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

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01.1 MONTANA DNRC GENERAL INFORMATION

This manual is intended to provide a general outline of DNRC and Local Government Fire Force (LGFF) incident business operating procedures. As a participating member of the National Wildfire Coordinating Group (NWCG), the DNRC applies the interagency policies and guidelines established in the NWCG Standards for Interagency Incident Business Management handbook (SIIBM). However, DNRC policy may vary from those established in the SIIBM. In such cases, the policies contained within this document, or those referenced in this document, shall be followed.

Further information in relation to LGFF mobilization can be found in the NRCG Mobilization of Local Government Firefighting Resources Guide located at: https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides.

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

LAND OFFICES:

Central Land Office	Helena, MT	(406) 458-3500
Eastern Land Office	Miles City, MT	(406) 232-2034
Northeastern Land Office	Lewistown, MT	(406) 538-7789
Northwestern Land Office	Kalispell, MT	(406) 751-2240
Southern Land Office	Billings, MT	(406) 247-4400
Southwestern Land Office	Missoula, MT	(406) 542-4200
FIRE PROTECTION BUREAU:	Missoula, MT	(406) 542-4250
FORESTRY DIVISION:	Missoula, MT	(406) 542-4300

BILLING:

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

DNRC RESOURCE RATE FORM:

DNRC Agency-Owned Equipment (AOE) may be used in support of the protection of lands, to include but not limited to, fire suppression and all-hazard incidents.

The DNRC Resource Rate Form is an incident rental agreement outlining the terms for use of DNRC AOE and contains reimbursement rates for AOE utilized in support of other agency and private entity incidents.

The daily, hourly, and mileage reimbursement rates specified in this manual will be incorporated on the DNRC Resource Rate Form for each equipment category, which includes but is not limited to

agency-owned Engines, Command Vehicles, SUV's, Pickups, Trailers, Transports, ATVs, Water Tenders, HW Stations, Starlink Units, and Portable Generators.

It is important to note that hourly and daily rates are un-operated, and do not include operator (labor/personal services), nor do they include operating supplies such as fuel, oil, wiper fluid, DEF, etc. The incident will reimburse the DNRC for equipment usage at the un-operated rate as specified on the Resource Rate Form, plus labor/personal services, to include travel expenses, as well as operating supplies, fuel, and mileage at the standard rate, where applicable, and with proper documentation.

Additionally: DNRC-owned equipment, as well as personnel, will remain in paid status during meal breaks.

For further information see Section 01.6 State-Owned and Other LGFF Equipment.

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

The rates contained in this manual for Montana owned and LGFF owned T1-T7 Engines and T1-T3 Water Tenders (Support and Tactical) were updated in CY2022 using a combination of consensus and collected data inputs, combined with an equation that calculates a Replacement Asset Value, determined by using estimated inflation and maintenance costs. This formula is representative of the actual cost of replacing the equipment in the future. These hourly rates will remain static to the year 2027 after which they will be re-evaluated and adjusted as needed.

Personnel rates used to calculate the Fully Operated rates were re-evaluated and updated in CY 2026.

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

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

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.

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

01.3-1 Entitlements

DNRC hired EFFs and other MT State agency employees:

1) Are considered Short-Term Workers and are not subject to the 90 working days threshold. EFF employees do not earn sick or annual leave and are not required to participate in the state retirement plan (Public Employees' Retirement System [PERS]). However, EFFs who are

currently participating in a PERS state retirement plan through other current or previous employment must participate in the retirement plan. Questions should be directed to the DNRC Payroll Office (406) 444-5735 or the responsible hiring DNRC Land or Unit office.

2) Are covered under the provisions of the State of Montana Workers' Compensation Insurance Program (known as Montana State Compensation Insurance Fund or, Montana State Fund).
3) Have state and federal withholding taxes deducted from gross earnings, and state unemployment insurance is paid by the State of Montana. Federal Social Security (FICA) taxes are not deducted from EFF earnings.
4) Do NOT receive hazard pay or any other form of differential pay, except for overtime. An exception to this is for specially trained MT State employees or EFFs working in the Operable Unit 3 asbestos area near Libby Montana, for which hazard pay is authorized.
5) EFFs receive the base rate for the first eight (8) hours of work per calendar day, and 1.5 times the base rate for all approved time worked beyond eight (8) hours per calendar day and for all hours worked beyond the 40-hour base in the work week. Other state employees receive 1.5 times the base rate for all hours worked beyond the 40-hour base in the work week. Overtime will not be calculated at the incident but will be figured when the Incident Time Reports (OF-288s) are processed by Payroll.

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

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

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

01.3-2 Meal Periods

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

NOTE: LGFF and DNRC-owned equipment will remain in paid status during meal periods.

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

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

DNRC employees, including EFFs may be entitled to two compensated R&R days immediately after a consecutive 14-day assignment per the DNRC Work/Rest and Work-Length guidelines detailed in the DNRC 300 - Incident Business Management Manual, Chapter 310, Section 312. EFF R&R days off will be managed by the hiring office. If the Incident Commander (IC) on an incident feels it is warranted, it may be provided by the incident at the end of a 14-day assignment, but prior to the 22nd day when an extension has been requested and approved.

01.3-4 Payroll

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

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

01.3-5 Hiring Documents

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

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

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

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

01.3-6 Payment Document Requirements

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

1) Emergency Equipment Use Invoice (OF-286)
    a) Itemized fuel receipts or Fuel/Oil Tickets (OF-304)

b) Shift Tickets (OF-297) or the combined DNRC Emergency Personnel & Equipment Shift Ticket (DNRC297). Note: the DNRC requires that the original pink copies of Shift Tickets be submitted for payment if using the hard copy form.

2) MT DNRC Incident Rental Agreement (IRA), or Emergency Equipment Rental Agreement (EERA), (OF-294) if applicable
3) Inspection Form (pre/post) if available (OF-296)
4) Resource Order
5) LGFF generated invoice, if required for the hiring option

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

1) Incident Time Report (OF-288)
   a) Crew Time Reports (SF-261) or the combined DNRC Emergency Personnel & Equipment Shift Ticket (DNRC297). Note: the DNRC requires that the original white copies of the Crew Time Reports or the original pink copies, if using the hard copy form, of DNRC Shift Tickets be submitted for payment.
2) Resource Order

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

The designated representative should submit the signed original fire payment packet to the local DNRC Land or Unit office within 30 days of the demob date, and no later than 60 days without prior approval. Failure to submit payment documents in a timely manner as noted above may affect eligibility to receive payment. Any questions should be directed to the local DNRC Land or Unit office.

01.3-7 Compensation for Injury/Illness

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

The injured Montana State employee, or a person acting on behalf of the injured employee, is responsible for reporting the injury to the employee's immediate supervisor. The immediate supervisor is responsible for the preparation of the DNRC Report of Incident form. Complete instructions, with a link to the form are located at: https://dnrc.mt.gov/_docs/forestry/Fire-Business/Forms-Information-info/Fire-Finance-Info-Forms/2026_DNRC_ReportofIncident_Instructions_and_Flowchart.pdf.

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

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

NOTE: IN NO SITUATION SHALL CARE BE DELAYED!

01.4 PRIVATE FIRE SUPPRESSION RESOURCES – Emergency Equipment Rental

01.4-1 Preferred Hiring Method

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

01.4-2 During Incident Sign-up

In the event privately owned equipment does not have a pre-existing agreement, procedures in the SIIBM and the DNRC Incident Acquisition Manual, and this manual must be followed. On state fires, any DNRC personnel acting as signatory on any DNRC agreement must be named on the DNRC Authorized Signers List. The list is located at: https://dnrc.mt.gov/Forestry/Wildfire/forms-information.

The preferred method of hire for equipment covered under the competitively solicited process where the contractor did not participate, is an EERA which should show that the agreement is applicable only for the duration of the single incident and will not be eligible for interagency dispatch. However, if it is deemed in the best interest of the DNRC, an EERA may be executed for a longer period.

01.4-3 Privately Owned Vehicles

To support DNRC incident needs, privately owned, off-road capable vehicles are hired utilizing the DNRC Off-Road Incident Vehicle Rental Agreement. Private vendors are encouraged to contact Karen Zarbolias, (406) 542-4306, or email dnrcfirecontracting@mt.gov for more information. *(DNRC employee-owned, including EFF, vehicles shall not be hired.)*

01.5 LOCAL GOVERNMENT FIRE FORCES (LGFF)

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

01.5-1 General Information

The guidelines in this document apply when Local Government Fire Forces are hired for use by NRCG agencies. Hiring practices for other municipal city, county and state resources are also addressed in this section. Detailed equipment and personnel standards, mobilization and dispatch procedures are included in the NRCG Mobilization of Local Government Firefighting Resources

Guide, located under Mobilization Guides at: https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides.

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

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

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

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

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

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

Mutual Aid - LGFF mutual aid resources may be converted to paid status after the initial response if the Land/Unit office deems it in the best interest of the DNRC to do so. Mutual aid will not be paid without host Land/Unit office approval.

- As the hiring agency for LGFF, the DNRC may reimburse LGFF for costs accrued during a LGFF Mutual Aid Period when it is in the best interest of the State.

- Mutual Aid Periods described in the Montana Statewide Master Operating Plan or Sub-geographic Operating Plan (Sub-Geo) are specific to operations between recognized wildland fire protection agencies in the State of Montana (USFS, BLM, BIA, NPS, USF&W and DNRC). When operating in support of a Federal Protection agency, LGFF resources are considered an extension of the DNRC as Supporting Agency. The State will reimburse the LGFF for qualified expenses and in turn bill the Federal Protection Agency in accordance with cost thresholds established in Exhibit D in the Master Coop Agreement – Reimbursable Billings and Payments.

LGFF resources that are ordered by an IC and respond via traditional mobilization/dispatch processes (requested, resource ordered and committed to an incident as an assigned resource) should operate in "paid status" from the time of order and mutual aid periods do not apply. Approved LGFF mutual aid response costs will be paid by the DNRC who will manage any cross-billing. If not otherwise described in an AOP or negotiated with the Land/Unit office, a standard LGFF mutual aid period will be a minimum of 4 hours OR the conclusion of the first operational period, ending at 2359hrs on the first day of the incident, whichever comes first.

If mutual aid resources are requested to remain on the fire beyond the LGFF mutual aid period, it is the responsibility of the resource to contact the IC and request to remain on the fire. The ultimate decision for that resource remaining on the fire is contingent on the needs of operations, and approval by the IC and local Land or Unit office. If the resource remains on the fire beyond the mutual aid period without going through the IC approval and sign-up process, the resource will not be paid. If an IC deems it necessary to retain a mutual aid resource(s) to remain on the incident beyond the mutual aid period, a resource order(s) should be generated. The following conditions and criteria must be met to be placed in to pay status:

- IC and DNRC Land/Unit (or federal agency if involved) approval
    - Equipment and personnel must meet agency standards put forth in this document
    - Have/can get a resource order or initial attack justification
    - Have a final inspection or have signed the "No Damages/No Claims" statement of the OF-286 upon demob
    - Identified critical incident need and/or resource shortages
- If a pre-season equipment rental agreement is not currently in place, the LGFF should contact the local DNRC Hiring Office to initiate an IRA.

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

All LGFF shift tickets, and other appropriate documentation should be filled out beginning with the time of dispatch regardless of pay status to facilitate conversion to pay status when applicable.

For additional information, please see the NRCG Mobilization of Local Government Firefighting Resources guide.

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

01.5-2 Within Local Government Fire Force Legal Jurisdiction

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

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

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

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

EFF rates of pay are determined by the Incident Command System (ICS) position or nature of the EFF work assigned. See the EFF Pay Plan and Position Matrix for pay rates and positions, also in the appendix. Hiring documentation for LGFF personnel is the same as for other DNRC EFF personnel.

See Section 01.3-5 for information on hiring DNRC EFFs. Ideally, hire packets should be completed pre-season and copies kept on file at the hiring DNRC Land or Unit office.

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

Severity and Station Staffing: Severity rates for LGFF equipment are 100 percent of the established hourly or daily rate under hire. Resources assigned to a severity assignment (either DNRC or Federal) shall complete all required fire finance paperwork as described above, and in Section 01.3-6. Upon completion of the assignment, the LGFF may utilize FBS to submit an electronic billing package or, if unable to utilize FBS, LGFF will submit a complete hard copy billing package to their home DNRC Hiring Office within 30 days for payment processing.

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

Further information relating to Severity and Station Staffing may be found in the NRCG Mobilization of Local Government Firefighting Resources guide.

01.5-3 Possible Hiring Methods

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

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

LGFF resources, assigned to long duration incidents (longer than 2 weeks) outside the Northern Rockies Geographic Area, should request interim invoices and submit them to the DNRC Hiring Office as soon as possible for payment processing.

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

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

Hiring Options

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

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

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

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

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

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

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

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

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

LGFF equipment hired on a fully operated basis is eligible to accept assignments outside of the Northern Rockies Geographic Area. Any out-of-region assignment with a piece of equipment that is over 26,000 lbs. GVW will require an Interstate Commercial Driver's License (CDL) with all

applicable endorsements. DNRC remains the mobilization and payment agency for LGFF resources on out-of-region assignments. Rates set forth in this manual, in Section 01.5-5, are based on NWCG typing standards. All staffing requirements must meet NWCG standards. For operational purposes and/or for safety reasons some engines or tenders may operate with an additional crew member(s), beyond the minimum, with the written approval of the ordering entity and documented on a resource order. Add an additional $34.00 per hour to the Fully Operated rate for an additional crew member. *Engines or tenders staffed with less than the minimum number of crewmembers are out of compliance and may not be hired*.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

To ensure prompt payment, under all LGFF hire options listed, all original paperwork (OF-288s, OF-286s, Shift Tickets, CTRs) generated at the incident must be transferred to the responsible DNRC Land or Unit office for processing. Documents may be delivered to the hiring DNRC office by hand by the demobilizing resource, or digitized and uploaded into FBS by the LGFF department. If utilizing FBS, LGFF departments should retain original documentation until payment has been received. Copies of these documents may be kept by the incident.

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

01.5-4 Local Government Fire Force (LGFF) Personnel

LGFF personnel must be 18 years or older at 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 activities.

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

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

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

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

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

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

Personally owned vehicles shall only be used as transportation, which must be approved by the EFF's DNRC hiring unit supervisor prior to travel. As such, all liability is assumed by the vehicle owner. The owner will be compensated at the appropriate mileage rate. Reimbursement for mileage, and other eligible expenses may be requested through a DNRC Travel Expense Voucher. Use of a personally owned vehicle must be approved prior to travel in order for reimbursement to occur.

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

For current personnel pay rates see the MT EFF Pay Plan and Position Matrix.

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

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

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

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

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

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

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 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 EFF-C or EFF-D	1 Firefighter EFF-C or EFF-D	* See note	N/A	** See note

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

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

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

01.5-5 Local Government Fire Force (LGFF) Equipment

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

Severity: Severity rates for LGFF and AOE equipment will be paid 100 percent of the established hourly or daily rate for all time under hire. See also Section 01.5-2, Severity.

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

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

Operating Supplies: It is expected that LGFF and AOE equipment will be fueled up and be mission ready before mobilizing to an incident. LGFF equipment will be reimbursed for operating supplies used to and from an incident and while assigned to a fire (see LGFF IRA General Clauses). Costs will be reimbursed with proper documentation (e.g. detailed receipt). Normal wear and tear and normal maintenance usually will be the LGFF's responsibility. LGFF engines may be reimbursed normal maintenance expenses (e.g., oil changes, tires etc.) at the discretion of the DNRC Land or Unit office if deemed appropriate, such as if equipment was used excessively on the incident above normal wear and

tear or in lieu of paying the equipment (i.e., county co-op equipment). This must be approved by the DNRC office and will be reimbursed on actual costs expended and documented on a detailed receipt.

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

Non-standard cache items may be replaced at the incident if the incident has a method of procurement. If no buying team or other method of procurement is available, LGFF personnel must obtain an S number (Supply resource order) while at the incident to authorize the purchase of the item when they return to their home unit. (A Supply resource order is required for approved repair or replacement of items on all incidents.) The cost of the replacement item can then be billed back to the incident. All items for replacement are subject to host agency approval and appropriate documentation must accompany any claim for lost, damaged, or destroyed equipment. Minimum required documentation includes a General Message, Northern Rockies OF-289 Property Loss or Damage Report, or other documents containing detailed information relating to the purpose of the request, the S number approval, the Supply resource order, appropriate invoice, or receipt documenting the amount requested. For additional guidance, please see the DNRC 300-Incident Business Management Manual, Chapter 370 at https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides.

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

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

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

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

LGFF ENGINE RATES

ITEM CODE	Type	Un-operated Hourly Rate	Fully Operated Hourly Rate*	Minimum Number of personnel*
ENG1	1	$214.00	$350.00	4
ENG2	2	$168.00	$270.00	3
ENG3	3	$128.00	$230.00	3
ENG4	4	$112.00	$180.00	2
ENG5	5	$80.00	$148.00	2
ENG6	6	$72.00	$140.00	2
ENG7	7	$62.00	$130.00	2

*For operational purposes and/or for safety reasons some engines or tenders may operate with an additional crewmember with the approval of the host agency. For a fully operated apparatus, the Fully Operated rate is increased by $34.00/hr. for each formally ordered additional crew member.

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

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

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

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

LGFF SUPPORT WATER TENDER RATES

ITEM CODE	Type	Un-Operated Hourly rate	Fully Operated Hourly rate	Number of Operators **
WTS1	WT1	$149.00	$183.00	1
WTS2	WT2	$108.00	$142.00	1
WTS3	WT3	$80.00	$114.00	1

** For operational purposes and/or for safety reasons some engines or tenders may operate with an additional crewmember with the approval of the host agency. For Fully Operated tenders, the Fully Operated rate is increased by an hourly rate of $34.00/hr. for each formally ordered additional crew member. Do not adjust Un-Operated rates based on a staffing component.

LGFF TACTICAL WATER TENDER RATES

ITEM CODE	Type	Un-operated Hourly Rate	Fully Operated Hourly Rate	Minimum Number of Operators **
WTT1	TWT1	$148.00	$216.00	2
WTT2	TWT2	$138.00	$206.00	2

** For operational purposes and/or for safety reasons some engines or tenders may operate with an additional crewmember with the approval of the host agency. For fully operated tenders, the Fully Operated rate is increased by $34.00/hr. for each formally ordered additional crew member. Equipment not staffed at the minimum level may not be hired. Do not adjust Un-Operated rates based on a staffing component.

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

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

NOTE: These rates are to be used when the porta tank is utilized separately from tender operations or is 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

LGFF DOZERS AND GRADERS

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

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

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

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

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

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

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

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

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

Optional: Boom feed if required.

Requires a minimum of 2 operators trained to OSHA standards. Operators performing tactical duties are required to complete an annual light physical fitness test (walk 1 mile in 16 minutes or less).

All operating costs including fuel, maintenance, insurance, etc. are included in the daily rate.

LGFF MISCELLANEOUS EQUIPMENT

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

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

This section applies to LOCAL GOVERNMENT AMBULANCES ONLY. If using private ambulance companies, please refer to the DNRC Incident Acquisition Manual. For additional direction, please see Section 01.2 of this manual.

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	$158.00
AMB2	Ambulance (ALS)	Un-operated, hired under Option 1 or 3, Specified in 01.5-3	2 – (1) ALS and (1) BLS	$66.00

ITEM CODE	Type	Rate Type	Minimum Personnel	Hourly Rates
AMB4	Ambulance (BLS)	Fully Operated Hourly Rate	(2) BLS	$144.00
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	$76.00
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**
AMB2	Extra ALS Personnel	Fully Operated Additional Personnel	N/A	$46.00
AMB4	Extra BLS Personnel	Fully Operated Additional Personnel	N/A	$42.00
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

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

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

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

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

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

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

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

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

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

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

Applicable state laws and regulations can be found in the Montana Code Annotated Title 50 Chapter 6, http://leg.mt.gov/bills/mca/title_0500/chapter_0060/parts_index.html, and Montana Administrative Rules Title 37 Chapter 104, Montana Administrative Rules Title 37 Chapter 104.

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

sponsoring medical director per Montana Administrative Rules, Montana Codes, and the Montana EMS protocols.

The minimum BLS Kit contents can be found in the NRCG Mobilization of Local Government Firefighting Resources Guide or at: Minimum BLS Kit.

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

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

Local government personnel ordered for a REMS assignment should be hired using the appropriate rate in the EFF Pay Plan and Position Matrix, also located in the appendix. Local government equipment ordered for a REMS assignment should be hired using the appropriate rate for the equipment as outlined in this manual. Necessary extraction equipment not contained in this manual should be hired at a reasonable negotiated rate and include terms for replacement for items lost or destroyed on the assignment.

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

01.5-6 Agency Assistance with Local Government Fire Forces

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

Technical Specialist Position Responsibilities:

- Advise the Agency Administrator, Incident Business Advisor, and the IMT of the area LGFF jurisdictional responsibilities, including mutual aid responsibilities.
- Review contract or agreement specifications (such as operating agreements, MOUs, IA agreements, and/or DNRC Incident Rental Agreements, etc.) regarding pay (equipment and personnel).
- Review business management activities to assure compliance with legal and fiscal requirements and efficient use of resources. Includes property management, law enforcement, and civil rights.
- Prepare a checklist of items that the Finance /Administration Section Chief (FSC) and the IMT need to be aware of including terms and conditions of operating plans or agreements.
- Review job responsibilities and assignments for LGFF personnel.
- Monitor local jurisdictional agency responses in meeting jurisdictional responsibilities.

- Attend incoming briefing with the IMT if possible; make contact with the FSC.
- Attend planning sessions and make known the availability of LGFF resources, such as the length of commitment, rotating personnel, and impacts to local government operations.
- Through the FSC, provide information on use of equipment and personnel. Coordinate with the Logistics Section Chief (LSC) to identify problem areas for the LGFF such as interaction with the IMT and logistical support.
- Coordinate with the FSC and the LSC to ensure timekeeping and recording is being completed. Provide assistance to appropriate personnel on timekeeping, travel, accidents, injuries, personnel issues or emergencies and other administrative needs.
- Check for compliance with equipment specifications, certification, apparatus typing, and Federal Excess equipment use guidelines.
- Ensure safety, personal protective equipment, other equipment, and actions of the LGFF personnel are consistent with approved standards.
- Assist the IMT in providing for the well-being and safety of assigned LGFF resources.
- Assist the IMT in the demobilization (if necessary) of LGFF resources.
- Provide direction for distribution of pay documents.

01.6 STATE-OWNED AND OTHER LGFF EQUIPMENT

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

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

01.6-1 Sedans, Sport Utility Vehicles, and Pickups

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

There is one standard method of hire:

- Un-operated: daily rate plus the Standard mileage rate (mileage covers wear and tear only).

- The government provides operating supplies, i.e. fuel, etc.
- Daily rate is not subject to prorating.
- Agencies must adhere to their policies regarding hiring of drivers and equipment.

The mileage rate used for these vehicles is the "Standard Rate" set annually by the Montana Department of Administration (DOA) and is currently .35 per mile for 2026.

AUTOMOBILE – Rates:

ITEM CODE	Auto Type	Un-operated Daily Rate
AUTO1	Compact	$35.00
AUTO2	Midsize or larger	$48.00
AUTO3	Mini-Van	$55.00

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

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

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

MECHANIC SERVICE TRUCK

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

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

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

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

ITEM CODE	Type	Remarks	Un-Operated Daily Rate
SUVS OR PU	Command Vehicle 4x4 or AWD	May classify as a SUV or a Pickup	$140.00 + Fuel No Mileage

01.6-2 Trailers and Transports

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

ITEM CODE	Mobile Office/Other Trailers	Location at Time of Hire	Un-Operated Daily Rate
OFFT1	Command/Plans Trailer	DNRC, Central Land Office – Helena	$750.00
OFFT2	County Assist Team Finance Trailer	DNRC, Northeastern Land Office - Lewistown	$750.00
OFFT3	Mobile Command Post	DNRC, Northeastern Land Office - Lewistown	$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
OFFT7	County Assist Team Plans Trailer	Fire Protection Bureau, Missoula	$750.00
OFFT8	County Assist Team Operations Trailer	DNRC, Southwestern Land Office, Missoula	$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

ITEM CODE	Mobile Office/Other Trailers	Location at Time of Hire	Un-Operated Daily Rate
TRLR6	SWLO Small Logistics Trailer	DNRC, Southwestern Land Office, Missoula	$100.00
TRLR7	Helibase / Aerial Ignition Trailer	DNRC, Central Land Office – Helena	$500.00
	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

ITEM CODE	Other Equipment	Un-Operated Daily Rate
LITR	CLO Light Tower, trailer mounted.	$75.00
SSTS	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

01.6-3 Off Highway 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

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

- All riders must wear an approved helmet while operating an ATV or UTV.

- Daily rate includes haul in/out.

01.6-4 Agency-Owned Engines and Water Tenders

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

01.6-5 DNRC Hand Wash Station

ITEM CODE	Handwash Station Includes	Un-Operated Daily Rate
SHWS	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

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

01.6-7 Aircraft

State-owned Aircraft: Un-operated rate, based on flying time, does not include operating supplies or support vehicles. Rates are set by the Montana Legislature. Current rates for the Rotary Wing were set by the 2023 Legislative Session and will remain in effect until changed by Legislative process. The Fixed Wing aircraft are new aircraft in 2026.

ITEM CODE	Type	Current Hourly Rates
FWO	Fixed Wing, Cessna T206HD	$270.00
FWAA	Fixed Wing, Kodiak 900	$610.00
HE3S	Rotary Wing Type 3	$525.00
HE2S	Rotary Wing Type 2	$1,860.00
	Automated Wide-Area Multi-Spectral Sensor TK8 – Rate per Mission	$315.00

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

- Fixed Wing N361M, N362M, N391M, and N353M
- Helicopters T2: 381M, 387M, 388M, 394M, and 395M
- Helicopters T3: 384M and 392M

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

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	1,500 gallons; 14 hrs support x 2 T2 Helo	$100.00	$800.00
FUT2	2,400 gallons; 27 hrs of support	$150.00	$900.00

Rates do not include the cost of aviation fuel.

01.6-8 Boats

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

Cooperator provides:

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

The incident can provide:

Personal Protection Equipment (PPE) to cooperator/operator who will return PPE to the incident upon 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

ITEM CODE	Boat FWHP	Size	*Un-Operated Daily Rate
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

*Daily rate includes haul in/haul out.

ITEM CODE	Fire Boat	Minimum Number of Operators	*Un-Operated Hourly Rate
FBT	Fire Boats	2	$115.00

*Hourly Rate includes haul in/haul out.

Minimum Special Provisions:

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

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.

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

The Memorandum of Agreement can be found at: https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides.

01.9-2 MONTANA DEPARTMENT OF CORRECTIONS

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

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

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

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

01.9-3 MONTANA DEPARTMENT OF TRANSPORTATION (MDT)

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

01.9-4 MONTANA HIGHWAY PATROL

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

01.9-5 MONTANA SHERIFFS AND PEACE OFFICERS

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

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

01.10 FEMA GUIDELINES

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

FEMA evaluates a fire threat using four criteria:

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

The request is approved or denied based on:

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

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

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

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

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

Examples of eligible fire management costs:

- Firefighting and support services
- Equipment and supplies
- Evacuations
- Sheltering
- Traffic control/barricading
- Security
- Emergency Operations Centers
- Temporary repairs of damage caused by firefighting activities, not by the fire itself.

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

- Costs during the first 24 hours of a fire within your jurisdiction.
- Equipment costs when the fire is within your jurisdiction.
- Donated resources:
    - Value of volunteer labor
- Category B expenses:
    - Search and rescue
    - Provision of shelters or emergency care
    - Sandbagging
    - Provision of food, water, ice, and other essential needs
    - Removal of health and safety hazards

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

APPENDIX

MT Emergency Firefighter Pay Plan and Position Matrix