Operations.** Actions generally performed in the interior of involved structures that involve a direct attack on a fire to directly control and extinguish the fire. **NFPA-1500,3.3.69.1 Defensive Operations.** Actions that are intended to control a fire by limiting its spread to a defined area, avoiding the commitment of personnel and equipment to dangerous areas.

protection for the duration of the wildfire threat. Until qualified structural services have arrived at the fire scene, DNRC personnel shall limit their actions on structural fires to:

1. **Activities Necessary For The Immediate Protection or Saving of HUMAN LIFE**--The protection of human life shall only be attempted by DNRC firefighters when such suppression activities will not jeopardize the lives of the firefighters. DNRC firefighters will **not** enter the interior of any burning structure and may only conduct defensive structural suppression actions.
2. **Defensive Suppression Actions Intended to Contain The Fire to the Structure Involved**--These actions are confined to the **exterior** of the structure only. **NO** offensive interior suppression actions will be undertaken by DNRC firefighters. The primary focus of DNRC firefighting forces shall be to prevent the fire from spreading to nearby wildlands by restricting or confining it to the structure. DNRC firefighters will conduct defensive suppression actions involving structures only to the extent they can be performed safely. Firefighters should be made aware that structures may contain unseen highly hazardous materials that may explode violently or produce toxic fumes and/or smoke.
3. **Defense of The Structure Prior to Ignition From an Approaching Wildfire**--Defensive actions will be carried out safely and ensure that firefighters lives are not placed in danger to save a structure. DNRC firefighting personnel may attempt to defend a structure from destruction from the outside (exterior) utilizing various tactics. These tactics may include spraying water or foam on the structure, burning out from existing or established control lines, and clearing fuels/materials from around the structure to make a "defensible space" to protect the structure from an approaching wildfire. Tactics used will be within the capabilities of DNRC wildland firefighting personnel and equipment. Wildland incident commanders may sacrifice wildland acres in the defense of improvements, utilizing wildland suppression equipment, if they feel these actions will not jeopardize their overall wildland suppression strategy. Again, at **NO** time will DNRC firefighters put themselves in danger to defend a structure.

D. LINE OFFICER GUIDANCE TO INCIDENT COMMANDERS FOR DEFENSIBLE SPACE TREATMENTS ON PRIVATE LAND

1. **Primary Fire Lines**--Attempts should be made to get the landowner's (signed) approval for defensible space treatments prior to clearing vegetation. If time does not permit you to issue consent forms, but you get a verbal agreement, document the conversation.
2. **Contingency Lines**--Consent forms should be passed out along with evacuation notices to landowners. The landowner will sign the form and return them to the ICP. The information officer or designee should be the collection point for the consent forms. If you are unable to get a signed consent form, no defensible space treatment will be performed on the property unless not doing so compromises firefighter safety.

It is imperative to inform the landowner that we will be altering the vegetation on their property and it will not look the same when we are done.

E. NORTHERN ROCKIES COORDINATING GROUP DEFINITIONS AND STANDARDS

1. **Life and Improved Property Protection**--A service with the primary responsibility to protect the structure and the people that occupy these structures from injury or death. This fire protection service is normally provided by rural and/or local government fire departments, with specially trained and equipped personnel. After life safety, the priority is to keep the fire from leaving the area or origin. It also means protecting the structure from and advancing wildland fire. Various taxing authorities fund this service. (The equipment and training required to conduct life and property protection is not normally provided to the wildland firefighter.)
2. **Structure Protection**--Protecting the structure from the threat of damage from an advancing wildland fire normally does not include an attack of fire that is inside the structure. It involves the use of fire control lines (constructed or natural) and the extinguishing of spot fires near or on the structure. This protection can be provided by both the rural and/or local government fire department firefighters and the wildland fire protection firefighter. This does not include an interior attack of fire that is in the structure. It involves the use of standard wildland protection tactics, control methods, and equipment, including fire control lines and the extinguishing of spot fires near or on the structure.
3. **Wildland Fire Protection**--A service with the primary responsibility of protecting natural resources and watersheds from

damage by wildfires. State and federal forestry or land management and some local government agencies normally provide wildland fire protection with specially trained and equipped personnel. Various taxing authorities and fees fund this service. (If a fire protection agency is routinely called upon to fight wildland fires, they are usually trained and equipped to do so. The problem arises when personnel from an agency are called upon to fight fires for which they are NOT equipped or trained.)

4. **Structure Fire Suppression**—Defined as interior or exterior actions taken to suppress and extinguish a burning structure or improvement associated with standard structure fire protection, equipment and training.

Structure fire suppression is the responsibility of local government entities, although there are some locations in the Northern Rockies Geographic Area where there is currently no structural fire agency in place.

Federal and state fire agencies, as a general rule, do not have the authority, training or equipment to engage in structure fire suppression actions. Two agencies (National Park Service and Bureau of Indian Affairs) have limited capability and authority to conduct structure suppression operations related primarily to buildings owned or protected upon lands administered by those agencies. Certain tribal entities may have additional capability and authority on tribal lands.

Federal and state fire agencies with wildland fire protection authority and capability can and will **support structure fire suppression** operations within their jurisdictional areas of wildland protection. **Support** is defined as applying water, foam or retardant in an exterior attack only (ground or aerial delivery) on a burning structure or other actions such as hauling water or pumping operations. No interior attack can be conducted (NPS/BIA tribal exceptions).

5. Federal and state agencies with wildland fire protection authority and capability can and will provide **structure fire protection** on wildland fires both on or off of lands administered or protected through agreements by those agencies. The distinctions made here recognize a closest forces concept on all wildland fires, a resource ordering system that dispatches fire personnel and equipment to other jurisdictions and agreements that exchange fire protection responsibilities among cooperators. Included are mutual aid provisions to support one another and preplanned dispatch protocols that move agencies resources between jurisdictions. In that regard, all participating agencies will take safe and appropriate tactical suppression actions to keep a wildland fire from igniting

structures or improvements. Suppression actions include both direct and indirect methods of perimeter control and extinguishing spot fires. Conversely, a structure or vehicle fire that has potential to escape to wildland fuels can and will be attacked in a safe and appropriate manner consistent with the capabilities of the agencies personnel and equipment.

6. During an initial attack incidence the agency with wildland fire protection responsibility should bear the costs of personnel and equipment utilized to suppress the wildland fire, which includes structure protection resources ordered by that agency. If a local government entity with structure fire jurisdiction and responsibility (in Montana, a rural fire district, a municipal fire department, or a fire service area) desires to increase the level of protection, a “you order, you pay” philosophy should prevail.
7. Implement a unified command under the incident command system (ICS) as soon as possible to assure onsite agreement as to what is ordered by whom and who pays. For mutual aid or a preplanned dispatch, the “who pays” should have been determined in advance and documented in the operating plan.
8. During an extended attack incident that involves structure protection issues and/or multiple jurisdictions/boundary fires, utilize agency representatives or a unified command structure to agree on site who orders what and who pays. Consider establishment of a single ordering point and develop a written cost share agreement to document these decisions.
9. On project size fires, include all structure protection issues and “how to handle” in the delegation of authority. Utilize unified command or fully qualified agency representatives to assure joint decision-making is integrated into incident control objectives, strategic and tactical implementation actions, and ordering processes. A written cost share agreement will be utilized to document apportionment decisions. Order technical specialists for assistance in developing agreements and utilize local fire officials in preparing and implementing structure protection plans.

F. NORTHERN ROCKIES COORDINATING GROUP GUIDELINES

1. Wildland fire agencies have primary responsibility for fire suppression within their protection area. Wildland fire agencies have a responsibility to prevent a wildfire from spreading into areas of structures and to assist the jurisdictional fire agencies in protecting structures from advancing wildfires.
2. Local government agencies (in Montana and North Dakota: rural fire districts, municipal fire departments and fire service areas; in

Idaho: local fire organizations) have primary structure responsibility within their defined jurisdictional areas. Local agencies should not be reimbursed for performing their responsibilities within their jurisdiction.

3. Local agencies may be reimbursed by the wildland agencies when performing beyond their responsibilities (and within qualifications) or outside their jurisdiction, as determined by the incident commander/agency representative and guided by provisions of local operations plans.
4. Use existing agreements, operating plans and established ordering procedures to order structure protection resources.
5. Incident resources, whether reimbursed or at no cost, incur support costs (food, lodging, fuel, tools, etc.) that must be considered and documented in the development of any cost share agreement.
6. The management of any wildfire that burns or threatens the protection area of more than one fire agency (federal, state, or local, including fire protection districts) will include these other agencies in the incident management. This is accomplished through participation as a unified incident commander or as an agency representative or a coordinated delegation of authority between affected jurisdictions.
7. One agency cannot financially commit another agency (federal, state, county or district) without the knowledge and consent of the committed agency.
8. Agencies responding to requests for assistance need to know, at the time of dispatch, if the cost of their response will be reimbursable or free to the requesting agency. Incident commanders, as well as requesting and responding agencies (through dispatch centers) must communicate and document the basis for payment of resources requested for the incident.
9. Cost-share agreements should be used to document apportioned costs.

**NORTHERN ROCKIES COORDINATION GROUP
MULTI- AGENCY COORDINATION**

MONTANA STRUCTURE PROTECTION PROTOCOLS

Situation:

1. Wildland fire only.
 - a. Follow the Fire Management Plan.
2. Wildland fire with structures and no structural fire protection by a structural fire department.
 - a. Follow the Fire Management Plan.
 - b. Contact the County Commissioners.
 - c. Contact the County Disaster and Emergency Services office.
 - d. Refer to the Northern Rockies Coordinating Group letter; Community and Structure Fire Protection Guidelines for the Northern Rockies.
3. Wildland fire with structures that are protected by a structural fire department.
 - a. Follow the Fire Management Plan.
 - b. Establish a unified Command structure with the Fire Chief.
 - c. Follow all direction outlined in the Mobilization of Local government Firefighting Resources guide (Umbrella Document), specifically (F) Guidelines for Hiring and Reimbursement of Local government Forces Within Their Jurisdiction.
 - d. Order a DNRC Fire Advisor (Tech. Spec.).
 - e. Refer to the Northern Rockies Coordinating Group letter; Community and Structure Fire Protection Guidelines for the Northern Rockies.

HOMEOWNER PROPERTY PROTECTION FORM

In some cases, homes can be defended against an approaching wildfire if fuels modifications around the structure are performed in advance of the imminent threat. Activities such as felling trees, removing brush and creating a fuel break around a structure can provide additional protection. This release form provides direction to firefighters about the activities they can or cannot do on your property as protective measures against wildfires.

This release is voluntary; by signing it you are giving fire officials direction to either proceed or not with modifications to the landscape immediately surrounding your home, structure, or property.

If the threat of fire is imminent and life safety becomes an issue, action may be taken on your property for human safety and local property protection.

There is no guarantee that any of these measures will be successful; they are an additional effort to provide protection.

NAME: _____

PHYSICAL
ADDRESS: _____

(This is the address of the property where fuels modification would occur.)

CONTACT
TELEPHONE
NUMBERS _____(1) _____(2)

_____ **UNABLE TO CONTACT PROPERTY OWNER**

_____ *I hereby authorize the fire personnel to perform fuels reduction activities on my property as an attempt to protect my home from a wildfire. I understand that this involves landscape modification, including tree removal, brush clearing and activities creating a fuel break on my property. I understand that performing these actions does not guarantee protection of my property from damage or loss due to wildfire.*

_____ ***I DO NOT** authorize any fire personnel to perform fuels reduction activities on my property. I understand without allowing such activities my home and property may be at a greater risk of loss or damage by wildfire.*

Signature

Date

937 RAILROAD FIRE SUPPRESSION

A. RAILROAD CAUSED FIRES

Railroads in Montana are required, by state law, to enter into agreements with the DNRC outlining suppression and prevention activities by both parties. Should the agreement with a Rail Company provide direction or procedures different from those that follow, the procedures outlined in the agreement will supersede the following procedure.

When there is no agreement with a Railroad the following procedures will be followed when a fire occurs within the boundary of any railroad-owned right-of-way.

1. Report the fire to the "responsible railroad contact." Each land office should make definite arrangements, prior to the fire season, for reporting fires.
2. Dispatch a DNRC initial attack squad to the fire, and determine if the fire is "dangerous and threatening." (A dangerous and threatening fire is one that the incident commander believes will spread beyond the confines of the owned right-of-way and/or become too large for the railroad crews to suppress.)
3. If the fire is confined within the owned right-of-way, and **not** considered by the incident commander to be a threat to spread beyond the limits of the owned right-of-way, the firefighters should attack the fire and continue containment actions until railroad crews arrive. When railroad crews arrive, the fire will be turned over to them, if they are capable of controlling the fire, for suppression and mop-up.

A fire incident report will be filled out listing the expenses involved in such a holding action.

4. If the fire constitutes a threat to land under our protection, and the incident commander believes that it will spread beyond the confines of the owned right-of-way or already has spread beyond the owned right-of-way, then the initial attack squad should take action to control and suppress the fire.

This type of fire would be turned over to railroad crews for continuing suppression action when the DNRC Incident Commander feels that railroad crews are capable of handling the situation. Once again, a fire incident report would be prepared listing all the appropriate data and expenses incurred.

5. Once a fire has been turned over to railroad crews, periodic checks should be made to ensure proper and complete mop-up. If a fire is not mopped up properly, and railroad crews have left the fire, the railroad will be notified immediately to continue mop-up. The DNRC squad would remain on the fire until the railroad crew arrived back on the fire. The state expenses in this case would be added to the fire report. If the fire has been properly mopped up, or if railroad crews are still working on the fire and it is confined to the owned right-of-way, no charge will be made for the patrol time.
6. If a fire escapes from the railroad-owned right-of-way while their crews are on the fire, or if it escapes due to improper mop-up, DNRC squads will attack, control and mop-up the entire fire, including that portion within the owned right-of-way boundaries. A complete fire incident report should be filed listing the charges to be used in a billing action to the railroad.
7. Prompt suppression action should be taken to control **all** fires during periods of dangerous spread conditions. Local contact with the various railroads will provide the land office with the instruction necessary to decide whether local railroad forces are able to control any given fire situation. Those fire situations that the railroad is not able or willing to handle will be handled by the DNRC or other local agencies. A strong local land office program of implementing the "Guidelines for the Prevention of Railroad Fires" should also substantially reduce our railroad fire problem.

Note: *Montana Rail Link (MRL) has requested that we notify them, within a few days, of any fires that we become involved with which have been started by their operations. They would like to know where the fire occurred (nearest mile post marker number is sufficient) and what kind of resources we used in the suppression effort. They would also like to know what are estimated billable costs to them are so that they may begin to earmark funds in anticipation of our bill.*

If you respond to a railroad fire that is billable to MRL, please contact the following in writing:

Chief Engineer
Montana Rail Link
201 International Way
P.O. Box 8779
Missoula, MT 59807

or contact the "Roadmaster" with whom you normally deal with in matters pertaining to MRL.

Reference section 951(H) for a listing of the other railroads we have agreements with and the telephone numbers for contacting them during emergencies.

Refer to DNRC Fire Administration (200) Manual for individual agreements with specific Railroad Companies (i.e., BNSF, MRL, etc).

938 QUALIFICATIONS STANDARDS DURING INITIAL ATTACK

There appear to be varying interpretations within the federal agencies regarding the application of 310-1 qualification/certification standards to local, non-federal resources, particularly during initial action. The following points summarize National Wildfire Coordinating Group (NWCG) policy.

- The 310-1 qualification/certification standards are mandatory only for national mobilization of wildland firefighting resources.
- During initial action, all agencies (federal, state, local and tribal) accept each other's standards. Once jurisdiction is clearly established, then the standards of the agency(s) with jurisdiction prevail.
- Prior to the fire season, federal agencies should meet with their state, local and tribal agency partners and jointly determine the qualification/certification standards that will apply to the use of local, non-federal firefighters during initial action on fires on lands under the jurisdiction of a federal agency.
- The Geographic Area Coordinating Group should determine the application of 310-1 qualification/certification standards for mobilization within the geographic area.
- On fire where a non-federal agency is also an agency with legal jurisdiction, the standards of that agency apply.

939 PAYMENT OF LOCAL GOVERNMENT RESOURCES: GUIDELINES FOR HIRING AND REIMBURSEMENT OF LOCAL GOVERNMENT FORCES WITHIN THEIR JURISDICTION

A. DIRECT PROTECTION

1. Suppression

Local Government Forces (LGF) working within their legal jurisdiction will not be reimbursed by recognized wildland fire protection agencies for duties mandated by statute, the organization's by-laws, resolution, standard operating procedures, etc., or services normally provided by the LGF, unless there are exceptions specifically provided for in the local annual operating plan and/or mutual aid agreements. In areas of DNRC Direct Protection with overlapping jurisdiction, LGF may be reimbursed after the first twenty-four hours on an incident. Reimbursement within the first twenty-four hours must be specifically provided for in the Annual Operating Plan (AOP), Mutual Aid Agreement (MAA) and/or formal contract.

Examples of items that could be addressed in the annual operating plan include initial attack agreements and/or contracts for the early and late fire season when DNRC staffing does not allow for an appropriate response, authorization to hire LGF resources to remain on an incident after the LGF standards have been met, agreement on roles and responsibilities for extended attack and project fires, mutual aid, and pre-suppression severity availability.

2. **Presuppression**

Presuppression severity availability may be approved when the planning level requires a measured increase of the available resources required to respond in a timely manner to avert loss to life and natural resources. LGF may be provided presuppression severity reimbursement within their jurisdiction when the LGF is clearly performing the DNRC's mission.

Examples:

Hiring the appropriate number LGF **personnel** (EFFs) 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). The LGF personnel will be in pay status for the duration of the period they are performing DNRC-assigned duties. The LGF will not be reimbursed for apparatus until it is dispatched to a wildland fire incident as per the suppression guidelines above. The apparatus must have a pre-existing EERA and will be reimbursed as per IIBMH. In this scenario, these individuals may be available to respond to incidents other than wildland fires that are within the LGF's responsibility, providing that the LGF and the DNRC have agreed on a plan that clearly outlines items such as notification, backfill, and ensures the individuals are removed from pay status for the duration of these types of incidents.

LGF resources (personnel and apparatus) hired to bolster DNRC capabilities when pre-suppression severity availability is approved (PL 4 or 5) will be reimbursed at the full rate providing that these resources are under the control of the DNRC and are performing the DNRC's mission. These resources may be released to respond to incidents that are the responsibility of the LGF. The DNRC may backfill with other available resources and has no responsibility to rehire the LGF.

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

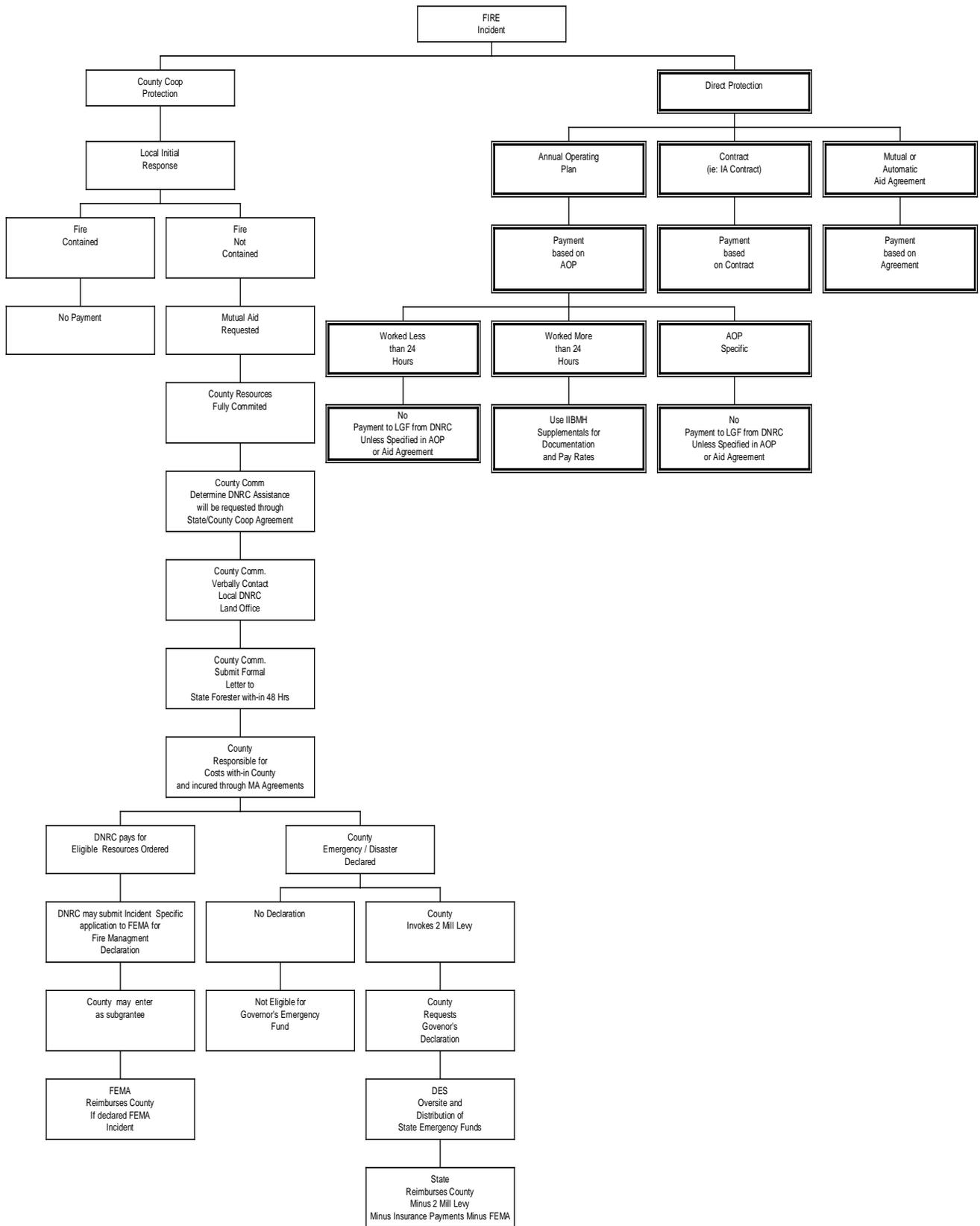
B. COUNTY CO-OP COST RECOVERY OPTIONS

1. **County may request fire suppression assistance under the terms of the State/County Coop Fire Agreement.**
 - a. County resources must be fully committed within their jurisdiction and retain command or enter unified command (the county should provide a line officer or line officer representative).
 - b. County commissioners verbally contact local DNRC Land Office to request assistance under the agreement.
 - c. County Commissioners submit a formal letter to State Forester requesting assistance and support within 48 hours following verbal request.
 - d. County is responsible for their costs with in county.
 - e. County is responsible for any costs accrued through Mutual Aid Agreements.
 - f. DNRC will be responsible for eligible resources ordered outside of the county.
 - g. DNRC will be responsible for eligible resources ordered within the county provided, that they are autonomous of the county government.
2. **County may request Governor's declaration for reimbursement of eligible county fire suppression costs.**
 - a. County requested assistance through DNRC via State/Co Coop program, which established beginning of eligibility period.
 - b. The county invokes the emergency 2-mill levy.
 - c. County requests Governor's declaration for reimbursement of eligible county fire suppression costs through DES.
 - d. DES administers oversight and distribution of state emergency funds to requesting county.
3. **County may request FEMA fire management assistance grant through the State.**
 - a. State must meet threshold costs.

- b. DNRC, on behalf of county, submits fire management assistance application to FEMA.
- c. County submits subgrantee application (FEMA Form 90-133, Nov 02) to State within 30 days of closure of incident period.
- d. If DNRC grant were to be approved, the county as subgrantee would be eligible for reimbursement of 75% of eligible costs.

Reimbursement of Local Government Forces within their Jurisdiction applies only to Wildland Fires in Areas within DNRC Direct Protection and only when it is identified in the Annual Operating Plan or other agreements identified above, or it exceeds the 24-hour commitment.

Guidelines for Hiring and Reimbursement of Local Government Forces within their Jurisdiction



940 PERSONNEL

941 FEDERAL CREWS

A. JOB CORP CREWS

The Anaconda Unit **only** may utilize the Anaconda Job Corps organized fire suppression crew as a local resource. Any requests by MDC for use of the Anaconda Job Corps crew off of the Anaconda Unit are not authorized unless coordination has gone to the Dillon Dispatch Center.

942 OVERHEAD AND TEAM INFORMATION

A. DNRC COUNTY ASSISTANCE INCIDENT MANAGEMENT TEAM--TYPE III POOL PERSONNEL

The personnel identified are qualified and approved to fill the listed positions for the County Assistance Team (CAT). Reference the red card qualifications for personnel approved to fill the various positions on the CAT. Individual home offices have agreed to allow their personnel to fill various positions, upon request, on the County Assistance Team. The CAT is to be used primarily on the Eastern, Southern and Northeastern Land Offices for smaller Type III fire incidents. (For more detail see the CAT Annual Operating Plan.)

B. QUALIFIED PERSONNEL FOR COUNTY FIRE ADVISOR, AGENCY REPRESENTATIVE, PROCUREMENT UNIT LEADER, STRUCTURAL PROTECTION SPECIALIST, AND DNRC LINE OFFICER REPRESENTATIVE

The following definitions are listed within the "100" Fire Administration Manual and have been repeated and expanded on here for quick reference.

1. **County Fire Advisor**

The DNRC County Fire Advisor (CFA) will work with the county incident commander in an advisory capacity, making specific recommendations as to manpower and equipment needs on fires and providing advice on how to better organize and utilize existing forces. The advisor is required to be familiar with the county cooperative fire program and have prior training and experience in both timber and grassland fire behavior. The minimum fire qualification for the CFA is Division/Group Supervisor.

2. **Agency Representative**

An individual assigned to an incident from an assisting or cooperating agency that has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Reports to the incident liaison officer.

3. **Structural Protection Specialist**

Duties--This position, assigned within the Operations Section as per 310-1, is responsible for identification of potential and/or existing risks associated with fires occurring in or near the wildland/urban interface. Additionally, the Structural Protection Specialist is responsible for working with local public safety officials to develop risk protection plans. Plans developed shall provide for maximum integration of local resources and the Incident Management Team and its resources.

Risks generally associated with wildland/urban interface situations include:

- a. Protection of structures and other developed resources from fire.
- b. Evacuation and sheltering of threatened populations.
- c. Mass casualty and emergency medical needs.
- d. Hazardous materials release.

Specific activities of the Structural Protection Specialist are to include:

- a. Identify interface areas immediately or potentially threatened. Potential threats will include all areas around a fire which may even remotely be at risk, assuming the worst possible behavior of the threatening fire.
- b. Identify, contact and meet with local public safety officials in all immediately and potentially threatened interface areas. The priority for contact will be based on the immediacy of the threat. Local public safety officials include the following as they exist and as needed.
 - 1) Fire Chief, County Fire Warden
 - 2) Police Chief, Sheriff
 - 3) County Disaster Emergency Services Coordinator
 - 4) Emergency Medical Services Director
 - 5) Department of Natural Resources and Conservation
 - 6) Public Works Director
 - 7) State/Federal Fire Management and/or Line Officer

Brief the identified public safety officials on the current fire situation and the potential or existence of a wildland urban interface risk.

- c. With the identified local public safety officials, identify the existence and adequacy of emergency plans to protect threatened risks. Facilitate improvements to existing plans as needed. Recommend changes or additions to the Incident Management Team (IMT) organization through the Plans Chief to the Incident Commander which best facilitate integration of local emergency resources with the IMT. Work with local officials to integrate incident management activities and resources as appropriate.
- d. Where no local Fire Chief or other responsible agency exists, develop contingency plans for protection of at-risk structures and other developed resources. Generally this will include coordination with other available public safety officials.
- e. Provide advice to Operations on structural protection tactics, resource needs, capabilities and limitations. Assist the Operations Section Chief and Division/Group supervisors in the integration of structural resources with wildland resources.
- f. The Structural Protection Specialist may assume an Operations role in the following situations:
 - 1) The release or threat of a hazardous material or the discovery of a hazardous materials dump site.
 - 2) The occurrence of a mass casualty incident which requires the immediate mobilization of emergency medical resources. A mass casualty incident is generally defined as having 5 or more critically injured patients or ten or more patients injured.

The Structural Protection Specialist works closely with the Situation Unit Leader, Fire Behavior Analyst, Safety Officer, the Operations Section Chief and the Liaison Officer in the accomplishment of tasks.

Qualifications--Qualifications and training for a "Structural Protection Specialist" would consist of two parts: Wildland and Structural. There would be a minimum of three (3) types for the Operations Section.

TYPE	OPERATIONS SECTION	WILDLAND	STRUCTURAL
1	Branch Director	Operations Section Chief; S-420, S-346, S-348, S-430; Agency Representative	Chief Officer; Tactics for Interface; 8 Years Experience
2	Division/Group Supervisor; Agency Representative	Division/Group Supervisor; S-345 or S-348, S-339	Officer Level; 5 Years Experience
3	Initial & Extended Attack	Strike Team Leader--Engines; S-300, S-320, S-215, S-330	Firefighter 3; Hazardous Materials; 3 Years Experience
TYPE	PLANS SECTION	WILDLAND	STRUCTURAL
3		Division/Group; Resource or Situation Unit Leader	Officer Level; 5 Years Experience
TYPE	LIAISON AND/OR AGENCY REPRESENTATIVE	WILDLAND	STRUCTURAL
3		Agency Representative; Resource or Situation Unit Leader; County Fire Advisor; Division/Group Supervisor	Familiar with County/City/RFD Fire Organizations; 3 years experience working with or on RFD.

4. **Agency Administrator (Line Officer)**

Defined as a DNRC employee who verifies expenditures and is responsible to the Line Officer. The Line Officer Representative is to be cognizant of all activities on the incident, with the on-ground responsibility to request cost efficiency changes and direction for the Agency Line Officer after communication to the Incident Commander during major fire suppression activities. The Line Officer Representative must be Division/Group Supervisor or Type 2 IC/Chief qualified. This position was formerly called Comptroller by DNRC.

On all Area Command, Type I - V incidents within DNRC jurisdiction, the Area Manager will be the Agency Administrator (Line Officer).

For Type II - V incidents occurring on DNRC jurisdiction, the Unit Manager may be assigned the Agency Administrator (Line Officer) duties. For County Coop jurisdictional incidents, the Area Manager will be in joint operations with the County Commissioners.

Standard--The Agency Line Officer is the official responsible for administrating policy on an Area and having full authority for making decisions and providing direction to the incident organization. Also known as the "Agency Administrator," the DNRC Area Manager is the Agency Line Officer for all DNRC direct protection incidents and the Unified Line Officer with the County Commission on county-assist incidents. The DNRC Area Manager may elect to delegate Line Officer responsibility to a Unit Manager on the Area for Type 2-5 incidents. In performing the duties of a Line Officer, the Area/Unit Manager may request the assistance of a Line Officer Representative.

Guidelines & Duties

- a. Oversees the legal and efficient use of funds and resources including materials, equipment and personnel.
- b. Oversees and provides advice relative to the efficiency and effectiveness of accomplishing business administration duties.
- c. Arranges for assistance in applying state policy for activities such as law enforcement, public safety, property administration and accountability, civil rights claims, systems needs, fiscal and personnel management.
- d. Attends planning sessions to keep informed on planned incident actions and provides assistance as needed.
- e. Provides daily briefings to the Agency Line Officer.
- f. Advises the incident commander of major business administration issues; advises alternatives for corrective action.

- g. Participates in the initial briefing of the incident command team, providing information on conditions affecting business management activities, and outlines expectations to the Agency Line Officer regarding business administration activities.
- h. Suggests ways to eliminate waste, duplication and unnecessary expenditures.
- i. Arranges for agency advice on legality of proposed agreements, contracts and unusual transactions involving the expenditure of funds and use of materials, equipment and personnel.
- j. Advises the Incident Commander (IC) on unusual transactions or activities that are area-specific (e.g., specific county co-op agreement requirements).
- k. Monitors activities at expanded dispatch, R&R areas, logistics support centers, airports, air tanker bases and similar sites that support the incident.
- l. Participates in the Incident Command Team exit conference and provides an evaluation of business administration performance of the team. This evaluation will include the identification of specific strengths and weaknesses of the team and overall business management administration.
- m. Provides advice on acceptable usage of appropriations for emergency rehabilitation work.
- n. Prepares a checklist of items that the Finance Section Chief (FSC) and Incident Command Team need to be aware of (including local policy and practices).
- o. Provides written critiques of business management practices to the Agency Line Officer, agency business management office, and IC upon completion of the assignment. This critique should include the identification of strengths and weaknesses in the finance organization/individuals.
- p. Provides financial and tactical input to the initial preparation and the updates of the Incident Situation Assessment or the Wildfire Decision Support System (WFDSS)
- q. Reviews dispatch operations to ensure local agreements are utilized, state procedures are understood, and closest qualified resources are utilized. Monitor need for expanded dispatch operations.

Areas of Review

- a. Business management activities to assure compliance with legal and fiscal requirements and efficient use of resources.

(Note: Business management activities can and should include property management, law enforcement, computer services and civil rights as well as the functions under the control of the Finance Section Chief.)

- b. Job responsibilities and assignments to assure compliance with approved standards, including agency policy.
- c. Operations on incident to identify waste, duplication and unnecessary expenditures.
- d. Indicated need for Incident Business Advisor (IBA) and order as necessary.
- e. Request justification when selecting suppression alternatives other than the least costly alternative.

Line Office Representative Minimum Qualifications

- a. Division/Group Supervisor or Type 2 IC/Chief.
- b. Complete Department Fire Finance Training (S-260).
- c. RT-130 Annual Refresher and Light Pack Test.

C. DNRC LINE OFFICER AND LINE OFFICER'S REPRESENTATIVE TICKLER LIST FOR ICs & IMTs

1. Put the fire out! Safety first, but all actions should put the fire out!!!
2. Actions on a fire must not stop with the transfer of command.
3. Best control time is early and late in the day. Not the time to stand around waiting for the plan.
4. Defending structures takes resources out of production (protect vs. work).
5. Pre-attack plans are worthless if you don't know where the plan is when the bell rings.
6. Local knowledge--no substitution.
7. Don't outlaw firefighting at night. It can be done safely under the right conditions.
8. Consider working three shifts (day/afternoon/night). Major workforce should be on duty during peak burning periods.
9. More training for folks who work in the woods and on the range/farm land. Must get back to people defending their own space.
10. Computers don't put out fires, pulaskies put out fires.
11. \$\$ Watch-Out Situations (Is it needed?)
 - No National Guard liaison
 - Type 1 helicopters
 - National caterers
 - Contract GIS trailers
 - Military battalion
 - Type I and II engines
 - Air tankers on large incidents
 - Taj Mahals or office trailers
 - The Operations Section is < 75% of the total operation
 - Infra-red flight(s)
 - Resources sitting for > 24 hours (staging areas)
 - Incident willing to initial attack other fires
 - Engines providing crash fire rescue at airports/heliports
 - Strike teams of law enforcement
 - Golf cart or equivalent in fire camp
 - Rental cars
 - MAFFS
 - Long teams

- Snacks available in camp
- Major supplemental food ordering
- Orders for overhead going out of Region (e.g., Texas check-in recorders)
- No local personnel assigned to dispatch
- Downsizing IMTs as functions are completed

D. INTERAGENCY FIRE TEAM COMMITMENT

DNRC has agreed to participate in the Northern Rockies Incident Management Teams (IMTs). DNRC includes local government personnel who participate on IMTs. The level of participation by DNRC needs to be based on the use of teams by DNRC on its protection (Direct and County Co-op Protection). Table 1 shows DNRC utilized 13 percent of the IMT assignments from 1999-2008. Table 2 depicts a ten-year average for the number of DNRC team members deployed with in the Northern Rockies Geographical Area.

Table 1
1999- 2008 Year Totals
Northern Rockies Team Assignments within
the Northern Rockies G.A. by Using Agency

Incident #'s	Agency	Percentage
13	BIA	5.1%
13	BLM	5.1%
32	DNRC	12.6%
2	FWS	0.8%
11	IDS	4.3%
7	NPS	2.8%
170	USFS	67.2%
5	Preposition	2.1%
253	TOTAL	100%

Table 2
Northern Rockies Type 1 & 2 Team Member participation for a 10-
Year Average within the Geographical Area by Agency

Agency	1999-2008 No. of Team Members	10-Year Avg. Percent of Team Members
BIA	68	2.4%
BLM	233	8.4%
DNRC	263	9.5%
IDS	198	7.1%
FWS	36	1.3%
NPS	91	3.3%
USFS	1596	57.4%
OTHER	295	10.6%
	2780	100.0%

The following information reflects what DNRC estimates its fair share should be in providing qualified personnel to interagency fire incident teams. This fair share is based on the amount of business DNRC requires from the existing fire teams.

Position Types	AC/Type 1	Type 2	Total DNRC
Team Member*	11	19	30
Alternate/Trainee*	4	6	10
Total:			40

*Local government forces are counted in these numbers

The goal that DNRC will try for in sharing the number of nominations to teams is as follows:

	<u>Qualified</u>	<u>Developmental</u>
• Forestry Division	3	2
• Northwestern Land Office	5	5
• Southwestern Land Office	4	3
• Central Land Office	2	1
• Eastern Land Offices	1	1
• Cooperative Counties	<u>2</u>	<u>2</u>
Total	17	14

E. FIRELINE TECHNICAL SPECIALIST REQUIREMENTS (INCLUDING FALLERS, DOZER AND PATROL OPERATORS)

Northern Rockies Coordinating Group (NRCG) policy adheres to 310-1 standards (January 2000 version), in which state technical specialist personnel have the option of being line-certified when their skills are needed on the fireline. Introduction to the Incident Command System (ICS) (I-100); Firefighter Training (S-130); and Introduction to Fire Behavior (S-190) are required for line certification. Additionally, a physical fitness standard of “Light” and Standards for Survival are required. If a technical specialist is not line-certified, they may travel to the line when accompanied by a person who is line-certified, but must also meet the physical fitness standard of “Light” and have received Standards for Survival.

This policy may be met by 1) using agency line-certified and trained technical specialists; or 2) hiring technical specialists who have the necessary professional skills, meet the physical requirements, are provided Standards for Survival and have adequate supervision; or 3) hiring non-agency technical specialists who have the necessary professional skills and the line qualifications required by 310-1. Adequate supervision is attained by providing enough technical specialists to maintain the appropriate span of control or by providing line-qualified individuals to accompany the technical specialists where the span of control is too large for the available technical specialists. Deployment of technical specialists on incidents without meeting the intent of one of these conditions is unacceptable in the Northern Rockies Geographic Area. All fireline technical specialists will be outfitted in full wildland personal protection equipment (safety hat, fire shirt, fire pants, fire shelter, etc.)

F. KEY MANAGEMENT POSITION TABLES (CONSISTS OF QUALIFIED AND CAREER DEVELOPMENT INDIVIDUALS).
(All tables edited per Land Office input.)

FORESTRY DIVISION

DNRC LIAISON	COUNTY FIRE ADVISOR	AREA OR UNIT LINE OFFICER	AREA FIRE PROGRAM MANAGER	INCIDENT BUSINESS ADVISOR	PUBLIC INFORMATION OFFICER	MAC GROUP REP.
Klemann	D. Williams			Clark	Short	Monzie
Monzie	Klemann			Powell		Suenram
Suenram	Monzie					
	Crosmer					
	Suenram					

* Denotes developmental position.

NORTHWESTERN LAND OFFICE

DNRC LIAISON	COUNTY FIRE ADVISOR	AREA OR UNIT LINE OFFICER	AREA FIRE PROGRAM MANAGER	INCIDENT BUSINESS ADVISOR	PUBLIC INFORMATION OFFICER	MAC GROUP REP.
Turman	Bennett	Turman	Poncin	Goode	Pris	Cassidy
Pris	Frye	Poncin	Bennett	Byrd*	Frye	Bennett
Bennett	Merriman	Peck	Turman	Hulett*	Moore	Poncin
Best	Poncin	Cassidy	Frye	Dowler	Cassidy	Frye
Branine	Minemyer	Poukish	Cassidy	Branine*	Bennett	Best
Cassidy	Branine	Roberson	Best	Donna Jones*	Ulwelling	Peck
Frye	Cassidy	Manning	Pris			Poukish
Jones	Turman	Seigmund				Pris
Peck	Poukish	Frye				
	Carr	Branine				
		McMahon				
		Olsen				
		Moore				

* Denotes developmental position

**Denotes not qualified as DIVS, but ICT3 and has the skills and ability.

SOUTHWESTERN LAND OFFICE

DNRC AGENCY REP	COUNTY FIRE ADVISOR	AREA OR UNIT LINE OFFICER	AREA FIRE PROGRAM MANAGER	INCIDENT BUSINESS ADVISOR	PUBLIC INFORMATION OFFICER	SW ZONE MAC GROUP REP.
OHerron	Storer	OHerron	Hall	Kurth	Storer	O'Herron
Staedler	Hayes	Hansen	Bush	*Mullins	Hayes	Storer
Moore	Bush	Staedler	Hansen	Ivory	C. Super	Staedler
Storer	Hansen	Baker	Storer	*K. Vaughn	Baker	Hansen
Hayes	Staedler	Storer	Hayes	B. Super		Bush
Bush	Cyr	Hayes	Staedler	*Blankenship		Williamson
Hansen	Meyer	Moore	Williamson			Hall
	Gelderman	Hall				
	Moore	Calnan (u)				
	*Williamson	Gelderman (u)				
	N. Carlson	Bush (u)				
	*C. Super	Cyr (u)				
	*Calnan	Meyer(u)				
	*Hall	Robbins (u)				
	*Clark	C. Nelson (u)				
	*C Hansen	*Clark (u)				

* Denotes developmental position.

(u) Denotes Unit.

CENTRAL LAND OFFICE

DNRC LIAISON	COUNTY FIRE ADVISOR	RURAL FIRE SPECIALIST	AREA OR UNIT LINE OFFICER	AREA FIRE PROGRAM MANAGER	INCIDENT BUSINESS ADVISOR	PUBLIC INFORMATION OFFICER	MAC GROUP REP.
Egan	Hamilton	Hamilton	Huston	Archie	McKay	Multiple EFF's	Archie
Campbell	Kroll		Copple	Huston	*Svoboda		
Archie	Archie		Eneboe	Copple			
Eneboe	Campbell		Campbell	Hamilton			
	Eneboe		Archie				
	Huston		Egan				
	Copple						

* Denotes developmental position.

SOUTHERN LAND OFFICE

DNRC LIAISON	COUNTY FIRE ADVISOR	AREA OR UNIT LINE OFFICER	AREA FIRE PROGRAM MANAGER	INCIDENT BUSINESS ADVISOR	PUBLIC INFORMATION OFFICER	MAC GROUP REP.
	Yeager	Wolcott	Yeager	J. Wilkins	Yeager	Yeager
	*Koptizke	Yeager			Bollman	Wolcott
	T. Ryan				Otsu	
	O'Donnell					
	Johnson					

* Denotes developmental position.

NORTHEASTERN LAND OFFICE

DNRC LIAISON/A GENCY REP	COUNTY FIRE ADVISOR	AREA OR UNIT LINE OFFICER	AREA FIRE PROGRAM MANAGER	INCIDENT BUSINESS ADVISOR	PUBLIC INFORMATION OFFICER	MAC GROUP REP.
Pyrah	Pyrah	Rooney	Pyrah	Shepard	Rooney	Rooney
D. Williams	Kirpach	B. Smith	Kirpach	B. Smith	L. Williams	Wolcott
T. Killham	Hultin	Poole				
	D. Williams	McNally				
	Crosmer	Pyrah				

*Denotes developmental position.

EASTERN LAND OFFICE

DNRC LIAISON	COUNTY FIRE ADVISOR	AREA OR UNIT LINE OFFICER	AREA FIRE PROGRAM MANAGER	INCIDENT BUSINESS ADVISOR	RURAL FIRE SPECIALIST	PUBLIC INFORMATION OFFICER	MAC GROUP REP.
Smith	Sanders	Pileski	Sanders		Raisler	Pileski	Pileski
Andrews	Raisler	Sanders	Raisler			Sanders	Sanders
			Smith			Andrews	

DEPARTMENT HQ

DNRC LIAISON	COUNTY FIRE ADVISOR	AREA OR UNIT LINE OFFICER	AREA FIRE PROGRAM MANAGER	FINANCE CHIEF	PUBLIC INFORMATION OFFICER	MAC GROUP REP.
					Grassy	

943 PERSONNEL MANAGEMENT

A. AREA FIRE DUTY OFFICER ROLES & RESPONSIBILITIES

Fundamentally, the role of the Area Fire Duty Officer is to represent the Area Manager within the fire program. Representation of the Area Manager within the fire program is necessary to provide adequate decision-making authority in a timely manner when the need arises. This position is necessary to meet the needs of the potential 24hour/7days per week nature of the emergency responsibilities within the fire program. At higher preparedness levels or when other indicators necessitate, there is a critical need for a DNRC contact 24 hours per day. As the need for a State contact and decision maker increases (defined by our Preparedness Level scale or other indicators), the availability of a Duty Officer should also increase. Examples of decisions that may be asked of the Area Fire Duty Officer include:

- Policy questions related to the fire management program or state laws. (This may range from what fire number we use, to what are the procedures when we have a fatality in the line of duty.)
- Fire priority setting in a multiple fire scenario with limited suppression resources.
- DNRC assistance to cooperating counties.
- Incident complexity analysis.
- Appropriate response assured for all levels of incidents.

A key area of responsibility for the Area Fire Duty Officer is communication. Along with keeping informed on fire activity throughout the Land Office protection/support area, the duty officer will need to coordinate with the various cooperating agencies and the private sector. The Duty Officer also provides information and acts as a liaison with the State Fire Coordinator, the State Forester, the Department Director, and sometimes even the Governor.

There are several general areas of focus for the Fire Duty Officer. The following list is not an inclusive list but provides examples of the many areas that may need attention.

1. **DNRC Direct Fire Protection:** The Duty Officer will need to set and/or adjust the Land Office Preparedness Level in the absence of the Deputy Area Manger-Forestry/Area Fire Program Manager. The Duty Officer must assure adequate readiness at all locations, monitor and advise suppression efforts for needed assistance, and maintain communication with Unit Duty Officers and Dispatch centers, as well as Assist as needed with priority setting of shared resources, especially the helicopters and patrol planes, and assure adequate and accurate public information related to fire incidents.
2. **Support:** Assistance on completion of the Incident Situation Assessment or the Wildfire Decision Support System (WFDSS), IMT briefings and writing Delegations of Authority are usually needed for large fire support. Additionally, there may be a need to implement restrictions and closures, activate a MAC group, and increase our Fire Prevention efforts. The Area

Fire Duty Officer may perform any or all of these duties, or need to recruit, designate and brief an individual to fill these roles.

3. **County Co-op Assistance:** DNRC maintains an agreement for fire suppression assistance with each of the 56 counties in the state. When all the criteria are met for assistance (basically the county is fully committed on a fire within county protection that has exceeded their capability), DNRC will provide assistance at no cost to the counties. The Fire Duty Officer will usually need to assure that the necessary formal requests are made, that the county retains their responsibility for the incident, and that we assign a qualified County Fire Advisor.
4. **Non-Fire Emergency:** Assistance provided for non-fire emergencies such as floods, earthquakes, or hazardous material spills needs to be approved by the State Forester or his designee. Requests for this type of assistance must normally go through the state DES channels to our state offices, but the Land Office Fire Duty Officer may be the first contact for this request.

Job aids For the Land Office Duty Officer:

1. Area Mobilization Plans.
2. County Fire Plans; each Co-op County has a specific plan with contact names and numbers.
3. Fire Program Manuals: The policy direction for the program is contained in a series of manuals, 100-1500.
4. DNRC State Fire Coordinator at the Northern Rockies Coordination Center (NRCC).
5. Annual Operating Plans with cooperators.

B. UNIT LEVEL DUTY OFFICER ROLES & RESPONSIBILITIES

The fundamental role of the Unit Duty Officer is to represent the Unit Manager. In addition, the Duty Officer will act as a contact point for cooperators, employees, and the public. This is often required 24 hours per day during fire season. Representing the Unit Manager means making necessary decisions until the Unit Manager can be contacted to confirm or change the existing decision.

Key responsibilities:

1. After hours contact point for dispatch centers, cooperators, employees, and the public.
2. Assuring an adequate fire response given current and expected fire conditions.

3. Assuring appropriate level of command for the given fire situation.
4. Providing for timely and complete fire complexity analysis to assure adequate response.
5. Assist dispatch or the IC with local knowledge or prioritization for multiple fire situations.
6. Communicating work schedules, resource status, and contact means for Unit resources.
7. Coordination of extension of hours for crews with dispatch centers.
8. Contact point for Co-op. County for fire suppression assistance.
9. Notification of Unit Manager and/or Unit Fire Supervisor of fire activity.
10. Communication with the Land Office Duty Officer for assistance needs, resource status, or simply for fire activity updates.

Job aids for Unit Duty Officers:

1. Unit Mobilization Plan and Chart.
2. Unit Duty Officer Kit or Notebook.
3. County Fire Plans.
4. Fire Program Manuals, 100-1500.
5. Applicable Annual Operating Plans with cooperators.

C. DNRC SEASONAL FIREFIGHTER GENERAL DUTIES

These guidelines will apply to all crew members. They will provide crew members with an understanding of what is expected of them by the State.

1. Proper work clothes will be worn while on the job. (See Seasonal Employee Clothing Guidelines.)
2. While on patrol crew members are expected to:
 - a. Clear and brush out roads and trails.
 - b. Check state signs for corrections, repair, or replacement. Brush out for visibility.
 - c. Establish new signs, tags and make proper records to be logged in files at the appropriate dispatch office.

- d. Report road closures, bridge repairs, etc., and request materials needed to complete repairs.
 - e. Repair roads, bridges, culverts and ditches for proper draining and traveling access. Request materials needed to do the job.
 - f. If feasible, eat lunch on advantage lookout points for better observation of an area. Do not plan to eat lunch at quarters.
 - g. Communicate with the public and help educate them about fire prevention, Montana fire rules and regulations, and public responsibility.
 - h. Learn road system, names, location of landmarks, etc. in your area.
3. Vehicles will be maintained to manual specifications and checked daily. Any problems should be reported to your immediate supervisor or dispatcher to initiate corrective action.
 4. There will be **NO** playing cards, games, rifles, pistols, fishing gear, bows and arrows, etc., carried in State vehicles. If such items are found, they will be confiscated and returned to the individual at termination of employment.
 5. No loitering in public places during working hours. You are a state employee, and the public is always ready to criticize anything of this nature.
 6. You are the Montana Department of Natural Resources and Conservation contact with the public in local areas. Deal with the public in a businesslike, but courteous manner. Do not antagonize or argue with the public. If violations of State fire regulations are observed, contact the Unit Manager or the Unit Fire Supervisor for instructions. Check all observed burning for appropriate burning permits. Keep current records of burning permits in your area.
 7. Abusing state-owned or leased equipment is grounds for appropriate disciplinary action and/or dismissal.
 8. If you don't know, ask!

D. FIRE AVAILABILITY GUIDELINES

1. **Authority**

The Department considers it to be a normal requirement of the job to periodically be required, during off-duty hours, to be:

- a. Accessible by the Department and/or public, and
- b. Ready to serve in fire suppression efforts.

The determination as to whether this time is to be compensatory is dependent on a variety of factors and circumstances that the following guidelines will assist in defining. State law, Montana Code Annotated (MCA) 76-13-104. Functions of department -- rulemaking. (1) (a) The department has the duty to ensure the protection of land under state and private ownership and to suppress wildfires on land under state and private ownership. MCA 76-13-202. Means by which department may provide protection. The department may provide for wildfire protection of any wildlands through the department or by contract or any other feasible means, in cooperation with any federal, state, or other recognized agency. Title 39 of the MCA contains Statutes 39-31-303 and 39-2-404 authorizing the Department to direct the affairs of its employees and for employees to comply with the directives of the Department. MCA Statute 39-4-107 authorizes the normal eight-hour work day and 40-hour work week to be extended in the event of fire emergencies. Department and Division policies on Compensatory and Overtime (DNRC 3-0210) and Alternate Work Schedules (DNRC 3-0220) define when both exempt and covered employees will be compensated for hours worked in excess of the normal eight-hour duty day or 40-hour work week.

2. **Definitions**

On Call--non-paid status used to designate DNRC employees who are required to respond to wildfire or other emergency situations. For the purpose of these guidelines, on call is synonymous with call out. Call out is further defined in most union contracts.

Response Time--amount of time it takes the employee to arrive at a designated location to begin assigned duties.

Standby--a paid status used to maintain personnel and equipment in a readiness mode for immediate response or duty.

Work Scheduling--management practice used to establish an employee's normal work week.

3. **Response Requirements**

The requirements of the fire suppression function make it necessary to contact personnel as quickly as possible to respond to a fire request. The response time requirements may vary with the degree of the fire danger present, which in turn is dependent upon the time of year or weather conditions. During extremely low fire danger conditions, response requirements may be extended. This is obviously true during the winter months when snow or significant moisture has occurred throughout the State. As fire conditions build, the Department network for contacting personnel must expand accordingly. This network may include cooperators where formal agreements have been established. The time allowable for

response by Department employees decreases as the fire danger increases. It will be a normal practice of the Department to define the response requirements of off-duty employees in order to allow them to plan their personal time more effectively and reduce unnecessary hardships.

4. **Response Time**

Initial attack dispatch offices have the current conditions at hand, and they vary according to the existing fire danger. Individual fire mobilization plans should include response time and level requirements as determined by fire danger, fuel types, etc., to ensure that 95% of all fires do not exceed 10 acres in size. A response time for an on-call employee should allow sufficient time for the employee to disengage from personal affairs and safely travel to the assigned duty station.

5. **Personnel Availability**

- a. **Work Scheduling**--This management practice should be the first option considered to resolve availability problems. Duty hours can be adjusted to give the maximum amount of available contact coverage at a duty station. Factors such as current fire danger, number of personnel, and other functional requirements will need to be considered in scheduling. Work hours should be adjusted to ensure coverage of critical fire periods, while inconveniencing employees as little as possible. Reference Department and Division policies on Compensatory and Overtime (DNRC 3-0210) and Alternate Work Schedule (DNRC F.O. 3-0220).
- b. **Standby**--Standby is used to keep personnel at a designated location for immediate contact and dispatch for fire duty. Normally the response time is immediate and notification for fire duty is imminent. It may be considered standby when personnel are placed in a work status and **directed** to remain at a specified location to await notification for dispatch to a specific fire. Employees will not be directed to remain at a specified location and told to expect to go to work prior to their next normally scheduled work period without being placed on standby and in a pay status. Standby status is used to ensure that needed employees are accessible and ready to serve at a moment notice. It may be necessary, in some instances, to request certain employees to remain at their work area or home during evenings or weekends in order to be available to receive reports of wildland fires from the public. Imposing restrictions to the extent that precludes the employee from using their time for some types of personal pursuits requires that they must be considered to be working and paid accordingly.
- c. **On Call**--On call status is used to designate individuals who will be available during their off-duty time for possible fire duty. On call status is not considered work time for the employee, and the employee is not placed in a pay status. When possible, personnel should be made aware of their on call status well in advance so that it provides minimal

interference with personal pursuits. This will allow the employee to schedule those types of personal activities that can be conducted around the limitations imposed by the on call status. Weekend on call status during the fire season should be rotated between affected personnel and scheduled well in advance to minimize disruptions to planned family events and to maintain fairness. Personnel will not be placed in on call status when standby is more appropriate. Employees are free to do as they wish as long as they make appropriate provisions to receive notification and report for fire suppression duty within the allotted response time. On call status should be rotated among employees so no employee is overburdened. Employee requests to volunteer for on call status should be considered.

d. Personnel Contact

- 1) A telephone is the primary means of contacting individual(s) but limits the physical freedom of an employee. Cellular telephones extend an individual's contact range but restrict the individual to the vicinity of the cells and are fairly costly. The cellular telephone is a viable option where other less costly communications means are not available.
- 2) Pagers and portable two-way radios allow the employee to extend what is considered to be their home contact range before a call in is required. Pagers have the advantage of being lightweight and easy to carry, but depend on other communication means for response to a call. Portable radios are normally much more bulky, but have the definite advantage of providing the capability of immediate verbal response to a call.

These guidelines will be followed unless they conflicts with negotiated labor contracts that shall take precedence to the extent applicable.

E. WORK CAPACITY STANDARDS

1. **Refer to Wildland Fire Management Training Manual (1100 Manual) 1180.8 – Work Capacity Test Requirements for Fire Activities**
2. **Personnel Required to Meet Standards**

All DNRC permanent and seasonal employees who are expected to be involved in fire control activities will be expected to achieve and maintain the necessary aerobic fitness score for the wildland fire job they fill per the NWCG Wildland Fire Qualification System Guide (NWCG 310-1).

Personnel involved in on-line fire control activities, primarily Operations Section personnel, will be required to meet the physical fitness requirements for **ARDUOUS** working conditions. (See NWCG 310-1 for a complete list)

Newly hired, to-be-hired or returning personnel (i.e., seasonal) should be informed in advance of the fire season that physical fitness will be a requirement for their position as appropriate. Notification should include the physical fitness requirement for the position and emphasize that studies have shown it takes most people approximately six weeks to regain good physical conditioning if they have not maintained a regular exercise program.

3. **Personnel That Do Not Meet Fitness Requirements**

Personnel that do not or cannot meet physical fitness requirements:

- a. Will be given adequate time to improve physical conditioning (10 working days) to meet necessary requirements for their fire job. During this time employees who do not meet physical fitness requirements should only be used for fire activities commensurate with their physical fitness testing scores.
- b. If still unable to meet physical fitness requirements for a given function, be moved to a position with lower physical fitness requirements, if available.
- c. Seasonal fire suppression personnel who cannot meet required physical fitness standards for their position are to be terminated or transferred, in strict accordance with Department of Natural Resources and Conservation policies Numbers DNRC 3-0130 and 3-130A. Supervisors must adhere to the prescribed levels of authority contained in policy DNRC F.O. 3-0130. Seasonal personnel may be considered for other vacant positions with lower physical fitness standards, if they meet other required qualifications (i.e., a lookout, a radio operator, etc.).
- d. DNRC permanent personnel are asked to perform initial attack duties at various times throughout the year. If personnel have not met physical fitness requirements for arduous working conditions, they will not be required to perform fire suppression duties requiring an arduous fitness score. Personnel should be fully cognizant of their physical fitness condition and work within the limits of that condition.

F. DNRC FIRE AND AVIATION MANAGEMENT PHYSICAL FITNESS TRAINING POLICY

1. The current fitness and work capacity standards require all fireline qualified personnel to meet one of three levels of fitness: arduous, moderate, or light. These standards were established by the National Wildfire Coordination Group, the University of Montana's Human Performance Laboratory, and

Missoula Technology and Development Center and have been adopted by Montana DNRC within the Wildland Fire Suppression (900) Manual.

Workout programs for wildland firefighters are published in the Fitness and Work Capacity 2009 Edition and online at the FireFit website. These exercise programs are divided into three modules: pre-season, fire season, and post-season fitness, and incorporate all aspects of fitness and wellness. Each year the qualified employee will pass the appropriate level work capacity test. State employees that are fireline qualified are encouraged to participate in a health-related fitness program including aerobic, flexibility, and muscular fitness.

The aim of this physical fitness policy is to encourage fitness by providing some time for exercising in order for employees to improve performance of physically demanding tasks, and to reduce and manage injuries. Up to one hour for physical training may be provided each work day for seasonal firefighters and their immediate supervisors who are required to meet the arduous level of fitness for their position. The fitness program should include appropriate activities which will improve aerobic conditioning and muscular strength, core strength, stability, and flexibility. All fitness training programs must be reviewed and approved by the employee's immediate supervisor. All physical fitness training is dependent upon work load and fire activity. Supervisors will approve the workout periods based on the fire activity and expected fire conditions. During periods of high fire activity, physical fitness training may be suspended to ensure that personnel are immediately available for fire duty.

Fitness related equipment is not normally approved for purchase; however, each situation will be reviewed on a case by case basis and may be approved by the Forestry Division administrator.

DNRC Positions Covered by this policy;

- ❖ Unit Fire Supervisors
- ❖ Fire Team Leaders
- ❖ Fire Foresters
- ❖ Engine Bosses
- ❖ Firefighters
- ❖ Helicopter Managers and Crew members
- ❖ Aviation Managers
- ❖ DNRC Pilots

G. VEHICLE OPERATION REQUIREMENTS

1. **Driver's License**

a. **Federal Requirements**

The Federal Motor Carrier Safety Act requires each state to begin licensing drivers of "commercial" vehicles. These vehicles are defined at 49 U.S.C. § 31101(1) as a self-propelled or towed vehicle used on the highways in commerce principally to transport passengers or cargo, if the vehicle has a gross vehicle weight rating or a gross vehicle weight of at least 10,001 lbs., whichever is greater; is designed to transport 10 passengers or more (including the driver); or is used in transporting hazardous materials in quantities requiring placarding pursuant to regulations prescribed by the Secretary of Transportation. The Montana Code Annotated, at 61-1-101(7), defines a commercial motor vehicle as "a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle: (i) has a gross combination weight rating or a gross combination weight of 26,001 pounds or more, whichever is greater, inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; (ii) has a gross vehicle weight rating or a gross vehicle weight of 26,001 pounds or more, whichever is greater; (iii) is designed to transport at least 16 passengers, including the driver; (iv) is a school bus; or, (v) is of any size and is used in the transportation of hazardous materials as defined in [61-8-801](#)."

In addition, the Motor Carrier Safety Act of 1986, PL99-150, requires each state to begin licensing drivers of "commercial" vehicles. These vehicles are defined as all vehicles with a gross vehicle weight rating of 26,001 lbs. or more, all buses designed to haul 15 passengers or more (including the driver) and all vehicles hauling hazardous materials with a gross vehicle weight rating of 10,000 lbs. or more.

b. **Montana State Requirements**

Montana Code Annotated (MCA), Title 61, Motor Vehicles contains revised language which implements the provisions of the Federal Act.

The law changed the basic definitions of licensing by doing away with the terms operator and chauffeur, and substituting the term "driver's license." The "driver's license" entitles the holder to operate all vehicles except those mentioned above (commercial vehicles and motorcycles). Persons wishing to operate a commercial vehicle must possess a commercial driver's license, while a person wishing to operate a motorcycle will be required to get an "endorsement" to their driver's license authorizing them to do so. An endorsement is a notation placed on the driver's license indicating that the driver is qualified to operate the type of vehicle that the endorsement covers.

Section 61-5-112 of the MCA sets forth the types and classes of commercial driver's licenses.

Interstate Commercial Driver's License (Nationwide) - Authorizes operation of a Commercial Motor Vehicle in interstate commerce. To get an Interstate Commercial Driver's License, a medical certificate is required by federal regulations and must be submitted with your application. The certificates are available from most medical doctors, or employers. This certificate must be updated every two years, and a commercial vehicle may not be operated in interstate commerce unless the driver has in their possession a current medical certificate.

Intrastate Commercial Driver's License (Montana Only) - A Type 2 commercial driver's license is for those who operate only in Montana (intrastate). It authorizes operation of a Commercial Motor Vehicle within the State of Montana but does not include vehicles operated solely within the State of Montana which are engaged in "interstate commerce."

c. Age

To apply for an Interstate license, you must be at least 21 years old and be able to meet the qualifications to obtain a Commercial Driver's License.

To apply for an Intrastate license, you must meet the Montana qualifications and be at least 18 years old.

d. Classifications

Each Interstate or Intrastate license will be classified as to the type of vehicle driven as follows:

Combination Vehicle (Group A) -- any combination of vehicles with a Gross Combination Weight Rating (GCWR) of 11,794 kilograms or more (26,001 pounds or more) provided the GVWR of the vehicle(s) being towed is in excess of 4,536 kilograms (10,000 pounds).

Heavy Straight Vehicle (Group B) – any single vehicle with a GVWR of 11,794 kilograms or more (26,001 pounds or more) or any such vehicle towing a vehicle not in excess of 4,536 kilograms (10,000 pounds) GVWR.

Small Vehicle (Group C) – Any single vehicle, or combination of vehicles, that meets neither the definition of Group A nor that of Group B as contained in this section, but that either is designed to transport 16 or more passengers including the driver, or is used in the transportation of materials found to be hazardous for the purpose of the Hazardous Materials Transportation Act and which requires the motor vehicle to be placarded under the Hazardous Materials Regulations.

Non-Commercial Vehicle (Group D) - Any noncommercial vehicle authorized to be driven with a regular driver's license (Class D).

e. Endorsement

Authorization to an individual's Commercial Drivers License required to permit the individual to operate certain types of Commercial Motor Vehicles. All persons who operate or expect to operate the type of motor vehicle described in the endorsement shall take and pass specialized tests.

Double/Triple Trailers – Endorsement is required for drivers who pull double or triple trailers in Vehicle Group A, B, or C.

Passenger Vehicles – Endorsement is required in Group A, B, or C vehicles that are designed to transport sixteen (16) or more passengers including the driver.

Tank Vehicle – Any Commercial Motor Vehicle that is designed to transport any liquid or gaseous materials within a tank that is either permanently or temporarily attached to the vehicle or the chassis. Such vehicles include, but are not limited to, cargo tanks and portable tanks as defined in CFR 383.5. The endorsement is applicable to commercial vehicles in Vehicle Group A, B, or C; however, this definition does not include portable tanks having a rated capacity less than 1,000 gallons.

Hazardous Materials - Endorsement is required of placarded hazardous materials haulers operating commercial vehicles in Vehicle Group A, B, or C. Drivers wishing to obtain or renew a Hazardous Materials Endorsement must submit to Transportation Security Administration's (TSA) Security Threat Assessment (STA), which includes, but is not limited to, fingerprinting and a criminal background check. Out-of-state transfers who have previously completed a STA may not be required to complete another at the time of transfer.

School Bus – Endorsement is required for a Commercial Motor Vehicle, or any bus regardless of size, used to transport pre-primary, primary, or secondary school students from home to school, from school to home, or to and from school-sponsored events. School bus does not include a bus used as a common carrier. School bus drivers must also have a passenger endorsement.

Air Brake Restriction – A restriction placed on a Commercial Driver's License prohibiting the operation of airbrake-equipped vehicles unless the driver has passed the required examinations (written, pre-trip, and driving) to show that they are qualified to operate an airbrake-equipped vehicle.

f. DNRC Requirements

DNRC employees will be required to have a commercial vehicle driver's license for in-state operation in order to legally drive passenger buses carrying 16 or more passengers including the driver, 1,000 gallon tenders, lowboys, 100 person fire caches, 3-ton trucks, or any other vehicle with a GVWR of 26,001 pounds or more.

1) Recommendations

- a) Supervisors need to identify the classes of vehicles to be driven by each individual employee, i.e., up to 26,001 lbs. GVWR. If an employee will be required to drive a passenger bus or van carrying 16 or more passengers (including the driver), that employee will need at least a Group B, Intrastate Commercial license.
- b) Driver's license qualifications should be added to the redcard.
- c) Fire support and initial attack dispatch centers should keep an index of license qualifications and explore possible contracts with commercial carriers prior to the fire season.
- d) New hires, when being licensed, will be provided with a vehicle of the largest class they are to operate in accordance with their position description. The Department should provide this vehicle.
- e) Supervisors should inform employees that the State **will pay** for an individual's driver license or medical exam when the special license is a requirement of employment. Each work unit will need to identify those employees that will need to hold a CDL to drive in non-emergency situations. Managers should limit the number of employees holding CDLs to a level that will adequately meet their operational needs on the work unit. Presently, Montana law requires a medical certificate for anyone

operating a vehicle that has a gross weight of 26,001 pounds or greater whether interstate or intrastate. A medical certificate is required for anyone operating a vehicle that weighs 10,001 pounds or greater and crosses state lines for commercial purposes (Interstate).

- f) Specialized license requirements should be included in updates or revisions to position descriptions as needed. Specialized license requirements must also be included in all future position announcements. It is the applicant's responsibility to obtain the proper licensing prior to making application for a position that requires a special license.

g. Questions and Answers that May Help Clarify the License Requirements

1) Do I need a commercial license?

- a) If you drive any single vehicle (dump truck, stake-side, etc.) that has a manufacturer's gross vehicle weight (GVWR) of 26,001 or more; or any such vehicle towing a vehicle not in excess of 10,000 GVWR; or any bus capable of carrying more than 15 passengers, including the driver, you will be required to have a Class B commercial license.
- b) If you drive any combination of two or more vehicles (tractor-trailer) or any single vehicle with 26,001 GVWR or more towing a vehicle in excess of 10,000 GVWR you will be required to have a Class A commercial license.
- c) For any single vehicle not in excess of 26,001 GVWR, except buses included in Class B and motorcycles (which require a Class M), you will be required to have a Class C noncommercial license.

2) Which Type (1 or 2) endorsement should I get if I need a Class A or B commercial license?

- a) If you're going to drive out of the State, you will be required to have a Type 1 endorsement. If you are only going to drive within the State, you will need a Type 2 endorsement.
- b) If you're only required to have a Class C or M license, no Type 1 or 2 endorsement is required.

3) Do I need a Tanker or Hazardous Materials endorsement?

- a) If you drive any vehicle with 26,001 GVWR or more and the primary cargo is any liquid or gaseous material transported

within a tank attached to the vehicle, you will be required to obtain a Tanker endorsement.

- b) If you drive a vehicle with 10,000 GVWR or more and transport any hazardous materials requiring placarding, you will be required to have a hazardous materials endorsement (e.g., helitenders).

- 4) Is there a cost associated with new license?

Yes, if you are required to obtain a Class A or B commercial license, a Type 1 endorsement and a Type 2 endorsement have set costs in addition to the regular license fees.

h. Commonly Asked Questions and Answers That May Help Clarify the License Requirements and Their Application to Personnel Within the Fire Function

- 1) Will any exemptions be allowed for firefighters?

Yes! The CDL requirement is waived during an emergency response.

- 2) What is a good driving record?

If you do not presently have a probationary license, you are assumed to have a good driving record.

- 3) Do I need a commercial license to drive a 200-gallon engine, a 500-gallon engine or a 1,000-gallon tender?

Only if the vehicle has a GVWR of 26,001 or more and you are not responding to a fire emergency. If it exceeds 26,001 pounds and you are not responding to a fire emergency you will also need a Tanker endorsement. Natural Resources and Conservation 200-gallon engines have a GVWR of 10,000 to 11,000 lbs.

- 4) If I'm a volunteer firefighter (not being paid), do I still need a commercial license to drive vehicles over 26,001 GVWR?

No, NRCG members have agreed that they will accept the Chief of the department's certification that his/her driver/operators meet or exceed NFPA 1002.

- 5) If I drive a busload of firefighters just over the Idaho border, do I need a Type 1 endorsement?

Yes, you will be required to have a Class B license if the capacity is over 15 passengers and a Type 1 endorsement if this commercial vehicle is driven out of State.

- 6) If I haul a placarded load of hazardous materials in a half-ton pickup, do I need an H endorsement?

No, only if the vehicle has 10,000 GVWR or more.

- 7) What is meant by Type and Class?

Type defines where and Class defines what. Type is either in-State or out-of-State driving. Class is the kind of vehicle (Class A combination vehicles - Class B single vehicles over 26,001 GVWR) driven.

- 8) Must I give up any licenses from other States?

Yes, you must return all such licenses and sign a form stating you have only one license.

i. Common Examples of the Types of Vehicles Operated Within the Department and the License Required

- 1) A tractor-trailer unit which is operated in and out of the State. NEED: Class A, Type 1 endorsement.*
- 2) A three (3) ton stake side operated in and out of the State. NEED: Class B, Type 1 endorsement.**
- 3) 75- or 100-person fire cache tractor-trailer unit operated within the State only. NEED: Class A, Type 2 endorsement.
- 4) Three (3) ton (26,001 GVWR) stakeside trucks operated within the State only. NEED: Class B, Type 2 endorsement.**
- 5) 50-person fire caches (under 26,001 GVWR) van type truck. NEED: Class C.***
- 6) Most 1 to ½--ton flatbed and stake side trucks (under 26,001 GVWR). NEED: Class C.****

* To load or unload larger (26,001 GVWR) water tenders, a tanker endorsement would also be required.

** If towing a vehicle over 10,000 GVWR, a Class A would be required.

*** Any Class C vehicle (under 26,001 GVWR and not a bus under Class B) towing a trailer over 10,000 GVWR, the driver is still only required to have a Class C.

- 7) Water tenders (1000-1200 and larger). NEED: Depends on the GVWR; if over 26,001, the driver needs a Class B license with a "T" endorsement plus the Type 2 endorsement if operated within the State. If the tender is a tractor-trailer rig, the required license would be Class A with a "T" and Type 2 endorsement.
- 8) Dump trucks (most of the newer Dodges are over 28,000 GVWR). NEED: Class B, Type 2.
- 9) All lowboys and other tractor-trailers driven within the State. NEED: Class A, Type 2.*
- 10) Light engines (200-750 gallons). NEED: Class C.
- 11) Buses, 15 passenger or more, and operated within the State. NEED: Class B, Type 2.
- 12) Class C vehicle (single vehicles not in excess of 26,001 GVWR) towing a trailer over 10,000 GVWR. NEED: Class C.

2. **Vehicle Driver/Operator Standards**

Effective May 17, 1995, DNRC adopted Chapters One, Two and Six of NFPA 1002 (Standard for Fire Department Vehicle/Operator Professional Qualifications) in their entirety, with the exception to exclude all references to NFPA 1500 (Standard on Fire Department Occupational Safety and Health Program/physical fitness requirements). To address physical fitness requirements for the driver/operator, DNRC has adopted the current NWCG requirements for physical fitness as defined by the Department.

Note: See Annex B, Chapters One, Two, and Six of NFPA 1002.

* To load or unload larger (26,001 GVWR) water tenders, a tanker endorsement would also be required.

** If towing a vehicle over 10,000 GVWR a Class A would be required.

*** Any Class C vehicle (under 26,001 GVWR and not a bus under Class B) towing a trailer over 10,000 GVWR, the driver is still only required to have a Class C.

**** If over 10,000 GVWR and hauling a placarded load of hazardous materials, the driver will need an H endorsement. Possible example would be a ½ ton helicopter fuel tender.

3. **Seat Belts**

The following is a quotation of the Department of Natural Resources and Conservation seat belt policy (DNRC 3-0010) and will be strictly adhered to by all DNRC personnel involved in fire or non-fire duties:

“It is the policy of the Department of Natural Resources and Conservation to ensure that all Natural Resources & Conservation employees wear a seat belt while either operating or riding as a passenger in a State-owned vehicle. It is the responsibility of the operator of a State vehicle to ensure that all persons are using seat belts.

It is the responsibility of each supervisor to ensure that all appropriate State vehicles under their supervision have seat belts and are in good working order.

It is the responsibility of all Natural Resources and Conservation employees who operate or ride as a passenger in a State-owned vehicle to ensure that this policy is enforced.

This policy shall apply to full time employees, part time employees, permanent, temporary and/or seasonal employees.”

4. **Drug and Alcohol Testing for Commercial Driver’s License (CDL)**

The following is a quotation of the Department of Natural Resources and Conservation Drug and Alcohol Testing Policy (DNRC 3-0013) and will be strictly adhered to by all DNRC personnel required to have a CDL.

Emergency Firefighters (EFFs) are exempt from this policy. Department mechanics holding a CDL are covered under union contracts. Drug and alcohol testing is done randomly on a State pool of personnel holding CDLs. The State pool, in which random testing will be conducted, includes **all** State agencies. Each department is responsible for costs associated with drug and alcohol testing on its employees holding a CDL.

The following is a quotation from a memo dated December 5, 1995, to Gary Willis, Personnel Director from Dick Thweatt, Agency Counsel. This memo is also in regards to “Drug and Alcohol Testing for Drivers of Commercial Motor Vehicles”.

“A question has been raised about a definition of “commercial motor vehicle” under State law that differs from the definition of that term under federal law. Section 61-1-134, Montana Code Annotated (1995), excludes from the definition of “commercial motor vehicle” “a vehicle exempt from taxation, used for firefighting, and bearing Montana tax-exempt plates”. It is asked whether this definition in Montana statutes would exempt drivers of DNRC fire vehicles or volunteer fire department vehicles from federal drug and alcohol testing requirements.

“To answer this question, I returned to the applicable federal regulations and consulted a Montana Assistant Attorney General who works with motor vehicle laws. The answer to the question is “no”, because federal regulations govern the application of this requirement, and this definition in Montana’s statutes has no application to federal drug and alcohol testing requirements.

“The federal regulations imposing drug and alcohol testing requirements state that the testing requirements apply “to every person who operates a commercial motor vehicle in interstate or intrastate commerce, and is subject to the commercial driver’s license requirements of part 383 of this subchapter”. 49 CFR 382.103(a).

“In part 383 of the referenced subchapter, “commercial motor vehicle” is defined as “a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle - (a) has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds;.....” 49 CFR 383.5. The term “commerce” is broadly defined to include any traffic or transportation in the United States which affects interstate traffic or transportation. ID.

“As discussed in my August 15, 1995 memo on this subject, the federal drug and alcohol testing regulations do provide an exception for operation of fire trucks during emergencies. Neither a commercial driver’s license nor drug and alcohol testing is required for “The operation of fire trucks and rescue vehicles while involved in emergency and related operations;. . . .” 49 CFR 390.3 (f)(5).

“I have since discovered that “emergency” is also a defined term as used in these regulations and that it is limited to situations that are officially declared to be an emergency by authorized federal, State, or local authorities. 49 CFR 390.5. Thus, the exemption from testing requirements for drivers of fire trucks is much narrower than I described in my August 15, 1995 memo.”

5. **Hours of Service for Vehicle Operators**

a. **Incident Operations Driving**

These standards address driving by personnel actively engaged in wildland fire or all-risk response activities, including driving while assigned to a specific incident or during initial attack fire response (includes time required to control the fire and travel to a rest location). In the absence of more restrictive agency policy, these guidelines will be followed during mobilization and demobilization as well. Individual agency driving policies shall be consulted for all other non-incident driving.

- 1) Agency resources assigned to an incident or engaged in initial attack fire response will adhere to the current agency work/rest policy for determining length of duty day.
- 2) No driver will drive more than 10 hours (behind the wheel) within any duty-day.
- 3) Multiple drivers in a single vehicle may drive up to the duty-day limitation provided no driver exceeds the individual driving (behind the wheel) time limitation of 10 hours.
- 4) A driver shall drive only if they have had at least 8 consecutive hours off duty before beginning a shift.

Exception: Exception to the minimum off-duty hour requirement is allowed when **essential** to:

- a) Accomplish **immediate** and **critical** suppression objectives, or
 - b) Address **immediate** and **critical** firefighter or public safety issues.
- 5) As stated in the current agency work/rest policy, documentation of mitigation measures used to reduce fatigue is required for drivers who exceed 16-hour work shifts. This is required regardless of whether the driver was still compliant with the 10-hour individual (behind the wheel) driving time limitations.

H. USE OF DEPARTMENT (CAPITOL-BASED) PERSONNEL IN FIRE SUPPRESSION

1. **General Guidelines**

- a. Department personnel will be utilized on a volunteer basis for non-emergency situations.
- b. All Department personnel may be called upon during emergency situations, unless exempted by the Director.
- c. Department personnel will be pre-trained and suitably equipped prior to fire duty. Physical testing will also be done when similar positions in the field call for these measures.
- d. The Forestry Division will annually supply a listing of skills needed, for Department review and sign-up.
- e. Department personnel will be utilized normally in a support role, with the attempt to use these individuals in jobs closely associated to their present assignments.
- f. Forestry Division and/or Land Office will interview all volunteers to determine degree of experience and training, and to establish position qualifications.
- g. All volunteers will be given “Standards for Survival” or refresher requirements by the Forestry Division prior to any fire-related assignment.
- h. The Division will maintain fire suppression experience and training records for all volunteers.
- i. The current salary and wage regulations for firefighting for exempt and covered employees would apply to Department volunteers.
- j. Fire support by volunteers will be considered an incidental part of the individual position description unless actual use over a period of time proves otherwise.
- k. Department assistance will be obtained by Land Offices through the Northern Rockies Coordination Center, unless specified otherwise in the Annual Operating Plan.

2. **Annual Operating Plan--Firefighting Support--DNRC**

- a. This Annual Operating Plan is to outline the procedure for the use of capitol-based Department personnel, by land offices, during regular and emergency firefighting operations as defined below:

- 1) Regular Firefighting Operations--fire control is normally accomplished by the Land Offices with Department volunteer support.
- 2) Emergency Firefighting Operations--fire control cannot be accomplished by the Land Offices with Department volunteer support.

b. Availability of Department Personnel

Department personnel will be made available in the following categories:

- 1) **Firefighting Support**--Department personnel who volunteer and receive their Division Administrator's consent to allow them to serve, will be used in the following support functions:

- Firefighter
- Timekeeping
- Finance Team
- Law Enforcement & Investigation
- Cartography and Mapping
- Personnel Processing
- Fire Information Officer
- Federal Disaster Assistance Team
- Land Rehabilitation
- Warehousing and Supply
- Vehicle Operators
- Radio, Telephone, and Teletype Operation
- Fire Training Assistance
- Fire Closures
- State Liaison with Other Departments

- 2) **Emergency Fire Operations**--all Department personnel not specifically exempted by the Director may be available for emergency fire operations. Fire duties may vary, but normally will parallel those listed above. Department personnel may be used to support other agencies than the State during emergency operations.

3. Selection of Department Personnel

- a. Listing of Needs--the Forestry Division will annually, by April 1, supply the Department with a requested listing of types of manpower support. This list will be circulated within the Department and returned to the Forestry Division by April 20. The listing will indicate the availability of personnel under 2.b.1) and 2.b.2). The Forestry Division will then be allowed to work through normal channels to interview, train and equip the listed individuals for specific firefighting positions.

- b. Availability of Department personnel for Initial Attack and Volunteer Duty personnel must be approved by the various administrators within the Department prior to submitting the listing to the Forestry Division.
- c. Assignment of Personnel--the final assignment of personnel will be made by the State Fire Coordinator, based on the education, experience and skills and training levels of the individual volunteers. (Initial attack personnel must also complete the fire physical fitness testing.)

4. **Pay Procedures**

- a. Covered Employees--covered employees will be paid their regular rate of pay for normal work hours in actual firefighting and support duties. Overtime will be paid at the time and one-half for all overtime hours worked. Training time will normally be held within the regularly scheduled work week and will be considered part of the employee's normal duties.
- b. Exempt Employees--exempt employees will be paid their regular rate of pay for normal work hours, in actual firefighting and support duties. Division administrators may grant compensatory time for overtime during regular firefighting operations. Overtime may be paid at the rate of time and one-half during emergency firefighting operations.
- c. Since regular time for all Department employees is funded by the Legislature in each division's budget, each division will be expected to absorb any employee's regular time spent in fire support activities. This will also include compensatory time. All overtime by employees will be charged and paid directly by the fire incident.

950 SUPPRESSION SAFETY

951 HAZARDOUS MATERIALS INVOLVEMENT

- A. Initial attack personnel arriving on the scene of a potential hazmat (Hazmat/Weapons of Mass Destruction) incident (e.g., train derailment or truck transport accident) where potential hazardous materials may exist, should stay a safe distance upwind and away from the accident. Even if the train or truck is not on fire, back off, upwind, until it is determined whether or not hazardous materials exist. DNRC personnel are only trained to the hazmat awareness level as first responders.
- B. Try to identify what kind of material is involved, if at all possible, from a safe distance. Identification may be accomplished by talking to railroad or transport personnel in the area of the accident. Identification can also be done if placards, 4-digit identification (ID) numbers or other visible markers are present on the tank, vehicle or rail car. Also provide dispatch with accident location and possible hazards to people and structures in the area and note nearness of lakes, rivers, streams or any body of water that may spread or be contaminated by spilled materials.
- C. Initial attack personnel should notify the fire dispatcher immediately of the accident and the potential for a hazardous materials spill. Provide information to dispatcher regarding identifying placards, numbers, etc. that may indicate hazardous materials. Dispatchers should refer to their current "Hazardous Material Guidebook" to determine the material being transported. If the material is not listed, contact the local D&ES coordinator. If they cannot be reached, call the National Chemical Emergency Number, 800-424-9300, or Montana Emergency Services in Helena at (406) 841-6911.
- D. The fire dispatcher should notify the local Disaster and Emergency Services Coordinator and law enforcement personnel of the accident scene. Provide any pertinent information regarding the presence of hazardous materials or other threats. The fire dispatcher should review the information available concerning the existence of hazards and then issue specific instructions to the initial attack personnel on how to handle the wildfire situation.
- E. Railroad cars or trucks may not be carrying "hazardous materials," but may produce toxic gases from burning plastic or packaging materials inside the car. We should stick to confining the fire to the owned right-of-way, **after** following the procedures to find out what is burning. We may support RFD units, if requested, in suppressing the actual train fire--but do so only if the RFD has checked for hazardous materials and is following the recommended procedures.

- F. Approval is required before DNRC forces become involved in any actions involving weapons of mass destruction or a hazardous materials spill. Obtain approval by contacting one of the personnel in the following call-down list, following the order listed: (1) Administrator, Forestry Division, or (2) Chief, Fire and Aviation Management Bureau, or (3) Supervisor, Fire Suppression Section.
- G. Who does the train dispatcher contact in the case of a derailment? In what order? Who controls the accident scene? We may have to control traffic, etc., if we are first on the scene. We prefer local Emergency Preparedness or law enforcement officials to do this job.
- H. The following numbers have been provided for contacting the railroads listed:

Burlington Northern Santa Fe Railroad (BNSF)
1-800-795-2673

Butte, Anaconda & Pacific Railway
406-563-2821

Central Montana Rail Inc.
406-567-2223

Dakota Missouri Valley & Western
701-223-9282

Mission Mountain Railroad
406-495-1096

Montana Rail Link (MRL)
406-523-1500

Union Pacific Railroad Company
402-544-5000

Yellowstone Valley Railroad
208-490-0365

952 EMERGENCY INCIDENT DRIVING REGULATIONS

These standards address driving by personnel actively engaged in wildland fire or all-risk response activities, including driving while assigned to a specific incident or during initial attack fire response (includes time required to control the fire and travel to a rest location). In the absence of more restrictive agency policy, these guidelines will be followed during mobilization and demobilization as well. Individual agency driving policies shall be consulted for all other non-incident driving.

- A. Agency resources assigned to an incident or engaged in initial attack fire response will adhere to the current agency work/rest policy for determining length of duty day.
- B. No driver will drive more than 10 hours (behind the wheel) within any duty-day.
- C. Multiple drivers in a single vehicle may drive up to the duty-day limitation provided no driver exceeds the individual driving (behind the wheel) time limitation of 10 hours.
- D. A driver shall drive only if they have had at least 8 consecutive hours off duty before beginning a shift.

Exception: Exception to the minimum off-duty hour requirement is allowed when **essential** to:

- Accomplish **immediate** and **critical** suppression objectives, or
- Address **immediate** and **critical** firefighter or public safety issues.

- E. As stated in the current agency work/rest policy, documentation of mitigation measures used to reduce fatigue is required for drivers who exceed 16-hour work shifts. This is required regardless of whether the driver was still compliant with the 10-hour individual (behind the wheel) driving time limitations.
- F. All driving requiring a Commercial Driver's License (CDL) will be performed in accordance with applicable Department of Transportation regulations found in 49 CFR 383 and 390-397.
 - 1. No driver of a vehicle requiring a CDL will drive the vehicle after 15 hours on duty during any duty-day.
 - 2. Exception: An additional two hours of driving time may be added if a driver encounters adverse driving conditions, unforeseen emergency situations (breakdown), or to ensure the safety of personnel.

Drivers are responsible for following these policies, and it is the supervisor's responsibility to ensure that employees adhere to the proper driving limitations and monitor employee fatigue.

953 SAFETY TIPS AND ADVICE FOR FIREFIGHTERS

A. FIREFIGHTING NEAR POWER LINES

The Bonneville Power Administration (BPA) has prepared the following guidelines for firefighters:

1. If fighting fires in the area of BPA high-voltage transmission lines, firefighters should not play a solid stream of water directly on the conductors.
2. Firefighters should immediately contact the nearest BPA facility to get a representative to the scene. Normally this is done through the Unit Dispatcher.
3. They should always consider the line energized until a BPA representative has arrived at the scene, taken a "clearance" and grounded the conductors.
4. Until the clearance has been issued by the BPA representative, firefighters should stay a respectful distance from any conductors.

B. USE OF INDIVIDUAL FIRE SHELTERS

1. Policy

Individual forest fire shelters are mandatory articles of safety equipment for all Department employees engaged in direct fireline activity. This policy shall apply equally to initial attack situations as well as to ongoing or project-size fires, and shall include overhead personnel while on the fireline.

2. Issuing Procedure

Initial attack personnel will be issued fire shelters to be used throughout the fire season. Shelters should be thoroughly inspected to ensure that shelter is in good condition. Check for tears or wearing of plastic case. Replace if any damage is suspected. The shelter should be returned at the end of the season along with other safety gear.

Other individuals or crews assigned to ongoing or project fires shall be issued fire shelters by the dispatch center at the time of dispatch, or upon arrival at the fire camp.

- a. Upon return from fire duty, each person shall return his fire shelter to the location of its original issue.
- b. In situations of limited availability of shelters, initial attack crews shall be given priority. The fire resource order form shall be used if extra shelters are needed for ongoing fires.

3. **Use**

The forest fire shelter is designed for emergency fireline use only, and will not be used for any other purpose. Any person who opens, uses, or causes to be used any fire shelter shall submit a written report documenting the circumstances of its use to the Incident Commander as soon as possible, and to the Area Manager within 24 hours of release from fire duty. **(See Annex A for Fire Entrapment Investigation & Review Guidelines.)**

4. **Training And Instructions**

An individual responsible for the issuing of fire shelters shall ensure that each person issued a shelter has been instructed in its proper use, and is aware of the requirement to document its use. In addition, all Supervisors shall ensure that each employee assigned to him has been trained in the proper use of the fire shelter, including normal care and maintenance.

954 NATIONAL SAFETY FLAGGING STANDARDS FOR WILDFIRES

The NWCG Safety and Health Working Team have recommended the following standards for safety on prescribed and suppression fires.

NFES #0258 - *Safety Zones/Escape Routes*--Lime green, fluorescent, biodegradable 1" wide.

NFES #0267 - *Hazards*--Yellow w/black diagonal stripes, fluorescent, biodegradable 1" wide.

The following are reasons for their recommendation:

- The colors quickly identify safety concerns to line personnel.
- They utilize color codes prescribed by OSHA and ANSI for hazards and safety items.

- They leave flexibility to use more common color ribbons to denote other “things” on fires.
- There is a significant tie to the LCES emphasis in operations planning and execution.
- Local use could include written information on the ribbon (example: type of hazard, date, access to what safety zone, etc.).

955 CRITICAL INCIDENT MANAGEMENT

A. WILDLAND FIRE CRITICAL INCIDENT PROBLEMS AND SOLUTIONS

1. Wildland fire personnel do not experience human tragedy like emergency medical, structure fire, and law enforcement in most of their work and may feel unprepared for a critical incident.

Solution: Include critical incident stress in the training for all fire personnel at the start of fire season.

2. Some overhead personnel on the fire will not have training or direct experience with critical incidents or Critical Incident Stress Debriefings (CISD).

Solution: Have an SOP in place to immediately evaluate any unusual or stressful situation on the fire for critical incident effect on staff.

3. Extreme fatigue develops after many days on the fire with little rest, which can cloud decisions about critical incident effect.

Solution: Discuss the incident with appropriate personnel at the dispatching agency or request a consultation from a CISD contractor.

4. On an interagency fire it is hard to tell who should attend a debriefing.

Solution: All fire personnel who were part of the same incident must attend, regardless of which agency they are a member. Those who were not part of the incident, such as spouses, supervisors, or clergy, should not attend. Separate CISD debriefings may be held for them if indicated.

5. Sometimes fire personnel seem to do all right until several days or weeks later when the fire is over and they get back home.

Solution: Hold a debriefing within two days of the incident, then if needed, hold a second debriefing later when personnel go back home.

6. Spouses and other close associates need debriefing services, too.

Solution: Debriefing services for them can be arranged through the local critical incident team back home. Some local teams and employee assistance programs have experience working with family members.

B. AGENCY ADMINISTRATORS' GUIDE TO CRITICAL INCIDENT MANAGEMENT

The Agency Administrators' Guide to Critical Incident Management can be found at www.nwccg.gov/pms/pubs/pms926.doc

C. CRITICAL INCIDENT STRESS DEBRIEFING TEAM (CISD)

1. **What It Is and What It Does**

A trained team of two or more CISD members meets soon after a casualty or other critical incident that creates unusual stress in emergency responders at the scene. In the debriefing process, those present express feelings and reactions to the incident and receive suggestions for getting through and over the incident. The purpose is to prepare personnel to return to duty and to assist and support them with the personal trauma associated with caring for victims in critical incidents.

2. **Team Members**

Firefighters, mental health professionals, nurses, human resource specialist and law enforcement officers are typical members of the team.

3. **Appropriate Incidents for CISD Debriefing**

Multiple or single casualty incidents, death or serious injury of co-workers in the line of duty, and certain child death incidents are examples. All emergency responders involved in the incident should be included. Debriefing must take place within one or two days of the incident.

4. **Contacts for CISD Teams**

CISD Teams may be ordered through the Northern Rockies Coordination Center by your Zone Dispatch Center. Reference

Critical Incident Stress Management Team. Refer to the Northern Rockies Interagency Mobilization Guide.

D. POLICY AND PROCEDURES FOR CRITICAL INCIDENT
MANAGEMENT

Following are the policy and forms used to manage a critical incident.

AUTHORIZED SIGNATURE: Robert A. Harrington
DATE:

Fire and Aviation Bureau

Subject: Policy and Procedures for Critical Incident Management

Author: Critical Incident Management Task Force Status: Final

The purpose of this policy is to ensure a thorough and timely response to critical incidents, including those that may involve a serious injury or fatality. The policy is intended to make certain that the emergency care of involved personnel is the top priority. It is also intended to provide guidance and direction for scene protection, managing the critical incident, conducting appropriate levels of investigation, providing training, and capturing lessons learned related to critical incident response.

I. Authority

Montana Code Annotated (MCA) 2-15-112(1)(b).

- (1) Except as otherwise provided by law, each department head shall:
 - (b) establish the policy to be followed by the department and employees.

Montana Code Annotated (MCA) 2-15-112(1)(f).

Provides that department heads shall prescribe rules for the administration of their departments and the conduct of its employees.

II. Policy and Procedures

Critical Incident: A fatality, serious injury, or other event that may have serious long-term adverse impacts on the agency, its employees, their families, or a community.

Care of Involved Personnel

The first priority for all critical incidents is to initiate appropriate life saving procedures, including applying first aid and/or requesting emergency services for the injured or afflicted person(s). Obtaining and providing for emergency life-saving measures takes priority over all other aspects of Critical Incident Management. This not only includes medical care for all personnel involved or affected at the incident, but also includes the opportunity for Critical Incident Stress Debriefing (CISD) for those who may not be physically injured. Key CISD factors to consider by first responders are included in the Critical Incident First Response Checklist. Additional information about CISD is found in Fire and Aviation Management's 900 Manual.

A decision on whether the incident is a life-safety emergency or non-life-safety emergency event is critical. The Incident Commander or Chief of Party at the scene needs to determine what level of treatment is required, as well as the means of transport needed; the decision must be based on the best available information and recommendations of the most qualified medical personnel present.

Care for involved personnel includes proper and timely notification to immediate family members, next of kin, and involved agencies. Those in charge at the scene are expected to notify the Line Officer at the first possible opportunity after a critical incident has occurred. The Line Officer (beginning with Unit Manager) is then expected to follow the notification procedures outlined in the Notification Checklist found in Fire and Aviation Management's 900 Manual.

Scene Protection

Once appropriate life-saving measures have been accomplished, protection of the critical incident scene becomes an agency priority. The Incident Commander or Chief of Party is responsible for taking control of the critical incident scene.

As-soon-as it is safe to do so, the Incident Commander or Chief of Party must secure the critical incident site. All critical incident sites must be physically secured on a 24-hour basis to preserve evidence and protect personal and government property. Access to the incident site must be limited only to personnel authorized by the jurisdictional line officer(s) or Investigation Team Leader. Only the jurisdictional line officer(s) have the authorization to reduce or order the removal of scene protection measures.

As part of scene protection, communication must be controlled to guarantee the privacy of involved personnel. Key communication factors to consider by first responders are included in the Critical Incident First Response Checklist. A spokesperson must be designated by the Line Officer(s) to speak to the media and interested parties immediately after the Line Officer(s) notification of a critical incident. In the case of a fatality, a Liaison Officer must be designated by the Line Officer(s) to communicate and coordinate with the family members. If more than one agency has personnel involved in the critical incident, a Liaison Officer must also be designated by the Line Officer(s) within the first 12-hour period to communicate and coordinate with the other agencies.

Incident Management

Agency personnel whose job includes working or responding to situations where a critical incident may occur (like wildland-fire engine crews) must be provided with a Critical Incident Pocket Card that identifies agency performance expectations in the event of a critical incident.

Within the first 12-hour period following a critical incident, the Incident Commander or Chief of Party and Line Officer must finalized the Critical Incident First Response Checklist that identifies key actions needed and assigns individuals responsible for completing key actions. The Critical Incident First Response Checklist is located in the Fire and Aviation Management's 900 Manual and should be provided in day-planner format for agency incident commanders, chiefs of parties, line officers, and line officer representatives.

If a Safenet is filed in correlation with a critical incident, the Investigation Flowchart provides the details for an agency investigation and response.

If the critical incident is coupled with another incident, such as a fatality occurring on a wildland fire, timely decisions must be made about management of the primary incident (the fire), management of the critical incident (the fatality), and coordination between the two. The primary goal is for the agency to safely and effectively deal with the situation at hand. Key

coordination factors to consider by first responders and line officers are included in the Critical Incident First Response Checklist.

It is acceptable during a critical incident (fatality) for the responders working on a primary incident (fire) to simply withdraw and regroup. The Critical Incident First Response Checklist includes a quick analysis of the key factors that must be addressed in order to ensure safe and effective management of both primary and critical incidents. Primary incident resources should not re-engage until the Critical Incident Response Checklist is completed.

Critical Incident Investigation

The Department will complete an Initial Investigation for all critical incidents. The local Line Officer at the Unit Manager or higher level will be responsible for forming or ordering an Initial Investigation Team. The Investigation Team must receive a thorough briefing and agency expectations clearly spelled out in a written Delegation of Authority. In the case of a fatality, the Area Manager or designee will serve as the responsible Line Officer. Investigation Teams should be expected to arrive at the incident within 24 hours of being ordered.

Recommended investigation team compositions and investigation requirements are to be based on complexity of the critical incident. An Investigation Flowchart located in Fire and Aviation Management's 900 Manual provides agency line officers with the sequential and/or escalating types of investigations and corresponding team composition recommendations. The Investigation Flowchart also includes the requirements for the agency to respond to a Safenet.

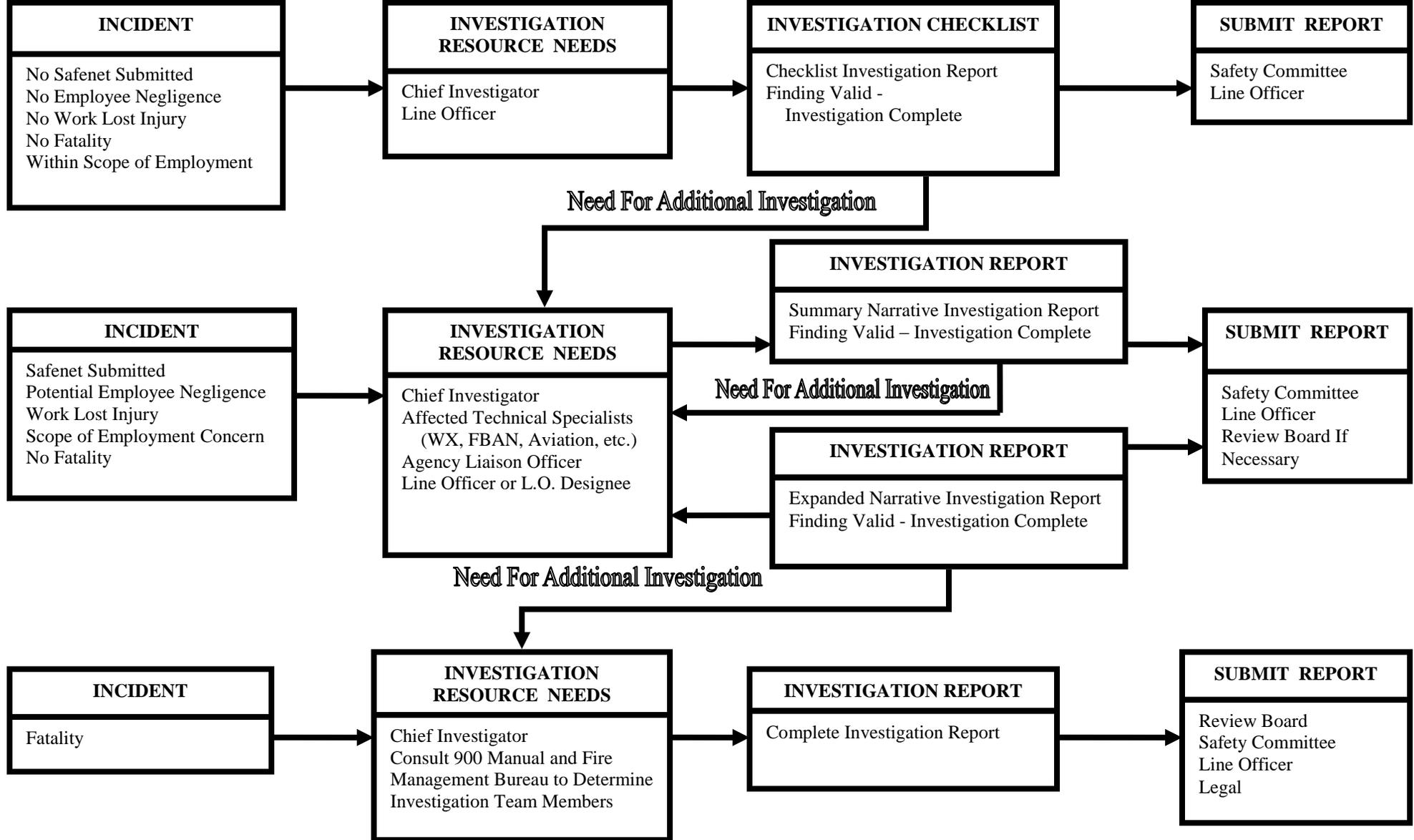
Initial Investigation Teams should strive to complete their investigations within 48 hours of receiving their Delegation of Authority. If based on the Initial Investigation there is a need to do additional or continued investigation(s), it must be identified and delineated in the Initial Investigation Report, and signed off on by the Line Officer. The initial investigation is directed at fact finding. Subsequent or additional investigation(s) may occur based on the results of the initial investigation, or as a result using the Investigation Flowchart.

Training and Lessons Learned

In order to identify learning opportunities and develop training and standards to reduce the injury or death to employees and cooperators, all critical incidents will be subject to an After Action Review (AAR). The Training and Safety Team will be responsible for organizing and completing the AAR. The results of the AAR may cause additional review or other actions directed at situational learning.

Robert A. Harrington, Administrator
Forestry Division

INVESTIGATION FLOW CHART



Revised 5/2/2012

INCIDENT INVESTIGATION CHECKLIST

Incident Name: Investigation Date: Chief Investigator: Location: County:

INCIDENT DESCRIPTION:

- No Safenet Filed.
- No Employee Negligence. Explain

- No Work Lost Injury.
- Personnel Within Their Scope of Employment. Explain

- No Fatality.
- No Potential for Incident to be Significantly Worse. Explain

___ INVESTIGATION COMPLETE ___ FURTHER INVESTIGATION REQUIRED

CHIEF INVESTIGATOR _____ DATE _____

FINDING:

LINE OFFICER _____ DATE _____

Critical Incident First Response Checklist

**Revised
5/22/2007**

The following is a checklist designed to provide all personnel with a protocol to be used in the event of a critical accident or injury. The plan addresses both life-threatening emergency and non-emergency injuries/accidents, burnovers, entrapment, or fatalities. This document must be completed by both the Incident Commander (IC) or the Chief of Party (CP) and the unit Line Officer (LO) within the first 12 hours.

Initial Response Protocol

Incident Commander or Chief of Party must take control of the scene
Withdraw and regroup if personnel are not able to safely continue with assignment

The most qualified person available will initiate appropriate life saving measures; apply first aid and/or request emergency services

Notify appropriate dispatch center of situation

Initial	Date/Time
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

- **Content of Notification**

- **Do not release name(s) of injured over the radio**

- Is this a life-threatening emergency or non-emergency event?
 - Description of injuries
 - What services are immediately needed? (Evac, EMS, Law...)
 - Brief description of how incident occurred
 - Incident location
 - Name of person making notification
 - Determine need for air space restriction over the incident and initiate

if needed

Establish check-in schedule with dispatch, and relay actions taken

Assign someone to documentation, and document everything

Order CISD team if necessary

<input type="checkbox"/>	<input type="checkbox"/>

Expectations for the IC/CP

Withdraw and regroup if personnel are not able to safely continue with assignment

Identify need for operational control of the primary incident and the critical incident. Order or re-assign resources needed to accomplish operational control.

Record witness contact information.

Secured and preserve on a 24 hour basis the scene and all pertinent evidence must be

Maintain communication with the proper dispatch center.

Brief your supervisor on the situation.

Identify a spokesperson until one is assigned by the line officer.

Isolate injured party from the Media

Asses the need for a CISD team, order if needed

<input type="checkbox"/>	<input type="checkbox"/>

In Case of fatality

Do not disturb the deceased unless required for the safety of others.

If necessary, cover the deceased with blanket.

Isolate all personnel involved from the media.

Follow-up Items

Complete Workers Comp. First Report of injury (must submit within 6 days).

Complete Supervisor's Incident Investigation Report.

Complete Vehicle Accident Report, if appropriate.
 Provide information for written narrative of incident (should be complete, factual and unbiased).
 Initiate After Action Review.
 Drink more water, eat & sleep

Critical Incident Checklist

Line Officer Critical Incident Initial Response

Incident Commander or Chief of Party assigned to take control of the scene.
 Confirm IC/CP has cared for all affected personnel and secured the scene on a 24 hour basis
 Determine who would be allowed on scene and notify IC/CP
 Confirm Notification of county coroner, in case of a fatality
 Call dispatch & restrict airspace
 Identify spokesperson
 If other agency(s) is involved a Liaison Officer(s) must be assigned by the Line Officer.
 Complete investigation flow-chart and launch appropriate initial investigation
 Order CISD team if necessary
 Brief your supervisor on the situation.

Person Assigned	Date/Time

Complexity Analysis

Yes	No

Existing management has not been negatively affected by the critical incident
 Span of control can be maintained while dealing with both primary incident and critical incident
 Management team is able to meet incident objectives
 Management team will meet work rest ratio
 Communication capabilities are able to support both incidents
 Management team wants to stay in place

Consider replacing or modifying existing management structure, if you answered no to any of these questions

Follow-up Items

Assure completion of Workers Comp. First Report of injury has been assigned.
 Assure Supervisor's Incident Investigation Report has been assigned.
 Assure completion of Vehicle Accident Report has been assigned, if appropriate.
 Contact FAMB to determine best approach for after Action Review.

Line Officer _____ Date _____

Incident Commander/Chief of Party _____ Date _____

Comments

II. ENVIRONMENTAL FACTORS ASSESSMENT

Describe the environmental conditions contributing to the incident

PHYSICAL ENVIRONMENT:

Describe the physical environment factors affecting the incident (altitude, slope, vegetation, etc).

WEATHER:

Describe the weather conditions affecting the incident.

FIRE BEHAVIOR:

Describe the fire behavior impacts to the incident (if incident involves a fire).

III. HUMAN FACTORS ASSESSMENT

Identify the human factors contributing to the incident

QUALIFICATIONS OF INVOLVED PERSONNEL:

Determine the qualifications and training of personnel involved in the incident.

PHYSICAL & PSYCHOLOGICAL STATE OF THE FIREFIGHTERS:

Consider length of shift or assignment, stress, conditioning and fatigue of personnel involved.

DUTIES:

Identify the duties of individuals directly involved in the incident.

MANAGEMENT:

Determine the organization, supervision, command, and control of personnel involved in the incident.

COMPLIANCE:

Identify applicable rules, policies, operating guides, etc. that may apply to the incident. Describe compliance or deviations from the compliance documents during the incident. If a Safenet has been filed, assess and respond to the Safenet.

COMMUNICATIONS:

Identify the types of communication used before, during, and after the incident.

IV. EQUIPMENT FACTORS ASSESSMENT

Determine what equipment was involved in the incident.

EQUIPMENT:

*Identify the equipment used in association with the incident. **If equipment was a contributing factor to the incident provide details about the contribution.***

PERSONAL PROTECTIVE EQUIPMENT (PPE):

Identify the PPE available and utilized during in the incident and assess effectiveness.

V. AFTER ACTION REVIEW ASSESSMENT

Describe the principles/doctrine factors associated with the incident.

WHAT WAS PLANNED?:

WHAT ACTUALLY HAPPENED?:

WHY DID IT HAPPEN?:

WHAT WOULD THE INVOLVED PERSONNEL DO DIFFERENTLY IN THE FUTURE?:

VI. CONCLUSIONS AND RECOMMENDATIONS

Provide recommendations, conclusions, and follow-up actions.

INVESTIGATION TEAM MEMBERS:

List the Investigation Team Members, positions, and contact information

INVESTIGATION TEAM RECOMMENDATIONS, CONCLUSIONS, AND FOLLOW-UP ACTIONS:

Investigation Assessment Prepared By:	Name: _____ Date: _____
	Signature: _____
	Title: Chief Investigator

VII. FINDING

Provide a narrative accepting, rejecting, or modifying the Investigation Team recommendations, conclusions, and follow-up actions.

NEED FOR FURTHER INVESTIGATION:

Investigation
Report

More Detailed Assessment

No Further Assessment

**Investigation
Assessment
Approved By:**

Name:

Date:

Signature:

Title: Line Officer or Designee

956 INJURY/FATALITY PROCEDURES

A. EMPLOYEE RESPONSIBILITY

Serious injuries or fatalities may occur on wildfires as a result of fire suppression actions. All Department personnel should be aware of the proper procedures to follow. Every employee involved in fire suppression activities should become familiar with the available manuals, guidelines, policies, etc., that list the proper procedures to follow in case of a serious injury or a fatality.

B. SAFETY OFFICERS

A safety officer is required at each land office, the Department headquarters and the Forestry Division complex. The safety officers should be able to answer any questions you have on this subject. The Department Personnel Director can also help with many questions relating to this topic.

C. AVAILABLE PUBLICATIONS

The following is a list of publications that should be available at all offices as reference material:

- Fireline Handbook (NWCG Handbook 3) PMS 410-1, NFES #0065 Chapter 4 on Firefighting Safety, page 43.
- Department Safety Manual, January 1, 2002.
- Department Operations Manual, Chapter 13, Safety, Memo #MM 1-88-13-1, 10/1/87 (Contains Department Safety Manual as insert).
- State of Montana Employee Safety Program (1984).

D. DNRC FATALITY PROCEDURE

The following is the official Department standard in the event of any employee fatality and is quoted in its entirety. Director Bud Clinch approved this procedure effective 04/05/96.

STANDARD FOR EMPLOYEE FATALITY WHILE IN THE LINE OF DUTY

While it is the goal of the Department of Natural Resources and Conservation to prevent any serious injuries and/or fatalities from occurring to DNRC employees in the line of duty, death from accident or illness can occur. In such cases it is important that a fatality notification procedure be followed that conforms to requirements of the law and which will ensure that proper notification of the next of kin is conducted.

When encountering an injured or afflicted person, the first priority is to initiate appropriate life saving procedures including applying first aid and/or requesting emergency services. Only in cases where death is apparent beyond any reasonable doubt, should fatality notification procedures take precedence over lifesaving measures. In these cases it is not necessary for emergency service personnel to take risks in responding to the scene and the county coroner is the individual best prepared to handle the situation. In the event a fatality occurs, this procedure establishes the actions to be taken by DNRC employees.

Notification of Proper Authority and DNRC Personnel

1. Notify the Coroner of the county in which death apparently occurred.
2. Notify appropriate law enforcement officials for fatalities that occur on city, county, state or federal highways (i.e., city police, county sheriff, highway patrol) or if unable to contact County Coroner. *Notify Department of Justice, Fire Prevention and Investigation Bureau of all fire fatalities.*
3. Chief Pilot for fatalities involving DNRC aircraft.
4. Director of the Department of Natural Resources and Conservation. (Director or his designee will make appropriate news releases.)
5. Appropriate Division Administrator or designee as per employee's division.
6. The on-duty fire coordinator, if a wildland fire-related fatality.
7. DNRC Personnel Director, to provide personal information (i.e., next of kin, phone, address, etc.).
8. Department Safety Officer, to instigate necessary safety investigation.
Investigation Team: Investigation team members should include the Department Safety Officer, a representative from the Department of Justice, Fire Prevention and Investigation Bureau, incident safety officer and a representative from the USFS-MEDC accident investigation team.

Content of Notification

1. Location of deceased. If location is not easily identified(i.e., four miles up Elk Creek, Missoula County) meet the coroner or law enforcement authority at an identifiable location in order to provide transportation and/or direction to the site of the deceased.
2. Time and date of accident or fatality.
3. **Do not release** the name of the deceased, nor broadcast name via radio.
4. Brief description of how fatality occurred.
5. Name of person making notification and witness.

Fatality Location

1. Secure the area.
 - a. Do not allow anyone but the proper authority (coroner/law officer) to move or touch the deceased.
 - b. Keep the public away from the site of the fatality.
 - c. If necessary, cover the deceased with a blanket.

Notification of Next of Kin

Notification of next of kin is handled by the County Coroner.

1. Notification of family should be made as soon as possible. This will help in preventing the family from hearing of the fatality from an outside source.
2. In cases where the County Coroner makes the initial notification, a follow-up visit should be made by the immediate supervisor.
3. The DNRC Personnel Director or appropriate payroll technician should make contact with the spouse or appropriate family member to explain Montana insurance coverage (i.e., Worker's Compensation, PERS, etc.) and answer questions as needed.

Legal Requirements as Per Montana Code Annotated:

44-3-404. Criminal penalty. A person is guilty of a misdemeanor and may be fined not more than \$500 or imprisoned in the county jail for not more than one year, or both, if he:

- (1) purposely fails to report or conceals a death;
- (2) refuses to make available prior medical or other information in a death investigation; or
- (3) without an order from the coroner or state medical examiner, purposely touches, removes, or disturbs a corpse, its clothing, or anything near the corpse under investigation with the intent to alter the evidence or circumstances surrounding the death.

46-4-102. Investigation of suspicious death.

- (1) Whenever a coroner is informed that a death was caused by other than natural causes or that a death has occurred under circumstances such as to afford a reasonable ground to suspect that the death is the result of criminal conduct or when no physician or surgeon licensed in the State of Montana will sign a death certificate, the coroner shall make an investigation thereof.
- (2) It shall be the duty of every person acquiring knowledge of such death to report the same forthwith to the coroner of the county in which death apparently occurred.
- (3) In cases where criminal conduct is suspected, the coroner shall notify the state medical examiner and one or more state law enforcement agencies having jurisdiction. The law enforcement agencies so notified shall have the responsibility to investigate the case.

957 MONTANA DNRC, FIRE & AVIATION MANAGEMENT, ACCIDENT ACTION PLAN

A. SUMMARY

The following is a short guide designed to provide protocol to be used in the event of an accident or injury within the DNRC Fire Management Program. The plan addresses both emergency and non-emergency injuries/accidents.

B. PROTOCOL

1. Fire Ground/Field Protocol: The Incident Commander (IC) on the fire, or Chief of Party (CP) if traveling, is responsible for taking control of the scene (not to be confused with providing care and treatment).
2. The most qualified person available (assigned by the IC or CP) will conduct immediate care and treatment of the injured person. The IC may need to delegate the tactical fire operations to another qualified person to allow for attention to this new “incident within an incident.” Order additional help as needed to your initial report.
3. A decision on whether this is an emergency or non-emergency event is critical. The IC needs to determine what level of treatment is required, as well as the means of transport needed; the decision must be based on the best available information and recommendations of the most qualified medical personnel present.
4. For an injury on the fire ground, the IC will establish an initial contact with fire dispatch (if dispatch is unavailable, contact 911). For an accident or injury requiring medical assistance and/or transport when you are not on an incident, contact the local 911 center directly (either by cell phone or radio). Follow-up notification shall then be made to the agency dispatch center so that the appropriate dispatch and Unit personnel can be apprised of the situation early on.
5. An initial report is to include:
 - a. Is there an emergency or non-emergency event? The difference between the two is a judgment call, but consider these suggestions:
 - 1) **Non-emergency:** Injury/condition is considered non-life threatening, and affected party is ambulatory (can get to transportation under own power).

2) **Emergency:** Injury/condition is considered potentially life threatening and/or cannot get to required transportation under own power. If the IC deems this to be an emergency, and volume of radio traffic warrants, dispatch/IC will request everyone clear the channel for emergency traffic only.

- b. General description of the injured party and the nature of the injury, including symptoms and any complications. This is typically gathered during the assessment by the first responder/EMS provider and relayed through the IC. An example could be: "On scene with a 22-year-old male with a bee sting in the arm. Respiration and heart rate is normal and patient has minor swelling."
- c. Determine whether adequate medical assistance is on scene or additional help is needed, and how transportation will be conducted. After the initial assessment first aid treatment is administered, relay actions taken. An example could include: "EMT is on scene and has assisted with an ice pack. The injured party is walking out to the vehicle with the EMT. We will contact you when we arrive at the vehicle. We do not require ambulance for transport."
- d. Do not use the injured party's name over the radio, but DO give enough information that the receiving end of your communication understands the full extent of your situation. The IC, by establishing control of the scene, can ensure that the appropriate response is being made in a professional timely manner.

6. **Follow-up Items**

- a. Workers Comp. First Report of Injury (must submit within 6 days).
- b. Supervisor's Incident Investigation Report
- c. Vehicle Accident Report, if appropriate.
- d. Written narrative of incident (should be complete, factual and unbiased).
- e. Witness statements, if applicable.

7. It is important to remember the obligation you have to the other people you are still supervising and the overall mission you are engaged in. At the earliest convenient time, make arrangements to debrief with your supervisor either by cell phone, or in person; they will be getting questions and it is your responsibility to make sure they are informed with the most current information.

960 EQUIPMENT AND SUPPLIES

961 FIRE RESOURCE ORDER AND ACCOUNTABILITY REQUIREMENTS

A. RESOURCE PROCUREMENT AND RETURN

All requests for fire suppression supplies and materials will be submitted through the Resource Ordering and Status System (ROSS) or on the "Fire Incident Resource Order" F-903 and continuation F-903A during fire suppression activities. Please follow the instructions for completing this form. A great amount of time is being wasted on rechecking or trying to interpret what is being ordered when stock numbers, standard issue amounts and unit of issue are not utilized on resource orders. Please utilize the appropriate information as listed in the National Wildfire Coordinating Group (NWCG) National Fire Equipment System Catalog, which has been provided to all users.

B. FIRE LOSS/USE RATE

Defined as all property and supplies lost, damaged, or consumed on an incident. It is calculated by subtracting inventory return from inventory issued. The Fire Loss/Use Rate is calculated on a dollar basis.

Categories of equipment and supplies are Consumable Supplies, Durable Goods, and Accountable Property.

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

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

Regardless, supplies in unopened and unused condition should be returned to the issuing fire cache.

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

Acceptable Fire Loss/Use Rates for the following durable goods have been established:

- a. Water Handling Accessories 6%
- b. Helicopter Accessories 6%
- c. Tarps/Tents (2-Person and Wall) 6%
- d. Camp Items (Heaters, Tables, Chairs, etc.) 6%
- e. Tools (Shovels, Pulaskis, etc.) 6%
- f. Hose (1", 1½", etc.) 6%
- g. Backpack Pumps 6%
- h. Cloth Sleeping Bags, Pads, and Cots 6%
- i. Clothing - Nomex Shirts, Pants, etc. 6%

3. **Accountable Property**--DNRC defines accountable property as "Major Equipment" consisting of property items, such as capital equipment, which meet all the following criteria:

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

All accountable property items must be returned to the issuing cache or be documented on an F-1004 "Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property" form.

Completion of the F-335 form is required for each fire where it has been determined that lost, stolen, or extensively damaged **DNRC-OWNED RESOURCES** occurred. Determination for the need of the F-335 will normally be made after the completion of the fire activity. This form will become part of the F-1000 "Incident Report" files. The F-335 does **NOT** need to accompany resource resupply orders.

NOTE: PLEASE REFERENCE THE NWCG INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK, CHAPTER 30-PROPERTY MANAGEMENT. ALSO, REFERENCE, NORTHERN ROCKIES INTERAGENCY CACHE POLICY AND NORTHERN ROCKIES CACHE MANAGEMENT PLAN.

C. RESUPPLY OR REPLACEMENT

In an effort to standardize procedures and manage replacement resource orders resulting from DNRC incident activity, DNRC will adhere to the following policy adopted by the Northern Rockies Fire Cache. This policy is consistent with that of other national caches.

1. The Northern Rockies Cache will not honor replacement resource orders more than 45 days after an incident is declared closed (out). **(See Sec. 962 on Field Requisitions for Replacement of Items lost, stolen, etc. on fires.)**
2. Replacement resource orders must be approved by the Area, Forest, etc., responsible for the incident and carry the original incident number and consecutive request number(s) for the incident. (Offices requesting replacement orders will no longer be able to assign their own incident number, as this will be done by the approving office.)
3. In addition to moving towards standardization of the National Cache System, this policy will result in the following benefits:
 - a. Improve accountability.
 - b. Improve timely submission of costs to responsible units.
 - c. Reduce the amount of documentation to validate replacement orders.
 - d. Establish some control on collateral costs associated with incidents.
 - e. Reduce confusion currently experienced with multiple incident numbers, S numbers, and management codes.
 - f. Reduce the high number of challenges to fire billings.
4. The intent of the Northern Rockies Fire Cache is to procure, store, and ship equipment and supplies for use in fire suppression and other emergency management activities.

Effective July 20, 1995 the Northern Rockies Fire Cache no longer will honor orders for National Fire Equipment System (NFES) cache items that are not directly related to incident support. All non-incident support requests should be directed to the GSA, local vendors, or other agency sources of supply or procurement. Non-incident support orders include requisitions associated with project work and normal seasonal restocking.

Orders accepted by the R-1 Fire Cache will be classified and filled under the following guidelines:

- a. Category 1 Orders (Incident Support)--Orders will be processed as expeditiously as possible. Shipments will be through the most cost-effective manner to meet required delivery times.
- b. Category 2 Orders (Replacement Orders)--Orders will be processed only after completion of Category 1 orders. First option should be to replace items at the Incident. Replacement orders will not be honored more than 45 days after an incident is declared out (if submitted prior to the 45 days they will be honored). Replacement orders must be approved by the Forest or Unit responsible for the incident and carry the original incident number and consecutive request number(s) for the incident. No property items can be replaced through the fire cache. If non-consumable items are being replaced, DNRC will need a statement explaining what happened to the item(s).
- c. Category 3 Orders (Emergency/Project/Presuppression)--If projects are recurring, every attempt must be made by the unit with the activity to procure needed items through regular sources. The Region 1 Fire Cache is not set up as a stores account; DNRC's main mission is to support fire. DNRC realizes that certain emergencies arise throughout the year. These cases can be discussed with the Cache Manager on a one-to-one basis.
- d. Category 4 Orders (Pre-Position)--Agreements that have already been established with the Fire Cache such as 250-person base units, radios, Incinet, finance/plans/logistics kits, and medical kits will still be honored. New requests will have to be negotiated with the Cache Manager or Computer Specialist (Radios & Incinet Kits) on a case-by-case scenario.

962 FIELD REQUISITIONS FOR REPLACEMENT OF ITEMS LOST, STOLEN, ETC., ON DNRC DIRECT AND COUNTY ASSIST FIRES

Field requisitions may be submitted annually to replace items that were lost, stolen, strayed, or damaged during specific suppression actions on State direct or county assist fires. Requisitions should be completed and submitted according to the annual requisition time schedule. The required replacement items should be charged against the fire activity by listing the proper fire center number(s) and the amount of charge for each item listed. Requisitions listing charges against support SBAS numbers (7... series) will not be accepted unless approval is attached from the home unit (Forest, BLM District, etc.). (?)

Be sure that copies of the Lost/Stolen Property Report (F335) (**Old number: DS-92**), if required, are submitted with all annual field requisitions that reflect charges against fire center numbers. Please reference the "NWCG Interagency Incident Business Management Handbook" on requirements for completing the F-335 form. The F335 form is intended to provide justification and documentation for the **REPLACEMENT** of items that are lost, stolen, or damaged during normal fire suppression activities. A certain amount of replacement is expected as long as it is within reasonable levels and not abusive.

Land offices will consolidate all replacement orders that are being submitted to replace unit and area inventories. Fire & Aviation Management Bureau will consolidate and submit all replacement requisitions for items issued from the Fire and Aviation Management Bureau warehouse.

963 SUPPLEMENTAL FOOD ITEMS

The following supplemental foods may be provided:

- Fruit or dried fruit or fruit juice and vegetables. Fruits and vegetables should be in-season, available locally and reasonably priced to avoid excessive costs and difficulty in procurement.
- Liquid supplements in the form of sports drinks or mixes that provide electrolytes and meet the carbohydrate solution mixes recommended in "Feeding the Wildland Firefighter" (From: Missoula Technology and Development Center (<http://www.fs.fed.us/t-d/pubs/>)).
- In addition to the fruit and liquid supplements, candy bars and energy bars may be provided to supplement those included in sack lunches. The objective is to provide for an average 1000 kilo-calories of solid supplements per firefighter per day.
- Any supplemental foods provided will require IC justification and concurrence for the Agency Administrator (Line Officer). The only acceptable justification for providing supplemental foods is to meet the expanded nutritional needs of firefighters performing prolonged or

arduous work. Supplemental foods are not authorized for mobilization centers, staging areas or personnel not engaged in work on the incident. “Incident base and camp meals” provide adequate dietary needs for most work situations ((From: Missoula Technology and Development Center (<http://www.fs.fed.us/t-d/pubs/>)).

- No other supplemental food or drinks shall be authorized. Purchasing jerky products, chips, gum, soda-pop, “designer drinks” and so-called “energy” drinks (containing caffeine, guarana, ephedra and other stimulants), etc., are not allowed under this policy. Special or cultural dietary needs will be met through the National Mobile Food Contract or catered meals, and not through this policy.

964 PROPERTY MANAGEMENT

A. STATE-PROVIDED QUARTERS

These guidelines will apply to crew members residing in State-provided quarters. These guidelines will provide crew members with an understanding of what is expected of them by the State. Application of these guidelines will depend on provided facilities, location and job requirements.

1. Quarters will be maintained in a neat and orderly manner.
 - a. Beds will be made each morning.
 - b. Floors will be swept at least once daily.
 - c. Floors will be mopped at least twice weekly.
 - d. Bathrooms will be kept sanitary, with toilet bowl, sink and shower/bath cleaned daily.
 - e. Kitchens will be kept clean. Dishes and cooking utensils will be washed, dried and stored after each meal.
 - f. Trash will be emptied at least twice weekly.
2. Housekeeping will NOT be done on State time. Crew members on duty will be prepared to go to work at the designated time. This means equipment checks and maintenance or going to the field, not housework.
3. Lunches will be made prior to working hours, and carried in the vehicles. Do not plan to be back at quarters at noon.

4. Proper radio checks will be made daily as described in the assigned time schedule.
5. State-provided telephone is for OFFICIAL business only. Personal calls, if made, will be COLLECT TO NUMBER CALLED or on employee's PERSONAL CREDIT CARD.
6. Advise the supervisor if you do not plan to be available in the evenings or on days off. When advised by the supervisor, crews will be available for suppression activities that may occur after working hours. That is, crews will be at the station, within radio contact, and ready to go.
7. Abusing State-owned or leased equipment is ground for appropriate disciplinary action and/or dismissal.
8. If you don't know, ask!

B. PROPERTY IDENTIFICATION

1. **Color Coding of Fuel Containers**

Fuel containers dedicated to one type of fuel should be marked as follows. Multipurpose cans should be tagged with a sturdy string-tie cardboard tag showing the tank contents and the date filled.

a. Unleaded Gas

- 1) Color: Solid Red.
- 2) Lettering: White Letters, UL or UNLEADED.

b. Mixed Gas

- 1) Color: Solid Red with White Diagonal Stripe.
- 2) Lettering: White Letters, MIX or MIXED GAS.

c. Diesel

- 1) Color: Solid Yellow.
- 2) Lettering: Black Letters, DL or DIESEL.

d. Drip Torch Fuel

- 1) Color: Solid Yellow with Red Diagonal Stripe.
- 2) Lettering: Black Letters, DT or DRIP TORCH.

2. **Colors, Identification Numbers, and Markings for Fire Vehicles**

The following guidelines have been established for the identification of State-operated fire vehicles and trailer units.

These guidelines apply to:

- Vehicles purchased primarily with fire funds.
- All excess property vehicles.
- Other vehicles as designated by the Land Office Manager. Land Offices may wish to include those non-fire-purchased vehicles that have the capacity to transport personnel and fire equipment to fires, such as four-wheel drives, pickups, vans, and flatbed trucks.

a. **Colors**

All fire vehicles and utility trailers will be painted "Fleet White" (Martin Senour Fleet White #99L-100 or equal) on the exterior, unless listed under exemptions. Interior finishes may vary according to manufacturers' models. If the vehicle dash is repainted, it is recommended that the repainting be a flat black to reduce glare. Vehicle wheels will be painted black or white acrylic enamel.

Redevelopment projects will be painted "Fleet White." Vehicles currently chrome yellow will not be repainted fleet white.

The following fire equipment is exempt from the preceding color guidelines:

- 1) Leased vehicles, mobile home trailers, fire command trailers, mobile kitchen trailers, communications trailers, motor scooters, motorcycles, all terrain vehicles (ATV's), and equipment used for investigative work. These pieces of equipment will remain those standard colors issued by the manufacturer.
- 2) Fire Prevention "parade and display" units are exempt under the following guidelines:
- 3) The vehicle is no longer involved in initial attack or follow-up actions on fires.

- 4) The piece of equipment is listed as a part of the Land Office or Unit fire prevention plan.

b. Identification Numbers

Motorized vehicles and trailers will have a DNRC identification number. This provides ease of identification at fuel pumps, etc. Each unit of mobile equipment will be equipped with proper State-issued license plates to meet State requirements.

The vehicle number on the State-issued vehicle credit card must match the license number on the vehicle plates.

- 1) **Automobiles, Trucks, Etc.**

Two license plates, one each mounted front and rear.

- 2) **Trailers**

One plate mounted on the rear of the vehicle.

- 3) **Motor Scooters, Cycles, ATV's**

Under 5 HP and off public road use--no plate needed.

Over 5 HP and on public road use--one license plate, rear-mounted. (**Note: All motor scooters operated on public roads must also meet the minimum safety and vehicle standards for motorbikes.**)

c. Markings

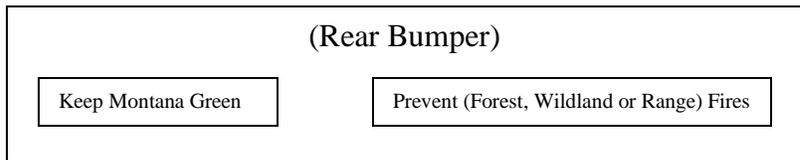
- 1) All emergency fire vehicles, with the exception of administrative fire vehicles, will have the Department logo on both front left- and right-hand doors. The insignia is normally centered below the window. The manufacturers' design of certain vehicles precludes placement of the logo in this position. If this is the case, an attempt should be made to center the logo on the side of the vehicle in a readily discernible position.
- 2) Exemptions to the standard logo placement is allowed on the following equipment:
 - a) ¼ Ton Trailers--substitute the smaller decal for the larger vehicle logo. Place one directly above each fender.

- b) Motorcycles, Motor Scooters, ATV's--attach one small decal to the exterior of the vehicle, and in plain view.
 - c) Command, Mobile Kitchen, Communications, and Mobile Cache Trailers--these units will be labeled as to their specific use. An attempt should be made to center a Department decal on each side and the rear of each unit.
 - d) Administrative Vehicles--these vehicles may use the small decal as a window sticker. For example, on a four-door sedan the sticker will be placed on the driver's side, rear door window, near the lower left-hand corner of the window. Stickers for other administrative vehicles, such as station wagons and vans, should use the same approximate location. Pickup truck stickers should be placed on the bottom of the rear window, driver's side.
- 3) Detailing of fire apparatus will be done with 3M model 983-71, or equivalent, four inch width yellow retro-reflective stripe affixed to the perimeter of the fire package on the vehicle. A two inch 3M 983-71 yellow retro-reflective stripe, or equivalent, will be placed on chassis cabs, sedans and administrative vehicles. It shall be placed up to 60 inches above ground level. All retro-reflective striping shall conform to the standards as specified in ASTM D-4956. At least 50 percent of the length of each side and 50 percent of the width of the rear of the vehicle shall have the retro-reflective stripe. The 3M 983-71 yellow retro-reflective stripe will be accented by two red pin stripes (one above and one below the yellow stripe). The spacing between the three stripes should be 1/8 inch. The word "Fire" (script letters) in 4-inch high red letters will be placed on each front fender through the yellow stripe when possible, or otherwise where practical due to body lines. The lettering shall be made from red reflective material.

Lettering on the rear of DNRC fire apparatus shall be overlaid on the 4" yellow stripe. The letter shall be in **block** lettering, saying "DNRC" on the left side. The word "FIRE" shall be in **block** lettering, located on the right side. The lettering shall be made from 3" red reflective material.

- 4) Vehicle Ignition Key--each vehicle ignition key will be attached to a metal washer (1½" outside diameter) or a similar tag, which has been stamped with the vehicle identification number.
- 5) Fire Prevention Message Signs and Decals
 - a) Decals--"Keep Montana Green" and "Prevent Forest Fires" or equivalent.

To promote fire prevention, Department motor-driven vehicles and trailers, regardless of vehicle color, may carry the above fire prevention decals. One of each of the decals may be attached to the equipment's rear bumper.



6) Designation of Specialized Equipment

Certain items of specialized equipment may be labeled with the Department-accepted name. Those items so designated at this time are:

- a) Mobile Fire Cache
- b) Communications Trailer
- c) Mobile Shop Unit
- d) Mobile Kitchen Trailer
- e) Pantry Van
- f) Burnout Trailer
- g) Command Trailer
- h) Fire Training Van

The names of these units will be stenciled on the equipment using a black acrylic paint or will have the name stenciled on a removable plaque which can be attached to the equipment at the fire camp.

7) Naming of Equipment, Etc.

Certain pieces of State-operated equipment, because of their size, configuration, shape, etc., seem to acquire pet names. Naming of State equipment is allowed under the following guidelines.

- a) Names will not be painted or labeled, etc., on the vehicle.
- b) All proposed names must be approved, prior to use, by the Area Manager or Bureau Chief assigned that equipment.
- c) Names of equipment may be used when ordering equipment at the local fire unit level. Orders for support equipment from the Land Office and Forestry Division, however, must utilize the official ICS designation for the equipment, i.e., one each engine (ICS identifier).

8) Alterations to State-Owned Equipment

Alterations will not be made to the exterior of any State-owned equipment, such as adding ornaments, etc. Alterations to the interior of State equipment may be made if:

- a) It does not interfere with the operation of the vehicle, its gauges, instructional decals, etc.
- b) It does not pose a safety hazard to vehicle occupants in the event of an accident.
- c) It does not deface the interior of the vehicle and is readily removable if the vehicle is readied for sale or trade.

All alterations must be approved by the Area Manager or Bureau Chief assigned the equipment prior to making the alteration. Materials for making alterations of this type to State equipment cannot be supplied or funded by the State.

C. EXCESS PROPERTY USE

CAUTION: Personal use of any property acquired as federal excess is prohibited. Failure to adhere to the administrative guidelines may result in the suspension of the Federal Excess Personal Property (FEPP) program within a state.

1. **Management and Use**

- a. General Requirements--federal excess property is to be used primarily for fire control purposes. Situations may occur which make this exclusive use impractical; therefore, limited use for other forestry activities may be authorized. This type of use should always be held to a minimum, and then only when such use will not result in abnormal wear and tear. These limited authorizations are not to be regarded as loopholes for general use in other programs. Federal excess property may be used without question during emergency situations when life and property are threatened. The following are some guidelines for commonly acquired items:

1) **Incidental Use Limitations for Non-Fire Control Activities**

- a) Aircraft--not to exceed 10 percent (10%) of total flight hours during an audit period.
- b) Vehicles--trucks and passenger-carrying vehicles not to exceed 10 percent (10%) of total miles driven during an audit period.
- c) Earth Moving Equipment (Dozers, Graders, etc.)--not to exceed 10 percent (10%) of total operating time (hours) during an audit period.
- d) A pickup truck obtained from federal excess property may properly be assigned for general transportation of an employee with major fire control responsibilities, but whose duties involve some incidental travel on other State activities. However, assignment of such a vehicle to an employee whose fire control work is a very minor part of his total duties would not be within the intent of the instructions. Similarly, a tractor obtained primarily for fire control as a dozer or plow unit, and actually used as such, might for convenience be located at a nursery and have occasional limited uses there for non-fire purposes, but it should not be obtained with the intention of working it regularly on the nursery and merely making it available for occasional fire use in emergencies.

If equipment is to be used primarily on non-fire activities and only incidentally for fire control work, it must be obtained from sources other than the federal excess program.

- e) Small tools, materials and consumable supplies obtained from the program must be used on activities and facilities directly related to fire control and not diverted to other uses. Activities such as nurseries, tree planting, forest management, and administration of parks and recreation areas undoubtedly contribute indirectly to the fire protection effort, but they are not generally recognized as part of the Cooperative Fire Protection Program. Accordingly, they should not be supplied with federal excess property except on a basis of the requirements for use, as defined above.
- f) Shop machinery is often used for the benefit of many activities, and acquisition of such excess equipment is regarded as legitimate if it is required for the maintenance of fire equipment used directly in the Fire Protection Program.
- g) Fire protective-type clothing is the only clothing that can be acquired under the program.
- h) Aircraft--all federal excess property aircraft will be flown at least three hours each month, weather permitting, to maintain aircraft readiness. Use unrelated to fire beyond 10 percent of the total flight time for any one year will require special documentation and monitoring to determine that such use fits the program. Flight time for fire purposes is limited only by budget constraints. Accepted procedures for storage may be substituted for off-season readiness flights.

For more specific or detailed information, refer to the Federal Excess Personal Property Desk Guide at www.fs.fed.us/fire/partners/fepp.

D. CLOTHING AND SAFETY EQUIPMENT REQUIREMENTS

1. **Clothing**

This procedure identifies the standard uniform of Montana Department of Natural Resources & Conservation (Department). This procedure applies to all permanent employees of the Fire and Aviation Management Program and to certain seasonal, temporary and part-time employees when authorized by the Area Manager or the Chief.

The Department may provide complete uniforms with the approval of the Area Manager or Bureau Chief. Each employee will be

limited to a maximum of two shirts uniforms when provided by the Department.

a. DNRC Uniform Shirts, Pants, Patches & Nameplates

1) Uniform Specifications and Guidelines

a) The uniform shirt may be ordered both as a long-sleeve or a short-sleeve. The shirts are of a cotton blend material, a western cut style, and gray in color (Flying Cross Deluxe All Weather Tropical).

b) Department patches will be worn on the left shoulder, 3/4" below the left shoulder seam. Unit patches, such as the Fire and Aviation Management patch, will be located in the same area on the right side. Patches may also be provided by the Department and paid out of the unit budget.

c) Tee shirts or turtlenecks may be worn under the uniform shirt, but shall be white in color. T-shirt sleeves shall not hang below the short sleeve of the uniform shirt.

d) The uniform pants will be black in color (5.11 Tactical Series – Patrol Duty Uniform A-Class Twill or equivalent). Women may wear a black skirt instead, if they choose.

e) Nameplates may be provided by the Department and should be brass, containing first and last name (middle initial if desired) and worn touching the top of the right pocket. The words "Montana DNRC" and the employee's home unit may be added to the nameplate.

f) Footwear must be provided by the employee and should be black leather.

g) A navy blue tie may be worn with the uniform shirt for formal occasions. Ties are an optional add-on provided by the employee.

2) Business Casual Uniform

- a) The business casual uniform includes all shirts, whether they are polo, twill, or other styles of shirts, vests, etc., with the Department logo.
- b) Logo-wear may be worn with slacks or jeans, depending on the occasion.
- c) Examples where business casual attire might be appropriate include meetings, conferences, fire or landowner association meeting, business travel and school programs.

3) Wearing the Uniform

- a) The approved uniform shall be worn for official government business

functions. Business casual uniform may be worn when more casual attire is appropriate. Neither uniform will be worn in bars, beer gardens, or other areas that could appear to be a conflict of Department standards and guidelines. Questions related to what is appropriate under various circumstances should be directed to the supervisor.

- b) Uniform appearance shall be clean, neat and wrinkle free. It is suggested that all Department employees, whether wearing the uniform or not, be neat in appearance and well groomed, so as not to discredit the Department.
- c) The Department will purchase initial uniforms for new employees. Each employee shall maintain all clothing in an acceptable condition. Frayed or worn out items should be replaced.
- d) All employees will wear the uniform as defined in this guideline.

3) Return of Uniform Items

a) Upon termination of employment, all uniform items purchased by the Department should be returned to the individual's immediate supervisor. Items will include nameplates, patches, and unused uniform shirts. Temporary/Seasonal employees shall return **all** uniform items to the immediate supervisor upon termination or while in an inactive status. Uniform items may be reissued upon reinstatement to employment status.

a. Tee Shirts & Flame-Resistant Shirts

- 1) Tee shirts with personalized Department location and logo may be worn. Lettering may designate location of individual's employment (i.e., Fire and Aviation Management Bureau, Helena Initial Attack, Northern Rockies Coordination Center, etc.). An optional fire logo may also be utilized. The Area Manager or Fire & Aviation Management Bureau Chief must approve all lettering and the logo utilized first.
- 2) Suitable clothing Tee shirts will be made of natural fibers and be free of holes or frayed edges (no tank tops). Tee shirts with obscene messages, slang or displaying drugs or alcohol are not acceptable.
- 3) All personnel are required to use Personal Protective Equipment (PPE) appropriate for their duties. Flame resistant clothing should be cleaned or replaced whenever soiled, especially when soiled with petroleum products. Flame resistant clothing will be replaced

when the fabric is so worn as to reduce the protection capability of the garment or is so faded as to significantly reduce the desired visibility qualities.

- 4) Flame-resistant shirts, provided by the State, will be worn for **ALL** fire suppression activities.

b. Trousers, Coveralls & Jumpsuits

- 1) A variety of trousers or pants may be worn during non-suppression work assignments. Trousers should be clean and free of physical damage (not torn or frayed).
- 2) A variety of flame-resistant pants, provided by the State, will be worn for all fire suppression activities. Cuffs are not permitted.
- 3) Coveralls fastened from top to bottom, with sleeves fastened at wrist or cut short, are recommended for employees working in shops and around machinery in motion. They shall remove neckties, gloves, rings, and ragged clothing.
- 4) In wet and/or cold weather suitable canvas, rubber or work trousers are acceptable when working in the field.
- 5) Nomex jump suits will be issued to specialized squads, i.e., a helitack squad.

DO NOT SEW OR ATTACH ANY NON-FLAME RESISTANT PATCHES OR OTHER MATERIAL ONTO FLAME-RESISTANT SHIRTS OR ONTO ANY OTHER FLAME-RESISTANT ARTICLE OF CLOTHING.

NOTE: FLAME-RESISTANT SHIRTS, PANTS, AND SUITS MAY BE LAUNDERED OR DRY-CLEANED, PER NFPA 1977.

c. Fire Suppression Duty Footwear

Wear leather, laced work boots with minimum of an 8" high top. The height shall be determined by measuring inside the boot from the center of the insole at the heel up to a perpendicular reference line extending across the width of the boot at the lowest point of the top line. They should be in good condition and broken in before duty. A good fit is essential. They should have slip-resistant soles and heels; Vibram soles provide the best all-around use.

Exception: Other suitable footwear may be worn in wet/cold weather.

d. Gloves

The Department will provide suitable gloves for employees. Gloves will be worn when using tools and handling materials that are liable to cause blisters, burns or other injuries to hands. Leather gloves shall be worn for fire suppression duty. Nomex flight gloves will be worn as prescribed in the 1500 Aviation Manual, part 1544.

e. Patches with Department or Unit Insignia

Patches may be worn on baseball caps or attached to fire packs.

2. **Personal Protective Equipment (PPE)**

a. Goggles, Face Guards, and Respirators

- 1) Workers SHALL wear goggles, safety spectacles, face shields, or welder helmets to protect their eyes from:
 - a) Small flying particles when cutting, drilling, scaling and grinding metals, cutting, chipping, or dressing stone and brick, woodworking, overhead pruning, brushing, machine planting, and tree breeding.
 - b) Flying objects when hand drilling, chipping, caulking, riveting, quarrying, rock cutting and crushing, or when using a cyclone seeder or brush cutter.
 - c) Concentrations of cement or other dust, or dust and sand when sandblasting.
 - d) Hot metal when handling babbitt or pouring lead joints, or when shaping metal on an anvil.
 - e) Gases, fumes and liquids when handling acids and caustics such as sulfuric or muriatic acids, ammonia, or creosote.
 - f) Injurious reflected light or glare such as from snow exposure. (Colored glasses)
 - g) Injurious radiant energy and flying hot particles.

- (1) When using gas cutting/welding torches, goggles SHALL be light proof around the edges, ventilated, and fitted with lens of shade #4 for cutting, light welding and brazing; shade #5 for medium and heavy welding; and shade #6 when greater density is needed.
 - (2) When using electric arc welder, welders SHALL wear welder helmets fitted with lens of shade #10 for ordinary metallic welding; shade #12 for carbon arc and heavy metallic welding.
 - (3) Foreman and helpers SHALL wear shade #5 or #6 to protect them from indirect flashes of electric arcs.
 - (4) Approved welder helmets with safe shade lens can be used in lieu of goggles. In either case, they SHALL be frequently inspected and overhauled as needed.
 - (5) Welders wearing glasses should be provided with approved welder helmets in lieu of goggles, to prevent glasses from steaming.
- 2) Goggle wearers should:
- a) Keep goggles in protective containers when not in use.
 - b) Wipe the lens frequently with a clean cotton cloth or soft tissue.
 - c) Keep goggle frames, including side screens, free from dust and grit.
- 3) Respirators
- a) Chemical respirators shall be worn by persons exposed to harmful materials when fumigating, around chemicals with toxic fumes, and when repairing or servicing equipment such as crushers under dusty conditions.
 - b) Dust respirators shall be worn by workers exposed to excessive dust caused by such work as quarrying, tunneling, rock crushing, stone power saws, jackhammer operation, cement work, sandblasting.

They shall be worn also for certain types of road work, such as tractor or grader operations in light, dusty soils.

- c) Paint respirators shall be worn by workers using paint spray guns.
- d) Respirator wearers shall:
 - (1) Be sure respirator fits their face snugly.
 - (2) Renew respirators before they clog with dirt.

b. Headgear

- 1) Firefighting-approved hard hat with State decal and dymo-tape name tag. The decal is to be located on the front in the center of the hat immediately above the bill. The name tag should be located directly below the decal. Replace damaged suspension harness and clean, sterilize or replace headband if needed.

DNRC has adopted the NWCG standards for wildland firefighter head gear (ANSI Z89.1 & NFPA 1977-2005).

The preferred color for DNRC employees is yellow, both for easy visibility and conformity.

Exceptions:

- a) Personnel engaged in work where injuries to the head are not present may wear suitable billed caps or full brimmed hats.
- b) At Missoula Warehouse and Equipment Development Center, billed caps or full brimmed sun hats are required for outdoor work in hot summer weather for protection from the sun.

c) Hearing Protection

- (1) Hearing protection must meet International Organization for Standardization (ISO)

specifications 16073 (Wildland firefighting personal protective equipment)

d) Chainsaw Chaps

- (1) All Chainsaw chaps purchased after 06/01/12 should meet the USFS specification of 6170-4F. These chaps provide a higher level of protection and cut resistance of up to 3,200 feet per minute (fpm) of chain speed. The current USFS Specification 6170-4F meets or exceeds both the ASTM and NFPA requirements.

e) Forest Fire Shelter

Shelters should not be removed from sealed vinyl container unless intended for actual use. Opened shelters should be discarded or used only for training purposes.

E. VEHICLE AND MISCELLANEOUS EQUIPMENT REQUIREMENTS

1. Wildland Engine Winterizing

The following general procedures should be followed by land offices in the winterizing of engines and pumps. Co-op. County personnel should also be provided with copies of the following steps to ensure proper winterizing of State-owned equipment. Please contact the Equipment Development Center if you have questions.

- a. Wildland Engines with BB-4 Pumps or any of the series of Hale/Class 1 portable pumps:
 - 1) Check truck radiator for proper antifreeze protection.
 - 2) Drain water tank and all connecting suction and discharge lines. Blow down all water lines, if air is available.
 - 3) The next procedure may vary depending on the type of pump that your wildland engine is equipped with. Select the procedure that applies to your particular pump unit. Follow the instructions that most closely fits your unit if you have a pump other than the two listed, i.e., WGC4, Mark 3, Mark 26, BE, WA-7, etc.

- a) BB-4 Pump--open the drafting ball valve and close the ball valve to tank or suction side. Remove the cap from top of pump. Pour undiluted antifreeze into the pump until it runs out the draft valve. Open all ball valves so that they are in the half-open position.
 - b) Hale/Class 1 portable pumps may be winterized by closing all valves and creating a low pressure in the system by activating the primer, and then introducing antifreeze into the system through the foam unit and the panel by alternating panel valves until the system is charged with antifreeze.
- 4) If the engine is equipped with a spray bar, blow the line out with air. If air is not available, remove the drain plug (if so equipped) from the nozzle end. Open the ball valve under the truck seat and allow the line to drain. **Do not** close the ball valve.
 - 5) Engines stored outside should have all unboxed equipment removed and be stored indoors for the winter (i.e., jacketed hose, drip torches, swatters, etc.).
 - 6) Foam metering system should be flushed with clear water after each use and properly winterized at the end of the season. Detailed instructions for this procedure may be found in the Operator's Instructions provided by the Equipment Development Center (EDC) for each engine or by contacting EDC.
 - 7) The final procedure is to make sure that **all** ball valves are left half-open and that the pump unit and hose reel has been covered with a tarp for the winter.

When responding to fire calls, wildland engines equipped with spray bars and being stored in heated fire halls or buildings are subject to freeze-up at the spray bar shutoff valve, located under the driver's seat, if certain precautions are not taken. Step 4 above should be followed, but the additional step of **closing** the ball valve on the spray bar supply line near the tank should be done. This precaution will prevent charging of the spray bar supply line.

2. **Emergency Lights and Sirens**

Certain DNRC fire vehicles qualify as emergency vehicles and are authorized to display certain colored visual signals and/or sirens.

Vehicles with emergency lights and sirens will be operated in compliance with State requirements (61-8-107 MCA; 61-8-102 MCA; 61-9-402 MCA) with certain exceptions.

a. Emergency Lights

- 1) Engines and structural water tenders are authorized to display red (emergency) lights and sirens.
- 2) Vehicles authorized to display yellow or amber (caution) lights are:
 - a) Type IV through VII engines
 - b) Helitenders
 - c) Fifth wheel tractors (Mobile fire cache, lowboy tractor, etc.)
 - d) Vehicles used mainly in suppression work (Fire Forester pickup, etc.)
- 3) Vehicles authorized by statute 61-9-402 MCA to display green (command) lights are:
 - a) Command Post Vehicles/trailers)
- 4) Vehicles authorized to display blue and/or white lights are:
 - a) Blue and white lights are used on law enforcement vehicles only. No DNRC vehicles are so authorized.

All emergency vehicles may be equipped with alternately flashing or rotating amber lights in addition to other lights, equipment or markings. All lights are to be mounted according to requirements in statute 61-9-402 MCA.

b. Sirens

- 1) Vehicles authorized to utilize sirens are:
 - a) Type I, II, and III Structural Water Tenders
 - b) Engines
 - c) Command vehicles (Fire Leadership vehicles)

Vehicles equipped with a siren shall be equipped with flashing or rotating red emergency lights. DNRC vehicles identified above can with Unit and/or Area Manager approval, have sirens installed for the purpose of opening

Siren Operated System (SOS) gates. Sirens are not to be used for “code 3” or any other emergency response purpose unless the vehicle is equipped with a complete and approved code 3 lighting and operating system.

c. Procedures

The driver of an authorized emergency vehicle, when responding to an emergency call or when responding to, but not upon returning from, a fire alarm, may exercise certain privileges subject to certain conditions herein stated.

- 1) The driver of an authorized emergency vehicle may:
 - a) Park his/her vehicle irrespective of normal parking laws, if necessary, to best accomplish his/her task or official duty.
 - b) Proceed past a red or stop signal or stop sign, but only after stopping, unless accompanied by a police escort.
 - c) Not exceed the speed limits unless accompanied by a police escort.
 - d) Not disregard regulations governing direction of movement or turning in specified directions unless accompanied by a police escort.
- 2) The above privileges/conditions apply only when the driver is operating under red light and siren. Dispatch centers will authorize all red light and siren responses (Code 3). This will be based on fire danger and type of response.
- 3) The dispatch center will notify the 9-1-1 dispatch center when one or more of our vehicles are making a code run. Dispatch centers are to check with their local law enforcement agencies and 9-1-1 dispatch centers to verify what specific requirements are for notification. They (9-1-1) will, in turn, advise other emergency vehicles in the area. The only information required is the number of vehicles and the general route of travel. This request is made from the standpoint of safety to ensure that we don't have two vehicles, running code, meet at the same time in the same intersection.

- 4) The foregoing provisions shall not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons, nor shall such provisions protect the driver from the consequences of his reckless disregard for the safety of others.

d. Additional Requirements

Each Land Office must consult with its County Sheriff's office regarding the number and types of vehicles to operate under red lights and sirens. A letter from the County Sheriff authorizing certain vehicles, as emergency vehicles, may be required in some jurisdictions.

Drivers of authorized emergency vehicles are required to pass an examination designed for this type of driving. The Land Office will administer the exam as part of the normal driver's training program. Exam information may be obtained from the Fire & Aviation Management Bureau Training Officer upon request.

3. **Gross Vehicle Weight (GVW)/ Gross Vehicle Weight Rating (GVWR)/ Gross Axle Weight Rating (GAWR) Policy**

The GVW shall not exceed the weight of the manufacture's GVWR. Gross Axle Weight Rating will not be exceeded while vehicle is fully loaded.

4. **NRCG Specifications for Water-Handling Equipment**

To improve the margin of safety and reliability of equipment, the Northern Rockies Coordinating Group (NRCG) has adopted new specifications for water-handling equipment. These specifications are in addition to any requirements the agencies have had in the past and cover engines, structural water tenders, water tenders, skidgens and dozers. The geographic area where these specifications apply is northern Idaho, Montana, North Dakota and parts of South Dakota. The specifications will apply to all contract equipment hired by the wildland firefighting agencies within this geographic area, and are:

- a. Structural Water Tenders and Engines--Shall have water storage tanks baffled in a manner that meets the National Fire Protection Association (NFPA) standards for Mobile Water Supply Apparatus 4-2.3. This specification states, "Any water tank shall be provided with at least one swash partition. Each water tank shall have a sufficient number of

swash partitions so that the maximum dimension of any spaces in the tank, either transverse or longitudinal, shall not exceed 48 in. (1220 mm) and shall not be less than 23 in (584 mm).”

- b. Water Tenders--It will be recommended to the contractors to baffle tanks meeting NFPA, American Society of Mechanical Engineers (ASME), or other industry-accepted engineering standards. The recommendation to NRCG is that this be a mandatory requirement for the 1996 fire season.
- c. Engines, Water Tenders, and Structural Water Tenders--When fully loaded (including operators and accessory equipment) will conform to manufacturer’s gross vehicle weight rating (GVWR), or state highway gross vehicle weight (GVW) limits, whichever is less. This includes balancing the load in a manner that all axle weights comply with manufacturer’s gross axle weight ratings. Preseason sign-ups will require the unit to be fully loaded, with the contractor providing weight tickets for the load from a certified scale. The weight tickets will be by individual axle weight.

The vehicle shall be licensed to carry the GVW of the unit. Vehicles which require a Commercial Drivers License (CDL) operator when operating on public highways shall be provided with a qualified CDL operator at all times.

- d. All Vehicles Including Skidgens and Dozers--Shall be configured in a manner that the center of gravity for the vehicle is within the design limits of the equipment.
- e. All Equipment--At the time of hire, the contractor shall provide a complete inventory of the firefighting accessories on the vehicle. A copy of the inventory shall be provided to the inspector and procurement unit each time the vehicle is hired or reassigned to a fire.

It shall be the contractor’s responsibility to ensure their equipment meets the standards or specifications. Should their equipment be designed to any industrial standard other than NFPA or the ASME, they will be required to provide a copy of the industrial standard met. It is their responsibility to demonstrate their equipment meets the standard. Beyond the NFPA standard, agency personnel at the federal, state, and local levels are not knowledgeable in design standards; therefore, contractors must determine the requirements of the standard and bring their equipment up to that standard. The

knowledge and expertise for the standards rest in the private sector with mechanical engineers, automotive engineers, manufacturers, or other experts. They should consult these sources to bring their equipment into compliance.

5. **Chain Saw Use Requirements and Regulations**

All DNRC employees will adhere to rules relating to logging and logging operations in Montana, published jointly by the “Department of Labor and Industry Safety Bureau” and the “Montana Logger’s Association” regarding chainsaw brakes. These rules state that “All chainsaws will be equipped with an operable chain brake.” Regulation requires a manufacturer-approved chain brake and not a chain guard. These rules are adopted according to authority vested in the Department of Labor and Industry by Section 50-71-106, MCA, also known as the “Montana Safety Act.” This rule was put into law and must be complied with no later than February 9, 1995.

970 AIRCRAFT

971 AIRCRAFT SUPPRESSION EXPENDITURES

Aircraft use that can legitimately be classed as suppression expenditures for supplemental purposes are as follows:

- A. All actions requiring flights from the time of detecting a fire (or false alarm) through the final mop-up and demobilization phase of a fire.
- B. Helicopter detection flights based on known weather and fuels data that indicate a good possibility of the helicopter's immediate use in initial attack.
- C. Patrol duty on an extinguished fire to check for rekindling, etc.

Flying time to meet requirements for airworthiness and to train personnel in the operation of the aircraft so the ship and crew will be available for safe and effective suppression activities and flights for the purpose of refurbishing lookouts, fire planning reconnaissance, familiarization flights for seasonal dispatchers, etc., does not qualify as suppression for supplemental purposes. This type of use will have to be covered in existing budgets and programmed to appropriate budgeted responsibility centers. Aircraft use pertaining to A through C above should be charged to appropriate Fire Responsibility Centers, to include the 999 centers if the flight cannot be tied to a particular fire.

972 AERIAL DELIVERY OF RETARDANT OR FOAM NEAR WATERWAYS

A. DEFINITION

Waterway - Any body of water including lakes, rivers, streams and ponds whether or not they contain aquatic life.

B. GUIDELINES

Avoid aerial application of retardant or foam within 300 feet of waterways.

These guidelines do not require the helicopter or airtanker pilot-in-command to fly in such a way as to endanger his or her aircraft, other aircraft, or structures or compromise ground personnel safety.

Guidance for pilots: To meet the 300-foot buffer zone guideline, implement the following:

1. **Medium/Heavy Airtankers**--When approaching a waterway visible to the pilot, the pilot shall terminate the application of

retardant approximately 300 feet before reaching the waterway. When flying over a waterway, pilots shall wait one second after crossing the far bank or shore of a waterway before applying retardant. Pilots shall make adjustments for airspeed and ambient conditions such as wind to avoid the application of retardant within the 300-foot buffer zone.

2. **Single Engine Airtankers**--When approaching a waterway visible to the pilot, the pilot shall terminate application of retardant or foam approximately 300 feet before reaching the waterway. When flying over a waterway, the pilot shall not begin application of foam or retardant until 300 feet after crossing the far bank or shore. The pilot shall make adjustments for airspeed and ambient conditions such as wind to avoid the application of retardant within the 300-foot buffer zone.

3. **Helicopters**--When approaching a waterway visible to the pilot, the pilot shall terminate the application of retardant or foam 300 feet before reaching the waterway. When flying over a waterway, pilots shall wait five seconds after crossing the far bank or shore before applying the retardant or foam. Pilots shall make adjustments for airspeed and ambient conditions such as wind to avoid the application of retardant or foam within the 300-foot buffer zone.

4. **Exceptions**

a. When alternative line construction tactics are not available due to terrain constraints, congested area, life and property concerns or lack of ground personnel, it is acceptable to anchor the foam or retardant application to the waterway. When anchoring a retardant or foam line to a waterway, use the most accurate method of delivery in order to minimize placement of retardant or foam in the waterway (e.g., a helicopter rather than a heavy airtanker).

b. Deviations from these guidelines are acceptable when life or property is threatened and the use of retardant or foam can be reasonably expected to alleviate the threat.

c. When potential damage to natural resources outweighs possible loss of aquatic life, the unit administrator (line officer) may approve a deviation from these guidelines.

5. **Threatened and Endangered (T & E) Species**

The following provisions are guidance for complying with the emergency section 7 consultation procedures of the Endangered

Species Act (ESA) with respect to aquatic species. These provisions do not alter or diminish an action agency's responsibilities under the ESA.

Where aquatic T & E species or their habitats are potentially affected by aerial application of retardant or foam, the following additional procedures apply:

- a. As soon as practicable after the aerial application of retardant or foam near waterways, determine whether the aerial application has caused any adverse effects to a T & E species or their habitat. This can be accomplished by the following:
 - 1) Aerial application of retardant or foam outside 300 feet of a waterway is presumed to avoid adverse effects to aquatic species and no further consultation for aquatic species is necessary.
 - 2) Aerial application of retardant or foam within 300 feet of a waterway requires that the unit administrator (line officer) determine whether there have been any adverse effects to T & E species within the waterway.

These procedures shall be documented in the initial or subsequent fire reports.

- b. If there were no adverse effects to aquatic T & E species or their habitats, there is no additional requirement to consult on aquatic species with the U.S. Fish and Wildlife Service (USFWS) or National Marine Fisheries Services (NMFS).
- c. If the action agency determines that there were adverse effects on T & E species or their habitats, then the action agency must consult with the USFWS and NMFS, as required by 50 CFR 402.05 (Emergencies). Procedures for emergency consultation are described in the Interagency Consultation Handbook. In the case of a long duration incident, emergency consultation should be initiated as soon as practical during the event. Otherwise, post-event consultation is appropriate. The initiation of the consultation is the responsibility of the unit administrator (line officer).

Note: Reference the 1500 "Fire Air Operations Manual" for further information on DNRC-operated aircraft.

980 WILDLAND FIRE REPAIR AND REHABILITATION

981 WILDFIRE REPAIR AND REHABILITATION POLICY

A. OBJECTIVE

The objective of wildland fire repair and rehabilitation is to provide for prompt action following wildfire and associated fire suppression activities to minimize, to the extent practical:

1. Loss of soil and on-site productivity.
2. Discourage the spread of noxious weeds
3. Deterioration of water quality and adverse change in runoff characteristics.
4. Threats to life and property, both on-site and off-site.

B. WILDFIRE REPAIR AND REHABILITATION GUIDELINES

1. Implement fire repair and rehabilitation actions when it is necessary to protect soil and water resources from loss or unacceptable downstream damage.
2. All actions must be effective and feasible to install or apply before the season of anticipated greatest impact occurs.
3. All actions must be environmentally and socially acceptable and compatible with current and long-term land use.

C. RESPONSIBILITY

1. The assigned Line Officer is responsible for implementing the Wildfire Repair and Rehabilitation Policy on areas of DNRC direct fire protection and State/County Cooperative Fire Protection responsibility.
2. The Incident Commander is directly responsible for recognizing the need for repair and rehabilitation of the fire area and is responsible for implementing this policy with approval from the Line Officer.

D. DEFINITIONS

1. **Direct Protection:** Land that has been assigned to a recognized wildland fire protection agency and in which the landowner is paying a fee for that protection.

There are two types of areas in which direct protection is provided:
Montana Forest Fire Districts
Agreement Areas (Commonly referred to as Affidavit
Units)

2. **State – County Cooperative Protection:** All State and private land in a county that is not protected under the direct protection program.
3. **Wildland Fire Repair damages** (Impacts resulting from wildland Fire Suppression activities) Physical damages requiring repair work resulting from fire suppression activities. Examples may include placing water bars to prevent soil erosion in the fireline or grass seeding an area impacted by a fire camp.
4. **Non-Suppression Rehabilitation Damages** Physical damages caused by the fire itself, not including the impacts of suppression actions. (Note: Fire Suppression funds cannot be used to pay for activities associated with this type of damage.)
5. **Project Supervisor**--The person assigned by the Line Officer to provide direct supervision for the implementation of wildland fire repair and rehabilitation activities. This person's involvement will not terminate until all repair and rehabilitation measures have been implemented.
6. **Rehabilitation Specialist**--A technical specialist position in the Planning Section filled when requested by the Incident Commander/Planning Section Chief. This person completes a preliminary Fire Area Survey, reporting on Suppression caused and Non-Suppression caused damages and the need for a Rehabilitation Team.
7. **Watershed Emergency**--A watershed emergency exists when a natural occurrence causes a sudden impairment of a watershed that creates an imminent threat to life or property.
8. **Preliminary Area Survey**--An assessment made by the technical specialist (rehabilitation specialist) of fire suppression-caused damages and the need for rehabilitation of Non-suppression wildland fire caused damages.
9. **Fire Area Survey**--An assessment made by the specialist or rehabilitation team that locates and identifies watershed emergencies and treatment measures.

10. **Fire Area Damage Report**—Summary of fire Suppression and Non-Suppression damages and recommended actions, based on fire Area Surveys or information obtained from the Incident Management Team (IMT). The report should be of appropriate length and detail based on size and damages caused by the fire. The Line Officer will consult with the IMT and appropriate specialist to determine if a report for a particular fire is required.

E. COORDINATION AND COOPERATION

1. Most DNRC direct protection and State/County Cooperative Fire Protection involves areas of mixed ownership. To increase the efficiency of wildfire repair for Suppression caused damages and rehabilitation efforts for Non-Suppression fire damage, DNRC will encourage coordination of wildfire rehabilitation and repair efforts by promoting interagency standards and operating procedures. In addition, where private property is involved in the rehabilitation and repair plan, a landowner briefing should be conducted that includes NRCS, the County Weed Supervisor and local extension agent for noxious weed and rehabilitation exchange.

F. REPAIR OF WILDFIRE SUPPRESSION DAMAGES

Repair of physical damages **resulting from the fire suppression effort** on DNRC direct fire protection (Includes Exchanged Fire Protection Lands) is as follows:

1. **Application**
 - a. Repair of wildland fire Suppression caused damage is applicable to wildfire of all sizes on all ownerships within DNRC direct protection and State/County Assist Cooperative Fire Protection.
 - b. All wildland fire suppression repair work requires Line Officer approval.
 - c. For other than emergency measures, landowners will be consulted prior to implementing wildland fire suppression repair actions and rehabilitation actions to address Non-Suppression fire damages.
 - d. Repair of wildfire suppression caused damages is a part of the suppression effort and should be completed as soon as possible but making allowance for environmental and other factors to ensure that the fire suppression work is completed successfully. (For example, one factor to consider is soil moisture and temperature when grass

seeding. This action should be delayed until proper conditions occur on the site.)

2. **Typical Fireline Repair**

- a. Construction of waterbars in firelines.
- b. Removal of berm along machine-constructed firelines.
- c. Debris pulled onto rehab area if available and appropriate.
- d. Grass seeding of firelines and fire camp area.
- e. Grading and repair of impacted roadways.
- f. Emergency repair of damaged bridges, fence, gates and culverts.
- g. Weed management measures to address fire suppression actions that may have introduced weeds on the fire site.

3. **Funding**

Costs incurred to repair wildland fire suppression damages are charged directly to the fire where these actions occur on direct and State/County Cooperative Protection fires.

G. NON-SUPPRESSION DAMAGES

Rehabilitation of physical damages **caused by the fire itself** (not fire suppression caused damages) on DNRC direct fire protection and State/County Cooperative Protection is as follows:

1. **Application**

- a. Rehabilitation of Non-Suppression damages may be applicable where one or more of the following conditions are met:
 - 1) A watershed emergency exists.
 - 2) Appropriate funding sources from federal, state and local government are available for Non-Suppression rehabilitation. Fire suppression funds are not available for Non-Suppression damage rehabilitation.

- b. Physical damages caused by suppression activities are **not** eligible for rehabilitation as Non-Suppression damages.
- c. Landowners will be consulted before rehabilitation of Non-Suppression damages is started. All efforts should be made to ensure that the Agencies and Landowners reach consensus on what rehabilitation work should be done.
- d. Rehabilitation of Non-Suppression damages on federal lands is the responsibility of the appropriate federal agency.

2. **Typical Non-Suppression Rehabilitation Measures**

- a. Grass seed intensely burned areas.
- b. Removal of downed woody debris from stream channels.
- c. Installation of trash racks in streams.
- d. Installation of log erosion barriers.
- e. Alternate grazing, feed and stock moving.
- f. Stock water systems.
- g. Internal fence replacement.
- h. Culvert enlargement.

3. **Possible Funding Sources**

- a. Natural Resources Conservation Service Emergency Watershed Protection Program, Environmental Quality Incentives Program, Farm Service Agency program funds, DNRC Grant Program and Environmental Contingency Funding.
- b. Appropriate federal agency for funding of rehabilitation on federal land.

H. WILDLAND FIRE REPAIR REHABILITATION OF DAMAGES ON STATE-ASSISTED COUNTY FIRES

1. **Responsibility**

- a. Wildland fire suppression and Non-Suppression damages are the responsibility of the affected county. DNRC will assist the county with fire suppression repair work.

- b. DNRC ownership involved in county-assisted fires may be treated with wildland fire suppression and Non-Suppression measures similar to those under direct suppression. The source of funds for all Non-Suppression work will be **other than fire suppression funding**.

2. **Cooperation**

A Rehabilitation Specialist and supporting organization will be available as needed and requested to make recommendations on county fires for the entire fire or on DNRC ownership only.

I. NOXIOUS WEED PREVENTION

1. All grass seed to be applied for rehabilitation purposes must be certified noxious weed free. A copy of seed tags showing seed composition will be retained to indicate noxious weed-free seed was applied.
2. Fire Suppression and Non-Suppression actions should consider measures which minimize potential for weed introduction and spread. Examples include the use of weed-free straw bales where erosion control sediment traps are used; wash wheeled or tracked equipment if suspected of transporting weeds.
3. When planning rehabilitation of Non-Suppression fire damages, take steps to minimize weed introduction and spread.
 - a. Identify areas where weeds previously occurred. In areas where spread of weeds is a concern, county weed boards may be able to supply information and maps on where noxious weeds occur in the fire area.
 - b. Consider landowner objectives and resources for weed control. The landowner will be responsible for weed management on their ownership.

SPECIAL NOTE: ALL FIRE SUPPRESSION EQUIPMENT, FIRE SUPPORT EQUIPMENT AND OFF-ROAD VEHICLES WILL BE VISUALLY INSPECTED AND WASHED IF NEEDED TO REMOVE NOXIOUS WEED SEEDS. THIS INSPECTION SHOULD BE PART OF THE VEHICLE SAFETY INSPECTION CHECKLIST (OF-296) COMPLETED ON ALL VEHICLES PRIOR TO AND AFTER INCIDENT ASSIGNMENTS.

J. ASSESSMENT AND SURVEY OF SUPPRESSION AND NON-SUPPRESSION DAMAGES

1. **Implementation**

- a. A Rehabilitation Specialist will be mobilized **as needed** to conduct a preliminary fire area survey for DNRC direct protection and State/County Cooperative Fire Protection fires.
- 1) Criteria for the Incident Commander to use in determining when to request a Rehabilitation Specialist are:
- Size of Fire
 - Fuel Types and Loading (e.g., Grass and Shrub vs. Timber)
 - Intensity of Burn
 - Proximity to Stream Courses
 - Steepness of Slope and Erosivity of Soils
 - Downstream Water Uses (e.g., Municipal/High Value Fishery vs. In-Stream Stock Water)
 - Extent of Suppression Activities.
- b. The Rehabilitation Specialist is a technical specialist in the Planning Section.
- c. The Rehabilitation Specialist will review the fire and make recommendations on:
- 1) Extent and repair of wildland fire suppression damages.
- 2) Occurrence of non-suppression wildland fire damages and the need for a rehabilitation team and a fire area survey.
- d. On fires where a Rehabilitation Specialist is not called, wildland fire suppression damages and non-suppression fire damages will remain the direct responsibility of the Line Officer. All repair and rehabilitation actions must be approved by the Line Officer.

2. **Damage caused by wildland fire suppression actions**

- a. For fires with no significant wildland fire suppression damages that need repair work, the Rehabilitation Specialist is released at containment or before.

- b. For fires with wildland fire suppression damages:
- 1) The Rehabilitation Specialist reviews the fire and prepares a report with recommendations.
 - 2) The report submitted to the Planning Section Chief will consist of written memos and detailed maps.
 - 3) Prompt reporting is essential in order to utilize equipment and manpower still on the fire. Interim reports are encouraged to better utilize available resources.
 - 4) The final report prescribing fire suppression repair measures will be completed within the time period specified by the Line Officer not to exceed 30 days after containment of the fire.
 - 5) The final plan to repair wildland fire suppression damages will include all the cost and a timeline for the completion of work outlined in the plan. It is preferred that all financial obligations will be completed prior to the closeout of the incident. The Line Officer may authorize approval of financial obligations after the closeout of the incident based on local conditions and special needs such as resource availability.
 - 6) Upon approval of the plan to repair wildland fire suppression damages by the Line Officer, the Incident Commander or their representative supervises completion of the repair measures.

3. **NON-SUPPRESSION WILDLAND FIRE DAMAGES**

- a. Non-Suppression wildland fire damages repair Team Organization--A team of technical specialists (Note: Federal Agencies refer to this team as a Burned Area Emergency Rehabilitation Team, BAER) is mobilized to complete the fire area survey and report. This will be done only after a Rehabilitation Specialist has identified the potential for Non-Suppression fire damages, and the Line Officer has reviewed the need for this type of resource mobilization.

1) **Skills Needed**

The makeup of the Non-Suppression fire damages team will vary with the size and intensity of burn, the

topography and the land use. The following disciplines are a sample of those that may be utilized:

Team Leader
Soil Scientist
Hydrologist
Geologist
Plant Materials Specialist
Range Specialist
Reforestation Specialist
Fish and/or Wildlife Biologist
Economist
Land Office Liaison
Clerical Support

2) **Selection of Teams**

- a) The Non-Suppression fire damages Team may be formed at the Area or Department level or utilizing interagency resources, depending on the need and location of available skills.
- b) The Trust Lands Management Division Administrator shall select potential DNRC team members and alternates with the needed skills from within the department prior to fire season.
- c) Team Leaders and members will be notified prior to the fire season.

3) **Position in the Overhead Structure**

- a) The Team Leader will be responsible to the Planning Section Chief.
- b) Team members will be responsible to the Team Leader.
- c) The Rehabilitation Specialist will be assigned to the Non-Suppression fire damages Team.
- d) Pre-Season Planning: A pre-season planning meeting may be held as needed to discuss responsibilities and operations matters.

b. Burned Area Survey Report and Prescriptions

- 1) Non-Suppression wildland fire damages

- a) In an effort to promote interagency cooperation, the definitions, guidelines, and cost effectiveness analysis in Chapters 20 - 40 (2-4) of the USFS Burned Area Emergency Rehabilitation Handbook (FSH 2509.13), will be used as a reference point.
- b) The Fire Area Survey Report will be completed within three days of control of the fire.
- c) The rehabilitation measures will be completed under the supervision of the Line Officer.

K. MONITORING AND EVALUATION

- 1. A field review and evaluation of Non-Suppression damages rehabilitation efforts will be completed following one growing season. The evaluation will be coordinated between the Line Officer and the Rehabilitation Specialist. Additional field reviews in subsequent years may be desired.
- 2. Results and recommendations will be documented and submitted to the Line Officer.

982 PRE-REHABILITATION POLICY GUIDE

If the Incident Commander or Planning Section Chief recognizes a need for Non-Suppression damage rehabilitation measures, with concurrence from the Line Officer, a Technical Specialist position in the Planning Section may be filled with a Rehabilitation Specialist.

The Technical (Rehabilitation) Specialist reviews the fire.

- A. The Technical (Rehabilitation) Specialist reviews the fire for one of the following scenarios:
 - 1. Rehabilitation Specialist finds **no** significant Non-Suppression fire-caused damages and no significant wildland fire suppression damages. Then, the Rehabilitation Specialist demobs at the containment of the fire or before.
 - 2. Rehabilitation Specialist finds wildland fire suppression damages as a result of suppression actions.
 - a. Rehabilitation Specialist calls for assistance as needed depending on fire size, land use, etc.

- b. Rehabilitation Specialist prepares report with repair recommendations to repair fire suppression caused damages within 1 day after containment of the fire.
 - c. The Line Officer reviews the repair recommendations and with input from the Incident Commander, decides whether or not to authorize repair activities.
 - 1) The Line Officer decides **no**.
 - a) Revise the repair plan.
 - 2) The Line Officer decides **Yes**.
 - a) Rehabilitation Specialist supervises completion of repair work.
 - b) Repair measures should be completed or contracted to be completed before incident is returned to local unit.
3. The Rehabilitation Specialist **finds** significant Non-Suppression wildland **fire-caused Damages**.
- a. Call for a team of specialist.
 - b. All work by the Team is coordinated with Rehabilitation Specialist on Non-Suppression fire damages.
 - c. Rehabilitation Team completes a fire Area Survey.
 - d. Rehabilitation Team completes report and prescriptions within 3 days of control of the fire and submits them to the Planning Section Chief. Funding sources for all rehabilitation activities must be identified in the report.
 - e. Line Officer decides whether or not to approve the rehabilitation plan.
 - 1) Line Officer decides **no**.
 - a) Revise rehabilitation plan.
 - 2) The Line Officer decides **yes**.
 - a) Team Leader coordinates rehabilitation with project supervisor.

- b) Rehabilitation measures completed or contracted to be completed before incident is returned to local unit.

983 AVAILABLE LANDOWNER REHABILITATION ASSISTANCE

The following assistance programs or methods may be available to landowners who have lost fences, cattle, hay, pasture, etc., from fire. Landowners should make their initial contact with their local conservation district. Conservation districts are organized statewide, often following county boundaries. There are 58 conservation districts in Montana, and all have working mutual agreements with the United States Department of Agriculture and the State of Montana. The Montana Association of Conservation Districts office is located in Helena.

- A. The Federal Emergency Management Agency (FEMA), which is now part of the U.S. Department of Homeland Security, and other federal agencies offer disaster assistance in several forms. This assistance is available following a Governor's emergency or disaster declaration and a request for a Presidential declaration. If the President approves the request and declares a "Major Disaster," then federal assistance is in the form of low interest loans to cover damages. The Farm Service Agency (FSA), U.S. Department of Agriculture, and the Small business Administration (SBA) offer low interest loans to eligible individuals, farmers and businesses to repair or replace damage property and personal belongings not covered by insurance. This assistance is different than the Fire management Assistance Grant Program (FMAGP), which does **not** require a Governor's emergency or disaster declaration but **does** require the State's request for a fire management assistance declaration be approved by FEMA.
- B. **FARM SERVICE AGENCY (FSA) PROGRAM AVAILABLE UNDER SECRETARIAL DECLARATION (USDA Secretary of Agriculture).**

Following a request by the county commissioners submitted through, and supported by the Governor, the state must be declared a disaster area by the USDA Secretary of Agriculture. When the disaster is declared by the Secretary of Agriculture, the designation makes farmers and ranchers eligible for FSA emergency farm loans if they have losses caused by the declared disaster in the crop year of the year the disaster was declared. The losses cannot be determined until harvest time. The disaster declaration by the Secretary of Agriculture does not trigger other farm programs administered by FSA.

C. FARM SERVICE AGENCY PROGRAMS AVAILABLE DUE TO NATURAL DISASTERS.

The USDA Farm Service Agency provides special programs such as the Emergency Conservation Program (ECP), which provides emergency funding to agricultural producers who have suffered severe damage to their farmland as a result of natural disaster. These disasters may include flooding, fire, drought, etc. Local FSA county committees, with concurrence by the FSA state committee and approval by the National FSA office, are authorized to implement ECP funding for eligible producers within their specific county. Other programs such as the Livestock Assistance Program (LAP) and Livestock Indemnity Program (LIP) are ad hoc programs implemented by Congress and are available in emergency situations when funding is available.

D. NATURAL RESOURCES CONSERVATION SERVICE (NRCS) has the Emergency Watershed Protection Program (EWP) and Environmental Quality Incentives Program (EQIP) available for local sponsors to use to aid in recovery work. USDA Natural Resources Conservation Service provides technical and financial assistance to install measures that reduce post-fire damage. The measures are intended to reduce threats to life or property, retard runoff, restore capacity of waterways, prevent flooding and/or soil erosion, and reduce damage from sediment and debris. The removal of debris deposited by the disaster that is a health or safety hazard can be a part of such measures as well. In addition to the EWP program, NRCS offers conservation information and expertise to individual homeowners or landowners seeking technical assistance in their rehabilitation efforts.

E. MONTANA DNRC FIRE REHABILITATION SERVICES

1. **Service Forestry Bureau Programs**

a. Forest Practices

- 1) Slash
- 2) Streamside Management Zones (SMZ)
- 3) Best Management Practices (BMP)

b. Forest Health

- 1) Entomologist
- 2) Insect and disease

c. Tree Seedling Nursery

d. Community Forestry

- e. Forest Stewardship Program
 - 1) Education
 - 2) Cost Share
- f. Private Forestry Assistance
 - 1) Non-Industrial Private Forest Landowners (NIPF)

2. **What DNRC Can Do SPECIFICALLY**

- a. On the ground technical assistance.
 - 1) Half-day Visit
 - a) Assess fire impacts.
 - b) Provide mitigation recommendations.
 - c) Help with timber salvage.
- b. Entomologist
 - 1) On site visit.
 - 2) Identify potential post fire insect problems and mitigation.
- c. DNRC State Nursery
 - 1) Provide conifer seedlings for spring planting at current rates.
- d. Cost-Share Assistance
 - 1) Forest Land Enhancement Program
 - 2) 75/25 Cost-Share
 - 3) Forest Rehabilitation
 - a) Focus on Erosion, SMZs and BMPs

Contact Your Local Service Forester

DNRC Service Forestry Web Site:

www.dnrc.mt.gov/forestry/assistance

990 FIRE SEVERITY

991 LAND OFFICE AND EASTERN ZONE SEVERITY PLANNING

- A. Each Land Office within the Department's direct protection, and a Zone comprised of counties within the Central, Eastern, Southern, and Northeastern Land Offices, will develop a plan based on decision points developed from statistical fire occurrence data and past fire indices. This plan should reside in the Land Office.
 - 1. The Land Office or Zone plans need to account for possible types of resources to consider based on the "decision points" and fuel conditions at each Unit Office or the Eastern Fire Zone. This would include fire prevention resources, suppression resources, and overhead resource needs.
 - 2. Specifically, plans will follow the guidelines of the Northern Rockies Coordinating Group Fire Severity Authorization.
- B. Plans should remain flexible, and not state the number and type of resource each Unit will have, but State resources that will be considered at a given level of severity.
- C. Software such as Fire Family Plus, free from the USFS at <http://www.fs.fed.us/fire/planning/nist/applicat.htm>, is a useful tool in analyzing statistical fire occurrence and weather/indices data, and assist in determining decision points. Areas may use other tools in determining individual decision points, but should be based on a measurable fire index.

ANNEX A

FIRE ENTRAPMENT INVESTIGATION & REVIEW GUIDELINES

DEFINITIONS:

Agency Administrator--That lead employee having responsibility for management of land and/or resources on an organizational unit, and having accountability for overall results of management actions.

Entrapment--A situation where personnel are unexpectedly caught in a fire behavior-related, life-threatening position where planned escape routes or safety zones are absent, inadequate, or have been compromised. An entrapment may or may not include deployment of a fire shelter for its intended purpose. These situations may or may not result in injury. They include “near misses”.

ENTRAPMENT INVESTIGATION ELEMENTS:

The following elements most commonly contribute to entrapment situations. As a minimum, each of these elements should be addressed in an entrapment investigation and subsequent report, even if the investigation indicates that the element did not contribute to the entrapment. Exhibit I, “Entrapment Investigation Element Matrix”, may be utilized to expedite the process.

- | | | | |
|------|---|-----|--|
| I. | FIRE BEHAVIOR | IV. | CONTROL MECHANISMS |
| | Fuels | | Span of Control |
| | Weather | | Communications |
| | Topography | | Ongoing Evaluations |
| | Predicted vs. Observed | | “10 Standard Fire Orders/18 Watchout Situations” |
| II. | ENVIRONMENTAL FACTORS | V. | INVOLVED PERSONNEL PROFILES |
| | Smoke | | Training/Qualifications |
| | Temperature | | Operational Period Length/Fatigue |
| | Visibility | | Attitudes |
| | Slope | | Leadership |
| | Other | | Experience Levels |
| III. | INCIDENT MANAGEMENT | VI. | EQUIPMENT |
| | Incident Objectives | | Availability |
| | Strategy | | Performance/Non-performance |
| | Tactics | | Clothing and Equipment |
| | Safety Briefings/Major Concerns Addressed | | Used for Intended Purpose? |
| | Instructions Given | | Etc. |

MANAGEMENT AND COMMAND RESPONSIBILITIES

Incident Commander Responsibilities (in addition to those identified in ICS 410-1, “Fireline Handbook”)

Upon notification of an entrapment, the Incident Commander should consider:

1. Removing involved personnel from the fireline, ensuring appropriate medical attention as necessary. When hospitalization or fatalities occur, relevant facilities and organizations should be advised to preserve all involved personnel’s protective clothing and equipment.
2. Ensuring that the entrapment or deployment scene is secured and that all pertinent evidentiary items are secured (in place if possible), particularly fire shelters and personal protective equipment as required by the Occupational Safety and Health Act.
3. Immediately notifying the DNRC Line Officer and providing details on the incident status summary (ICS-209).
4. Initiating a preliminary investigation of the entrapment or deployment to determine the facts of the entrapment, insofar as possible. The initial investigation will be completed within 24 hours of the entrapment.
5. Relieving involved supervisors from fireline duty until the preliminary investigation has been completed.
6. Ensuring that personnel and supervisors are readily available for interviews by the Entrapment Investigation Team (EIT, below defined). “Available” means present at the incident base or nearby R&R center.
7. As soon as possible, providing the results of the Incident Commander’s preliminary investigation to the Entrapment Investigation Team. Ensure preparation of a roster of individuals involved in the entrapment. The roster must minimally contain their names, employing agency, genders, ages, addresses, incident position titles, and appropriate employee identification numbers.

Agency Administrator Responsibilities

Upon notification of an entrapment or deployment, the Agency Administrator should assure that the following activities take place within 24 hours of notification:

1. Convene an Entrapment Investigation Team (EIT) to investigate the entrapment. It is recommended that the EIT be interagency in nature and should include personnel with the following skill areas:
 - a. Incident Commander or Operation’s Section Chief (Type I).
 - b. Fire Behavior Analyst, qualified in the specific fuel type.
 - c. Safety Officer, with investigative expertise.

- d. Wildfire Operations, with expertise at the peer level of the person(s) directly involved.
 - e. Agency Representative of involved person(s).
 - f. Employee representation (union, peer at operations level).
 - g. Fire weather meteorology.
 - h. Personal protective equipment specialist, from a lab such as the USDA Forest Service's Missoula Technology and Development Center.
2. Instruct the EIT to arrive on scene within 24 hours.
 3. Advise the Incident Management Team of the EIT's time of arrival and team composition.
 4. As required by the Occupational Safety and Health Act of 1970, advise the nearest office of the Occupational Safety and Health Administration (federal or state as applicable) if the entrapment involves a fatality or the hospitalization of 5 or more personnel. Advise OSHA office that a formal investigation is being conducted by a designated Entrapment Investigation Team.
 5. Arrange for a critical incident stress debriefing team for the personnel involved in the entrapment.
 6. Notify the home unit agency administrator of all individuals involved in the entrapment/deployment.
 7. Submit a copy of the EIT's final report to the NWCG Safety and Health Working Team within 60 days of receipt from the EIT.

Entrapment Investigation Team Responsibilities

1. The EIT will conduct the investigation, identify causal factors and list findings for the entrapment situation. Recommendations for corrective actions should be included in the letter of transmittal.
2. The EIT will brief the Agency Administrator and the Incident Commander of their preliminary findings prior to leaving the incident.
3. Within 30 days of the EIT's dispatch, the EIT's final report and recommendations for corrective actions will be submitted to the Agency Administrator.

NWCG Safety and Health Working Team (SHWT) Responsibilities

1. Within 30 days of receipt of each entrapment report, the SHWT will distribute a summary of the applicable findings to NWCG agencies and the National Fire Protection Association, per the NWCG “Safety Gram.” This summary will not include any incriminating agency references or information identified as sensitive by the agency.

2. The SHWT will periodically review all entrapment reports, determine trends, and incorporate findings to develop specific prevention recommendations for implementation by NWCG agencies.

ENTRAPMENT INVESTIGATION ELEMENT MATRIX

I. FIRE BEHAVIOR

	Did Not Contribute	*Influenced	*Significant Contribution
Fuels			
Weather			
Topography			
Predicted vs. Observed			

II. ENVIRONMENTAL FACTORS

	Did Not Contribute	*Influenced	*Significant Contribution
Smoke			
Temperature			
Visibility			
Slope			
Other			

III. INCIDENT MANAGEMENT

	Did Not Contribute	*Influenced	*Significant Contribution
Incident Objectives			
Strategy			
Tactics			
Safety Briefings/Major Concerns Addressed			
Instructions Given			

**Element items must be supported with written documentation.*

IV. CONTROL MECHANISMS

	Did Not Contribute	*Influenced	*Significant Contribution
Span of Control			
Communications			
Ongoing Evaluations			
“10 Standard Fire Orders/18 Watchout Situations”.			

V. INVOLVED PERSONNEL PROFILES

	Did Not Contribute	*Influenced	*Significant Contribution
Training/Qualifications			
Operational Period Length/Fatigue			
Attitudes			
Leadership			
Experience Levels			

**Element items must be supported with written documentation.*

VI. EQUIPMENT

	Did Not Contribute	*Influenced	*Significant Contribution
Availability			
Performance/Non- performance			
Clothing and Equipment			
Used for Intended Purpose?			

**Element items must be supported with written documentation.*

ANNEX B

LINE OFFICER'S BRIEFING

LINE OFFICER'S BRIEFING

*A format for preparing and conducting the line officer's briefing
to the incident management team.*

A. INTRODUCTION

The line officer's (agency administrator's) briefing is a crucial procedure that should be given thorough attention and preparation, in consideration of the general hurried state of business during the transition between extended attack, an escaped fire and the anticipation of an incident management team.

The line officer's briefing will provide information, guidance, and direction, including constraints, necessary for the successful management of the incident.

The briefing must be provided any time an incident management team is assigned, including changing teams before all incident objectives have been met, and whenever major jurisdictional responsibilities are added or otherwise change within the incident.

Either at the time of the line officer's briefing for the incident management team, or at a separate place and time if necessary, ensure that the IMT has an opportunity to meet with, be briefed by, and thoroughly transition with, the current incident commander and the members of their organization prior to assuming command of the incident.

B. PURPOSE OF THE LINE OFFICER'S BRIEFING

The purpose of the line officer's briefing is to:

1. Provide a common understanding between the line officer and the incident management team of the environmental, social, political, economic, and other management issues relevant to the incident and its location.
2. Inform the IMT of the history, current status of the incident and actions taken to date, including weather, fire behavior, and effectiveness of tactics.
3. Present other documents providing intelligence and aids to management of the incident, including maps, photos, GIS products, weather forecasts, fire management plans, phone lists, agreements, operational period plans, and current ICS-209.
4. Present the wildland fire situation analysis with the selected alternative and the delegation of authority letter from the line officer to the incident commander.
5. Identify key agency personnel who will be involved with the IMT, including the line officer's representative, resource advisor, and incident business advisor.
6. Establish procedures and schedules for communication between the line officer and incident commander.

7. Establish how news media, public information, and important local and political contacts will be handled on the incident.
8. Establish resource ordering procedures.
9. Identify the IMT's responsibility for initial attack and support of other Forest incidents.
10. Establish the disposition of Forest suppression resources and local participation on the incident.
11. Establish understanding for the use of trainees on the incident.
12. Establish Forest and incident policy on compensable meal breaks, work/rest, rest and recuperation, and open vs. closed camps.
13. Establish standards for return of the incident to local management, including mop-up and fire suppression rehabilitation expectations.
14. Identify special safety awareness concerns and expectations.

C. CONDUCTING THE LINE OFFICER'S BRIEFING

The briefing should be planned for a comfortable setting away from most distractions, where the incoming incident management team and all required representatives of the host agency can assemble. It should take place as soon as the incoming team is assembled. It is essential that the line officer ensure notification of the briefing time and location to the incident commander, usually through the dispatch network.

The briefing should be led by the responsible line officer and follow an organized format to ensure information exchange and minimize the time required of the team prior to them mobilizing to the incident location. All agency participants must be prepared for their part in this procedure and all pertinent information and documentation must be printed in sufficient quantities for required distribution.

The agenda for the line officer's briefing should include:

- | | | |
|----|---|---|
| 1. | Welcome and Introductions | Line Officer / IC |
| 2. | Incident History | Unit Fire Supervisor/Area Fire Program Mgr. |
| 3. | Background of Other Activity or Issues on the Land Office or That May Influence This Incident | Line Officer/Area Fire Program Mgr. |

- | | | |
|----|--|---|
| 4. | Overview of WFSA Selected Native Strategy and Direction | Unit Fire Supervisor/Area Fire Program Mgr. |
| 5. | Presentation of the Line Officer's Briefing Package (Discussion of Each Element) | Unit Fire Supervisor/Area Fire Program Mgr. |
| 6. | Presentation of Delegation of Line Officer Authority to the IC | Line Officer |
| 7. | Emphasis on Safety | Line Officer |
| 8. | Questions and Answers | IC/Line Officer/Unit Fire Supervisor/
Area Fire Program Mgr. |
| 9. | Concluding Remarks | Line Officer |

D. WHO SHOULD PARTICIPATE

1. From the Forest

- a. Line Officers (both the Unit Manager or Area Manager or their representatives)
- b. Unit Fire Supervisor/Area Fire Program Mgr.
- c. Resource Advisor
- d. Incident Business Advisor
- e. Current Incident Commander
- f. Dispatch Center Manager
- g. Incident Support Organization Coordinator
- h. Buying Team Leader
- i. Necessary Staff Specialists

2. From the Incident Management Team

- a. At a minimum, the Command and General Staff should attend. Attendance of other members of the teams should be at the IMT's discretion

3. Others

- a. Involved Cooperators' Representatives

Do not make the line officer's briefing a public meeting, and do not include the press.

E. LINE OFFICER'S BRIEFING FORMAT

The following is a format for organizing the line officer's briefing package.

LINE OFFICER'S BRIEFING
to
THE INCIDENT MANAGEMENT TEAM

_____ WILDLAND FIRE INCIDENT

_____ AGENCY

_____ ADMINISTRATIVE UNIT

_____, _____

CONTENTS				
1.	Delegation of authority to the incident commander			
2.	WFSA _____	Fire___	/___	/___
3.	Line officer's briefing form			
4.	ICS-209 for _	/_	/_	
5.	Unit fire management direction			
6.	Fire wx. forecast for _	/_	/_	
7.	Incident area map(s)			
8.	Incident area aerial photo(s); (planning section chief packet only)			
9.	Resource, overhead, and equipment order forms completed to _	/_	/_	
	(logistics section chief packet only)			
10	Agency, incident telephone directory copies to (21):			
	Command and General Staff:			
	<input type="checkbox"/> IC			
	<input type="checkbox"/> Deputy IC			
	<input type="checkbox"/> Planning Section Chief			
	<input type="checkbox"/> Operations Section Chief			
	<input type="checkbox"/> Finance Section Chief			
	<input type="checkbox"/> Logistics Section Chief			
	<input type="checkbox"/> Incident Information Officer			
	<input type="checkbox"/> Safety Officer			
	<input type="checkbox"/> Liaison Officer			
	<input type="checkbox"/> Air Operations Director			
	<input type="checkbox"/> Area Commander (if ACA established)			
	<input type="checkbox"/> MAC Group Coordinator (if MAC established)			
	<input type="checkbox"/> Other			
	Local Organization:			
	<input type="checkbox"/> Supervisor/Manager/Superintendent			
	<input type="checkbox"/> Incident Business Advisor			
	<input type="checkbox"/> District Ranger/RA Manager			
	<input type="checkbox"/> Resource Advisor			
	<input type="checkbox"/> Agency Fire Staff			
	<input type="checkbox"/> Unit FMO			
	<input type="checkbox"/> Agency Dispatch Center Manager			
	<input type="checkbox"/> Incident Support Coordinator (if ISO established)			
	<input type="checkbox"/> Public Affairs Officer			

KEY PERSONNEL AND CONTACTS FOR THE (name of wildland fire) INCIDENT

For the _____ Land Office:

For Other Agency Cooperators:

For _____ County:

Local Landowners, Residents, Permittees, Parties with Interest:

LINE OFFICER'S BRIEFING TO THE INCIDENT MANAGEMENT TEAM

A. INCIDENT IDENTIFICATION

1. Name of Incident: _____
2. Incident Start:
Cause _____
Date _____
Time _____
3. Size of Incident: _____
4. Current IC: _____
5. General Weather Conditions/Forecast:

6. Fire Behavior:

7. Fuel Types:
At Fire _____
Ahead of Fire _____

B. COMMAND CONSIDERATIONS

1. Other Fires on Unit/Cooperators:

2. Delegation of Authority; Line Officer's Representative:

3. Resource Advisor(s) Assigned to Incident:

4. Technical Specialists Assigned to Incident:

5. Land Mgmt. Plan / Fire Mgmt. Plan direction:

6. Priority for This Incident (Local, Area, State):

7. Values to be Protected:

8. Political Considerations:

9. Social/Economic Considerations:

10. Health and Welfare Considerations:

11. Human Resources Management Considerations:

12. Desired Local Participation in Fire Team Organization:

13. Unified Command (In Place or Contemplated):

14. Area Command (In Place or Contemplated):

15. MAC Organization (In Place or Contemplated):

16. Evaluation Team Assigned:

17. News Media Relations:

18. IIO Organization Report to:

19. Special Relationships/"Thank You" Policy for Assistance:

20. Other Agencies on This Incident:

21. Land Status:

22. Cooperative Agreements Relevant to Incident:

23. Condition of Organization on Rest of Unit:

- 24. Capability of Unit to Support Team:

- 25. Training Opportunities/Policy on Use of Trainees:

- 26. Team will assume command: Date _____ Time _____
- 27. Transition and Close-out Plan:

C. SAFETY CONSIDERATIONS

- 1. Accidents/Near Misses on Incident to Date:

- 2. Status of Accident Investigations/Reports:

- 3. Areas with Known or Potential Hazards:

- 4. Firefighter Safety Considerations:

- 5. Public Safety Considerations:

- 6. Critical Incident Stress Management Procedures:

7. Medical Treatment Facilities/Procedures:

D. OPERATIONS CONSIDERATIONS

1. Priorities for Management, WFSA-Selected Strategy:

2. Are Structures Threatened?

3. Equipment on Fire:

Is all equipment inspected and signed up?

4. Tactics Used to Date and Success:

5. Fire Weather Forecasting Services/Fire Weather Station(s) Data Availability:

6. Mop-up Standards:

7. Initial Attack Responsibilities:

8. Airtankers Assigned:

Airtanker Effectiveness:

9. Air Base Location:

Telephone:

10. Helicopters Assigned:

11. Helibase location:

Telephone:

12. Crash/Rescue at Helibase:

13. Temporary Flight Restriction assigned:

14. Flight Hazard Map Available/Known Hazards in Area:

15. Smoke Conditions Affecting Air Operations:

16. Air Operations Technical Specialist Assigned or Ordered:

E. PLANNING CONSIDERATIONS

1. Unusual Fire Behavior and Fire History in Area of Fire:

2. Legal Considerations (Investigations in Process):

3. Pre-attack Plans Available: Yes _____ No _____
4. Availability of Aerial Photos and Maps:

5. Agency Needs for Release of Presently Assigned Resources:

6. Incident Status Summary (ICS-209) Reporting Requirements:

7. Most Recent ICS-209 Available:

8. Training Specialist Assigned or Ordered:

9. Personnel Now on Incident (Organization):

10. Firefighter Rest and Rehabilitation Policy:

11. Fire Suppression Rehabilitation Policy:

12. Demobilization Procedures:

F. LOGISTICS CONSIDERATIONS

1. ICP Location:

2. Base Location:

3. Incident Transportation Plan:

4. Incident Support Organization:

5. Ordering System To Be Used:

6. Procurement Unit/Buying Team in Place or Ordered:

7. Security Considerations/Local Law Enforcement Assistance:

8. Communications System(s) in Use/Ordered:

9. Resources Ordered:

10. Catering Services/Feeding Procedures:

11. Medical/Burn Facilities:

12. Medivac Procedures:

13. Potable Water Sources:

14. Gray Water Disposal Location:

15. Garbage Disposal Service/Location:

16. Incident Recycling Requirements:

G. FINANCE CONSIDERATIONS

1. Fiscal Considerations/Limitations or Constraints:

2. Cost to Date:

3. Cost-Sharing Agreements in Effect:

4. Incident Business Management Advisor Assigned:

5. Procedure established for T&A transmittals:

6. Claims to Date:

7. Potential for Claims:

ANNEX C

DOCUMENTATION PACKAGE FOR LARGE FIRE INCIDENTS

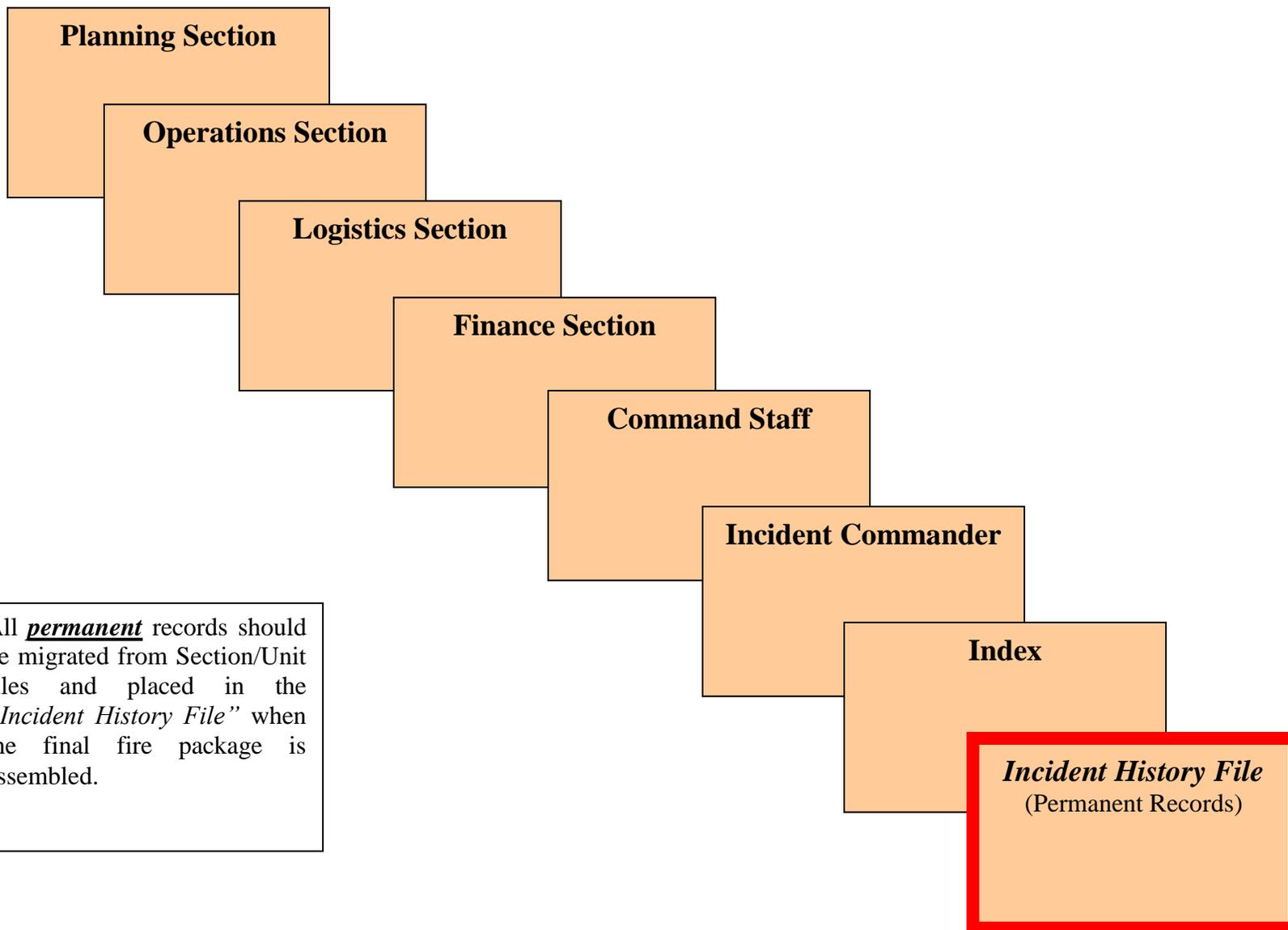
A quality fire package standard should be conveyed to IMTs at in-briefings and be included in Delegations of Authority. Establish transfer requirements for fire package contents from IMT to IMT on long duration incidents. This is especially important when fires are transferred from one complex to another. All line officer training should teach a standard level of documentation. Incidents of long duration should have one individual assigned to documentation by the hosting agency(ies) who will stay for the duration of the incident. Line Officers should review fire packages well before closeout meetings to ensure the packages meet their quality and documentation expectations. If the package is deficient, keep the team assigned until it meets expectations of a quality fire package.

Incident Records Management information can be found at: <http://www.nifc.gov/records>.

Following is an outline of documentation that could be included in a large fire incident fire package.

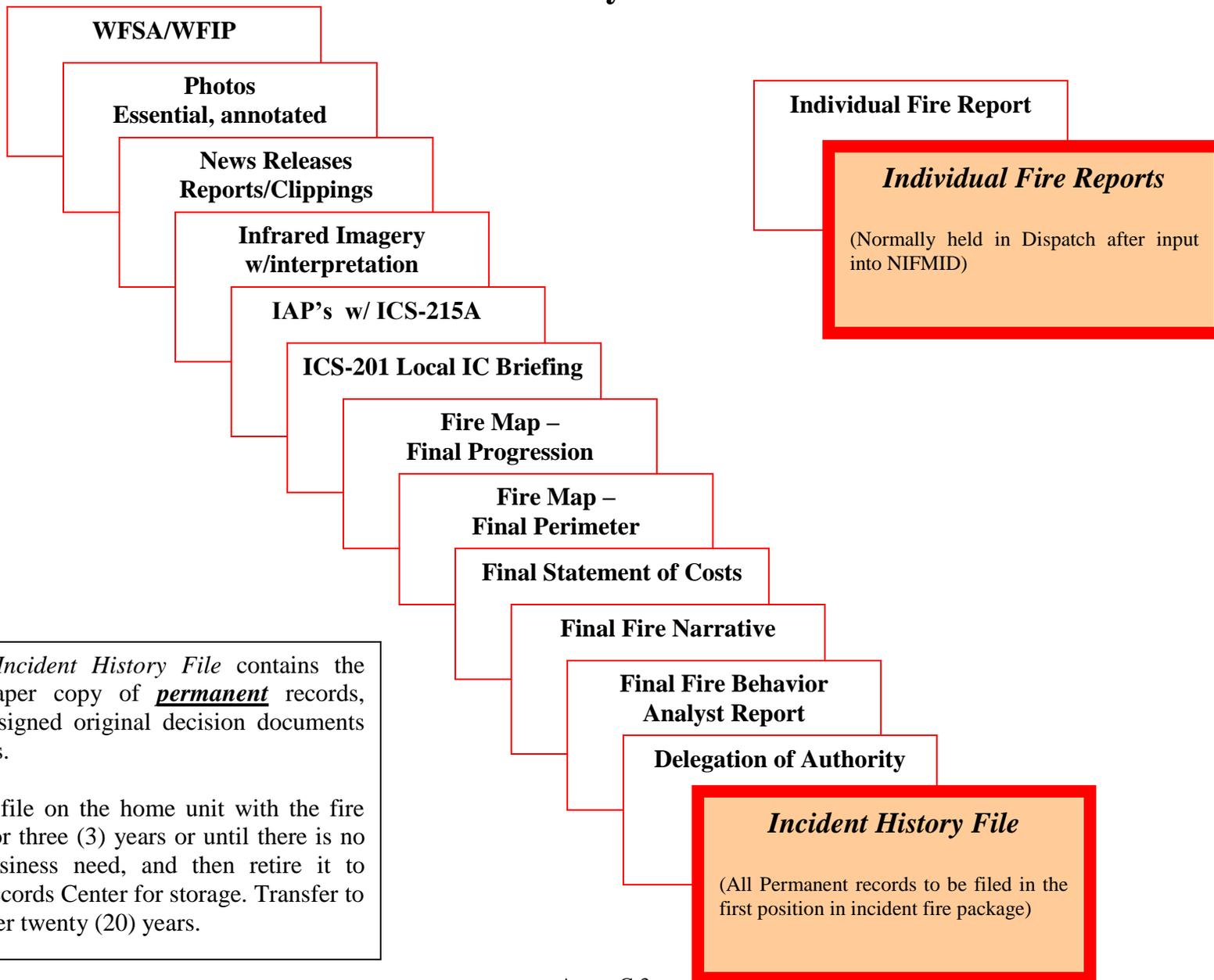
Wildland Fire Incident Records

Paper Document File Directory



Wildland Fire Incident Records

Incident History File Contents

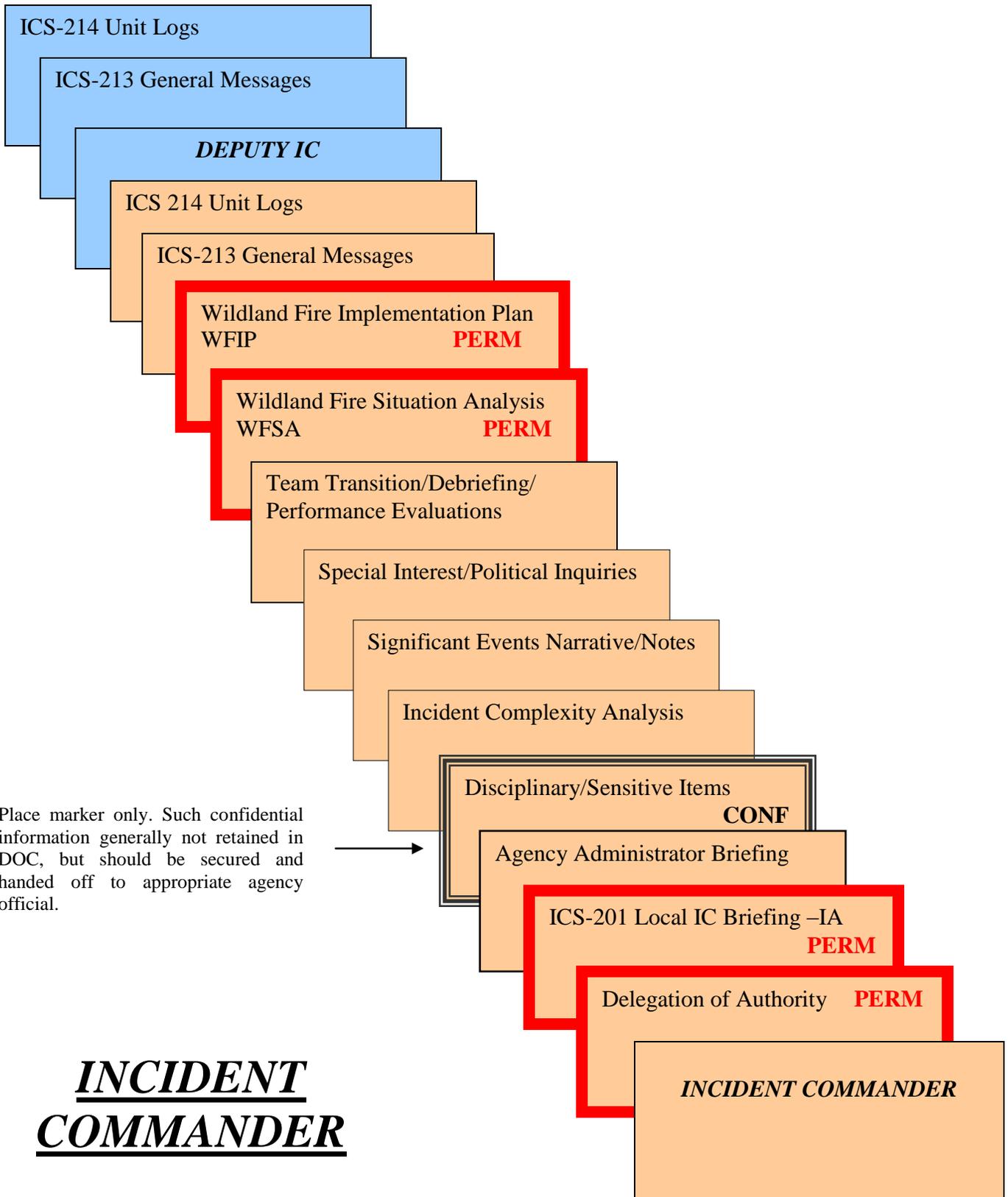


The fire *Incident History File* contains the official paper copy of permanent records, including signed original decision documents and reports.

Keep this file on the home unit with the fire package for three (3) years or until there is no further business need, and then retire it to Federal Records Center for storage. Transfer to NARA after twenty (20) years.

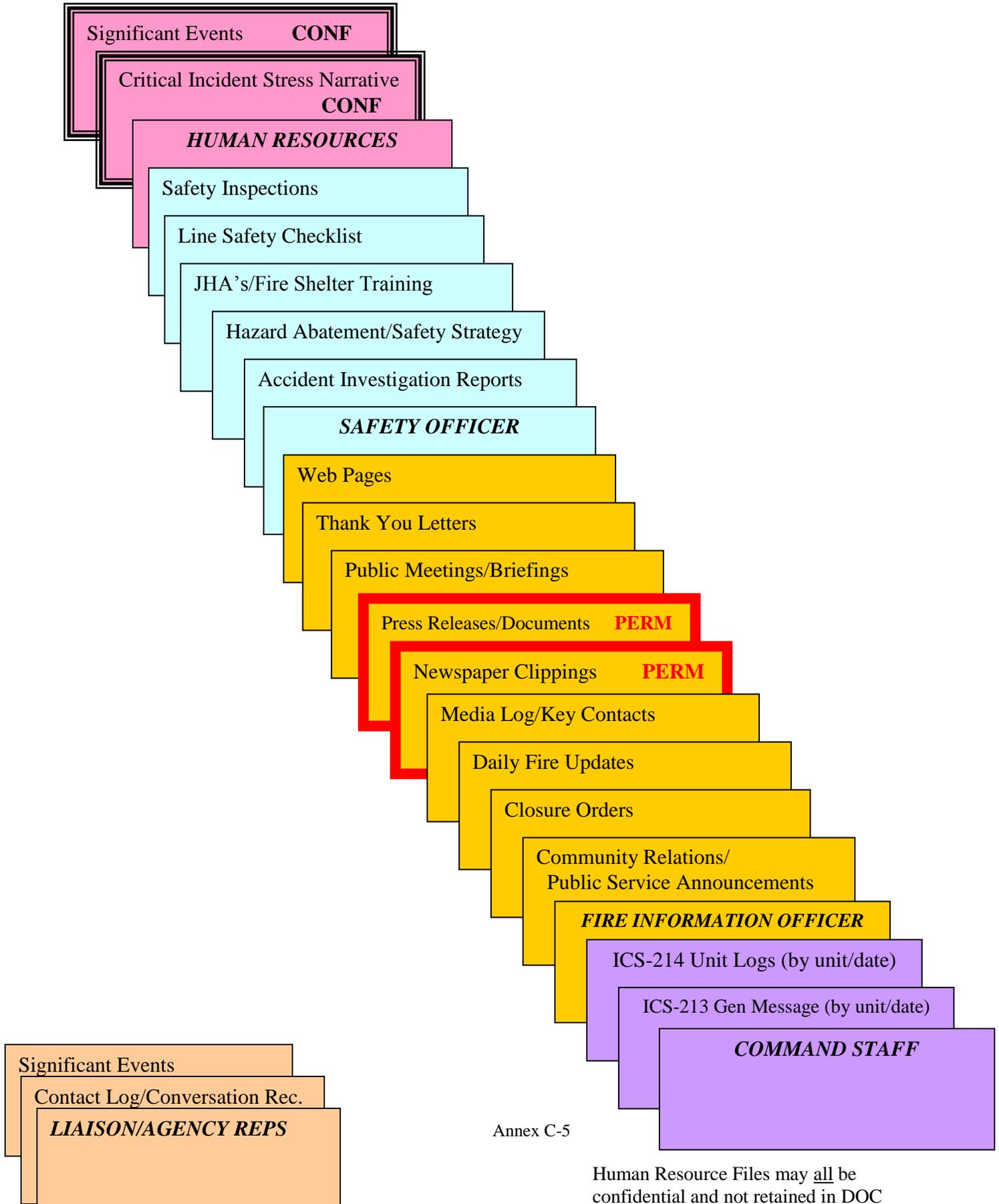
Wildland Fire Incident Records

Paper Document Files



Wildland Fire Incident Records

Paper Document Files

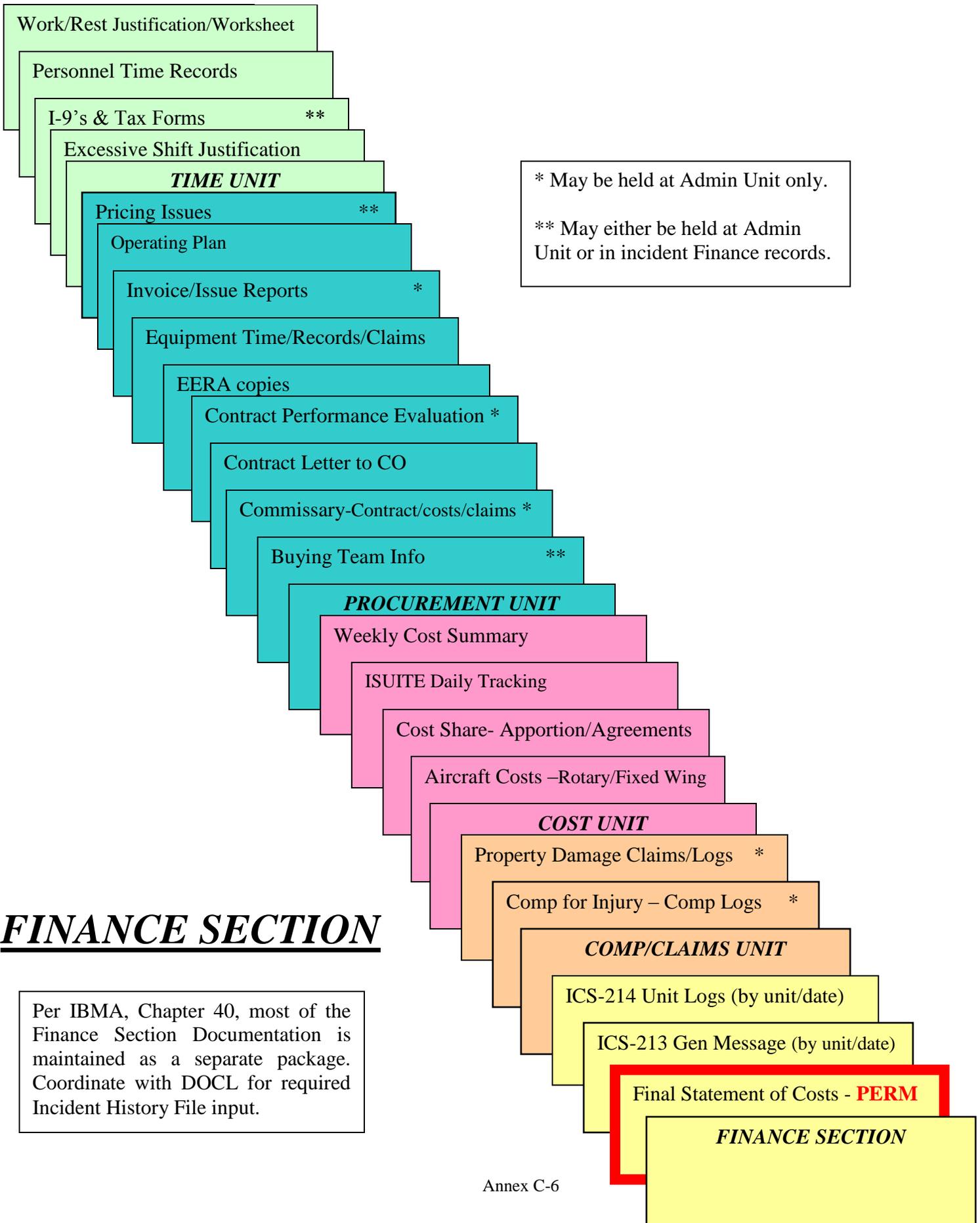


Annex C-5

Human Resource Files may all be confidential and not retained in DOC

Wildland Fire Incident Records

Paper Document Files



* May be held at Admin Unit only.
 ** May either be held at Admin Unit or in incident Finance records.

FINANCE SECTION

Per IBMA, Chapter 40, most of the Finance Section Documentation is maintained as a separate package. Coordinate with DOCL for required Incident History File input.

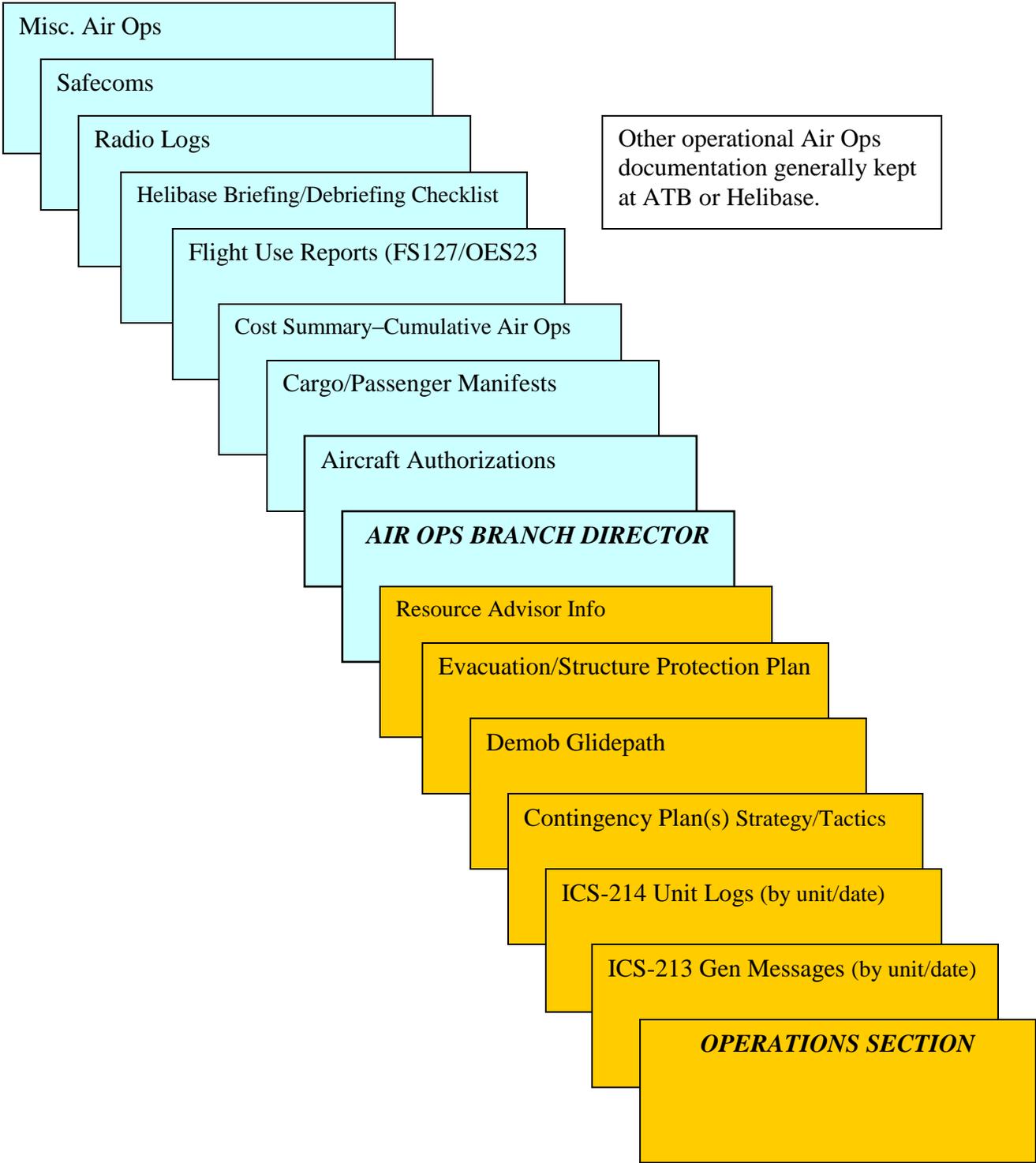
Wildland Fire Incident Records

Paper Document Files



Wildland Fire Incident Records

Paper Document Files



OPERATIONS SECTION

Wildland Fire Incident Records

Paper Document Files



ANNEX D

DOCUMENTATION OF LENGTH OF ASSIGNMENT EXTENSION REQUIREMENTS

Documentation of any type of assignment extension should include the following:

I. Name and Position/Type of Resource

II. Length of Extension

III. Rationale for Extension (Mark All That Apply)

- A. Life and property threatened.
 - B. Suppression objectives are close to being met.
 - C. Replacement resources are not available (unable to fill).
 - D. Military assignment.
 - E. Other:
-
-

IV. A. Single Resource Recommendation

Resource Name, Title and Signature: _____

Section Chief Name, Title and Signature: _____

OR

B. Incident Management Team/Area Command Recommendation

Operations Section Chief: _____

Planning Section Chief: _____

Finance Section Chief: _____

Logistics Section Chief: _____

V. APPROVAL

Incident/Area Commander Signature

Date

ANNEX E

INDUSTRIAL HEAD PROTECTION USER INFORMATION GUIDE

Hard Hats: Maintenance, Inspection, and Precautions

The hard hat is one of the most important pieces of equipment worn in the industrial workplace. Many workers have been saved from serious injury or even death because they were wearing a hard hat. To assist in your organization's head protection program, E.D. Bullard Company would like to share some observations on proper maintenance and inspection of industrial hard hats, as well as a few precautions. These comments apply to hard hats made by all manufacturers, not just Bullard.

A conventional hard hat consists of two components--the shell and the suspension--which work together as a system. Both components require periodic inspection and maintenance. It is recommended that employers conduct a regular head protection inspection, maintenance, and replacement program. Each program will vary according to the work environment at each job site location.

Hard Hat Shell

Thermoplastics (polyethylene, polycarbonate, and polyphthalate carbonate [P.P.C.][Lexan]) and thermoset materials (fiberglass and phenoli-impregnated textiles) are commonly used to mold the shells of industrial hard hats. These materials have proven to be durable, reliable, lightweight, and provide effective protection. Given proper care and normal workplace conditions, a hard hat will have a reasonable service life.

The shell should be inspected routinely for dents, cracks, nicks, gouges, and any damage due to impact, penetration, abrasions, rough treatment, or wear that might reduce the degree of protection originally provided. Any hard hat that shows signs of worn or damaged parts should be removed from service immediately and replaced.

Although Bullard adds an ultraviolet inhibitor to hard hat shells, all hard hats are susceptible to damage from ultraviolet light, temperature extremes, and chemical degradation. Thus, users who work in environments with high degrees of exposure to sunlight, heat, cold, or chemicals should replace their hard hats more frequently than workers in other environments.

Degradation of thermoplastic material may be apparent when the shell becomes stiff, brittle, faded, dull in color, or exhibits a chalky appearance. With further degradation the shell surface may craze, flake, or delaminate. A hard hat should be replaced immediately at the first sign of any of these conditions.

The following is a simple field test that can be performed by an employee or supervisor to determine possible degradation of polyethylene shells:

Compress the shell inward from the sides about 1" with both hands and then release the pressure without dropping the shell. The shell should quickly return to its original shape, exhibiting a degree of elasticity. Compare the elasticity of the sample with that of a new

shell. If the sample does not exhibit a similar degree of elasticity to that of a new shell or if it cracks due to embrittlement, it should be replaced immediately.

Hard Hat Suspension

The hard hat suspension system is just as important as the shell. Its main purpose is to help absorb the shock of a blow. Therefore, it must be in good condition at all times.

Like the shell, the suspension must also be inspected and replaced periodically. Over a period of time, the suspension will become worn and may become damaged.

Suspensions should be inspected closely for cracks, frayed or cut shell straps, torn headband or size adjustment slots, loss of pliability, or other signs of wear. These conditions can be caused by perspiration, hair oils, or normal wear.

Any suspension that is damaged must be removed from service and replaced immediately.

Cleaning

Hard hat service life can be extended by cleaning both the shell and the suspension. This should be part of the inspection and maintenance program. Scrub the shell and suspension with a mild detergent to remove dirt and stains. Rinse thoroughly with clean, warm water approximately 60 degrees Celsius (140 degrees Fahrenheit). After rinsing, wipe dry and carefully inspect once again for any signs of damage.

What is the Useful Life of a Hard Hat?

Users of industrial head protection devices must realize that these products do not have an indefinite useful life. E.D. Bullard Company recommends that employers conduct a regular head protection replacement program as a responsive solution to the task of addressing useful service life of hard hats.

Since the details of such a program must be developed based on work conditions at each job site, it is impossible to provide a specific timeframe for hard hat replacement. As a general guideline, many large corporations replace all employees' hard hats every five years, regardless of the hard hats' outward appearance.

Where user environments are known to include higher exposure to temperature extremes, sunlight or chemicals, hard hats should be replaced automatically after two years' use. This is based on information and hard hat samples returned to E.D. Bullard after being exposed to such conditions. It may be that in certain rare instances a hard hat should be replaced within less than two years.

The employer should have a policy of immediately replacing a hard hat if the employee (wearer) feels it is necessary.

WARNING: In addition to an inspection and maintenance program, employers should review with their employees some precautions concerning hard hat use and treatment. The following are some warnings that should be discussed:

- X If the hard hat has been struck by a forcible blow of any magnitude, both the hard hat shell and suspension should be replaced immediately, even if no damage is visible.
- X A conventional hard hat provides limited protection by reducing the force of falling objects striking the top of the shell. Protection from side impact and penetration is limited.
- X The hard hat shell or suspension should never be altered or modified. Drilling holes in the shell for ventilation purposes must be prohibited at all times.
- X Avoid contact of the hard hat with electrical wires.
- X Hard hats should not be carried on the rear window shelf of an automobile or stored in direct sunlight. Exposure to extreme sunlight over time may cause degradation which can affect the degree of protection originally provided.
- X Because hard hats can be damaged, they should not be abused. They should be kept free of abrasions, scrapes, and nicks and should not be dropped, thrown, or used as supports. Do not sit on a hard hat.
- X Wearers should never carry or wear anything inside their hard hat. A clearance must be maintained between the shell and head for the protection system to work properly.
- X Do not paint a hard hat prior to consultation with the manufacturer. Some paints and solvents may attack and damage the shell and reduce the degree of protection originally provided.
- X As a general guideline, all new employees should be provided with a new, unused, and unexposed hard hat. The practice of reissuing cleaned hard hats must be avoided. The cost of a hard hat is negligible when the potential for injury, lost time, health care cost, and liability are considered.

**AMERICAN NATIONAL STANDARD FOR PERSONNEL PROTECTION
PROTECTIVE HEADWEAR FOR INDUSTRIAL WORKERS--REQUIREMENTS
ANSI Z89.1**

Recommendations and Precautions Concerning Helmet Use, Maintenance, and Testing

B1. Laces

Laces, if any, should always be tied securely with a square knot.

B2. Cleaning

Shells should be scrubbed with a mild detergent and rinsed in clear water approximately 60 degrees Celsius (140 degrees Fahrenheit). After rinsing, the shell should be carefully inspected for any signs of damage.

Removal of tar, paints, oils, and other materials may require the use of a solvent. Since solvents may attack and damage the shell, the manufacturer should be consulted with regard to an acceptable solvent.

B3. Painting

Caution should be exercised if shells are to be painted, since some paints and thinners may attack and damage the shell and reduce protection. The manufacturer should be consulted with regard to paints or cleaning materials.

B4. Periodic Inspection

All components, shells, suspensions, headbands, sweat bands, and accessories, if any, should be visually inspected daily for signs of dents, cracks, penetration, and any damage due to impact, rough treatment, or wear that might reduce the degree of safety originally provided. Any industrial helmet that requires replacement or the replacement of any worn, damaged, or defective part should be removed from service until the condition of wear or damage has been corrected.

B5. Limitation of Protection

Industrial protective helmets meeting the requirements of ANSI Z89.1 are designed to provide optimum protection under average conditions. Users are cautioned that if unusual conditions prevail (for example, higher or lower extremes of temperature than those prescribed), or if there are signs of abuse or mutilation of the helmet or of any component, the margin of safety may be reduced.

Note: All items constructed of polymeric materials are susceptible to damage from ultraviolet light and chemical degradation, and safety helmets are no exception. Periodic examination should be made of all safety helmets and in particular those worn or stored in areas exposed to sunlight for long periods. Ultraviolet degradation will first manifest itself in a loss of surface gloss, called chalking. Upon further degradation the surface will craze or flake away, or both. At the first appearance of either or both of the latter two phenomena, the shell should be replaced immediately for maximum safety.

B6. Sizes

Provisions should be made by the manufacturer of industrial protective helmets for testing large and small sizes as appropriate.

B7. Precautions

Because helmets can be damaged, they should not be abused. They should be kept free from abrasions, scrapes, and nicks and should not be dropped, thrown, or used as supports. This applies especially to helmets that are intended to afford protection against electrical hazards.

Industrial protective helmets should not be stored or carried on the rear-window shelf of an automobile, since sunlight and extreme heat may cause degradation that will adversely affect the degree of protection they provide. Also, in the case of an emergency stop or accident, the helmet might become a hazardous missile.

The addition of accessories to the helmet may adversely affect the original degree of protection. When precautions or limitations are indicated by the manufacturer, they should be transmitted to the wearer and care taken to see that such precautions and limitations are strictly observed.

B8. Safe Condition

Neither the impact resistance requirements (see 7.2) nor the electrical insulation requirement (see 7.1) should be construed to indicate the safe impact level or safe voltage to which the industrial worker may be subjected. The maximum voltage against which insulating safety headgear will protect the wearer depends on a number of variable factors, such as the characteristics of the electrical circuit and the equipment involved, the care exercised in maintenance of equipment, and weather conditions. Therefore, the safe and proper local use of insulating safety headgear is beyond the scope of ANSI Z89.1.

ANNEX F

Suppression Considerations in Meeting Operational Objectives

Table

While meeting DNRC suppression objectives for fires escaping initial attack, firefighters should be Mindful of the following during all operational activities.

“When opportunities are present during suppression operations give consideration to the following”.

Resource or Activity	CONSIDER	ATTEMPT TO AVOID
Strategy / Planning	At in-briefing, meet with Line Officer and clearly identify fire progression points at which you will get back together and review goals and objectives.	Keeping original control goals and objectives long after the fire behavior and size has changed.
Base and spike camps	Asking the local Unit/Area Office or their assigned representative if weed free base and spike camp locations have been identified, or need to be identified.	Set up of base and spike camps without asking the local Unit/Area Office on weed status for the site you are considering.
Line Construction	Building only line you feel confident you can hold and safely patrol.	Contingency line construction without specific approval of the Line Officer.
	Mapping all line by location (including ones not used) and type as you build it – report and provide line map at end of every shift to Plans unit.	Building line without mapping it or assume someone else will find and repair it.
	Selecting the appropriate equipment for the job. Use in the following priority: <ol style="list-style-type: none"> 1. Natural barriers 2. Handline or FLE 3. Excavator 4. Skidgens 5. Feller Bunchers/Clippers 6. Dozers 7. Logging is last choice 	Determination of line construction type solely on excess equipment that might have been ordered or is available.
	Building fireline out of riparian areas and at least 50 feet from stream channels. Consult Agency Rep as needed.	Avoid building mechanical fireline down a stream bed, defined draw or in a riparian area.
	Minimizing disturbance to riparian vegetation, large woody debris and riparian filters.	<ol style="list-style-type: none"> 1. Cutting riparian vegetation unless it is scouted and perpendicular to the stream channel. 2. Clean-out of Large Woody Debris from streams or cut riparian logs into short rounds.

Resource or Activity	CONSIDER	ATTEMPT TO AVOID
	Minimizing width of fuel breaks and constructed line. Base width upon current and predicted fire behavior.	Constructing wide lines as fuels decrease or the line is crossing natural barriers.
Use of Dozers	Asking yourself how “ you ” are going to repair the line to pre-fire condition as it is being built	Building dozer/cat line thinking it will be someone else’s job to repair the line.
	Scout all mechanical equipment line locations prior to line construction.	Letting operators build line without specific direction from the dozer boss.
	Scouting and selecting dozer creek crossings where there are gentle and/or hardened banks. Always lift blade when crossing. If crossing location is soft, lay 6-8” dia trees in the stream and drive (walk) equipment across them.	Allowing a dozer to run up or down a creek channel or cross a channel with very soft banks.
	When building mechanical (dozer or excavator) line make every attempt to assign crews to hold and patrol it.	Building mechanical line and leave unpatrolled when the fire is nearby.
	If possible, Blading soil and seed from weed infestations TOWARD a road that cat line is anchoring to or an already infested area when feasible.	Blading soil and seed from weed infestations into uninfested areas.
	Minimizing damage to structures, fences, reference posts, and other structural improvements. If it is not possible to avoid fences, attempt to cut the wire, and not tear down with equipment.	Fences and other structural improvements during line construction.
	Handling, storing and dispensing fuel, lubricants and other chemicals at least 50 feet from a drainage way <ul style="list-style-type: none"> • Use approved containers for fuel, lubricant and chemicals • Properly store and discard all empty containers. 	1. Refueling on a bridge or within 50 feet of a drainage way. 2. Leaving any hazardous materials on-site after the incident.
Water/Diversion/Pumps	Diverting water from creeks at low rates and developing storage. Ask Unit Office for possible drafting site locations and map.	Diverting water at high rates and dewatering that can significantly reduce instream flow, and complete draw down of a water dip source.

Resource or Activity	CONSIDER	ATTEMPT TO AVOID
	Having spill kits, extra containment pads and tarps with all pumps.	The use of pumps or storage of fuel next to a creek without containment pads.
	Storing fuel and oils on containment pads away from the water's edge.	Refueling pumps right next to or over live water.
	Recording locations of aerial water dip sites used.	
Retardant	Maintain a buffer when flying retardant parallel to a drainage way, avoid when possible.	Dropping retardant over water or riparian areas.
	Mixing and loading retardant at least 300ft. from streams and riparian areas.	Mixing or loading retardant within 300ft. of streams and riparian areas.
Potential Low Impact Practices	Building only the necessary line needed, and consider how you will rehab the line to pre-fire condition as you build it.	Building fire line thinking it will be someone else's job to repair it.
	Packing out all your litter and any other litter you find at all times.	Dropping litter, leaving litter you find, or assuming someone else will pick it up later.
	Using cold-trail, wet line or a combination when appropriate.	Building line when the fire is out.
	Minimizing the fireline standard where firelines connect with roads especially on Private ground.	Building high standard line into roads because they may develop into non-system roads or ATV trails after the fire.
	Minimizing bucking and cutting of trees and the number of cut surfaces and resulting "rounds" or logs.	Cutting down or felled logs into lots of short sections.
Helispots	Checking potential helibases and helispots for noxious weeds BEFORE using the site – if possible use only weed free sites or mitigate prior to use.	Use of weed infested sites for helibases, helispots, staging, parking, landing, cargo loading or loading areas.
	Asking the local Unit/Area Office if weed free helibases and helispots have been identified.	Set up of a helibase or helispots without asking the local Unit/Area Office the weed status on the site you are considering.
	Minimizing weed spread at helibases by incorporating weed prevention and containment practices such as mowing, flagging or fencing weed patches, designating weed-free travel routes.	Establishing or use of a weed-infested area for a helibase, helispot or landing zone.

Resource or Activity	CONSIDER	ATTEMPT TO AVOID
	Providing weed prevention briefings for helibase staff.	The assumption that helibase staff will know weed prevention practices or local noxious weed species.
	Inspecting, and if necessary cleaning, contract fuel and support vehicles before and after each incident when travelling off road or through weed infestations.	Allowing helibase vehicles to drive through or park in weed infested areas.
	Inspecting and removing weed seed and plant parts from all cargo nets.	Loading nets or cargo in weed infested areas.
	Avoiding helispot locations that are wet or may have sensitive vegetation.	Creating openings that are larger than needed to safely accomplish the objective.
	Flight paths into and out of helispots to avoid flying over live water and riparian areas.	Landing aircraft in or near riparian areas.
Weed Prevention Practices	Discussing the weed situation with the Unit Rep at initial briefing.	Beginning without discussing weeds with local Agency Rep.
	Setting up a weed washing station for all ground transportation no later than two shifts after commencing with ground disturbing activities.	Operating past the first two shifts if a weed washing station has not been set up.
	Posting; weed identification and prevention posters at readily visible locations around camp.	Not educating all fire personnel on the incident of weed issues and concerns.
	Blading soil and seed from weed infestations <i>TOWARD</i> a road that cat line is anchoring to or an already infested area when feasible.	Blade soil and seed from weed infestations into uninfested areas.
	Inspecting all fire going vehicles regularly to assure that undercarriages and grill works are kept weed seed free. All vehicles sent off Unit for fire assistance should be cleaned before they leave or return to their home.	Demobing vehicles until they have had an undercarriage wash.
	Minimizing weed spread in camps by incorporating weed prevention and containment practices such as: mowing, flagging or fencing weed patches, designating weed-free travel routes and washing equipment.	Establishing camps in weed infested areas.

Resource or Activity	GIVE CONSIDERATION TO	ATTEMPT TO AVOID
Snags	Minimizing snag felling.	Felling snags that are not a safety hazard or will have no benefit to suppression efforts
	Leaving snags standing that are a potential hazard <i>but not</i> close to the line or posing a safety risk	Felling snags that are well beyond designated mop-up distances
	Avoiding snagging in riparian areas but if you have to, directionally fall snags towards the channel with no more than 50% of the tree length within the active channel.	Cutting felled snags into small rounds when in riparian areas.
Revegetation	Using DNRC/Local direction for Seed Mixes and current seeding guidelines, this will be included in the Suppression Repair Plan.	Using species substitutions without consulting the Agency Rep.
	Consider using only Blue Tag/weed free seed only.	Use of any seed of unknown origin and is not certified and tagged weed seed free.
	Using only certified weed-free or weed-seed-free straw used for erosion control.	Using straw of unknown origin or that is weed infested.
	Using mechanical/aerial seeding of dozer line and mechanically cleared areas when appropriate.	The assumption that later rehabilitation efforts will do revegetation of suppression activities.
	Retaining enough crews or the proper equipment to accomplish revegetation needs.	Under estimating the revegetation needs under suppression rehab.

ANNEX G

EXAMPLE

FIRE SUPPRESSION REPAIR PLAN TEMPLATE

Montana Department of Natural Resources and Conservation

This template is designed to give a general outline of what is required to be prepared for a visiting IMT and/or documentation purposes of local repair efforts. Use what is necessary within this template to prepare your fire suppression repair plan.

PREPARED BY:

(Name)
(Agency)

Date
(Title)

Fire Suppression Repair Team Members Contributing to this plan include: (if more than one)

APPROVED BY:

(Incident Commander)

Date

(Name)
(Unit Manager/Area Manager)

Date

GOALS:

This fire suppression repair plan is designed to guide the planning and implementation of repair measures on the _____ fire, which burned on lands managed by the Montana Department of Natural Resources and Conservation, and private lands including commercial timber lands managed by _____, and timber/ranch lands managed by approximately _____ small private owners.

The **intent of this fire suppression repair plan** is to mitigate or eliminate resource or other damage occurring as a result of fire suppression activities not to complete all long-term land rehabilitation/restoration needs.

Implementation of this plan will be in compliance with management direction and standards and guidelines contained in the Montana DNRC Wildland Fire Suppression (900) Manual.

RESPONSIBILITIES:

This plan provides consistent fire suppression repair standards in order to provide seamless implementation of repair activities, reduce repair costs, and protect common resource values impacted by suppression activities. Implementation of this plan will be conducted by the Incident Management Team under the authority of resource advisors and the agency Line Officer.

Repair activities on Montana DNRC Lands, county access lands/roads and other private lands will be conducted by the IMT under the authority of the Montana Department of Natural Resources and Conservation. Activities conducted on private ownerships will be coordinated by the Montana DNRC with each private property owner.

Repair of the Incident Base Camp or other sites on private lands used as staging areas and drop points will follow repair standards outlined in this plan or as displayed within individual rental agreements.

OBJECTIVES:

The following objectives will be met for all rehabilitation work completed on the _____ fire:

1. **Firefighter Safety** – Ensure all suppression repair work is done in a safe and efficient manner.
2. **Vegetation and Soils** – Avoid accelerated soil erosion.

3. **Water Quality and Watershed Values** – Minimize sediment delivery into streams and/or drainages to maintain water quality.
4. **Cultural Resources** – Protect any cultural resource sites that were impacted and repair areas where fire suppression activities destabilized slopes near sites.
5. **Travel Management** – Restrict unintended/undesired motorized vehicle access that may have been created by the construction of dozer lines. Provide for reestablishment of pre-incident road closures and reestablish administratively desired roadway widths/conditions to pre-disturbance widths/conditions.
6. **Cleanup** – Remove suppression related equipment, (debris, trash, signing, flagging) at facilities used by suppression personnel.
7. **Facilities** – Restore access roads, camps, equipment staging areas, helibases, helispots, retardant plants, and other sites to original pre-fire condition.
8. **Resource Recovery** – Stage (deck) commercial materials generated during fireline construction for salvage by respective land owners.
9. **Private Land Values** – Provide consistent fire suppression repair treatments that are responsive to various land owner needs.
10. **Cost Containment** – Ensure that treatments are feasible and costs are considered while developing and implementing fire suppression repair treatments.

GUIDELINES:

Specific sites in need of repair will be categorized by geographic area and identified by geographic area and/or Branch or Division where applicable. A **Repair Operations Guide** may be developed and coordinated with the Incident Management Team (IMT) to ensure timely repair. The Resource Advisor or designee will provide the IMT with recommended amendments to this plan for Incident Action Plan preparation. The following general guidelines will be followed during all repair activities:

1. Agency Resource Advisor(s) will be available to work with fireline personnel during implementation of suppression repair.
2. Assessments will be ongoing, based on operations and events as they occur within the _____ fire perimeter. Additional sites that are discovered in the field should be subsequently mapped and repaired.
3. Motorized equipment used for repair will be thoroughly cleaned of any plant materials that could potentially contain noxious weed seeds prior to entering planned repair work areas. In addition, all vehicles involved in the fire incident will be re-cleaned prior to demobilization from the incident to reduce the risk of transporting noxious weed seed to other areas. Vehicle washing logs will be completed to document compliance if so requested.

4. All materials used in repair efforts will be certified noxious weed free (straw, seed, etc.) Weed free certification will be provided to the Incident Management Team upon purchase or transport of materials.
5. Implementation monitoring will occur concurrently with completion of repair work. Any adjustments to prescriptions based on monitoring will be recommended to the Operations Section for inclusion or modification of Incident Action Plans.
6. To ensure safety of personnel performing suppression repair work, an onsite analysis of the hazards will be discussed and addressed each day before work is begun.
7. Where operations were established on private land, additional repair requests beyond those cited in this plan (as identified by the landowner) must be agreed to in writing by the Incident Management Team with concurrence by the Resource Advisor and Line Officer prior to completion.
8. No repair work shall commence at identified cultural sites without consultation with the Resource Advisor or other applicable agency representative.

STANDARDS:

Salvage of Merchantable Timber:

When applicable, salvage merchantable timber from firelines prior to rehabilitation.

- Skid logs to designated locations along established roads.
- Use intersections and switchbacks where feasible to reduce need for developing new landings.
- If needed and possible sort by ownership.

Dozer Lines, Staging Areas, Safety Zones, Helispots:

After salvage of merchantable timber

- Evenly reposition litter and organics, top soil, and large woody debris onto disturbed areas. Scarify compacted areas to a depth of 18 inches. Scatter additional unused material to eliminate berms and debris piles. Where cut and fill has occurred (benched fireline) re-contour fireline to natural slope gradient prior to placement of litter, organics, and woody debris. Eliminate evidence of the line as much as practical.
- Construct water bars (see specifications below). Applicable to firelines and restricted/closed roads.
- Seed disturbed areas with Seed Mix (See specifications below).
- Restore stream crossings (Insert specifications below).

- Block off motorized access. Where available, use boulders and large woody debris.
- Remove all trash, equipment, and flagging.

Hand Lines:

- Reposition litter and organics, top soil, and large woody debris onto disturbed areas. Scatter additional unused material to eliminate berms and debris piles along the fireline. Eliminate evidence of the line as much as practical.
- Construct water bars (insert specifications below).
- Block off motorized access. Where available, use boulders and large woody debris.
- Remove all trash, equipment, and flagging.

Pumping and Drafting Sites:

- Restore all water sources that were used to supply hose lays, tenders, and engines during the suppression efforts to their pre-fire condition.
- Restore natural contour.
- Seed disturbed areas with Seed Mix (insert specifications below)
- Remove any dams or other devices used to pool water and all litter, trash, and flagging.
- Remove hazardous material containment pads, if used, and dispose of properly.

Open Roads used as Firelines or Contingency Lines:

- Remove vegetation debris (cut limbs and brush) from road cuts and ditches and culvert catch basins and scatter on road fills outside of the travel way. Where excessive amounts of materials prevent scattering, pile or windrow material along the road fill outside of the travel way.
- Restore all existing drainage features, i.e. culverts, rolling dips, cross-drains, belted drains, and ditches damaged during fireline construction.
- Remove debris from culverts that have been blocked or made ineffective due to suppression efforts.
- Grade road surface to reestablish original road widths and ensure a smooth driving surface free of rocks and obstructions.
- Clean ditches and culvert lead-ins during grading activities to remove debris and allow for free flow.
- If dry conditions exist, water roads as necessary during grading activities to ensure missing road surfacing materials and to eliminate generation of additional surface fines.

Restricted (gated or bermed) Roads used as Firelines or Contingency Lines:

- Remove vegetation debris (cut limbs and brush) from road cuts and ditches and culvert catch basins and scatter on road fills outside of the travel way. Where excessive amounts of materials prevent scattering, pile or windrow material along the road fill outside of the travel way
- Restore all existing drainage features, i.e. culverts, rolling dips, cross-drains, belted drains, and ditches damaged during fireline construction.

- Where surface drainage is not evident, construct drivable water bars generally every 500 feet. At stream crossings, water bars shall be constructed on each side of the crossing to prevent surface flow into the stream crossing. Near streams, water bars shall drain into a buffer area and not directly into the stream channel.
- Grade road surface to reestablish original road widths and ensure a smooth driving surface free of rocks and obstructions.
- If dry conditions exist, water roads as necessary during grading activities to ensure missing of road surfacing materials and to eliminate generation of additional surface fines.
- Clean ditches and culvert lead-ins during grading activities to remove debris and allow for free flow.
- Remove debris from culverts that have been blocked or made ineffective due to suppression efforts.
- Restore road restriction devices (gates, berms, barriers) removed or damaged to provide access for fire suppression activities. Replace locks, lock-Ts, signs and other damaged items.
- If necessary to prevent erosion and only with Line Officer approval, seed road surfaces and cut/fill slopes with Seed Mix (insert specifications below).

General Access Roads:

- Grade road surface to remove ruts, rills, and washboards. Light or Spot Grading may be performed where road surface imperfections are not evident.
- Grade ditches only where fire vehicle traffic has damaged ditch profile or deposited debris within the ditch.
- If dry conditions exist, water roads as necessary during grading activities to ensure mixing of road surfacing materials and to eliminate generation of additional surface fines.
- All litter, trash, equipment, signs and flagging will be removed.

Fire Camps/Spike Camps/Helibases/Retardant Plants:

- Areas where excessive retardant was spilled will be mitigated by removing as much of the retardant as practical and farming or diluting the remainder into the soil. Specific actions will be developed jointly with Landowners or their representatives.
- Wood chips should be raked to remove the majority of litter and the remainder raked evenly across the area (if chips were used).
- If necessary and only with Line Officer approval seed all disturbed areas with Seed Mix (insert specifications below).
- Repair and fence and replace any gate that was cut or moved to access suppression activities.
- All litter, trash, equipment, signs and flagging will be removed.
- Restore natural topography where power and telephone lines were trenched.

- Refer to rental agreements with specific landowners for other requirements.

Vehicle (Weed) Washing Station (if applicable):

- Collect and dispose of all organics, debris, and washing waste in approved landfill.
- Grade road surface to remove ruts and surface imperfections.
- All litter, trash, equipment, and signs will be removed.
- Monitor annually for 2 years. Apply herbicides as necessary to remove weed germinates.

SPECIFICATIONS:

Water Bars:

- Cut water bars diagonal to fire line.
- Ensure that each water bar has a direct outlet and drains into a vegetation or rock filter.
- Utilize Excavators (preferred over dozers if possible) for repair of dozer lines and along roadways that have been cleared for firelines. Dozers may only be used to perform final construction of water bars on dozer lines. Excavators should be used to pull berms and redistribute side cast fills and woody debris (eastside open prairie utilization of Road Graders may be preferred). Dozers may also be utilized on larger safety zones, especially those near roads.
- Water bars for dozer lines should be 12” deep and 18-24” high for the berm. If soil is loose, augment water bar with woody debris and/or rocks if available.
- Hand line water bars should be 8” deep and 12-18” high for the berm. If soil is loose, augment water bar with woody debris and/or rocks.

Fire Line Slope	Suggested Spacing (feet)
10-20%	100
20-30%	75
30-40%	50
40-50%	25
50%+	20

Seeding:

Seed Certification (if applicable)

- Certified, blue-tagged seed shall be used where a name variety or cultivar is specified. Blue tags, that are removed to mix or spread the seed will be saved and provided to the host agencies Resource Advisor.
- All seed purchased will be certified free of seeds from weeds listed on the current “All States Noxious Weeds List”.
- The origin of wildland native seeds is verified by a certification of the “Source Identified Class” with an attached yellow tag.

- When using commercially purchased seed check with the supplier for the seed source point of origin. Point of origin should be as close to the re-vegetation project as possible. Seeding elevations should be within 1000 feet below or 500 feet above the seed origin elevation. Seed origin should be within a 500 mile radius of the re-vegetation site.

Seed Mix and Application:

- Apply seed following completion of repair activities (i.e. replacement of organics and debris and road grading activities).
- Do not mix seed and fertilizer in spreaders. Apply seed and fertilizer separately to prevent scarification of the seed hull by abrasive fertilizer.

Seed Mix: Montana State DNRC

Apply to all firelines, safety zones, and repair areas.	
Species	Pounds PLS per Acre
(example): Annual Ryegrass (I) Lolium Multiflorum	(example): 14
(example): Slender Wheatgrass (N) Elymus trachycaulus (Revenue)	(example): 6
Total	

Fertilizer Application:

- Apply _____ dry fertilizer at rate of _____ lbs/acre
- Apply fertilizer only to roads used for firelines. Do not apply to dozer or hand constructed firelines. Do not apply to general access roads.

Stream Crossings:

- Remove all litter, top soil, and small woody debris (brush and branches) positioned within the stream during line construction.
- Re-contour disturbed soils to blend with the natural stream banks above and below the crossing. Place large woody debris (>10 inches diameter as available) within the floodplain or along stream banks so as to not fully obstruct stream flows. **Note:** large wood may enter the stream channel as long as it is fully secured (partially or fully buried) within the floodplain beyond the stream channel so as to prevent movement during high flows.
- Construct water bars above both sides of the crossing where runoff can be diverted onto non-erodible materials and dissipated before it reaches the channel.
- Minimize additional damage to riparian vegetation and disturbance to soils.
- Install slash filter windrows at base of slopes parallel to stream channel. Windrows should be placed at least 10 feet from stream edge as to not infringe upon natural stream flow and floodplain function.

ADMINISTRATIVE RULES OF MONTANA (ARM)

18.10.111 DYED SPECIAL FUEL ALLOWANCE

(1) The department will allow the state of Montana, cities, counties, school districts, and federal and tribal governments to use dyed, low sulphur special fuel on the public roads if the following criteria are met:

(a) The vehicles are owned by a governmental entity (state of Montana, city, county, school district, federal or tribal government) ; or

(b) The vehicles are leased by the governmental entities (state of Montana, city, county, school district, federal or tribal government) and the lease terms meet the criteria for a "long term lease" as defined in ARM [18.10.302](#).

History: [15-70-104](#) and [15-70-330](#), MCA; IMP, [15-70-301](#) and [15-70-330](#), MCA; NEW, 1999 MAR. p. 645, Eff. 4/9/99; TRANS, from ARM [18.9.323](#), 2001 MAR p. 2143, Eff. 10/26/01.

STATE OF MONTANA
DEPARTMENT OF JUSTICE
MONTANA HIGHWAY PATROL DIVISION

Steve Bullock
Attorney General



2550 Prospect
PO Box 201419
Helena, MT 59620-1419

May 10, 2012

Department of Natural Resource and Conservation
Bruce Suenram, Deputy Chief
2705 Spurgin Road
Missoula, MT 59804

Dear Deputy Chief Suenram:

The Montana Highway Patrol (MHP) recognizes the need for fire program vehicles owned and operated by the Department of Natural Resources and Conservation (DNRC). We agree that these vehicles are imperative to the protection of our wild lands and they are used to respond to fires in an emergency capacity. Therefore, MHP endorses the use of the fire program fleet and authorizes their emergency vehicle status.

Thank you for contacting the MHP office with your request for authorization. If you have any questions or concerns, you can reach our Headquarters office at 406-444-3780.

Sincerely,

A handwritten signature in black ink that reads "Michael Tooley".

Colonel Michael Tooley
Chief Administrator

mtt/klm

RECEIVED

MAY 14 2012

Forestry Division
Missoula

Telephone (406) 444-3780 Fax (406) 444-4169



F&AM Bureau Memorandum

May 30, 2014

File: 392

TO: HOLDERS OF THE 900 DNRC WILDLAND FIRE SUPPRESSION MANUAL
FROM: JOHN MONZIE, Deputy Chief, Fire Operations, Fire & Aviation Management Bureau
SUBJECT: UPDATES FOR THE 900 WILDLAND FIRE SUPPRESSION MANUAL

The attached documents are new updates (May 2014) to the DNRC Wildland Fire Suppression Manual (900Manual). Please replace and/or add the following index, Annexes, and Chapters with the attached:

- Manual Index
- Manual Cover
- Manual Spine
- Chapter 930 – State and Local Firefighting
- Chapter 940 - Personnel
- Chapter 960 – Equipment and Supplies
- Annex H – Administrative Rules of Montana (Dyed Fuel Allowance)
- Annex I – Department of Justice Letter (Authorized Emergency Vehicle Status)

If you have any questions please contact me.

JM:lr

Attachments

MONTANA
DNRC



Forestry Division

Fire
and
Aviation
Management Bureau

WILDLAND FIRE
SUPPRESSION
MANUAL

900 Manual

May 2014

MONTANA
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