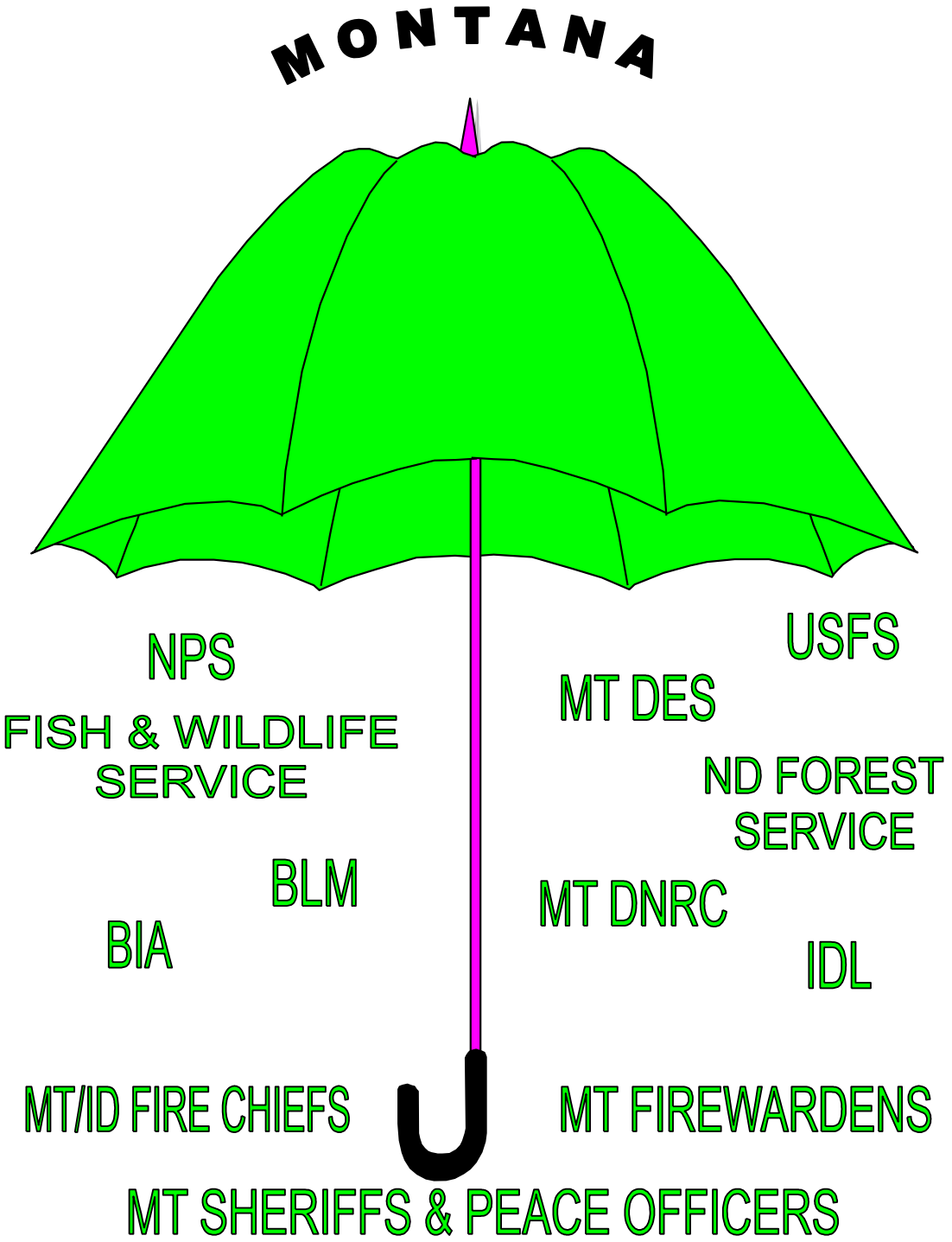
NRCG

MOBILIZATION OF LOCAL GOVERNMENT FIREFIGHTING RESOURCES



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Interagency Incident Business Management Handbook Chapter 50: Interagency Cooperative Relations

MOBILIZATION OF LOCAL GOVERNMENT FIRE FORCES
Montana Department of Natural Resources and Conservation

A. SCOPE

Guidelines in this document apply when Local Government Fire Forces' apparatus, equipment, and personnel are hired by Northern Rockies Coordinating Group (NRCG) agencies within Montana. Initial guidelines were established May 1, 1991 and have been updated annually.

B. GENERAL

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

   a. Local Government:

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

   b. Local Government Fire Forces:

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

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

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

2. All fire apparatus must meet the requirements of the resource order and the guidelines set forth in the Northern Rockies Coordinating Group (NRCG) Supplement to the National

Wildfire Coordinating Group (NWCG) Interagency Incident Business Management Handbook (IIBMH). Chapter 50 of the IIBMH is attached to this document.

a. All Local Government personnel hired by NRCG agencies for use on incidents must meet the minimum standards for training, experience, personal protective equipment (PPE), and physical fitness specified in this document.

b. All Local Government Fire Force fire apparatus (engines, water tenders) hired by NRCG agencies for use on incidents must meet the equipment typing standards set forth in this document and NRCG Supplements, Chapter 50 to the IIBMH.

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

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

C. PERSONNEL STANDARDS

1. Physical Fitness Standards

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

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

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

It is highly recommended that those individuals who have or suspect they have a serious medical condition consult their personal physician before practicing or taking a Work Capacity Test. **ALL INDIVIDUALS should complete the revised DNRC Health Screening Questionnaire (HSQ) and Informed Consent for Work Capacity Test documents for their respective agency**.

NOTE: DNRC mobilizes for wildland fires and to mitigate threats of and from wildland fires.
Personnel and equipment mobilized for that purpose must meet training and PPE requirements for structure protection. Structure suppression (interior) is at the direction of the local fire department who operate with different specific training/skills and equipment specific to that fire environment. If DNRC does mobilize for structure suppression or an all-hazard incident, personnel and equipment must meet training and PPE/equipment requirements for that purpose. Structure protection and structure suppression have two different definitions in the wildland community. Please see 3(c) and 4(b) below.

2. Incident Qualification Cards (Red Cards)

DNRC will not issue Red Cards to Local Government below the level of Strike Team/Task Force Leader or Unit Leader positions. **The chief officer of each Local Government Fire Force is responsible for certifying that Local Government firefighters meet NWCG, NRCG, NFPA, or appropriate standards for the positions in which they are operating. Chief certifications are intended for rostered department members for which that Chief is responsible.**

Wildland fire training is available thru DNRC and may be obtained by local government fire forces by contacting their DNRC area or unit fire program personnel.

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

3. Training Standards

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

b. All firefighters hired by DNRC for use by NRCG agencies on wildland fires, and all structural firefighters assigned to structure fire fighting duties on wildfires, must have completed a minimum of DNRC's Basic Wildland Firefighter or an equivalent course recognized by NRCG (e.g., I-100, S-130, and S-190), and the "Annual Fireline Safety Refresher RT130" course or equivalent. The 2006 and newer revisions of DNRC's "Basic Wildland Firefighter" meets the Standards for Survival requirement and the NFPA 1051 Firefighter I level.

c. All firefighters hired by DNRC for use by NRCG agencies, assigned to NWCG Type I or II engines for structure protection, must be properly trained and equipped for that role and pass the NRCG approved Physical Fitness Test at the "light" level. The chief of the fire department can attest to the individual firefighter's knowledge, skills, and ability to perform by certification on the red card or certifying the DNRC-provided form. The MSU Fire Services Training School certificate for NFPA FF1 Training Standard 1001 will meet this certification requirement.

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

d. It is the policy of the DNRC and NRCG that Local Government Fire Forces hired by the DNRC will be fully qualified by meeting the knowledge, skills, and abilities intended as per the NWCG "Wildland and Prescribed Fire Qualification System Guide (PMS 310-1, May 2008) as certified by the Local Government Fire Chief/Officer."

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

f. Water Tender and Water Truck personnel as well as the Wildland Engine (Type III-VII) personnel position required training, experience, physical fitness, and EFF classification can be found on page 15 & 16, Chapter 50 of the IIBMH handbook.

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

h. Homeland Security / FEMA Training Requirements for emergency response personnel you may want to be aware of, but which are not part of this MOB:

A. According to Homeland Security Presidential Directive 5, September 8, 2004, all Federal, State, Tribal, and Local entities, Private Sector and Nongovernmental personnel with a direct role in emergency management and response must be NIMS and ICS trained. This includes all emergency services related disciplines such as EMS, hospitals, public health, fire service, law enforcement, public works/utilities, skilled support personnel, and other emergency management response, support and volunteer personnel. DNRC is not the agency responsible for ensuring these directives, nor are they requirements for mobilization. We've included them for your information on national direction:

Entry Level

FEMA IS-700: NIMS, An Introduction

ICS-100: Introduction to ICS

First Line, Single Resource, Field Supervisors

IS-700, ICS-100 and ICS-200: Basic ICS or its equivalent

Mid-level Management: Strike Team Leaders, Division Supervisors, EOC Staff, etc.

IS-700, IS-800.A NRP, ICS-100, ICS-200 and ICS-300

Command and General Staff; Area, Emergency and EOC Managers
IS-700, IS-800.A, ICS-100, ICS-200, ICS-300 and ICS-400

4. Personal Protective Equipment Standards

a. All firefighters hired by DNRC for wildland fire suppression will be equipped to meet DNRC's standards for personal protective equipment as described in DNRC's Wildland Fire Suppression Manual (DNRC 900 Manual*) as a minimum: fire shirt, fire pants, fire shelter, gloves, leather boots with 8" top and

traction soles, as well as an approved helmet. Local Government Fire Forces are responsible for supplying personal protective equipment to their firefighters. If DNRC, or another NRCG agency issues protective clothing and equipment to local government personnel and these items are not returned to the issuing agency, the cost will be deducted from any payment to the corresponding local agency.
Issuance and use of fire shelters shall be in accordance with guidelines set forth in DNRC's Wildland Fire Suppression Manual (DNRC 900 Manual*). **Note that federal fire agencies will be requiring the New Generation Fire Shelter for use on their incidents for the 2010 season.**

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

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

***NOTE**: DNRC manuals may be accessed at DNRC offices or on the DNRC Fire and & Aviation Management website.

D. EQUIPMENT STANDARDS

When classifying equipment, all of the requirements for <u>both</u> equipment and personnel, set forth in this chapter and NRCG supplements to chapter 50, IIBMH, must be met to be acceptable for pay status. Equipment lacking certification especially by not meeting the minimum requirements shall be used only when certified equipment is unavailable. Personnel not meeting the minimum requirements shall not be used

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

1. Fire Apparatus Standards

a. <u>Wildland Apparatus</u>: Per the NRCG supplement to chapter 50, (IIMBH), Type III, IV, V, VI, and VII engines are to be dispatched with a minimum crew complement. All wildland apparatus must carry a specified minimum complement of equipment per NWCG standards. See Chapter 50 of the IIBMH.

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

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

1) Engines (Type I and II) must be in compliance with NFPA standards for the year in which it was built. A four-person engine, Type I engine crew will consist of a Driver/Operator, a Company Officer and two Firefighters. A three-person engine, Type II engine crew will consist of a Company Officer/Engine Boss, Driver Operator, and one Firefighter.

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

NOTE: NRCG recommends use of NWCG Type I or II engines only when there is an adequate water source available to supply them, adequate ingress and exit routes capable of handling their size and weight, and capabilities are clearly matched to the task assigned. Generally, Type I and Type II engines may not be suited for off-roadway use.

2. General Hiring Requirements

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

Equipment will be hired on the DNRC Incident Rental Agreement (IRA). Equipment must meet the accepted typing standards set forth in the NRCG Supplement to the Interagency Incident Business Management Handbook. The NRCG Equipment Committee may sponsor equipment inspection workshops as needed to provide training regarding equipment inspections, updates, and standards.

All equipment shall be within the limits of the manufacturer's Gross Vehicle Weight Rating (GVWR) when fully loaded (including operators and accessory equipment). This includes balancing the load in a manner that all axle weights comply with the manufacturer's gross axle weight rating. Equipment shall be configured in a manner that the center of gravity of the vehicle is within the design limits of the equipment.

January 1, 2004 was established as the date when all water tenders and water trucks must meet the GVWR requirements when fully loaded. Fill limiting devices ***are not*** allowed. All types of equipment must meet the requirements for GVWR, set forth in the NRCG Supplements to the Interagency Incident Business Management Handbook.

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

It shall be the individual NRCG member agency and individual Local Government Fire Force's responsibility to determine whether their equipment complies with the GVWR. Individual agency equipment provided to other member agencies shall comply with the

GVWR. The providing agency shall be responsible for determining GVWR compliance. Operators shall possess the skill, knowledge, and ability to operate the vehicle within the constraints of GVWR.

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

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

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

The chief officer of each Local Government Fire Force is responsible for certifying that local government firefighters have the knowledge, skills and abilities for the type and class of equipment operated, as described in this mobilization guide. Certification of drivers will be made using the "Certification for Local Government Fire Forces Equipment and Operators" form. This form is required for all equipment otherwise requiring a commercial driver's license (CDL) and is available on the website at:

http://www.dnrc.mt.gov/forestry/fire/business/forms.asp.

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

The Local Government Fire Force will be responsible for providing proof of liability coverage for the equipment, in accordance with Montana State Law. The State will not provide liability insurance for equipment owned by Local Government entities.

E. HIRING PROCEEDURES AND RATES

1. General Provisions:

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

Payment of an hourly rate has been established for all equipment, per the NRCG Supplement to the NWCG Interagency Incident Business Management Handbook. The

"fully operated" rates are used in specific instances for Local Government Fire Forces who cover their own payroll, worker's compensation and other benefits. The "unoperated" rates are used for Local Government Fire Force equipment when the Local Government Fire Force chooses not to utilize the “Fully Operated” rate.

DNRC may provide an Agency Representative with dispatch of Local Government Fire Forces to DNRC or Federal support fires, or a County Fire Advisor to county assist fires, when deemed necessary by the fire Incident Commander or the Land Office responsible for the fire. Agency Representative and County Fire Advisor duties and responsibilities are defined in the DNRC Wildland Fire Suppression Manual (DNRC 900 Manual).

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

All Local Government Fire Forces dispatched to a fire and as outlined in Chapter 50 of the IIBMH, should be accompanied by a packet of paperwork consisting of the following:

- Resource Order
- Crew Time Report – SF-261
- Emergency Firefighter Time Report – OF-288
- Fire Crew Performance Rating – SF-372
- Employers First Report of Notice of Occupational Injury and instructions
- DNRC Incident Rental Agreement or Emergency Equipment Rental Agreement OF-294 and OF-294 General Clauses to IRA, and NRCG Supplemental Terms and Conditions to the OF-294 General Clauses. Chief’s Certification if utilized.
- Emergency Equipment Use Invoice – OF-286
- Vehicle Heavy Equipment Inspection Checklist – OF-296-If applicable.
- Emergency Equipment Shift Ticket – OF-297
- Emergency Equipment Inventory Checklist
- Emergency Equipment Fuel and oil Issue – OF-304
- State of Montana Vehicle Accident or Loss Report
- Chief Certification if utilized

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

2. Hiring Options: Out of Normal Jurisdiction

Local Government Fire Force resources may be hired in one or more of the following ways. Each option requires a separate agreement. One piece of equipment may be hired on more than one IRA if the Local Government Fire Force wishes it to be available on both an unoperated and fully operated basis. Procurement officials on incidents should consult the hiring Land Office for more information regarding specific agreements.

In order to be eligible to accept assignments outside the Northern Rockies Geographic Area, Local Government Fire Force equipment must be hired fully operated (option b) or under a separate agreement (option c), and operated by Local Government Fire Force employees, not EFFs.

a. Unoperated:

Under this method, Local Government Fire Force personnel will be hired as EFFs and become temporary employees of the State of Montana, and the equipment will be hired on an IRA at the unoperated rate as listed in Chapter 50, IIBMH. IRAs for Local Government Fire Force engines and water tenders hired unoperated are not valid outside the Northern Rockies Geographic Area; this fact shall be stated on the IRA in block 14, Special Provisions. Local Government Fire Force equipment hired on an unoperated basis is not eligible to accept assignments outside the Northern Rockies Geographic Area.

EFFs hired and/or dispatched as single resources may accept assignments in region and out of region. During travel to an incident, single resource EFFs might operate passenger vehicles (i.e.: pickups, sedans) belonging to a Local Government Fire Force, a private individual, or DNRC. In the case of a Local Government Fire Force or private passenger vehicle, if the vehicle is not specifically ordered on the Resource Order for use on the incident, it will be considered to be providing transportation to and from the incident only, and will be paid mileage at applicable DNRC rates. Reimbursement for mileage must be requested through a DNRC travel reimbursement voucher. If the vehicle is ordered on the Resource Order for use on the incident, it must be hired on an EERA at the applicable unoperated rate as listed in Chapter 50 NRCG supplement. EFFs may also be hired as single resources to staff DNRC engines.

b. Fully Operated

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

c. Special Provisions

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

d. Other Municipal City or County Government Agencies

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

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

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

3. Personnel

Local Government Fire Forces' personnel may be hired as EFFs independent of Local Government Fire Force equipment and be dispatched as <u>single resources.</u> These individuals may accept assignments in region and out of region. EFFs may be assigned to any position they are redcarded to perform under NWCG 310-1.

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

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

The following documents must be completed and kept on file at the responsible Land Office/Unit Office for each EFF employee hired. These forms are available from DNRC Unit Offices, Land Offices, and the following website.

http://www.dnrc.mt.gov/forestry/fire/business/forms.asp

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

For EFF hiring procedures, see IIBMH chapter 50 or on the web at:

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

4. Equipment

Acquisition of fire apparatus and equipment from Local Government Fire Forces will follow the procedures established by the State of Montana. All rates and responsibilities have been established between the State of Montana and representatives of Local Government Fire Forces. Therefore, renegotiation at incidents should be avoided. If there are compelling reasons for renegotiation, the responsible Land Office must be involved in the negotiations.

E-#'s are to be issued for engines and personnel staffing that engine if entering pay status. O-#'s are not to be issued to personnel on the engine that has been issued an E-#. O-#'s are to be issued for Overhead and Single resources assigned to an incident.

Standard method of hire for incidents with-in Northern Rockies Region

Unoperated rate: personnel hired as DNRC EFFs. Use equipment hourly rate. Fuel and oil will be provided by the using agency. Repairs and normal maintenance will be the cooperator's (Local Government Fire Force's) responsibility.

For those Local Government Fire Forces whose personnel are hired as DNRC EFF employees and covered by State Workers' Compensation Insurance, equipment will be hired at the unoperated rate.

Both Engine Rates: Montana Local Government Fire Forces' Equipment Hired Unoperated and Water Tender Rates-Montana Local Government Fire Force Equipment Hired Unoperated are listed in Chapter 50 of the IIBMH.

When five or more Local Government Fire Forces' resources are dispatched to an incident, the DNRC may furnish a Technical Specialist to assure the departments are signed up properly. This person works for DNRC. The Incident Management Team or the host unit may order a Technical Specialist if desired. This Specialist is responsible for coordinating with the Incident Commander and the Command and General Staff on matters pertaining to resources (equipment and personnel) and in some cases jurisdictional responsibilities of Local Government Fire Forces associated with the incident and assists in the day-to-day operations with the Local Government Fire Forces. The technical specialist works with the IMT and for Local Government Fire Forces on any issues concerning personnel or equipment with the goal of helping mitigate significant differences which may arise.

Position Responsibilities (Technical Specialist):

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

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

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

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

- Review job responsibilities and assignments for Local Government Fire Forces personnel.

- Monitor local jurisdictional agency responses in meeting jurisdictional responsibilities.

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

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

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

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

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

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

- Assist the IMT in providing for the well being, coordination with, and safety of assigned Local Government Fire Forces' resources.

- Assist the IMT in the demobilization (if necessary) of Local Government Fire Forces' resources.

- Provide direction for distribution of pay documents.

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

1. Within Jurisdiction

To qualify for payment within its legal jurisdiction, not including severity, the local government force must be fully committed (the situation has surpassed the jurisdiction's capabilities and all 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.

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

Local government fire equipment will not be hired when the incident occurs within its legal jurisdiction, but approved operating supplies (fuel, oil and foam) may be covered beginning 24 hours after the initial attack resources are dispatched. Repairs and normal maintenance will be the Local Government Fire Force's responsibility.

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

The DNRC Area or Unit office or incident management team will facilitate the completion of the Crew Time Report – SF-261, Emergency Firefighter Time Report – OF-288, Emergency Equipment Fuel and Oil Use Issue – OF-304, Emergency Equipment Shift Ticket – OF-297 and Emergency Equipment Use Invoice – OF-286 for payment.

Pre-suppression availability may be approved when the planning level requires a measured increase of the available resources required to respond in a timely manner to avert loss to life and natural resources. Local Government Fire Forces may be provided pre-suppression severity reimbursement within their jurisdiction when the Local Government Fire Force is

clearly performing the DNRC's mission. Rates are included in Chapter 50 of the IIBMH and have been negotiated between representatives of the Montana County Firewardens Association, the Montana State Fire Chiefs Association, and DNRC.

Hiring the appropriate number of Local Government Fire Force 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) is an option. The Local Government Fire Force personnel will be in pay status for the duration of the period they are performing DNRC assigned duties. The apparatus must have a pre-existing IRA and will be reimbursed as per IIBMH. In this scenario, these individuals may be available to respond to incidents other than wildland fires that are within the Local Government Fire Force's responsibility, providing that the Local Government Fire Force and DNRC have agreed on a plan that clearly outlines items such as notification, backfill, and ensures the individuals are removed from pay status for the duration of these types of incidents.

Local Government Fire Force resources (personnel and equipment) may be hired to bolster DNRC capabilities when pre-suppression severity availability will be reimbursed (as per Chapter 50 of the IIBMH) providing these resources are under the control of the DNRC and are performing DNRC's mission. These resources may be released to respond to incidents that are the responsibility of the Local Government Fire Force. The DNRC may backfill with other available resources and has no responsibility to rehire the Local Government Fire Force.

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

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

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

Scenario 2. Mutual aid is requested and responded to between entities, but IA/Extended Attack is not successful and the incident grows. Mutual aid resources are on scene and working for the local fire authority (IC). Particularly if this becomes a DNRC County Assist or federal jurisdiction incident, at some point the decision will be made as to whether those resources are willing to remain on the incident or will demobilize with the receiving department and return to their own jurisdiction. This is when questions may come up as to when/whether mutual aid may convert to pay status or not. There may or may not be a written agreement, but the Jurisdiction's Annual Operating Plan, Mutual Aid Agreement, or Initial Attack Agreement may address these conditions and should be the first thing sought after at the Area/Unit office of DNRC or affected agencies. In absence of written agreements, refer to Chapter 50, IIBMH 01.4-1.

It is at this point mutual aid resources *may* be converted to paid status after the initial response if
(1) the host agency deems it in their best interest to do so, (2) resources are willing to remain, and
(3) the equipment/personnel are qualified under Chapter 50, IIBMH or the Mobilization of Local Government Fire Forces document.
It is important that there is a clear division between the end of a local entity's use and control of mutual aid forces and when they enter pay status-and thus under the control of the IMT or delegated incident IC (whether that IC be from a local, state, or federal entity-it is the IC who is in charge of that incident from that point on). When the requesting agency (IC) releases the mutual aid resource, the mutual aid resource may request to remain on the fire. It is the Responsibility of the resource wishing to remain on the incident to contact the incident IC and request to remain on the fire on pay status. Merely telling someone from the team will not satisfy this requirement; there must be a clear line of authority for the hire. If the resource remains on the fire beyond the mutual aid period without going thru the IC approval and sign up process the resource will not be paid and will be understood as continuing their mutual aid response to the local fire department/entity. The following conditions and criteria must be met to be placed in pay status:

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

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

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

Personnel certifications and qualifications will be in accordance with appropriate supplements to the IIBMH and NWCG 310.0 established minimums. NWCG 310.1 information can be found at http://www.nwcg.gov/pms/docs/docs.htm. National direction is for agencies to accept each other's standards. For FF2, FF1, and Engine Boss, the Chief Officer of the Local Government Fire Force can certify that provided resources have the knowledge, skills, and ability to perform at those same levels.

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

G. COUNTY CO-OP COST RECOVERY OPTIONS

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

   - County resources must be and remain fully committed for the duration of the incident within their jurisdiction and retain command or enter unified command (the county should provide a line officer or line officer representative).
   - County commissioners may verbally contact local DNRC Land Office to request assistance under the agreement initially.
   - County Commissioners submit a formal letter to State Forester requesting assistance and support within 48 hours following verbal request.
   - County is responsible for their costs with-in county.
   - County is responsible for any costs accrued through Mutual Aid Agreements other than as provided for in Chapter 50, IIBMH.
   - DNRC will be responsible for eligible resources ordered thru the system from outside of the county.
   - DNRC will be responsible for eligible resources ordered within the county provided that they are autonomous of county government or those resources fall within the 2009 guidelines for payment of Local Government Fire Forces within their jurisdiction, and DNRC finds it in its best interest to reimburse within those guidelines.

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

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

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

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

H. MOBILIZATION BOARDS

Each geographic or dispatch zone has the option to establish a "Zone Mobilization Board. Each Zone Mobilization Board would consist of at least one representative from the respective DNRC Land Office, a member of the Montana Fire Chiefs Association, a member of the Montana Firewardens' Association, and a member of any appropriate federal fire agency for that

geographic/dispatch area. Mobilization Boards allow a Dispatch Zone to use a system approach to dealing with government mobilization of government resources that works for their particular area. Two options are (a) a formal mobilization board that meets at specified times and with a formal structure, or (b) can form a board on an as-needed basis if the need arises from conflict or need to accomplish the purposes stated below. The other method commonly utilized is having the zone MAC group or DNRC land office coordinate these efforts. Whichever method is used, it should be based on need and not as a required board or group.

1. Purpose

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

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

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

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

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

   f. Represent Local Government Fire Forces on Zone MAC Groups.

2. Fires in Adjacent States and Eastern Washington State:

   a. The Duty Coordinator at the NRCC should determine which County/ies is/are closest to an incident and then contact the corresponding Dispatch Center or Zone Support Center. That Interagency Dispatch/Zone Support Center is responsible for determining the availability of Government Forces and private contractors, and determining their availability and arranging for their use on fires. For Local Government Forces in the Eastern Zone, Billings Dispatch Center can contact the Miles City Dispatch Center, Lewistown Dispatch Center, and the Southern Land Office of the DNRC.

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

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

   a. The NRCC will place orders for local resources to be used on incidents in non-adjacent states through the Interagency Dispatch /Zone Support Centers. Billings Interagency Support Center can contact the Miles City or Lewistown Dispatch Centers. For local resources from the Southern Land Office of DNRC, Billings Support Center can contact the Southern Land Office:

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

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

4. Fires in Canada

a. Northwest Compact Ordering Procedures and Payments

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

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

APPENDIX A

MONTANA MUTUAL AID FREQUENCY PLAN

		LOCAL CHANNEL	COLOR NAME	FREQUENCY (MHz)	NAME
			Gold	153.905	State Common Mutual Aid
			Red	154.070	State Fire Mutual Aid
M			Maroon	154.280	State Fire Command and Control
O	Mutual Aid Frequencies		Coral	154.265	State Fire Ground #1
N			Scarlet	154.295	State Fire Ground #2
T			Ruby	153.830	State Fire Repeater
A			Garnet	159.345	State Fire Repeater Control
N					
A	Common Frequencies		Brown	155.820	State DES
			Yellow	151.2200	Fire & Aviation - DNRC
			Orange	151.4000	Fire & Aviation - DNRC
			Green	171.475	U.S. Forest Service Common

APPENDIX B

NRCG Structure Protection Guidelines
2008

NORTHERN ROCKIES COORDINATING GROUP

COMMUNITY AND STRUCTURE FIRE PROTECTION
Guidelines for the Northern Rockies
2008

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

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

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

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

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

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

There are areas in the Northern Rockies where there is no local fire agency. Through established agreements and authorities, the wildland fire protection agencies may have the responsibility to protect structures from wildland fire. Landowners have the responsibility to determine whether there is a local fire agency that provides structure fire protection.

It is important for NRCG members to:

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

Capabilities

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

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

Definitions

The following are defined:

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

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

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

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

APPENDIX C

COOPERATIVE COUNTY
FULLY COMMITTED GUIDELINES

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

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

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

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

- **Other divisions of county government are committed as necessary:**

    - **County Road Department.**
    - **Law Enforcement.**
    - **Search and Rescue (S&R).**

    - **Disaster and Emergency Services (DES).**

- **Mutual Aid resources within the county are utilized as per annual operating plan(s):**

    - **Drawdown plans implemented.**

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

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

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

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

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

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

The State/County Co-op Fire program attempts to strengthen the initial attack capabilities of a county's fire forces by having the State (DNRC) provide training, equipment, and help in organizing fire protection. The State additionally provides, on an "as needed" basis, technical assistance in the form of County Fire Advisors, fixed and/or rotary wing air support, or other resources not traditionally provided by county government. In turn, the County agrees to initial attack all fires on State and private land within the county which are not otherwise protected. The County or its political subdivision maintains responsibility for all such county fires, even after the request for State assistance has been approved. The County remains as a Line Officer,

in consultation with the local DNRC Land Office representative overseeing the State's involvement. The County can delegate authority for specific tactical and support operations needed to mitigate an incident, but final responsibility rests with the County and any appropriate political subdivision. The County (and the local fire authority if there is one on whom the incident is occurring) must also maintain a presence throughout the incident(s) duration. At some agreed point in time after the incident's containment and control, the County will be expected to take back operational control of the incident until it's declared out. This point will be jointly agreed to by the I.C., the local fire authority, the DNRC representative with authority, and the County Firewarden (or another representative acting for the County Commissioners). State involvement after this point will again be at the discretion of the local DNRC Land Office in consultation with the County Firewarden.

APPENDIX D

Montana Sheriff & Peace Officer MOU

MEMORANDUM OF AGREEMENT
Between

Montana Department of Natural Resources and Conservation
And the
Montana Sheriffs and Peace Officers Association

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

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

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

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

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

NOW, THEREFORE, the parties agree as follows:

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

II. Authority:

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

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

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

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

E. Recall

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

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

F. Billing and Payment

1. Responding agencies will coordinate their efforts through MSPOA. MSPOA will make payment based on the actual cost of each officer, the rate specified in Chapter 20 of the Interagency Incident Business Management Handbook for the patrol vehicle, and any actual, documented supply costs arising from the dispatch. An itemized invoice will be submitted in a timely manner to the jurisdictional DNRC Land Office as “Fire Security Services”. If payment is to be made, the incident must be either on Direct Protection, Federal, or County Assist incidents and must have been agreed upon in writing prior to placement of the resource order. Federal Wildland Fire Protection agencies may utilize this agreement, and any negotiation to place a resource order will be between that Wildland Fire Protection agency, the Sheriff, and MSPOA

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

3. MSPOA administrative staff may be reimbursed at an hourly rate plus actual expense agreed upon by the DNRC Fire Finance Officer, Fire & Aviation Management Bureau, 2705 Spurgin Rd. Missoula, MT. and MSPOA.

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

V. Appendices

A. Glossary

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

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

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

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

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

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

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

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

Member Agencies-- Agencies signatory to this agreement.

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

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

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

B. BILLING ADDRESS

Central Land Office
8001 N. Montana Avenue
Helena, MT 59602

Eastern Land Office
PO Box 1794
Miles City, MT 59301

Northeastern Land Office
PO Box 1021
Lewistown, MT 59457

Northwestern Land Office
2250 Highway 93 N
Kalispell, MT 59901-2557

Southern Land Office
1371 Rimtop Drive
Billings, MT 59105-1978

Southwestern Land Office
1401 27th Ave
Missoula, MT 59804

Fire & Aviation Management Bureau
Montana DNRC
2705 Spurgin Rd
Missoula, MT 59804

C. GENERAL CLAUSES

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

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

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

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

DNRC Contact	MSPOA Contact
John Monzie	Greg Hintz, Captain
Supervisor, Fire Suppression	Missoula County Sheriff Office
Fire & Aviation Management Bureau	299 W. Broadway
Forestry Division	Missoula, Mt. 59802
Missoula, MT. 59804	
Phone:406-542-4220	Phone: 406-258-3302
FAX: 406-542-4242	FAX: 406-721-8575
E-Mail: jmonzie@mt.gov	E-Mail: ghintz@co.missoula.mt.us

THE PARTIES HERE TO have executed this instrument

President
Montana Sheriff & Peace Officers Assn.

Montana Department of Natural Resources & Conservation

Ted Mead, Chief, Fire & Aviation Bureau
Montana Department of Natural Resources & Conservation

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