

**MONTANA DEPARTMENT OF NATURAL RESOURCES AND
CONSERVATION**



**MONTANA INCIDENT BUSINESS OPERATING GUIDELINES FOR
FIREFIGHTING RESOURCES**

And

Emergency Firefighter Pay Plan and Position Matrix

**For use in administering incident business process and procedure with regard to LOCAL
GOVERNMENT and the MT DNRC**

Table of Contents

01.1 MONTANA DNRC GENERAL INFORMATION.....	1
01.2 EMERGENCY MEDICAL SERVICES	2
01.3 EMERGENCY FIREFIGHTERS (EFFS) AND OTHER STATE OF MONTANA EMPLOYEES ..	2
01.3-1 Entitlements.....	3
01.3-2 Meal Periods.....	4
01.3-3 Work/Rest, Length of Assignment, and Days Off	4
01.3-4 Payroll	4
01.3-5 Hiring Documents	4
01.3-6 Payment Document Requirements	5
01.3-7 Compensation for Injury/Illness.....	6
01.4 PRIVATE FIRE SUPPRESSION RESOURCES – Emergency Equipment Rental	6
01.4-1 Preferred Hiring Method	6
01.4-2 During Incident Sign-up.....	6
01.4-3 Privately Owned Vehicles.....	7
01.5 LOCAL GOVERNMENT FIRE FORCES (LGFF).....	7
01.5-1 General Information	7
01.5-2 Within Local Government Fire Force Legal Jurisdiction	9
01.5-3 Possible Hiring Methods.....	10
01.5-4 Local Government Fire Force (LGFF) Personnel.....	14
01.5-5 Local Government Fire Force (LGFF) Equipment	16
01.5-5-1 Local Government Fire Force Ambulances and Medical Equipment	21
01.5-5-2 Local Government Fire Force Rapid Extraction Module Support (REMS).....	23
01.5-6 Agency Assistance with Local Government Fire Forces	24
01.6 STATE-OWNED AND OTHER LGFF EQUIPMENT.....	25
01.6-1 Sedans, Sport Utility Vehicles, and Pickups	25
01.6-2 Trailers and Transports	28
01.6-3 All-Terrain Vehicles.....	29
01.6-4 Agency-Owned Engines and Water Tenders	29
01.6-5 DNRC Hand Wash Station.....	29
01.6-6 Portable Generators	30
01.6-7 Aircraft	30
01.6-8 Boats.....	30

01.7 CLAIMS	32
01.8 OTHER REFERENCE MATERIALS	32
01.8-1 DNRC 300 Manual - Incident Business Management	32
01.8-2 DNRC 900 Manual - Wildland Fire Suppression	32
01.8-3 DNRC IBA Operating Guidelines/DNRC IBA Job Aid.....	32
01.9 OTHER AGREEMENTS.....	32
01.9-1 MONTANA NATIONAL GUARD	32
01.9-2 MONTANA DEPARTMENT OF CORRECTIONS.....	33
01.9-3 MONTANA DEPARTMENT OF TRANSPORTATION (MDT).....	33
01.9-4 MONTANA HIGHWAY PATROL	33
01.9-5 MONTANA SHERIFFS AND PEACE OFFICERS	34
01.10 FEMA GUIDELINES	34
APPENDIX	36

1 **01.1 MONTANA DNRC GENERAL INFORMATION**

2 This manual is intended to provide a general outline of DNRC and Local Government Fire Force
3 (LGFF) incident business operating procedures. As a participating member of the National Wildfire
4 Coordinating Group (NWCG), the DNRC applies the interagency policies and guidelines established
5 in the NWCG Standards for Interagency Incident Business Management handbook (SIIBM).

6 However, DNRC policy may vary from those established in the SIIBM. In such cases, the policies
7 contained within this document, or those referenced in this document, shall be followed.

8 Further information in relation to LGFF mobilization can be found in the NRCG Mobilization of
9 Local Government Firefighting Resources Guide located at:

10 <https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides>.

11 For further information contact one of the six Area Land Offices, the Forestry Division, or the Fire
12 Protection Bureau:

13 **LAND OFFICES:**

14	Central Land Office	Helena, MT	(406) 458-3500
15	Eastern Land Office	Miles City, MT	(406) 232-2034
16	Northeastern Land Office	Lewistown, MT	(406) 538-7789
17	Northwestern Land Office	Kalispell, MT	(406) 751-2240
18	Southern Land Office	Billings, MT	(406) 247-4400
19	Southwestern Land Office	Missoula, MT	(406) 542-4200

20 **FIRE PROTECTION BUREAU:** Missoula, MT (406) 542-4250

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

22 **BILLING:**

23 DNRC will use applicable LGFF equipment rates and actual personnel costs for purposes of billing
24 other state and federal agencies and private entities for fire suppression services. Rates for on and off-
25 road vehicles will be billed according to rates found in Section 01.6-1 of this manual.

26 **RATES FOR T1-7 ENGINES AND T1-3 WATER TENDERS:**

27 The rates contained in this manual for Montana owned and LGFF owned T1-T7 Engines and T1-T3
28 Water Tenders (Support and Tactical) were updated in CY2022 using a combination of consensus and
29 collected data inputs, combined with an equation that calculates a Replacement Asset Value,
30 determined by using estimated inflation and maintenance costs. This formula is representative of the
31 actual cost of replacing the equipment in the future. These hourly rates will remain static to the year
32 2025 after which they will be re-evaluated and adjusted as needed.

33 Personnel rates used to calculate the Fully Operated rates were re-evaluated and updated in CY 2024.

01.2 EMERGENCY MEDICAL SERVICES

Emergency Medical Services (EMS) are available in the State of Montana through the regular ordering process at interagency dispatch centers. The preferred order of hiring EMS personnel and equipment/vehicles in Montana is: 1) Local EMS Jurisdiction (Public); 2) Sponsored Agency personnel licensed in Montana; and 3) Montana Fire Service Organizations, providing EMS services.

If you encounter an EMS individual NOT LICENSED in MONTANA: If you want to utilize this person as an EMS individual provider on the incident and they hold an EMS licensure in another state (not the National Registry of Emergency Medical Technicians - NREMT), there is a provision for their EMS credentials to be recognized and utilized on this fire assignment. A form can be downloaded, completed, and faxed to the Montana Board of Medical Examiners. The “TEMPORARY EMERGENCY/DISASTER EXEMPTION” form can be downloaded at:

https://boards.bsd.dli.mt.gov/_docs/med/ecp/Temporary-Emergency-Disaster-Exemption-Form.pdf

For additional information regarding LGFF EMS, please see section 01.5-5-1 in this manual.

01.3 EMERGENCY FIREFIGHTERS (EFFS) AND OTHER STATE OF MONTANA EMPLOYEES

DNRC has six (6) Area Land Offices with various Unit Offices, and the Fire Protection Bureau that engage in statutorily mandated wildland fire suppression and all hazard incident activities. In some areas of the state, DNRC hires seasonal firefighter positions annually. As needed, DNRC also hires temporary, Emergency Firefighters (EFFs) for individual emergency operations that require more personnel than are already on staff.

A DNRC EFF is an individual hired of necessity to cope with a sudden emergency, actual or potential, which threatens damage to DNRC protected property. EFFs are hired without a competitive interview process. While individuals may complete all necessary hire paperwork to be available as an EFF during a wildfire season, or an extension of the wildfire season, they are not employed and are therefore, not paid until they are hired and work on an as-needed basis for an incident. EFF employment is sponsored for an individual wildfire or other hazard incident basis. Employment terminates when the EFF’s work on the incident is complete. Employment as an EFF is not guaranteed. Hiring and dispatching EFFs for incidents impacts the limited resources at the DNRC offices that sponsor the EFFs, limiting how many EFFs can be sponsored at any given time. Generally, EFF sponsorship is looked at as to whether it is a benefit to the DNRC or the incident management organizations that the DNRC supports. It is expected that those EFFs that are hired will support the hiring office when needed/requested. Trust and responsibility are critical criteria for all DNRC incident personnel in dealing with wildfire command structure, agency cooperators, local governments, and the public. DNRC is not obligated to provide an Incident Qualification Card (Red Card), to hire, sign up, or mobilize personnel or equipment. DNRC will determine which (if any) personnel or equipment will be sponsored and mobilized. EFFs that are hired are required to have a Montana address.

An EFF must be 18 years or older at the time of hire to participate in any type of fireline activity. Those between 16-17 years old may participate in camp duties or other non-fireline type activities.

EFFs are not authorized for non-suppression projects or support, such as for RX fires or fuels management. Participation of LGFF personnel in support of non-suppression activities is limited to those employees of LGFF entities with internal administrative capacity to perform all payroll functions for their respective employees (i.e., like those typically hired under Option 2-Fully Operated and

1 Option 3-Cooperative Fire Support Agreements). All participating LGFFs will be required to ensure
2 their employees have the appropriate workers compensation coverage for non-suppression activities.

3 DNRC does NOT use the same Administratively Determined (AD) pay plan rates or Casual Hire Form
4 as federal agencies when hiring casual firefighters. DNRC hires casuals (EFFs) as state employees
5 using the EFF Pay Plan and Position Matrix. EFF rates of pay are determined by the nature of the EFF
6 work assigned. See the [MT EFF Pay Plan and Position Matrix](#) in the appendix or also located at:
7 <https://dnrc.mt.gov/Forestry/Wildfire/forms-information>

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

11 Employees of other Montana State agencies may be utilized by the DNRC to assist on DNRC fires.
12 The hiring of these employees is typically done through the DNRC Land or Unit office. For more
13 information see Chapter 310 of the [DNRC Incident Business Management 300 Manual](#) at:
14 <https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides>

15 **01.3-1 Entitlements**

16 DNRC hired EFFs and other MT State agency employees:

- 17 1) Are considered Short-Term Workers and are not subject to the 90 working days threshold.
18 EFF employees do not earn sick or annual leave and are not required to participate in the state
19 retirement plan (Public Employees' Retirement System [PERS]). However, EFFs who are
20 currently participating in a PERS state retirement plan through other current or previous
21 employment must participate in the retirement plan. Questions should be directed to the
22 DNRC Payroll Office (406) 444-5735 or the responsible hiring DNRC Land or Unit office.
- 23 2) Are covered under the provisions of the State of Montana Workers' Compensation Insurance
24 Program (known as Montana State Compensation Insurance Fund or, Montana State Fund).
- 25 3) Have state and federal withholding taxes deducted from gross earnings, and state
26 unemployment insurance is paid by the State of Montana. Federal Social Security (FICA)
27 taxes are not deducted from EFF earnings.
- 28 4) Do NOT receive hazard pay or any other form of differential pay, except for overtime. An
29 exception to this is for specially trained MT State employees or EFFs working in the Operable
30 Unit 3 asbestos area near Libby Montana, for which hazard pay is authorized.
- 31 5) EFFs receive the base rate for the first eight (8) hours of work per calendar day, and 1.5 times
32 the base rate for all approved time worked beyond eight (8) hours per calendar day and for all
33 hours worked beyond the 40-hour base in the work week. Other state employees receive 1.5
34 times the base rate for all hours worked beyond the 40-hour base in the work week. Overtime
35 will not be calculated at the incident but will be figured when the Incident Time Reports (OF-
36 288s) are processed by Payroll.

37 DNRC employees, including EFFs and other MT State agency employees, may occasionally be in
38 situations where meals or lodging may need to be paid out-of-pocket when in travel status or when
39 meals at fire camp are not available. Reimbursement for such expenses will be in accordance with
40 agency travel and reimbursement policies, and state per diem rates, regardless of the location of the
41 incident. If the incident is within Montana, the DNRC Fire Meal Policy may apply, if all requirements
42 are met.

1 For current travel reimbursement policies and state per diem rates for travel, see the following web
2 site: <https://dnrc.mt.gov/Forestry/Wildfire/forms-information> or <https://doa.mt.gov/employee-travel>.

3 During a declared State of Emergency, non-DNRC employees, except for rostered Incident
4 Management Team (IMT) members, shall be mobilized through the Montana Department of Military
5 Affairs, Division of Emergency Services (DES). For additional information regarding an All-Hazard
6 event, please see the [DNRC Incident Business Management 300 Manual](#), Chapter 342, sections A & B
7 at: <https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides>.

8 **01.3-2 Meal Periods**

9 The DNRC generally recognizes the national direction provided within the NWCG Standards for
10 Interagency Incident Business Management handbook (SIIBM). However, like most states, Montana
11 has its own rules and regulations that sometimes require deviations from standard incident business
12 management practices. Specifically, the guidelines of Chapter 10 of the SIIBM conflict with Montana
13 Law and the Fair Labor Standards Act (FLSA). When committed or assigned to a wildfire or
14 emergency incident, DNRC employees (including EFFs), other MT state agency employees, and
15 LGFF employees, will remain in paid status (including meal breaks) throughout the duration of their
16 shift. Documentation or notation of meal breaks (or lack thereof) on a shift ticket is not required.

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

18 **01.3-3 Work/Rest, Length of Assignment, and Days Off**

19 The DNRC subscribes to the guidelines for work/rest, length of assignment, and days off as outlined in
20 Chapter 10 of the SIIBM.

21 DNRC employees, including EFFs may be entitled to one compensated R&R day after a consecutive
22 14-day assignment per the DNRC Work/Rest and Work-Length guidelines detailed in the DNRC 900
23 Manual - Wildland Fire Suppression, Chapter 930, pages 4-10. If the Incident Commander (IC) on an
24 incident feels it is warranted, it may be provided by the incident prior to demobilization.

25 **01.3-4 Payroll**

26 DNRC payroll occurs every other week throughout the year. Copies of payment documents should be
27 transmitted to home units to meet [payroll calendar](#) deadline dates. It is the responsibility of each
28 employee to ensure that their payroll documents are transmitted to their home unit in a timely manner.

29 EFF employees are normally paid upon completion of the fire assignment via direct deposit if elected
30 (this is preferred) or by check mailed to the Montana address shown on the W-4. Payment is
31 calculated directly from the completed Incident Time Report, (OF-288). At the time of demobilization
32 from an incident, the completed original OF-288 and signed Crew Time Reports (CTRs) or the
33 combined DNRC Emergency Personnel & Equipment Shift Ticket, MUST be transferred to the
34 responsible DNRC Land or Unit office for processing, preferably by hand with the demobing resource.
35 Copies of these documents may remain at the incident. On long duration incidents consideration
36 should be given to biweekly transmission of EFF payroll documents; however, this must be
37 prearranged with the responsible Land or Unit office.

38 **01.3-5 Hiring Documents**

39 All EFF hiring is done through a local DNRC office. Incident Management Teams are not authorized
40 to hire EFFs on behalf of the DNRC.

1 EFF hiring packets must be completed on an annual basis. Completing the online Electronic EFF
2 Packet is the preferred method, available at <https://dnrc.mt.gov/Forestry/Wildfire/forms-information>.
3 EFFs should contact their local hiring office for the appropriate Access Code.

4 If EFFs are unable to complete the online Electronic EFF Hiring Packet, hard copy documents must be
5 completed by the EFF using their legal name as shown on their Social Security card. It is very
6 important that these documents are completed legibly. The local hiring office will transmit the
7 original forms to the payroll department and retain a file copy.

8 These forms are available from DNRC Land or Unit offices, or are available for download at:
9 <https://dnrc.mt.gov/Forestry/Wildfire/forms-information>

10 **01.3-6 Payment Document Requirements**

11 **Payment for appropriately hired LGFF equipment, for work performed on wildfire incidents,** 12 **requires the following documents:**

- 13 1) Emergency Equipment Use Invoice (OF-286)
 - 14 a) Itemized fuel receipts or Fuel/Oil Tickets (OF-304)
 - 15 b) Shift Tickets (OF-297) or the combined DNRC Emergency Personnel & Equipment Shift
16 Ticket (DNRC297). Note: the DNRC requires that the original pink copies of Shift Tickets
17 be submitted for payment.
- 18 2) MT DNRC Incident Rental Agreement (IRA), or Emergency Equipment Rental Agreement
19 (EERA), (OF-294) if applicable
- 20 3) Inspection Form (pre/post) if available (OF-296)
- 21 4) Resource Order
- 22 5) LGFF generated invoice, if required for the hiring option

24 **Payment for appropriately hired LGFF personnel, for work performed on wildfire incidents,** 25 **requires the following documents:**

- 26 1) Incident Time Report (OF-288)
 - 27 a) Crew Time Reports (SF-261) or the combined DNRC Emergency Personnel & Equipment
28 Shift Ticket (DNRC297). Note: the DNRC requires that the original white copies of the
29 Crew Time Reports or the original pink copies of DNRC Shift Tickets be submitted for
30 payment.
- 31 2) Resource Order

32 Fire payment packets containing the original Incident Time Reports, Crew Time Reports, Emergency
33 Equipment Shift Tickets, and all supporting documentation will be completed (including all required
34 signatures), a copy retained at the incident, and **the original packet returned with the designated**
35 **representative when demobed**. This designated representative would normally be the Engine Boss,
36 Strike Team Leader, Crew Boss, or single resource.

37 **The designated representative should submit the signed original fire payment packet to the local**
38 **DNRC Land or Unit office within 30 days of the demob date, and no later than 60 days without**

1 **prior approval.** Failure to timely submit payment documents as noted above may affect eligibility to
2 receive payment. Any questions should be directed to the local DNRC Land or Unit office.

3 **01.3-7 Compensation for Injury/Illness**

4 *Note: The Montana State Fund does not cover, on behalf of DNRC, those operators of equipment*
5 *hired “fully operated,” other government agency employees, or LGFF who qualify and choose to use*
6 *their own payroll. Any cooperators who are not hired as an EFF are not covered under DNRC’s policy.*
7 *DNRC’s responsibility, in such cases, is limited to arranging for prompt emergency or other medical*
8 *treatment if necessary. The attending physician must be advised that the private individual(s) involved*
9 *have their own workers’ compensation coverage.*

10 The injured Montana State employee, or a person acting on behalf of the injured employee, is
11 responsible for reporting the injury to the employee’s immediate supervisor. The immediate
12 supervisor is responsible for the preparation of the DNRC Report of Incident form. Complete
13 instructions, with a link to the form are located at: [https://dnrc.mt.gov/ docs/forestry/Fire-](https://dnrc.mt.gov/docs/forestry/Fire-Business/Forms-Information-info/2023_DNRC_Report-of-Incident-Instructions.pdf)
14 [Business/Forms-Information-info/2023_DNRC_Report-of-Incident-Instructions.pdf](https://dnrc.mt.gov/docs/forestry/Fire-Business/Forms-Information-info/2023_DNRC_Report-of-Incident-Instructions.pdf).

15 Agency Provided Medical Care (APMC): Each Land/Unit office or host agency office has at its
16 discretion the ability to use APMC in a limited manner for minor injuries to return an employee to
17 work status in a quick and efficient manner.

18 If medical care is not available at the fire or there is a minor injury that needs acute minor medical
19 attention to return an employee to work, please contact the local Unit or Land office for approval for
20 APMC. Please reference Chapter 10 of the SIIBM for APMC guidelines.

21 *NOTE: IN NO SITUATION SHALL CARE BE DELAYED!*

22 **01.4 PRIVATE FIRE SUPPRESSION RESOURCES – Emergency Equipment Rental**

23 **01.4-1 Preferred Hiring Method**

24 During wildland fire suppression, DNRC offices may utilize any fire resource to aid in the suppression
25 of any fire on lands protected by the State of Montana. This includes but is not limited to the use of
26 any resource from the following sources: DNRC, other States and Federal agencies, LGFF, and private
27 contract resources including competed solicitation resources and local EERAs. DNRC will order and
28 utilize resources from the closest, and most logical source as determined based on urgency (date and
29 time needed), availability, delivery time, reasonable cost, and operational impact on the agency and
30 incident. This allows DNRC to select resources that will provide the fastest, most effective, and of
31 most importance safe suppression of fires occurring on state protection.

32 **01.4-2 During Incident Sign-up**

33 In the event privately owned equipment does not have a pre-existing agreement, procedures in the
34 SIIBM and the NRCG supplement to Chapter 20 and this manual must be followed. On state fires,
35 any DNRC personnel acting as signatory on any DNRC agreement must be named on the DNRC
36 Authorized Signers List. The list is located at: [https://dnrc.mt.gov/Forestry/Wildfire/forms-](https://dnrc.mt.gov/Forestry/Wildfire/forms-information)
37 [information](https://dnrc.mt.gov/Forestry/Wildfire/forms-information).

38 The preferred method of hire for equipment covered under the competitively solicited process where
39 the contractor did not participate, is an EERA which should show that the agreement is applicable only

1 for the duration of the single incident and will not be eligible for interagency dispatch. However, if it
2 is deemed in the best interest of the DNRC, an EERA may be executed for a longer period.

3 **01.4-3 Privately Owned Vehicles**

4 To support DNRC incident needs, privately owned, off-road capable vehicles are hired utilizing the
5 DNRC Off-Road Incident Vehicle Rental Agreement. Private vendors are encouraged to contact
6 Karen Zarbolas, (406) 542-4306, or email dnrcfirecontracting@mt.gov for more information. If
7 incident needs exceed resources available via the DNRC's Off-Road Vehicle EERA, DNRC personnel
8 with signing authority may hire Un-Operated privately owned vehicles on a case-by-case basis.
9 Utilize the following guidelines when hiring privately owned vehicles on an Un-Operated EERA.
10 *(DNRC employee-owned, including EFF, vehicles shall not be hired.)* If a Fully Operated vehicle
11 option is desired, please refer to the NRCG Supplement to Chapter 20 of the SIIBM.

12 **Hired Un-Operated:**

- 13 • A Resource Order, or Initial Attack justification, is required for payment.
- 14 • Utilize the daily rate plus mileage rate from Section 01.6-1.
- 15 • The government provides operating supplies, including fuel.
- 16 • The vehicle owner shall maintain adequate public liability and property damage insurance.
- 17 • Vehicle's insurance coverage must include commercial liability coverage sufficient to comply
18 with agreement requirements, i.e. hauling cargo, transporting people, etc. Proof of insurance
19 coverage is required at time of inspection.

20 **01.5 LOCAL GOVERNMENT FIRE FORCES (LGFF)**

21 A definition of LGFF is described in the NRCG Mobilization of Local Government Firefighting
22 Resources Guide located at <https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides>.

23 **01.5-1 General Information**

24 The guidelines in this document apply when Local Government Fire Forces are hired for use by
25 NRCG agencies. Hiring practices for other municipal city, county and state resources are also
26 addressed in this section. Detailed equipment and personnel standards, mobilization and dispatch
27 procedures are included in the NRCG Mobilization of Local Government Firefighting Resources
28 Guide, located under Mobilization Guides at: [https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-](https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides)
29 [guides](https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides).

30 In accordance with the Montana Master Cooperative Wildland Fire Management and Stafford Act
31 Response Agreement #23-FI-11015600-048, signed by the U.S. Forest Service, Bureau of Land
32 Management, National Park Service, Bureau of Indian Affairs, Fish and Wildlife Service, and the
33 State of Montana, DNRC is designated as the mobilization and payment agency for personnel and
34 equipment obtained from LGFF when dispatched in circumstances other than local initial attack under
35 mutual aid agreements. LGFF equipment and personnel costs will be paid by DNRC, which, in turn,
36 will bill the responsible cooperator agency when applicable. Said resources shall be considered agents
37 of the State. DNRC is under no obligation to sign up, mobilize, dispatch, or sponsor any particular
38 local government person or fire entity and does so only to meet the needs of the wildland fire system.
39 The intent for mobilization is to meet incident needs and is not intended to provide an ongoing
40 "business" for any entity. DNRC will determine who, what, and under what circumstances it will
41 mobilize LGFF personnel or equipment.

1 Procurement of equipment and personnel from LGFF will follow the procedures established by the
2 State of Montana DNRC Fire Protection Bureau and local Land or Unit offices. All rates and
3 responsibilities have been established between the State of Montana and representatives of the LGFF.
4 For current rates refer to Section 01.5-5 Local Government Fire Force Equipment. Renegotiation of
5 rates and responsibilities shall not occur at emergency incidents. If there are compelling reasons for
6 renegotiation, the responsible Land or Unit office must be involved in the negotiations, must modify
7 the current agreement, and initial the modification, and must document the justification for the
8 modification on the payment cover sheet. Normally, LGFF apparatus, equipment, and personnel will
9 be signed up prior to the incident by the local DNRC Land or Unit office. If it is necessary to sign up
10 equipment at the incident, contact the responsible Land or Unit office.

11 For non-suppression use of LGFF resources (prescribed fire, fuels projects) reference section II of the
12 [NRCG Mobilization of Local Government Firefighting Resources guide](#).

13 The DNRC does not authorize the hire, or payment, of LGFF resources under a Portal-to-Portal
14 agreement. A possible exception to this may be an EMAC mobilization facilitated by the MT
15 Department of Emergency Services (MT DES).

16 **LGFF BILLING PROCESS:** Original Fire Payment Packages submitted by LGFF departments, for
17 LGFF equipment or personnel, should be received at the appropriate DNRC Area or Unit office within
18 30 days, and certainly no later than 60 days after demobilization from the incident of those same
19 resources. Billing packages received after 60 days will be rejected unless prior arrangements have
20 been made with the DNRC Land or Unit office. **All fire payment packages must be received by the
21 Forestry Division Office (FDO) for final audit by the last business day in December of the
22 incident year. Fire payment packages received after that date, may not be paid.**

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

27 **Mutual Aid** - Mutual Aid resources may be converted to paid status after the initial response if the
28 Land/Unit office deems it in the best interest of the State to do so. Mutual aid will not be paid without
29 host Land/Unit office approval. Mutual aid responses will be paid according to the requesting
30 jurisdictions' Annual Operating Plan (AOP). In the absence of an AOP, a standard of four (4) hours
31 mutual aid is in effect. It is the **responsibility** of the resource to contact the IC and request to remain
32 on the fire. The ultimate decision for that resource remaining on the fire is contingent on the needs of
33 operations and approval by the IC and local Land or Unit office. If the resource remains on the fire
34 beyond the mutual aid period without going through the IC approval and sign-up process, the resource
35 will not be paid. The following conditions and criteria must be met to be placed into pay status:

- 36 1) IC and DNRC Land/Unit or federal agency approval
- 37 2) Equipment and personnel must meet agency standards put forth in this document.
- 38 3) Have a resource order or initial attack justification.
- 39 4) Be inspected or have signed the "No Damages/No Claims" statement of the OF-286 upon
40 demob.
- 41 5) Identified critical incident need and/or resource shortages.

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

4 If a pre-season equipment rental agreement is not currently in place, the LGFF should contact the local
5 DNRC Land or Unit office to create an Incident Rental Agreement (IRA). All LGFF shift tickets, and
6 other appropriate documentation should be filled out beginning at the time of dispatch regardless of
7 pay status to facilitate conversion to pay status if/when applicable.

8 For additional information, please see the [NRCG Mobilization of Local Government Firefighting](#)
9 [Resources guide.](#)

10 **Crew Swap/Crew Change Out** - Travel expenses and travel time incurred swapping out LGFF crews
11 is compensable at the end of a crews' tour of duty (i.e. at the end of a 14-day assignment) if the
12 resource (i.e. engine) is extended and there is a need to re-crew the equipment. Travel expenses and
13 travel time for crew swaps that occur within the tour of duty to meet LGFF department staffing needs
14 are done so at the cost of such departments. Travel expenses and travel time incurred for replacement
15 of an individual due to an emergency demobilization may be compensable, depending upon the
16 circumstance, and is at the discretion of the host agency Line Officer or Agency Administrator.

17 **01.5-2 Within Local Government Fire Force Legal Jurisdiction**

18 Rostered volunteer LGFF personnel may be hired as EFFs and placed into pay status. Rostered
19 department members mean firefighters who are readily available to that Department to respond to
20 incidents within its own jurisdiction on a daily basis throughout the year. Other eligible reimbursement
21 scenarios may include:

- 22 • An extended attack or project fire occurring within/immediately adjacent to the LGFF
23 jurisdiction, causing a burden on the LGFF entity, and requiring prolonged commitment of
24 LGFF resources for an extended period.
- 25 • To boost and/or assure extended staffing of a LGFF wildfire incident where it is in DNRC's
26 interest to do so.
- 27 • Specialized or specific LGFF equipment necessary to support an incident (i.e. Tenders,
28 Ambulances, Pumps, Tanks)

29 The NRCG agencies have agreed to recognize and accept each member agency's individual fire
30 training and qualification standards. All LGFF firefighters mobilized by DNRC for use on interagency
31 incidents will meet the training requirements for the specific position(s) qualifications in accordance
32 with NWCG Standards for Wildland Fire Position Qualifications (PMS 310-1), NIMS, NFPA or
33 equivalency. Using the DNRC Chief's Certification form, the LGFF Chief Officer has the authority to
34 "Chief Certify" those individuals for the positions of ENGB, FFT2, FFT1, ENOP, and WTOP only.
35 All other positions require a DNRC sponsored Incident Qualification Card.

36 LGFF entities operating within their own jurisdiction or operating in a mutual aid situation are
37 responsible for establishing and meeting their own local standards. "Local Standards" are the
38 minimum physical fitness, experience, training, and equipment standards recognized within their city,
39 county, or jurisdictional area.

40 EFF rates of pay are determined by the Incident Command System (ICS) position or nature of the EFF
41 work assigned. See the [EFF Pay Plan and Position Matrix](#) for pay rates and positions in the appendix.

1 Hiring documentation for LGFF personnel is the same as for other DNRC EFF personnel. See Section
2 01.3-5 for information on hiring DNRC EFFs. Ideally, hire packets should be completed pre-season
3 and copies kept on file at the hiring DNRC Land or Unit office.

4 LGFF personnel are responsible for completing the combined DNRC Emergency Personnel &
5 Equipment Shift Ticket (DNRC297) or the Crew Time Report (SF-261) and the Emergency
6 Equipment Shift Ticket (OF-297) and submitting these original, signed documents to the DNRC Area
7 or Unit office, or IMT Finance Section. The office or Finance Section will post and complete the
8 Incident Time Report (OF-288) and Emergency Equipment Use Invoice (OF-286) for payment.

9 **Severity and Station Staffing:** Severity rates for LGFF equipment are 100 percent of the established
10 hourly rate under hire. Resources assigned to a severity assignment (either DNRC or Federal) shall
11 complete all required fire finance paperwork as described above, and in Section 01.3-6. Upon
12 completion of the assignment, the LGFF will submit a complete package to their home DNRC Hiring
13 Office within 30 days for payment processing.

14 “Station Staffing” is a cooperative effort between DNRC and the LGFF entity for the purposes of
15 funding personnel staffing for unstaffed (i.e. volunteer), or up-staffing otherwise understaffed, fire
16 stations during periods of critical fire occurrence. This contemporary method of hiring LGFF entities
17 helps bolster local, coordinated, and rapid initial attack with the goal of reducing the likelihood of
18 large/escaped fire situations that would require mobilizations of costly personnel and equipment.
19 Typically, LGFF entities are staffing their assigned DNRC-owned County Co-op Engines with their
20 rostered personnel hired as EFFs (or under an Option 3 Cooperative Agreement). Apart from a
21 refurbishment fee, DNRC-owned County Co-op Equipment is not compensated for in-state use.
22 Occasionally during periods of exceptional activity, this station staffing is broadened to authorize
23 including other LGFF-owned apparatus. Payment of other apparatus is subject to terms documented in
24 an AOP, MOU, and appropriate IRA (or otherwise agreed to by the DNRC Hiring Office).

25 Further information relating to Severity and Station Staffing may be found in the [NRCG Mobilization
26 of Local Government Firefighting Resources guide](#).

27 **01.5-3 Possible Hiring Methods**

28 LGFF resources may be hired under one or more of the following options. Each option requires a
29 separate agreement. Upon approval by the local Land/Unit office, one piece of equipment may be
30 hired on more than one Montana DNRC IRA if the LGFF wishes it to be available on both an Un-
31 operated and Fully Operated basis. Procurement officials on incidents should consult the hiring
32 DNRC Land or Unit office for more information regarding specific agreements. See DNRC General
33 Information listed in Section 01.1 for contact information.

34 For LGFF to be eligible to accept assignments outside the Northern Rockies Geographic Area, LGFF
35 equipment and personnel must be hired as Fully Operated (Option 2) or under a separate cooperative
36 agreement (Option 3), and be operated by LGFF employees, not EFFs.

37 LGFF personnel may be hired as an EFF and accept an out-of-region assignment as a Single Resource
38 (refer to Section 01.5-4 for more information).

39 Mobilization, including assignment extension, is subject to DNRC approval, since DNRC carries the
40 expense of every mobilization. Assignment extensions require approval by the DNRC Hiring Office
41 and must be documented on a Resource Extension Request Form.

1 **Hiring Options**

2 The following hiring options generally refer to the most common methods of hiring both LGFF
3 equipment and personnel. For single resource LGFF emergency firefighters, see Section 01.5-4. All
4 LGFF personnel who are mobilized under hiring Option 1, 2, or 3 MUST be officially rostered
5 volunteers or employees of the fire department they are hired with to be placed into pay status
6 (primary or secondary roster). As part of being on that roster, the personnel must have either a DNRC
7 sponsored Incident Qualification Card or be listed on the Chief’s Certification for that department.
8 Rostered department members mean firefighters who are readily available to that Department to
9 respond to incidents within its own jurisdiction on a daily basis throughout the year.

10 For assistance with navigating the available hiring options, a quick reference LGFF Hiring Option
11 Chart is posted under LGFF Forms at: [https://dnrc.mt.gov/Forestry/Wildfire/local-government-fire-](https://dnrc.mt.gov/Forestry/Wildfire/local-government-fire-forces)
12 [forces](https://dnrc.mt.gov/Forestry/Wildfire/local-government-fire-forces)

13 **Option 1: UN-OPERATED** – Under this method, equipment and personnel will be hired separately.

14 LGFF Personnel - will be hired as EFFs, temporary employees of the State of Montana.

15 LGFF Equipment - will be hired on a DNRC IRA at the un-operated rate as listed in this supplement.
16 See Section 01.5-5. Operating supplies (see LGFF IRA General Clause 3) may be reimbursed upon
17 timely submission of detailed receipts.

18 Incident rental agreements for LGFF engines and water tenders hired un-operated under this option are
19 not valid outside the Northern Rockies Geographic Area.

20 Travel and per diem costs will be reimbursed according to the Montana DNRC travel policies. DNRC
21 Fire Meal Rates may be applicable, otherwise standard state per diem rates will apply.

22 **Option 2: FULLY OPERATED** – Under this method, LGFF personnel are not hired as EFFs, they
23 remain LGFF employees; the personnel and equipment are paid at fully operated rates as listed in this
24 manual, in Section 01.5-5. The LGFF department is responsible for their own payroll costs, including
25 taxes and workers’ compensation insurance, as required under state law.

26 Travel and per diem costs associated with LGFF resources responding to/from an incident will be paid
27 according to guidelines in Chapter 10 of the SIIBM and reimbursed according to the policies of the
28 LGFF payroll entity. All LGFF expenses must be paid through the employing LGFF agency and
29 submitted to DNRC for reimbursement with the agency invoice. Per diem will be reimbursed at
30 established rates detailed in the LGFF department Travel Policy. In the absence of an established
31 LGFF Travel Policy, reimbursement will be made according to current State of Montana per diem
32 rates or DNRC Fire Meal Rates if applicable. Operating supplies (see LGFF IRA General Clause 3)
33 may be reimbursed with submission of detailed receipts.

34 LGFF equipment hired on a fully operated basis is eligible to accept assignments outside of the
35 Northern Rockies Geographic Area. Any out-of-region assignment with a piece of equipment that is
36 over 26,000 lbs. GVW will require an Interstate Commercial Driver’s License (CDL) with all
37 applicable endorsements. DNRC remains the mobilization and payment agency for LGFF resources
38 on out-of-region assignments. Rates set forth in this manual, in Section 01.5-5, are based on NWCG
39 typing standards. All staffing requirements must meet NWCG standards. For operational purposes
40 and/or for safety reasons some engines or tenders may operate with an additional crew member(s),

1 beyond the minimum, with the written approval of the ordering entity and documented on a resource
2 order. Add an additional \$32.00 per hour to the Fully Operated rate for an additional crew member.
3 *Engines or tenders staffed with less than the minimum number of crewmembers are out of compliance*
4 *and may not be hired.*

5 Staffed equipment with a valid Option 2 agreement is eligible to participate in non-suppression
6 activities such as prescribed fire or fuels management projects.

7

8 **Option 3: COOPERATIVE FIRE SUPPORT AGREEMENT** - At the discretion of the local
9 DNRC Land or Unit office, an exception may occur when salaried or union fire departments or other
10 municipal city or county government departments or divisions elect to provide their normal payroll
11 and contract their services to DNRC. This is acceptable (with confirmation of workers' compensation
12 coverage) and may be a more agreeable way of meeting the requirements of collective bargaining.

13 Under these circumstances, the LGFF is resource ordered through the National Dispatch System and
14 considered an agent of the State. This may also include volunteer staff (non-career employees) for
15 combination departments. If the LGFF chooses to include volunteers under Option 3, volunteers could
16 be put into pay status and paid at the current EFF pay rate, (see the [MT EFF Pay Plan and Position](#)
17 [Matrix](#) in the appendix.) plus benefits by the LGFF. The LGFF will invoice the DNRC for receipted
18 travel and per diem expenses, normal payroll (hourly rates will not exceed normal rate of pay),
19 including overtime, and if applicable, backfill, and the un-operated rate for the equipment, per the
20 Cooperative Fire Support Agreement executed between the DNRC Land or Unit office and the fiscal
21 authority for the LGFF. This Cooperative Agreement provides acceptance by both parties of this
22 manual, the SIIBM and NRCG supplements. Questions regarding this agreement should be directed to
23 the hiring Land or Unit office.

24 Prior to mobilization, the LGFF will provide DNRC with the regular hourly and overtime billing rates
25 of the employee(s) being mobilized on a [LGFF Cooperative Fire Support Agreement-Billing Rate](#)
26 [Form](#). This form can be found under the LGFF Option 3 at:
27 <https://dnrc.mt.gov/Forestry/Wildfire/local-government-fire-forces>. The rates provided should reflect
28 actual total cost of compensation (TCC) of the individual employee by the LGFF entity (to include all
29 wage, benefits, insurance, unemployment, retirement entitlements, etc.).

30 Travel and per diem costs associated with LGFF resources responding to/from an incident will be paid
31 according to guidelines in Chapter 10 of the SIIBM and reimbursed according to the policies of the
32 LGFF payroll entity. All LGFF expenses must be paid through the LGFF employing agency and
33 submitted to DNRC for reimbursement with the agency invoice. Per diem will be reimbursed at
34 established rates detailed in the LGFF department Travel Policy. In the absence of an established
35 LGFF Travel Policy, reimbursement will be made according to current State of Montana per diem
36 rates or DNRC Fire Meal Rates if applicable. Operating supplies (see LGFF IRA General Clause 3)
37 may be reimbursed with submission of detailed receipts.

38 Qualifications of ENGB, FFT1, FFT2, ENOP, and WTOP are to be documented on the Chief's
39 Certification form (see Section 01.5-4) and are only valid when mobilized with a current IRA. LGFF
40 qualifications beyond those listed here require a DNRC sponsored Incident Qualification Card.

1 LGFF equipment hired under Option 3 is eligible to accept wildland fire assignments outside of the
2 Northern Rockies Geographic Area. DNRC remains the mobilization and payment agency for MT
3 LGFF on out-of-geographic area wildland fire assignments.

4 Staffed equipment with a valid Option 3 agreement is eligible to participate in non-suppression
5 activities such as prescribed fire or fuels management projects.

6 *NOTE: Resources mobilized outside of the Northern Rockies Geographic Area through the Emergency*
7 *Management Assistance Compact (EMAC) are not necessarily subject to provisions contained within*
8 *this supplement. EMAC mobilizations are negotiated and specifically facilitated by the Montana*
9 *Department of Disaster and Emergency Services (MT DES) and the sending/receiving agency. For*
10 *questions on EMAC mobilizations, contact the Montana DES (406) 324-4777.*

11 **Resource Orders** – Dispatch issues E numbers for equipment. The personnel staffing that equipment
12 are rostered under the same E number. Dispatch issues O numbers for Overhead and Single Resources
13 assigned to an incident. An E number may be issued for an agency-owned support vehicle used on an
14 incident in support of an Overhead or Single Resource; or the resource order for the Overhead or
15 Single Resource may simply note “with vehicle”.

16 **Backfill Costs** - LGFF entities operating under an Option 3 Cooperative Fire Support Agreement, or
17 Law Enforcement agencies mobilized under the Montana Project STAR Agreement, may claim
18 reimbursement for backfill expenses in accordance with terms and limitations outlined in the [NRCG](#)
19 [Mobilization of Local Government Firefighting Resources guide](#).

20 **Double Shift** - There will be no compensation for a double shift unless a separate operator(s) and or
21 crew(s) is/are ordered for the second shift. Double shift (DS) equipment is normally staffed with two
22 operators or crews (one per shift) and must be ordered and documented on a resource order. If a
23 resource order is not issued, detailed written documentation must be provided by the incident
24 supervisor of the operators or crew. A normal shift is 12 to 16 hours long. Normal hourly rates are to
25 be utilized. Additional travel costs incurred for the purpose of crew change-out is the responsibility of
26 the LGFF.

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

29 **Travel** - Compensable travel time for LGFF resources hired under all hiring options may include:

- 30
- On shift time spent in travel status to the incident from point of hire and return travel from the
31 incident to point of hire.
 - Other travel necessary for the performance of work, such as from fire camp to fire line or
32 between fire camps.
33

34 No additional travel will be paid for delays due to equipment breakdowns or travel deviations. LGFF
35 that deviate from the most direct travel route are considered “no longer available” and are not entitled
36 to reimbursement for travel time and expenses from the point the travel deviation occurs.

37 LGFF resources are expected to stay in camp. If a resource decides not to stay in camp, permission
38 from the IC is required to leave camp and any travel time, travel expenses including lodging, and fuel
39 used is not compensable.

1 To ensure prompt payment, under all LGFF hire options listed, all original paperwork (OF-288s, OF-
2 286s, Shift Tickets, CTRs) generated at the incident must be transferred to the responsible DNRC
3 Land or Unit office for processing, preferably by hand with the demobilizing resource. Copies of
4 these documents may be kept by the incident.

5 *NOTE: FOR ALL PERSONNEL IN PAY STATUS, AN INCIDENT QUALIFICATION CARD OR*
6 *LGFF CHIEF'S CERTIFICATION FORM MUST BE IN PLACE FOR PAYMENT, WHETHER THEY*
7 *ARE IN OR OUT OF JURISDICTION.*

8 **01.5-4 Local Government Fire Force (LGFF) Personnel**

9 LGFF personnel must be 18 years or older at time of hire to participate in any type of fireline activity.
10 Those between 16-17 years old may participate in camp duties or other non-fireline activities.

11 The Certification for Local Government Fire Forces Equipment and Operators form, or “Chief’s Cert”
12 is intended for rostered department members for which the respective LGFF Chief Officer is
13 responsible. The Chief’s Certification form aggregates a personnel roster and their respective
14 qualifications into a single document where the signing Chief can attest to the qualifications, skills,
15 and abilities of each firefighter. The Chief Officer of each LGFF is responsible for certifying that
16 local government firefighters meet NWCG, NRCG, NFPA, NIMS, or equivalent standards for the
17 positions in which they are operating. This includes proficiency in the type and class of equipment to
18 be operated. The Chief’s Certification form is used ONLY to document the qualifications of Engine
19 Boss (ENGB) Firefighter Type 1 (FFT1), Firefighter Type 2 (FFT2) Engine Operator (ENOP), and
20 Water Tender Operator (WTOP). All other positions require a DNRC sponsored Incident
21 Qualification Card.

22 Rostered department members are defined as firefighters who are readily available to that department
23 to respond to incidents within its own jurisdiction on a daily basis, year-round.

24 Mobilization, including assignment extension, is subject to DNRC approval, since DNRC carries the
25 expense of every mobilization. Assignment extensions require approval by the DNRC hiring office
26 and must be documented on a Resource Extension Request Form.

27 *NOTE: NRCG agencies may verify compliance at any time by checking qualification cards, Chief’s*
28 *Certifications, and/or training records for all local government firefighters they hire.*

29 LGFF personnel may be hired as EFFs under hiring Option 3, independent of LGFF equipment, and be
30 dispatched as Single Resources (including individuals unaffiliated with LGFF). These individuals
31 may accept assignments in region and out of region with the approval of the local DNRC Hiring
32 Office. Single Resource or out-of-region assignments require a DNRC sponsored Incident
33 Qualification Card.

34 During travel to an incident, Single Resource EFFs may operate passenger vehicles (i.e. pickups,
35 sedans) owned by a LGFF, the DNRC, or may be personally owned by the EFF.

36 Personally owned vehicles shall only be used as transportation, which must be approved by the EFF’s
37 DNRC hiring unit supervisor utilizing the Personal Vehicle Use Authorization Form. As such, all
38 liability is assumed by the vehicle owner. The owner will be compensated at the appropriate mileage
39 rate. Reimbursement for mileage, and other eligible expenses must be requested through a DNRC
40 Travel Expense Voucher.

1 LGFF-owned passenger vehicles will be considered as providing transportation only unless hired on
 2 an IRA and specifically requested on a resource order for operational use on the incident. All liability
 3 is assumed by the LGFF, and any associated usage will not be reimbursed.

4 For current personnel pay rates see the [MT EFF Pay Plan and Position Matrix](#) in the appendix.

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

8 It is recommended that drivers of LGFF equipment possess a CDL and all drivers should have the
 9 knowledge, skills, and abilities for the type and class of equipment being operated. For any out-of-
 10 state incidents, equipment over 26,000 lbs. GVW requires an Interstate CDL with applicable
 11 endorsements. The Chief Officer of each LGFF is responsible for certifying that local government
 12 firefighters have the knowledge, skills, and abilities for the type and class of equipment operated, as
 13 referenced above and in the NRCG Mobilization of Local Government Firefighting Resources guide.
 14 Certification of drivers will be made using the Chief’s Certification for Local Government Fire Forces
 15 form.

16 This form is required for all equipment requiring a CDL and is available online at:
 17 <https://dnrc.mt.gov/Forestry/Wildfire/local-government-fire-forces>

18 A copy of this certification shall be carried by LGFF personnel during incident assignments. No
 19 payment will be made for the equipment unless the driver is certified by the LGFF Chief Officer and
 20 listed on this form. Updated information may be added to the form as needed. The form will be kept
 21 on file at each local Land or Unit office.

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

25 **EFF CLASSIFICATION OF PERSONNEL ON ENGINES/WATER TENDERS**

Type 1 Structure Engine	Type 2 Structure Engine	Type 3 – 7 Wildland Engine	Type 1 – 2 Tactical Water Tender	Type 1 – 3 Support Water Tender
1 Company Officer EFF-G	1 Company Officer EFF-G	1 Engine Boss EFF-F	1 Water Tender Driver Op/FFT1 EFF-E	1 Water Tender Driver/Operator EFF-E
1 Driver/Operator EFF-E	1 Driver/Operator EFF-E	1 Firefighter or Advanced Firefighter EFF-C or EFF-D	1 Firefighter or Advanced Firefighter EFF-C or EFF-D	N/A
2 Firefighters	1 Firefighter	* See note	N/A	** See note

Type 1 Structure Engine	Type 2 Structure Engine	Type 3 – 7 Wildland Engine	Type 1 – 2 Tactical Water Tender	Type 1 – 3 Support Water Tender
EFF-C or EFF-D	EFF-C or EFF-D			

1 *Note: If a third person is requested for un-operated engine (Types 4-7) it must be listed on the
2 resource order, and the additional firefighter will be paid at either EFF-C or EFF-D, depending on
3 qualifications.

4 ** Note: Additional personnel may be justified and approved by the local Land or Unit office for the
5 operation of water tenders for departments that have a Standard Operating Procedure of two (2)
6 operators for safety.

7 Minimum training requirements for LGFF Personnel staffing LGFF engines and water tenders are
8 located in the NRCG Mobilization of Local Government Forces guide located at:
9 <https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides>.

10 **01.5-5 Local Government Fire Force (LGFF) Equipment**

11 NOTE: Unless rendered inoperable (due to mechanical failure, or other circumstance), LGFF-owned
12 and agency-owned equipment will remain in paid status for the duration of each scheduled shift.

13 **Severity:** Severity rates for LGFF equipment will be paid at 100 percent of the established hourly rate
14 for all time under hire. See also Section 01.5-2, Severity.

15 **While in Transport:** When LGFF equipment is in transport status (via heavy transport, not being
16 driven), equipment will be paid at 50 percent of the hourly rate regardless of the length, or time of
17 transport.

18 **Equipment Down for Maintenance:** Operators of equipment that is out of service for maintenance
19 are to remain in pay status for the remainder of the applicable shift.

20 **Operating Supplies:** LGFF equipment will be reimbursed for operating supplies used to and from an
21 incident and while assigned to a fire (see LGFF IRA General Clauses). Costs will be reimbursed with
22 proper documentation (e.g. detailed receipt). Normal wear and tear and normal maintenance usually
23 will be the LGFF's responsibility. LGFF engines may be reimbursed normal maintenance expenses
24 (e.g., oil changes, tires etc.) at the discretion of the DNRC Land or Unit office if deemed appropriate,
25 such as if equipment was used excessively on the incident above normal wear and tear or in lieu of
26 paying the equipment (i.e., county co-op equipment). This must be approved by the DNRC office and
27 will be reimbursed on actual costs expended and documented on a detailed receipt.

28 **Replacement Equipment:** Standard cache equipment/items from a LGFF apparatus that are damaged,
29 destroyed, or left on the line can be replaced at the incident.

30 Non-standard cache items may be replaced at the incident if the incident has a method of procurement.
31 If no buying team or other method of procurement is available, LGFF personnel must obtain an S
32 number (Supply resource order) while at the incident to authorize the purchase of the item when they
33 return to their home unit. (A Supply resource order is required for approved repair or replacement of
34 items on all incidents.) The cost of the replacement item can then be billed back to the incident. All

1 items for replacement are subject to host agency approval and appropriate documentation must
 2 accompany any claim for lost, damaged, or destroyed equipment. Minimum required documentation
 3 includes a General Message, Northern Rockies OF-289 Property Loss or Damage Report, or other
 4 document, containing detailed information relating to the purpose of the request, the S number
 5 approval, the Supply resource order, appropriate invoice, or receipt documenting the amount
 6 requested. For additional guidance, please see the DNRC 300-Incident Business Management
 7 Manual, Chapter 370 at <https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides>.

8 **Equipment on Loan to LGFF:** Fire equipment on loan to a LGFF through either the DNRC County
 9 Co-Op Program (DNRC owned, County Operated) or the Federal Excess Property Program (FEPP),
 10 may be eligible for a “refurbishment fee” of \$100.00 per incident, and payable to the LGFF. This
 11 must be documented on the IRA and approved prior to use/payment.

12 **Classification / Inspection of Equipment and Personnel:** When classifying equipment, all minimum
 13 standard requirements for both equipment and personnel set forth in the NRCG Mobilization of Local
 14 Government Forces guide (located at: <https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides>)
 15 must be met to be acceptable. Equipment lacking certification especially by not meeting the minimum
 16 requirements shall be used only when certified equipment is unavailable. Personnel not meeting the
 17 minimum requirements shall not be used. Equipment not staffed at the minimum level may not be
 18 hired.

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

24 The minimum standards for equipment typing and the minimum complement requirements for LGFF
 25 engines and support and tactical water tenders are located in the NRCG Mobilization of Local
 26 Government Forces guide located at: <https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides>.

27 **LGFF ENGINE RATES**

ITEM CODE	Type	Un-operated Hourly Rate	Fully Operated Hourly Rate*	Minimum Number of personnel*
ENG1	1	\$214.00	\$342.00	4
ENG2	2	\$168.00	\$264.00	3
ENG3	3	\$128.00	\$224.00	3
ENG4	4	\$112.00	\$176.00	2
ENG5	5	\$80.00	\$144.00	2
ENG6	6	\$72.00	\$136.00	2
ENG7	7	\$62.00	\$126.00	2

1 *For operational purposes and/or for safety reasons some engines or tenders may operate with an
 2 additional crewmember with the approval of the host agency. For a fully operated apparatus, the Fully
 3 Operated rate is increased by \$32.00/hr. for each formally ordered additional crew member.

4 Equipment not staffed at the minimum level may not be hired. Do not adjust Un-Operated rates based
 5 on a staffing component.

6 **HYBRID ENGINES** - “Hybrid” means - engines in which a county or LGFF entity owns the chassis,
 7 and the State of Montana DNRC has provided the fire package, including the pump, bed, and
 8 toolboxes.

9 **In the Northern Rockies Geographic Area** - The rates for a Hybrid Engine are 67 percent of the
 10 applicable un-operated rate in the table shown above.

11 **Out of the Northern Rockies Geographic Area** – The rates for a Hybrid Engine are 100 percent if a
 12 department is eligible to take an out of the Northern Rockies geographic area assignment, i.e.,
 13 equipment must be hired as Fully Operated (Option 2) or under a separate cooperative agreement
 14 (Option 3). See Section 01.5-3, Possible Hiring Methods.

15
 16 **LGFF SUPPORT WATER TENDER RATES**

ITEM CODE	Type	Un-Operated Hourly rate	Fully Operated Hourly rate	Number of Operators **
WTS1	WT1	\$149.00	\$181.00	1
WTS2	WT2	\$108.00	\$140.00	1
WTS3	WT3	\$80.00	\$112.00	1

17 ** For operational purposes and/or for safety reasons some engines or tenders may operate with an
 18 additional crewmember with the approval of the host agency. For Fully Operated tenders, the Fully
 19 Operated rate is increased by an hourly rate of \$32.00/hr. for each formally ordered additional crew
 20 member. Do not adjust Un-Operated rates based on a staffing component.

21
 22 **LGFF TACTICAL WATER TENDER RATES**

ITEM CODE	Type	Un-operated Hourly Rate	Fully Operated Hourly Rate	Minimum Number of Operators **
WTT1	TWT1	\$148.00	\$212.00	2
WTT2	TWT2	\$138.00	\$202.00	2

23 ** For operational purposes and/or for safety reasons some engines or tenders may operate with an
 24 additional crewmember with the approval of the host agency. For fully operated tenders, the Fully
 25 Operated rate is increased by \$32.00/hr. for each formally ordered additional crew member.
 26 Equipment not staffed at the minimum level may not be hired. Do not adjust Un-Operated rates based
 27 on a staffing component.

1

2

PORTABLE PUMPS

ITEM CODE	Type	Remarks	Un-operated Daily Rate
PUMP1	P1	Low-pressure/high-volume pumps producing a minimum volume of 500 GPM. LGFF provides intake and discharge hose.	\$137.00
PUMP2	P2	Small low volume/high-pressure portable pumps with intake hose, capable of being transported by one or two people. Pumps in this category are the Mark 26, Mark III and Gorman Rupp, or similar type pumps.	\$ 64.00
PUMP3	P3	Small low-pressure/high-volume portable pump that can be transported by one or two people. Homelite or Honda trash pumps are examples.	\$ 37.00

3

4

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

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

ITEM CODE	Capacity	Un-operated Daily Rate
TANK2	1,000-1,999 gallons	\$33.00
TANK1	2,000-3,000 gallons	\$39.00

7

8

LGFF DOZERS AND GRADERS

9 The Dozer and Grader categories below, are typically, but not always, used by county road crews in
10 the completion of fireline and/or rehab work on the incident.

11 All Dozer/Grader operators performing tactical duties are required to complete an annual light
12 physical fitness test (walk 1 mile in 16 minutes or less).

13 Method of hire for Dozers and Graders is self-transported and is included in the hourly rate.

1

LGFF DOZERS

ITEM CODE	Class	Flywheel Horsepower	Minimum Base Weight	Un-operated Hourly Rate	Fully Operated Hourly Rate
DZR1	1	240 and above	60,000 lbs.	\$150.00	\$175.00
DZR2	2	150-250	35,000 lbs.	\$90.00	\$115.00
DZR3	3	99-165	20,000 lbs.	\$60.00	\$85.00
DZR4	4	50-110	10,000 lbs.	\$50.00	\$75.00

2

3

LGFF GRADERS

ITEM CODE	Class	Flywheel Horsepower	Un-operated Hourly Rate	Fully Operated Hourly Rate
GRD1	G1	201+	\$72.00	\$110.00
GRD2	G2	126-200	\$58.00	\$96.00
GRD	G3	<125	\$41.00	\$78.00

4

Note: Chains not required on machine, but available at next operational period if requested.

5

6

LGFF CHIPPERS

ITEM CODE	Type	Minimum inch diameter capacity	Minimum Flywheel Horsepower	Un-Operated Daily Rate
CHP1	1	18	180	\$880.00
CHP2	2	13-17	110	\$800.00
CHP3	3	9-12	48	\$720.00

7

8

Method of hire for Chippers is self-transported and is included in the daily rate.

9

All types must be equipped with an in-feed mechanism that operates in forward, reverse, and stop mode.

10

- 1 Optional: Boom feed if required.
- 2 Requires a minimum of 2 operators trained to OSHA standards. Operators performing tactical duties
- 3 are required to complete an annual light physical fitness test (walk 1 mile in 16 minutes or less).
- 4 All operating costs including fuel, maintenance, insurance, etc. are included in the daily rate.

5

6 **LGFF MISCELLANEOUS EQUIPMENT**

7 Equipment not listed in this manual should be rented at a reasonable, negotiated commercial rate.

8 **01.5-5-1 Local Government Fire Force Ambulances and Medical Equipment**

9 This section applies to LOCAL GOVERNMENT AMBULANCES ONLY. If using private
 10 ambulance companies, please refer to the NRCG Supplement to Chapter 20 of the SIIBM. For
 11 additional direction, please see Section 01.2 of this manual.

12 **Advanced Life Support (ALS) and Basic Life Support (BLS)**

ITEM CODE	Type	Rate Type	Minimum Personnel	Hourly Rates
AMB2	Ambulance (ALS)	Fully Operated Hourly Rate	2 – (1) ALS and (1) BLS	\$154.00
AMB2	Ambulance (ALS)	Un-operated, hired under Option 1 or 3, Specified in 01.5-3	2 – (1) ALS and (1) BLS	\$66.00
AMB4	Ambulance (BLS)	Fully Operated Hourly Rate	(2) BLS	\$140.00
AMB4	Ambulance (BLS)	Un-operated, hired under Option 1 or 3, Specified in 01.5-3	(2) BLS	\$60.00
AMB2	ALS Chase Unit	Fully Operated Rate	(1) ALS	\$74.00
AMB2	ALS Chase Unit	Un-operated, hired under Option 1 or 3, Specified in 01.5-3	(1) ALS	\$30.00
	Patient Transport	Mileage Rate	N/A	LGFF normal billing rate. See Patient Transport below**

ITEM CODE	Type	Rate Type	Minimum Personnel	Hourly Rates
AMB2	Extra ALS Personnel	Fully Operated Additional Personnel	N/A	\$44.00
AMB4	Extra BLS Personnel	Fully Operated Additional Personnel	N/A	\$40.00
AMB4	BLS KIT	Replacement of Disposables	Un-operated	Actual Cost of Replacement of Disposables
AMB2	ALS Kit	Daily Rate + Replacements of Disposables	Un-operated	\$50/Day + Actual Cost of Replacement of Disposables

1 *NOTE: Ambulances will be under hire for incident use only and will be required to be available*
2 *during off-shift hours if needed for emergency transport. No additional compensation will be allowed*
3 *for this availability. 2:1 work/rest guidelines will be maintained.*

4 **Equipment:** The resource order must specify whether ordering an ALS or BLS ambulance, or an ALS
5 Chase Unit. ALS ambulances come equipped with the state requirements for ambulances of that type
6 including a Montana licensed Paramedic (EMTP or EMPF) or an Advanced Emergency Medical
7 Technician (AEMT or AEMF), cardiac monitoring equipment, advanced airway management tools,
8 medications for pain control, cardiac emergencies, and other drugs as required by the state. BLS
9 ambulances come equipped with the state minimum requirements for BLS ambulances and two
10 Montana licensed Emergency Medical Technicians (EMTB or EMTF).

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

12 *NOTE – LGFF Ambulance services operating outside of their normal jurisdiction are encouraged to*
13 *contact local hospital(s) for online medical control and to discuss resource capability.*

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

20 ****Patient Transport:** When the ambulance is mobilized to transport a patient, the hourly rate is
21 dropped to \$0.00 and the ambulance reverts to their patient billing procedures for the medical incident,
22 which would include a loaded mileage rate. For all patient care and transport, the ambulance will
23 submit a bill to the patient’s appropriate home agency for workers’ compensation billing. The APMC
24 guidelines for the Northern Rockies states that all care beyond basic first aid will be processed through
25 the patient’s appropriate workers’ compensation insurance. Medical transport shall be documented,
26 for both equipment and personnel resources as appropriate, on the required shift ticket and shall be

1 submitted to Finance (if available) or the Land/Unit office for documentation purposes. If no patient
2 care or transport occurs, the ambulance will be paid the hourly rate for the time worked.

3 **EMS Personnel:** Personnel must hold a current Montana license which could include registration with
4 the National Registry of Emergency Medical Technicians. Additionally, all personnel must complete
5 the annual Fireline Safety Refresher RT-130. EMS personnel who are not line-qualified and those
6 assigned to stay in camp, must be escorted to and from the fireline by a line-qualified person.

7 **Fireline Qualified EMS:** - Personnel who are fireline-going and are assigned in one of the fireline
8 position titles, must be qualified at the Firefighter Type 2 level (FFT2) or above (see minimum
9 training requirements in Section 01.5-4).

10 Fireline training and qualifications can be documented on an Incident Qualification Card or a LGFF
11 Chief's Certification Form (Section 01.5-4). The LGFF Chief's Certification form is NOT USED to
12 certify an individual as an Emergency Medical Technician but is utilized to certify that the individual
13 has the above listed minimum fireline qualifications per NWCG PMS-310-1 Wildland Fire
14 Qualification System Guide or meets the intent of 310-1. EMT qualifications must be
15 documented/certified on the state medical certification form.

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

19 Applicable state laws and regulations can be found in the Montana Code Annotated Title 50 Chapter 6,
20 http://leg.mt.gov/bills/mca/title_0500/chapter_0060/parts_index.html , and Montana Administrative
21 Rules Title 37 Chapter 104, <http://www.mtrules.org/gateway/ChapterHome.asp?Chapter=37.104>.

22 **BLS and ALS Kits:** Kits are provided by the qualified medical personnel who are being hired. See
23 Section 01.2. A BLS kit must contain the minimum Basic Equipment Kit items as listed below per
24 Administrative Rules of Montana (ARM) Rule 37.104.204 and must be documented on a resource
25 order and requested by the incident. Each kit must contain a complement list with the kit contents
26 listed. For ALS kits, the minimum BLS kit must be provided, plus any additional ALS items directed
27 by medical control. Any personnel using such kits must be under the medical direction of their
28 sponsoring medical director per Montana Administrative Rules, Montana Codes, and the Montana
29 EMS protocols.

30 The minimum BLS Kit contents can be found in the NRCG Mobilization of Local Government
31 Firefighting Resources Guide or at:
32 <http://www.mtrules.org/gateway/RuleNo.asp?RN=37%2E104%2E204>.

33 **01.5-5-2 Local Government Fire Force Rapid Extraction Module Support (REMS)**

34 REMS is a pre-staged extrication team that provides technical expertise in the use of Low Angle Rope
35 Rescue Operations (LARRO), High Angle Rope Rescue Operations (HARRO), and advanced terrain
36 techniques to transport a patient to either a vehicle or aircraft for transport to an appropriate medical
37 facility.

38 Local government personnel ordered for a REMS assignment should be hired using the appropriate
39 rate in the [EFF Pay Plan and Position Matrix](#), located in the appendix. Local government equipment
40 ordered for a REMS assignment should be hired using the appropriate rate for the equipment as
41 outlined in this manual. Necessary extraction equipment not contained in this manual should be hired

1 at a reasonable negotiated rate and include terms for replacement for items lost or destroyed on the
2 assignment.

3 For REMS configuration direction, please see the NWCG Standards for REMS Support at:
4 <https://www.nwcg.gov/publications/pms552>.

5 **01.5-6 Agency Assistance with Local Government Fire Forces**

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

14 **Technical Specialist Position Responsibilities:**

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

- 1 • Assist the IMT in providing for the well-being and safety of assigned LGFF resources.
- 2 • Assist the IMT in the demobilization (if necessary) of LGFF resources.
- 3 • Provide direction for distribution of pay documents.

4

5 **01.6 STATE-OWNED AND OTHER LGFF EQUIPMENT**

6 DNRC shall be reimbursed for the use of state-owned and operated equipment in support of other
 7 agency incidents unless the master agreement with the cooperating agency states otherwise (see
 8 exception, Section 01.5-5, Equipment on Loan). The receiving agency will provide operating
 9 materials and supplies, such as fuel, etc., and mileage will be reimbursed at the standard rate if
 10 applicable. In the event the equipment breaks down and is repaired at the receiving agency’s expense,
 11 the cost of the repair shall be deducted from the bill for its use. Copies of repair bills shall be
 12 submitted to the responsible DNRC Land or Unit office, at the termination of DNRC support activity,
 13 for inclusion in the fire bill calculation.

14 The Emergency Equipment Shift Ticket (OF-297) or combined Emergency Personnel & Equipment
 15 Shift Ticket (DNRC297), the Emergency Equipment Use Invoice (OF-286), Resource Order, and the
 16 DNRC Resource Rate Form provide the required documentation for the use of DNRC-owned
 17 equipment. Copies should be retained at the incident and the original signed shift tickets and invoices
 18 are either forwarded to the responsible Land or Unit office or sent home with the operator. The OF-
 19 286, for this purpose, should be filled out in the following manner: In Block 22 (remarks), enter “For
 20 Fire Record Only.”

21 **01.6-1 Sedans, Sport Utility Vehicles, and Pickups**

22 The following rates are for agency-owned vehicles hired on a Resource Rate Form, and LGFF-owned
 23 vehicles hired on an IRA. The rates may also be used to determine agency costs used in billing
 24 suppression costs of all fires.

25 There is one standard method of hire:

- 26 • Un-operated: daily rate plus the Standard mileage rate (mileage covers wear and tear only).
- 27 • The government provides operating supplies, i.e. fuel, etc.
- 28 • Daily rate is not subject to prorating.
- 29 • Agencies must adhere to their policies regarding hiring of drivers and equipment.

30 The mileage rate used for these vehicles is the “Standard Rate” set annually by the Montana
 31 Department of Administration (DOA) and is currently .34 per mile for 2025.

32 **AUTOMOBILE – Rates:**

ITEM CODE	Auto Type	Un-operated Daily Rate
AUTO1	Compact	\$35.00
AUTO2	Midsize or larger	\$48.00

ITEM CODE	Auto Type	Un-operated Daily Rate
AUTO3	Mini-Van	\$55.00

1

2 **PICKUPS, 4X2 – Rates:**

ITEM CODE	Pickup Type	Un-operated Daily Rate
PUPA2	Compact	\$37.00
PUP32	½ ton	\$44.00
PUP22	¾ ton	\$49.00
PUP12	1 ton	\$60.00

3

4 **PICKUPS, 4X4 – Rates:**

ITEM CODE	Pickup Type	Un-operated Daily Rate
PUPA4	Compact	\$44.00
PUP34	½ ton	\$49.00
PUP24	¾ ton	\$55.00
PUP14	1 ton	\$68.00

5

6 **SPORT UTILITY – Rates:**

ITEM CODE	SUV Type	Un-operated Daily Rate
SUVS1	Compact - 5 or less passengers	\$53.00
SUVS2	Mid-sized 6-7 passengers	\$58.00
SUVL	Full-sized 8 or more passengers or Cargo Van	\$68.00

7

8

1 **MECHANIC SERVICE TRUCK**

ITEM CODE	Type	Un-operated Daily Rate
STML	Agency owned mechanic truck	\$200.00

2

3 **Off-Road Vehicle for Line Personnel** - \$140/Day + Fuel, NO Mileage - Vehicles for off-road use for
 4 line personnel as listed, but not limited to: Strike Team Leader, Task Force Leader, Division
 5 Supervisor, Heavy Equipment Boss, or any other position that could require that a vehicle be taken off
 6 road. Vehicle must be a 4x4 SUV or 4x4 pickup from the above lists that is off-road capable typically
 7 with 10-ply or load range E tires. The vehicle should be equipped with a P25 digital capable,
 8 programmable mobile radio. Fuel and operating supplies will be reimbursed but NO MILEAGE will
 9 be paid. Vehicles not used in a line-going capacity will be paid at the standard daily rate plus mileage
 10 as listed in Section 01.6-1 above.

11 If the vehicle complies with the above stipulations and is hired at the off-road rate, the rate will be in
 12 effect for the entire time the vehicle is under hire. This daily rate is not subject to prorating unless
 13 rendered inoperable due to mechanical failure, or other circumstance. Additionally, the payment
 14 package must include the vehicle operator’s overhead resource order (or other suitable documentation)
 15 as verification that the vehicle was used off road in support of a line-qualified position.

16 **Command Vehicles** - Command vehicles should be hired using the above rate for an off-road vehicle.
 17 A higher rate may be negotiated for extra equipment used depending on the capability and the use of
 18 the vehicle if used beyond the basic function of transportation. This daily rate is not subject to
 19 prorating unless rendered inoperable due to mechanical failure, or other circumstance. Command
 20 vehicles are eligible for out-of-region assignments. Command vehicles not used in their command
 21 capacity, or for transportation only, will be paid at the standard daily rate plus mileage as listed in
 22 Section 01.6-1 above.

ITEM CODE	Type	Remarks	Un-Operated Daily Rate
SUVS OR PU	Command Vehicle	May classify as a SUV or a Pickup	\$140.00

23

24

1 **01.6-2 Trailers and Transports**

2 This category includes government-owned trailer units as specified. Refurbishment costs for tools and
 3 equipment from fire caches shall be paid by receiving agency under separate billing.

ITEM CODE	Mobile Office Trailers	Location at Time of Hire	Un-Operated Daily Rate
OFFT1	County Assist Team Plans Trailer	DNRC, Central Land Office – Helena	\$750.00
OFFT2	County Assist Team Finance/Plans Trailer	DNRC, Northeastern Land Office - Lewistown	\$750.00
OFFT3	Mobile Command Post	DNRC, Fire Protection Bureau - Missoula	\$750.00
OFFT4	County Assist Team Plans Trailer	DNRC, Eastern Land Office – Miles City	\$750.00
OFFT5	Plans/Finance Trailer	DNRC, Northwestern Land Office - Kalispell	\$500.00
OFFT6	Other Command/Office Trailer	Local Government or state owned	\$500.00
TRLR4	NELO Small Logistics Trailer	DNRC, Northeastern Land Office, Lewistown	\$75.00
TRLR5	CLO Small Logistics Trailer	DNRC, Central Land Office – Helena	\$100.00
TRLR3	NWLO Logistics Trailer	DNRC, Northwestern Land Office, Kalispell	\$100.00
	Additional Incident Costs	Haul-in cost for vehicle as needed may be charged at the applicable 1-ton rate as listed in Section 01.6-1.	N/A

4

ITEM CODE	Other Equipment	Un-Operated Daily Rate
LITR	CLO Light Tower, trailer mounted.	\$75.00
MISC	Starlink Satellite Kit, daily rate includes delivery, set up and tear down. An increase in bandwidth may require renegotiation with the original contracting officer.	\$100.00
TRLR1	Fifth wheel trailer, tandem axle – 20-foot to 28-foot flatbed, minimum 10,000 GVW	\$50.00
TRLR2	Flatbed snowmobile trailer, minimum 3,000 GVW	\$30.00

1

2 **01.6-3 All-Terrain Vehicles**

ITEM CODE	Type	Un-Operated Daily Rate No Pump	Un-Operated Daily Rate With Pump*
VATV	ATV (1 Rider) No Three Wheelers - no tank w/pump allowed.	\$100.00	N/A
VUTV1	UTV Side by Side Seating (i.e., Polaris Ranger, Kawasaki Mule) or similar with 3 or less seats.	\$200.00	\$300.00
VUTV2	UTV Side by Side Seating with 4 or more seats.	\$250.00	\$350.00

3 * Pump includes hose, 50-gallon maximum tank capacity, 2 Operators.

- 4 • All riders must wear an approved helmet while operating an ATV or UTV.
- 5 • Daily rate includes haul in/out.

6 **01.6-4 Agency-Owned Engines and Water Tenders**

7 Agency-owned engines and tenders will be billed at the rates in the LGFF table in Section 01.5-5.

8

9 **01.6-5 DNRC Hand Wash Station**

ITEM CODE	Handwash Station Includes	Un-Operated Daily Rate
HNDW	Includes a self-contained 6 sink trailer with propane hot water, 450-gallon internal tank, 750-gallon grey-water bladder, paper towel dispenser, and mirrors. Applicable vehicle rates listed in Section 01.6-1 will apply for transport in and out. The incident will supply potable water and haul the grey water.	\$500.00

1 **01.6-6 Portable Generators**

ITEM CODE	Generator Size	Un-Operated Daily Rate
GENR4	10 KW or Less	\$60.00/Day
GENR3	10 KW to 20 KW	\$80.00/Day
GENR2	20 KW to 30 KW	\$100.00/Day
GENR1	30 KW and Above	\$120.00/Day

2

3 **01.6-7 Aircraft**

4 State-owned Aircraft: Un-operated rate, based on flying time, does not include operating supplies or
 5 support vehicles. Rates are set by the Montana Legislature. Current rates were set by the 2023
 6 Legislative Session and will remain in effect until changed by Legislative process.

ITEM CODE	Type	Current Hourly Rates
FWAA	Fixed Wing	\$ 210.00
HE3S	Rotary Wing Type 3	\$ 525.00
HE2S	Rotary Wing Type 2	\$1,860.00

7

8 Tail Numbers for State of Montana DNRC-owned aircraft are as follows:

- 9 • Fixed Wing 9067M, 6312B, and 391M
- 10 • Helicopters T2: 381M, 387M, 388M, 394M, and 395M
- 11 • Helicopters T3: 384M and 392M

12 **Montana National Guard Aircraft:** Rates are available per the annual agreement with DNRC,
 13 which may be found on-line at: <https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides>

14 **Fuel Trucks (aviation support):**

ITEM CODE	Size	Un-Operated Hourly Rate	Un-Operated Daily Rate
FUTA2	535 gallons; 6 hrs of support	\$50.00	\$300.00
FUTA1	700 gallons; 8 hrs of support	\$63.00	\$500.00
FUT3	2,400 gallons; 27 hrs of support	\$100.00	\$800.00

15 Rates do not include the cost of aviation fuel.

16 **01.6-8 Boats**

17 **The rates noted below pertain to agency-to-agency use. Commercial use rates may be higher.**

1 Cooperator provides:

- 2 • Operator(s). Boats will be operated by agency employees, which may include EFFs, other MT
3 state agency employees, or LGFF employees. Boats will not be operated by personnel under
4 the age of 18 years old.
- 5 • Operating supplies such as anchors/ropes, etc. The government will provide fuel and oil.
- 6 • A personal floatation device for each person being transported.
- 7 • First-Aid kit and fire extinguisher.

8 The incident can provide:

9 Personal Protection Equipment (PPE) to cooperator/operator who will return PPE to the incident upon
10 demobilization or invoice will be reduced for missing PPE.

ITEM CODE	Boat FWHP	Size	*Un-Operated Daily Rate
TBOT4	≥35, < 150 HP	< 16 FT	\$300.00
TBOT3	≥35, < 150 HP	16 – 20 FT	\$350.00
TBOT2	≥50, ≤ 250 HP	21 – 23 FT	\$400.00
TBOT1	≥50, ≤ 250 HP	24 – 26 FT	\$450.00
TBOP3	Pontoons	16 – 20 FT	\$400.00
TBOP2	Pontoons	21 – 23 FT	\$450.00
TBOP1	Pontoons	≥ 24 FT	\$500.00

11 *Daily rate includes haul in/haul out.

ITEM CODE	Fire Boat	Minimum Number of Operators	*Un-Operated Hourly Rate
FBT	Minimum Pump Capacity of 1,500 GPM	2	\$115.00

12 *Hourly Rate includes haul in/haul out.

13 **Minimum Special Provisions:**

- 14 • Boats under hire are required to comply with all State of Montana licensing and registration
15 requirements.
- 16 • Boats hired must comply with U.S. Coast Guard Marine Safety regulations.
- 17 • All equipment under this agreement must be owned and titled by the LGFF or County listed in
18 Box 4 of the IRA. No leased equipment unless the lease was initiated to fulfill the
19 department's normal duties as established under the Montana Codes Annotated (MCA).

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38

01.7 CLAIMS

Claims arising under the jurisdiction of the State of Montana are negotiated by the responsible Line Officer or his or her designee, who must be named on the DNRC Authorized Signers List. When possible, claims should be settled at the incident. Settled claims may require an S (supply) resource order number for reimbursement/payment. For comprehensive information on handling claims against DNRC, see Chapter 370 of the DNRC 300 Incident Business Management Manual, or contact the Forestry Division Office, Department of Natural Resources and Conservation, 2705 Spurgin Road, Missoula, Montana 59804; office phone: (406) 542-4300.

01.8 OTHER REFERENCE MATERIALS

01.8-1 DNRC 300 Manual - Incident Business Management

This internal manual provides incident business management guidance to DNRC employees and cooperating agency personnel on managing DNRC wildland fire incidents according to State-specific policies and procedures. This document may be found on-line at: <https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides>.

01.8-2 DNRC 900 Manual - Wildland Fire Suppression

This internal manual provides guidance to DNRC employees and cooperating agency personnel on wildland fire suppression policies and procedures when acting as an agent of the state of Montana within the interagency wildland system. This document may be found on-line at: <https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides>

01.8-3 DNRC IBA Operating Guidelines/DNRC IBA Job Aid

These documents provide guidance to DNRC employees and cooperating agencies on the State’s general operating guidelines relating to fire business management and the role of DNRC Incident Business Advisors. They may both be found on-line at: <https://dnrc.mt.gov/Forestry/Wildfire/forms-information>

01.9 OTHER AGREEMENTS

01.9-1 MONTANA NATIONAL GUARD

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

National Guard personnel are paid a daily rate. National Guard personnel do not receive hazard pay or any other pay differential. National Guard personnel are covered under Montana’s Workers Compensation Insurance Program through the Montana State Fund. National Guard personnel are reimbursed for travel per diem expenses according to State of Montana regulations.

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

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

5 The Memorandum of Agreement can be found at: [https://dnrc.mt.gov/Forestry/Wildfire/agreements-](https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides)
6 [plans-guides](https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides).

7 **01.9-2 MONTANA DEPARTMENT OF CORRECTIONS**

8 Through a cooperative agreement/operating plan between the Montana DNRC, the Montana
9 Department of Corrections (DOC), and Montana State Prison (MSP), correctional officers and low
10 security inmates form a Type 2 Hand Crew referred to as the Deer Lodge Crew. The Deer Lodge
11 Crew is normally comprised of 15 inmates (FFT2s), 3 correctional officers (FFT1s), and always
12 supervised by a DNRC crew boss (CRWB). The crew may be used on any wildland fire incident,
13 regardless of jurisdiction, within the State of Montana.

14 The Deer Lodge Crew is a resource of the DNRC Southwestern Land Office (SWLO) and is
15 dispatched through the Missoula Interagency Dispatch Center (MDC). All costs in support of other
16 agencies will be paid through DNRC and reimbursed through the Montana Cooperative Wildland Fire
17 Management Agreement. It is the responsibility of the host agency to forward the completed payment
18 packages/timekeeping documents to the DNRC Anaconda Unit, 1300 Maguire Road, Anaconda MT
19 59711, after release from the incident. The Anaconda Unit will audit the payment packages prior to
20 submission to the Department of Corrections. The Department of Corrections will bill DNRC for the
21 personnel costs of overtime hours for correctional officers and regular hourly rates for inmates (no
22 overtime) per the DOC cooperative agreement/operating plan. Correctional officers and inmates do
23 not receive hazard pay or any other pay differential. Correctional officers and inmates are covered
24 under the Montana Workers' Compensation Insurance Program (see Section 01.3-7) by the
25 Department of Corrections. Correctional officers may use the commissary, if one is provided, on a
26 cash-only basis. Inmates are not allowed commissary privileges.

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

29 The DOC cooperative agreement/operating plan can be found at:
30 <https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides>

31 **01.9-3 MONTANA DEPARTMENT OF TRANSPORTATION (MDT)**

32 There is a Memorandum of Understanding with the DOT to provide for the safe and efficient
33 movement of road users through or around temporary traffic control zones created by incident
34 management activities. It can be found under Mobilization Guides at:
35 <https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides>

36 **01.9-4 MONTANA HIGHWAY PATROL**

37 There is an agreement between the State of Montana DNRC and the Montana Highway Patrol, for
38 mobilizing law enforcement to ensure public and firefighter safety by providing traffic control and
39 security for roadways and property. The agreement is located on-line at:
40 <https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides>

1 **01.9-5 MONTANA SHERIFFS AND PEACE OFFICERS**

2 There is an agreement between the State of Montana DNRC and the Montana Sheriffs and Peace
3 Officers for mobilizing law enforcement for an evacuation event which has exceeded local capacity.
4 The MSPOA agreement is located on-line at: [https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-](https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides)
5 [guides](https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides)

6 Law Enforcement Vehicle for incident use - \$140/Day + Fuel, NO Mileage Paid - Law Enforcement
7 Vehicles accompanying law enforcement personnel ordered by the host incident agency and utilized
8 for work outside the normal scope of law enforcement duties, such as roadblocks and incident security,
9 must be resource ordered and will be reimbursed at this un-operated rate. Payment will not be made
10 for additional attributes such as computers, radios, scene lighting, etc., unless specifically negotiated
11 and ordered by the incident on a case-by-case basis. Fuel and operating supplies will be reimbursed
12 but NO MILEAGE will be paid. Notation must be made on the daily shift tickets that the vehicle was
13 used as a Law Enforcement Vehicle. This daily rate is not subject to first or last day prorating.

14 **01.10 FEMA GUIDELINES**

15 Montana DNRC may request that a fire threatening lives, property, and critical infrastructure that
16 would have potential for a major Presidential disaster; be declared a FEMA fire to receive a Fire
17 Management Assistance Grant (FMAG).

18 FEMA evaluates a fire threat using four criteria:

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

25 The request is approved or denied based on:

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

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

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

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

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

38 Examples of eligible fire management costs:

- 1 • Firefighting and support services
- 2 • Equipment and supplies
- 3 • Evacuations
- 4 • Sheltering
- 5 • Traffic control/barricading
- 6 • Security
- 7 • Emergency Operations Centers
- 8 • Temporary repairs of damage caused by firefighting activities, not by the fire itself.

9 If a fire is a FEMA declared fire, DNRC will continue to pay according to the guidelines in the SIIBM.
10 Local government or tribal entities may request reimbursement for eligible costs not normally paid by
11 DNRC. Examples would be:

- 12 • Costs during the first 24 hours of a fire within your jurisdiction.
- 13 • Equipment costs when the fire is within your jurisdiction.
- 14 • Donated resources:
 - 15 ○ Value of volunteer labor
- 16 • Category B expenses:
 - 17 ○ Search and rescue
 - 18 ○ Provision of shelters or emergency care
 - 19 ○ Sandbagging
 - 20 ○ Provision of food, water, ice, and other essential needs
 - 21 ○ Removal of health and safety hazards

22 MT DNRC may request an additional copy of the fire package from the host agency for a FEMA
23 declared fire.

24
25
26
27

1 **APPENDIX**

2

3 [MT Emergency Firefighter Pay Plan and Position Matrix](#)



EMERGENCY FIREFIGHTER (EFF) PAY PLAN AND POSITION

MATRIX

Effective January 2025

Per MCA 76-13-104, the DNRC may employ additional personnel to protect the natural resources of the state. When conditions warrant, the DNRC hires temporary Emergency Firefighters (EFFs) for emergency operations that require more personnel than are already on staff.

A DNRC EFF is an individual hired out of necessity to cope with a sudden emergency, actual or potential. EFFs are hired without a competitive interview process. While individuals may complete all necessary paperwork to be available as an EFF during a wildfire season, or an extension of the wildfire season, they are not employed; and are therefore, not paid until they are hired and work on an as-needed basis for an incident. EFF employment is sponsored for an individual wildfire or other hazard incident basis. Employment terminates when the EFF's work on the incident is complete. Employment as an EFF is not guaranteed. Hiring and dispatching EFFs for incidents impacts the limited resources at the DNRC offices that sponsor the EFFs, limiting how many EFFs can be sponsored at any given time.

All assignments and assignment extensions must be pre-approved by the hiring office.

EFFs are not authorized for non-suppression projects or support, such as for RX fires or fuels management.

EFF rates of pay are determined by the nature of the EFF work assigned.

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

Refer to section in 01.3 in this manual (the Montana Incident Business Operating Guidelines for Firefighting Resources) for EFF hiring information and pay provisions. This manual can be found online at the following website under DNRC Business Manuals:

<https://dnrc.mt.gov/Forestry/Wildfire/forms-information>.

Reference information may also be found in the NRCG SIIBM supplement to Chapter 10.

<https://dnrc.mt.gov/Forestry/Wildfire/forms-information>.

In the event there is an emergency in progress on the effective date of this Pay Plan, the EFFs on that emergency shall be paid under the provisions of the EFF Pay Plan in effect at the time of hire.

The DNRC Incident Business Committee facilitates establishment of rates and reviews positions on an annual basis.

2025 MT DNRC EFF PAY PLAN

EFF Class	Pay Rate
A	\$17.83
B	\$18.88
C	\$20.16
D	\$21.53
E	\$22.92
F	\$24.38
G	\$27.13
H	\$29.97
I	\$30.46
J	\$32.74
K	\$35.26
L	\$40.89
M	\$47.76
N	\$39.60
O	\$55.34

POSITION CODE	POSITION TITLE	EFF CLASS
THSP	ACCOUNTING TECHNICIAN LEAD	G
AOBS	AERIAL OBSERVER	F
AREP	AGENCY REPRESENTATIVE	K
AOBD	AIR OPERATIONS BRANCH DIRECTOR	K
ASCO	AIR SPACE COORDINATOR	K
ASGS	AIR SUPPORT GROUP SUPERVISOR	J
ATGS	AIR TACTICAL GROUP SUPERVISOR	J
AIT	AIR TACTICAL SUPERVISOR - attached to ASM1	J
ATBM	AIR TANKER BASE MANAGER	H
ATCO	AIR TANKER/FIXED WING COORDINATOR	I
ABRO	AIRCRAFT BASE RADIO OPERATOR	E
THSP	AIRCRAFT COORDINATOR (National and GACC)	I
ACDP	AIRCRAFT DISPATCHER	H
THSP	AIRCRAFT MECHANIC	L
ATIM	AIRCRAFT TIMEKEEPER	D
ARCH	ARCHEOLOGIST	K
ACAC	AREA COMMAND AVIATION COORDINATOR	L
ACDR	AREA COMMANDER	M
ACLC	ASSISTANT AREA COMMANDER, LOGISTICS	L
ACPC	ASSISTANT AREA COMMANDER, PLANNING	L
BCMG	BASE CAMP MANAGER	E
THSP	BRANCH DIRECTOR, AREA COMMAND	L
BUYL	BUYING TEAM LEADER - GEOGRAPHIC	K

POSITION CODE	POSITION TITLE	EFF CLASS
BUYL	BUYING TEAM LEADER - NATIONAL	L
THSP	BUYING TEAM LEADER – MENTOR	J
BUYM	BUYING TEAM MEMBER	F
CDSP	CACHE DEMOB SPECIALIST	F
CASC	CACHE SUPPLY CLERK	C
THSP	CADRE SUPPORT	F
CACB	CAMP CREW BOSS	D
CAMP	CAMP CREW HELP	A
THSP	CAMP CREW SQUAD BOSS	C
COML	COMMUNICATIONS UNIT LEADER	H
COMP	COMP/CLAIMS UNIT LEADER	H
THSP	CONTRACT REPRESENTATIVE NATIONWIDE	G
COPA	CONTRACTING OFFICER’S PURCHASING AGENT	K
COTR	CONTRACTING OFFICER TECHNICAL REPRESENTATIVE	G
COOK	COOK, HEAD CAMP	F
COOK2	COOK, HELPER	D
CORD	COORDINATOR, EXPANDED DISPATCH	J
THSP	COST APPORTIONMENT TECHNICAL SPECIALIST	H
COST	COST UNIT LEADER	H
CFAD	COUNTY FIRE ADVISOR	J
CRWB	CREW BOSS	F
CREP	CREW REPRESENTATIVE	G
CISL	CRITICAL INCIDENT STRESS MANAGEMENT LEADER	K
CISM	CRITICAL INCIDENT STRESS MANGEMENT MEMBER	H
DECK	DECK COORDINATOR	F
DMOB	DEMOB UNIT LEADER	H
DIC1	DEPUTY INCIDENT COMMANDER TYPE 1	M
DIC2	DEPUTY INCIDENT COMMANDER TYPE 2	L
DIC3	DEPUTY INCIDENT COMMANDER TYPE 3	J
DPRO	DISPLAY PROCESSOR	C
DIVS	DIVISION/GROUP SUPERVISOR	J
PILO	PILOT, DNRC	O
DOCL	DOCUMENTATION UNIT LEADER	F
DZOP	DOZER OPERATOR	H
DRVA	DRIVER, CLASS A CDL – TOW WEIGHT >10,000 LBS	F
DRVB	DRIVER, CLASS B CDL – TOW WEIGHT <10,000 LBS	E
DRIV	DRIVER/OPERATOR	D
FUEL	DRIVER, FUELING SPECIALIST	G
AEMT	EMERGENCY MEDICAL TECH-ADVANCED	H
AEMF	EMERGENCY MEDICAL TECH-ADVANCD FIRELINE	I

POSITION CODE	POSITION TITLE	EFF CLASS
EMTF	EMERGENCY MEDICAL TECH-FIRELINE	H
EMTB	EMERGENCY MEDICAL TECH-NON FIRELINE	G
EMTP	EMERGENCY MEDICAL TECH-PARAMEDIC	J
EMPF	EMERGENCY MEDICAL TECH-PARAMEDIC FIRELINE	J
ENGB	ENGINE BOSS	F
ENOP	ENGINE OPERATOR	E
EQPI	EQUIPMENT INSPECTOR	F
EQPM	EQUIPMENT MANAGER	E
EQTR	EQUIPMENT TIME RECORDER	E
EDRC	EXPANDED DISPATCH RECORDER	C
EDSP	EXPANDED DISPATCH SUPERVISORY DISPATCHER	H
EDSD	EXPANDED DISPATCH SUPPORT DISPATCHER	F
FACL	FACILITIES UNIT LEADER	H
FAL1	FALLER ADVANCED	J
FAL3	FALLER BASIC	D
FAL2	FALLER INTERMEDIATE	F
FELB	FELLING BOSS	F
FOBS	FIELD OBSERVER	F
FSCC	FINANCE/ADMIN SECTION CHIEF COMPLEX	L
FSC1	FINANCE/ADMIN SECTION CHIEF TYPE 1	L
FSC2	FINANCE/ADMIN SECTION CHIEF TYPE 2	K
FSC3	FINANCE/ADMIN SECTION CHIEF TYPE 3	J
FBAN	FIRE BEHAVIOR ANALYST	J
INVF	WILDLAND FIRE INVESTIGATOR	I
INVL	WILDLAND FIRE INVESTIGATOR, TEAM LEADER	K
THSP	FIRE LOOKOUT	D
FFT1	FIREFIGHTER TYPE 1 (SQUAD BOSS)	D
FFT2	FIREFIGHTER TYPE 2 (CREW/MEMBER)	C
FIRB	FIRING BOSS	F
FWBM	FIXED WING BASE MANAGER	I
FWPT	FIXED WING PARKING TENDER	C
FLIR	FLIR OPERATOR	H
FDUL	FOOD UNIT LEADER	H
THSP	FORKLIFT OPERATOR	C
THSP	GACC METEOROLOGIST	J
GISS	GIS SPECIALIST	G
GSUL	GROUND SUPPORT UNIT LEADER	H
HEQB	HEAVY EQUIPMENT BOSS, SINGLE RESOURCE	F
THSP	HEAVY EQUIPMENT OPERATOR	E
HETS	HEAVY EQUIPMENT TECH SPECIALIST	K

POSITION CODE	POSITION TITLE	EFF CLASS
HEBM	HELIBASE MANAGER	I
HLCO	HELICOPTER COORDINATOR	I
HECM	HELICOPTER CREWMEMBER	D
HMGB	HELICOPTER MANAGER, SINGLE RESOURCE BOSS	G
HRSP	HUMAN RESOURCE SPECIALIST	H
INBA	INCIDENT BUSINESS ADVISOR	L
THSP	INCIDENT BUSINESS ADVISOR - STATE	H
ICCI	INCIDENT COMMANDER COMPLEX	M
ICT1	INCIDENT COMMANDER TYPE 1	M
ICT2	INCIDENT COMMANDER TYPE 2	L
ICT3	INCIDENT COMMANDER TYPE 3	J
ICT4	INCIDENT COMMANDER TYPE 4	F
ICT5	INCIDENT COMMANDER TYPE 5 (IA)	E
COMT	INCIDENT COMMUNICATION TECH	F
ICPI	INCIDENT CONTRACT PROJECT INSPECTOR	G
INCM	INCIDENT COMMUNICATIONS CENTER MANAGER	E
IMSA	INCIDENT MEDICAL SPECIALIST ASSISTANT	G
IMSM	INCIDENT MEDICAL SPECIALIST MANAGER	H
IMST	INCIDENT MEDICAL SPECIALIST TECHNICIAN	G
ITSS	INCIDENT TECHNICAL SUPPORT SPECIALIST	I
IRIN	INFRARED INTERPRETER	G
IADP	INITIAL ATTACK DISPATCHER	H
THSP	INSTRUCTOR (S300 COURSES AND BELOW)	H
THSP	INSTRUCTOR (S400 COURSES AND ABOVE)	J
INTS	INTELLIGENCE SUPPORT	G
IARR	INTERAGENCY RESOURCE REPRESENTATIVE	G
THSP	INSTRUCTOR LEAD (S300 COURSES AND BELOW)	I
THSP	INSTRUCTOR LEAD (S400 COURSES AND ABOVE)	K
THSP	LABORER	C
THSP	LGFF COMPANY OFFICER	G
LOFR	LIAISON OFFICER	K
THSP	LIAISON - STATE	L
LOAD	LOADMASTER	E
LSCC	LOGISTICS SECTION CHIEF COMPLEX	L
LSC1	LOGISTICS SECTION CHIEF TYPE 1	L
LSC2	LOGISTICS SECTION CHIEF TYPE 2	K
LSC3	LOGISTICS SECTION CHIEF TYPE 3	J
LTAN	LONG TERM FIRE ANALYST	J
MCCO	MAC GROUP COORDINATOR	K
MABM	MAFFS AIRTANKER BASE MANAGER	H

POSITION CODE	POSITION TITLE	EFF CLASS
MAFF	MAFFS LIAISON OFFICER	J
WHHR	MATERIALS HANDLER (WHSE/CACHE WORKER)	E
WHLR	MATERIALS HANDLER, LEADER (WHSE/CACHE WORKER)	F
MEDL	MEDICAL UNIT LEADER	J
THSP	MESSENGER	A
THSP	MILITARY INSTALLATION LOGISTICS COORDINATOR	H
MXMS	MIXMASTER	G
THSP	MOBILIZATION CENTER COORDINATOR	K
THSP	NRCG EQUIPMENT INSPECTOR	H
THSP	NRCG LEAD INCIDENT CONTRACT PROJECT INSPECTOR	K
OPBD	OPERATIONS BRANCH DIRECTOR	K
OSCC	OPERATIONS SECTION CHIEF COMPLEX	L
OSC1	OPERATIONS SECTION CHIEF TYPE 1	L
OSC2	OPERATIONS SECTION CHIEF TYPE 2	K
OSC3	OPERATIONS SECTION CHIEF TYPE 3	J
ORDM	ORDERING MANAGER	E
PACK	PACKER	F
PTRC	PERSONNEL TIME RECORDER	E
THSP	PILOT	L
PSCC	PLANNING SECTION CHIEF COMPLEX	L
PSC1	PLANNING SECTION CHIEF TYPE 1	L
PSC2	PLANNING SECTION CHIEF TYPE 2	K
PSC3	PLANNING SECTION CHIEF TYPE 3	J
PETL	PREVENTION TEAM LEADER	K
PETM	PREVENTION TEAM MEMBER	J
PREV	PREVENTION TECHNICIAN	C
THSP	PRINCIPLE ADVISOR (FEMA)	L
PROC	PROCUREMENT UNIT LEADER	I
PIOC	PUBLIC INFORMATION OFFICER COMPLEX	L
PIO1	PUBLIC INFORMATION OFFICER TYPE 1	L
PIO2	PUBLIC INFORMATION OFFICER TYPE 2	K
PIO3	PUBLIC INFORMATION OFFICER TYPE 3	J
PIOT	PUBLIC INFORMATION OFFICER, TECHNICIAN	E
RADO	RADIO OPERATOR	B
RAMP	RAMP MANAGER	F
RCDM	RECEIVING AND DISTRIBUTION MANAGER	E
THSP	REGISTERED NURSE	N
READ	RESOURCE ADVISOR	I

POSITION CODE	POSITION TITLE	EFF CLASS
REAC	RESOURCE ADVISOR, COORDINATOR	J
REAF	RESOURCE ADVISOR, FIRELINE	J
RESL	RESOURCES UNIT LEADER	H
RTCM	RETARDENT CREW MEMBER	E
SOFC	SAFETY OFFICER COMPLEX	L
SOFF	SAFETY OFFICER, FIELD	H
SOFR	SAFETY OFFICER LINE	I
SOF1	SAFETY OFFICER TYPE 1	L
SOF2	SAFETY OFFICER TYPE 2	K
THSP	SEAT COORDINATOR	I
SECG	SECURITY GUARD (NOT LE)	C
SECM	SECURITY MANAGER	E
SEMG	SINGLE ENGINE A/T MANAGER	G
SITL	SITUATION UNIT LEADER	H
SMEC	SMALL ENGINE MECHANIC	E
STAM	STAGING AREA MANAGER	F
SCKN	STATUS/CHECK IN RECORDER	E
STCR	STRIKE TEAM LEADER CREW (NFPA Fire Officer)	H
STEN	STRIKE TEAM LEADER ENGINE (NFPA Fire Officer)	H
STEQ	STRIKE TEAM LEADER HEAVY EQUIPMENT (NFPA Fire Officer)	H
STLM	STRIKE TEAM LEADER MILITARY	H
STPS	STRUCTURAL PROTECTION SPECIALIST	J
SPUL	SUPPLY UNIT LEADER	H
TFLD	TASK FORCE LEADER	H
TIME	TIME UNIT LEADER	H
TESP	TOOL AND EQUIPMENT SPECIALIST	C
TPOP	TRACTOR/PLOW OPERATOR	H
TNSP	TRAINING SPECIALIST	F
UASD	UNMANNED AIRCRAFT SYSTEM DATA SPECIALIST	H
UASM	UNMANNED AIRCRAFT SYSTEM MANGER	I
UASL	UNMANNED AIRCRAFT SYSTEM MODULE LEADER	I
UASP	UNMANNED AIRCRAFT SYSTEM PILOT	I
THSP	VOUCHER EXAMINER	F
WHSP	WATER HANDLING SPECIALIST	F
WTOP	WATER TENDER DRIVER/OPERATOR	E
XEDO	XEDAR OPERATOR	H

POSITION CODE	ALL HAZARD	EFF CLASS
BIOL	BIOLOGIST	J
CANH	CANINE HANDLER	F
CANL	CANINE TEAM LEADER	G
CONS	CONSERVATION SPECIALIST	J
EPID	EPIDEMIOLOGIST	J
HAZ2	HAZARDOUS MATERIALS-OPERATIONS LEVEL	F
HAZL	HAZARDOUS MATERIALS TEAM LEADER	H
HAZ1	HAZARDOUS MATERIALS-TECHNICIAN LEVEL	G
HEQT	HEAVY EQUIPMENT TECHNICIAN	H
MSTC	MOUNTED SEARCH TECHNICIAN	F
SCOP	SMALL CRAFT OPERATOR	G
SFF1	STRUCTURAL FIREFIGHTER 1	C
THSP	STRUCTURAL FIREFIGHTER 2	D
SOFL	STRUCTURAL FIRE LINE OFFICER	H
SRT1	SEARCH AND RESCUE SQUAD LEADER	F
SRTL	SEARCH AND RESCUE TEAM LEADER	G
SRT2	SEARCH AND RESCUE TECHNICIAN	D
SRT3	SEARCH AND RESCUE TECHNICIAN-BASIC	B
SWF1	SWIFT WATER RESCUE SQUAD LEADER	F
SWFL	SWIFT WATER RESCUE TEAM LEADER	G
SWF2	SWIFT WATER RESCUE TECHNICIAN	D
TMRL	TECHNICAL MOUNTAIN RESCUE LEADER	G
TMRT	TECHNICAL MOUNTAIN RESCUE TECHNICIAN	F
TRT1	TECHNICAL RESCUE SQUAD LEADER	F
TRTL	TECHNICAL RESCUE TEAM LEADER	G
TRT2	TECHNICAL RESCUE TECHNICIAN	D
TCA1	TRAFFIC CONTROL AID	B