

NORTHERN ROCKIES COORDINATING GROUP (NRCG)
NWCG STANDARDS FOR INTERAGENCY INCIDENT BUSINESS MANAGEMENT
SUPPLEMENT
CHAPTER 50 – INTERAGENCY COOPERATIVE RELATIONS

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Approved:

/s/ Rich Cowger

RICH COWGER

Chair

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New Document	NR-2024-6	72 Pages
Superseded Document(s) by Issuance Number and Effective Date	NR-2023-6 (4/1/23)	78 Pages

Digest: Exhibit NR10-Updates Montana Department of Natural Resources (DNRC) for the following: 01.4-3 DNRC employee/EFF owned vehicles are not to be hired for incident use.

01.5-5 Personnel rates used to calculate Fully Operated Engine and Tender rates were re-evaluated and updated for CY 2024.

01.5-5 Removed the Minimum Required Complement list for Engines, Water Tenders and Tactical Water Tenders.

01.5-5-1 Personnel rates used to calculate Fully Operated ALS/BLS Ambulance, were re-evaluated and updated for CY2024.

01.11-5 Removed the DNRC kitchen units.

01.11-8 State-owned aircraft rates were increased per the 2023 Montana Legislative Session.

Exhibit NR11- Idaho Department of Lands

Exhibit NR12 – North Dakota Forest Service

Exhibit NR13- South Dakota Wildland Fire Division

FORMAL AGREEMENTS**Agreements between Federal, State Fire Organizations and Local Governments**

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

Exhibits: NR10 – Montana Department of Natural Resources and Conservation

NR11 – Idaho Department of Lands

NR12 – North Dakota Forest Service

NR13 – South Dakota Wildland Fire Division

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EXHIBIT NR10**01.1 MONTANA DNRC GENERAL INFORMATION**

This information is intended to provide a general outline of DNRC and Local Government Fire Force (LGFF) operating procedures. For further information contact one of the six Area Land Offices, the Forestry Division, or the Fire 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 applicable LGFF equipment rates and actual personnel costs for purposes of billing other agencies and private entities for fire suppression services. Rates for on and off-road vehicles will be billed according to rates found in Section 01.11-1 of this supplement.

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

The rates contained in this supplement for LGFF 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 2025 after which they will be re-evaluated and adjusted as needed.

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

01.2 EMERGENCY MEDICAL SERVICES

Emergency Medical Services (EMS) are available in the State of Montana through the regular ordering process at interagency dispatch centers. The preferred method 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.

1 ALL EMS PROVIDERS REQUESTED TO WORK UN-ESCORTED NEAR THE FIRELINE, MUST BE
2 NWCG QUALIFIED IN A FIRELINE POSITION AND HAVE, IN THEIR POSSESSION, A CURRENT
3 INCIDENT QUALIFICATION CARD.

4 ALL EMS providers working within the State of Montana must have a current professional license, as
5 determined by the Montana Board of Medical Examiners.

6 This can be verified by either obtaining a copy of the EMS provider's license or by going to
7 <https://boards.bsd.dli.mt.gov/medical-examiners/license-information/> and "Look Up a License".

- 8 a) If ordering individual EMS personnel: Individual EMS personnel may function at the Basic Life
9 Support level anywhere in the State of Montana with a current licensure of EMR, EMT, AEMT, or
10 Paramedic if they are following State of Montana Protocols [https://boards.bsd.dli.mt.gov/medical-
11 examiners/license-information/emergency-care-provider](https://boards.bsd.dli.mt.gov/medical-examiners/license-information/emergency-care-provider)). If individual EMS personnel are expected
12 to function at any level beyond Basic Life Support, they must have medical direction (Montana
13 recognized Medical Director) that agrees to provide medical oversight (medication procurement,
14 QI/QA (Quality Improvement and Quality Assurance) and retrospective operational review) while
15 operating on a fire assignment. This should be confirmed in writing (the individual EMS provider
16 should be able to provide) or via direct phone contact with the Medical Director providing oversight.
- 17 b) If ordering an LGFF (ambulance): For additional direction, please see Section 01.5-5-1. All EMS
18 services are required to be licensed by the State of Montana to offer services. Service licensure can be
19 confirmed if needed by either calling 406-444-3895 or going to the following site at
20 www.dphhs.mt.gov/publichealth/emsts. However, verifying the EMS licensure status of individual
21 LGFF ambulance personnel is not necessary.
- 22 c) If you encounter an EMS individual NOT LICENSED in MONTANA: If you want to utilize this
23 person as an EMS individual provider on the incident and they hold an EMS licensure in another state
24 (not the National Registry of Emergency Medical Technicians - NREMT), there is a provision for
25 their EMS credentials to be recognized and utilized on this fire assignment. A form can be
26 downloaded, completed, and faxed to the Montana Board of Medical Examiners. The
27 "TEMPORARY EMERGENCY/DISASTER EXEMPTION" form can be downloaded at:
28 https://boards.bsd.dli.mt.gov/_docs/med/ecp/Temporary-Emergency-Disaster-Exemption-Form.pdf
- 29 d) Proof of EMS licensure currency and medical oversight will be managed at the local level through
30 the home unit agency certifier or the dispatch center IQCS/IQS account manager.
- 31 e) EMS personnel must furnish medical supply inventory upon arrival at the incident. While at the
32 incident the EMS personnel will keep a daily log of medical supplies used, for reimbursement
33 purposes at the end of the incident. All items for replacement must be documented in writing by the
34 Medical Unit Leader or their designee.
- 35 f) ALS kits will be signed up on either an Emergency Equipment Rental Agreement (EERA) or Incident
36 Rental Agreement (IRA). The Resource Order must note the kit as a support item.

37 **01.3 EMERGENCY FIREFIGHTERS (EFFS) AND OTHER STATE OF MONTANA EMPLOYEES**

38 DNRC has six (6) Area Land Offices with various Unit Offices, and the Fire Protection Bureau that engage
39 in statutorily mandated wildland fire suppression and all hazard incident activities. In some areas of the
40 state, DNRC hires seasonal firefighter positions annually. As needed, DNRC also hires temporary,

1 Emergency Firefighters (EFFs) for individual emergency operations that require more personnel than are
2 already on staff.

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

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

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

20 DNRC does NOT use the same Administratively Determined (AD) pay plan rates or Casual Hire Form as
21 federal agencies when hiring casual firefighters. DNRC hires casuals (EFFs) as state employees using the
22 EFF Pay Plan and Position Matrix. EFF rates of pay are determined by the nature of the EFF work assigned.
23 See the MT EFF Pay Plan and Position Matrix at: [https://dnrc.mt.gov/_docs/forestry/Fire-Business/Forms-
24 Information-info/EFF-Forms/2024_DNRC_EFF_Pay_Plan_Final.pdf](https://dnrc.mt.gov/_docs/forestry/Fire-Business/Forms-Information-info/EFF-Forms/2024_DNRC_EFF_Pay_Plan_Final.pdf).

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

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

31 **01.3-1 Entitlements**

32 DNRC hired EFFs and other MT State agency employees:

- 33 1) Are considered Short-Term Workers and are not subject to the 90 working days threshold. EFF
34 employees do not earn sick or annual leave and are not required to participate in the state retirement
35 plan (Public Employees' Retirement System [PERS]). However, EFFs who are currently participating
36 in a PERS state retirement plan through other current or previous employment must participate in the
37 retirement plan. Questions should be directed to the DNRC Payroll Office (406) 444-5735 or the
38 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).

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

01.3-2 Meal Periods

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 equipment will remain in paid status during meal periods.

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

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

DNRC employees, including EFFs may be entitled to one compensated R&R day after a consecutive 14-day assignment per the DNRC Work/Rest and Work-Length guidelines detailed in the DNRC 900 Manual -

1 Wildland Fire Suppression, Chapter 930, pages 4-10. If the Incident Commander (IC) on an incident feels it
2 is warranted, it may be provided by the incident prior to demobilization.

3 **01.3-4 Payroll**

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

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

15 **01.3-5 Hiring Documents**

16 All EFF hiring is done through a local DNRC office and does not require IMT involvement.

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

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

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

26 **01.3-6 Payment Document Requirements**

27 **Equipment Shift Tickets (Original pink copies for the payment office, blue copies for the file.)**

- 28 1) Emergency Equipment Use Invoice (OF-286)
 - 29 a) Fuel/Oil Tickets (OF-304)
 - 30 b) Shift Tickets (OF-297) or the combined DNRC Emergency Personnel & Equipment Shift Ticket
31 (DNRC297)
- 32 2) Emergency Equipment Rental Agreement (EERA), (OF-294) or MT DNRC Incident Rental
33 Agreement (IRA), if applicable
- 34 3) Chief's Certification for LGFF Equipment and Operators, if applicable
- 35 4) Inspection Form (pre/post) if available (OF-296)
- 36 5) Resource Order

1 6) Invoice, if required for the hiring option

2 **Emergency Firefighter Crew Time Reports (white copies for the payment office.)**

3 1) Incident Time Report (OF-288)

4 a) Crew Time Reports (SF-261) or the combined DNRC Emergency Personnel & Equipment Shift
5 Ticket (DNRC297)

6 2) Resource Order

7 3) Chief's Certification for LGFF Equipment and Operators, if applicable

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

13 **The designated representative should submit the signed original fire payment packet to the local**
14 **DNRC Land or Unit office within 30 days of the demob date, and no later than 60 days without prior**
15 **approval**. Any questions should be directed to the local DNRC Land or Unit office.

16 **01.3-7 Compensation for Injury/Illness**

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

23 The injured Montana State employee, or a person acting on behalf of the injured employee, is responsible for
24 reporting the injury to the employee's immediate supervisor. The immediate supervisor is responsible for the
25 preparation of the DNRC Report of Incident form. Please refer to Chapter 10, Exhibit NR1, of the NRCG
26 Supplement to the SIIBM for complete instructions.

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

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

33 ***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 equipment does not have a pre-existing agreement, procedures in the SIIBM and the NRCG supplements to Chapter 20 and 50 of the SIIBM must be followed. On state fires, agreements initiated by DNRC personnel are not co-signed by federal Contracting Officers. Any DNRC personnel acting as signatory on any DNRC agreement must be named on the DNRC Authorized Signers List.

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

The following guidelines must be in place when hiring privately owned (non-government employee) vehicles on an Un-Operated EERA. (DNRC employee-owned, including EFF, vehicles shall not be hired.) If a Fully Operated vehicle option is desired, please refer to the NRCG Supplement to Chapter 20 of the SIIBM.

Hired Un-Operated:

- A Resource Order, or Initial Attack justification, is required for payment.
- Utilize the daily rate plus mileage rate from Section 01.11-1.
- The government provides operating supplies, including fuel.
- The vehicle owner shall maintain adequate public liability and property damage insurance.
- Vehicle's insurance coverage must include commercial liability coverage sufficient to comply with agreement requirements, i.e. hauling cargo, transporting people, etc. Proof of insurance coverage is required at time of inspection.

01.5 LOCAL GOVERNMENT FIRE FORCES (LGFF)

In this document, the term Local Government Fire Forces (LGFF) refers to a subdivision of local government organized and administered as per Montana Code Annotated, Title 7 and mobilized in support of wildland fire:

- a) Local Government:

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

8 b) Local Government Fire Forces:

9 The following are interchangeable with the term LGFF:

- 10 1) Fire departments (career, combination, volunteer) including municipal, rural fire districts,
11 volunteer fire company, fire service area, or county rural fire department,
- 12 2) County or municipal (e.g. town or city) equipment and personnel,
- 13 3) Volunteer and paid personnel from Local Government Fire, Emergency Medical Service (EMS),
14 Search and Rescue, or Law Enforcement organizations.

15 NOTE: If an individual or group who is a member of a LGFF contracts himself/herself or his/her privately
16 owned/non-department owned equipment under a separate agreement, he/she is considered a private
17 contractor and does not fall under any policy or rules pertaining to LGFF. Non-government owned
18 equipment leased for the purpose of contracting out by a department to the system will, in most instances, be
19 considered private contracting and, thus, not a part of the mobilization of local government fire forces. The
20 intent for the mobilization of LGFF is for the equipment to be owned, licensed, operated, insured, and staffed
21 by the LGFF mobilized.

22 **01.5-1 General Information**

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

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

39 Procurement of equipment and personnel from LGFF will follow the procedures established by the State of
40 Montana DNRC Fire Protection Bureau and local Land or Unit offices. All rates and responsibilities have

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

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

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

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

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

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

- 34 1) IC and DNRC Land/Unit or federal agency approval
- 35 2) Equipment and personnel must meet agency standards put forth in this supplement.
- 36 3) Have a resource order or initial attack justification.
- 37 4) Be inspected or have signed the "No Damages/No Claims" statement of the OF-286 upon demob.

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

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

5 **Crew Swap/Crew Change Out** - Travel expenses and travel time incurred swapping out LGFF crews is
6 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.
7 engine) is extended and there is a need to re-crew the equipment. Travel expenses and travel time for crew
8 swaps that occur within the tour of duty to meet LGFF department staffing needs are done so at the cost of
9 such departments. Travel expenses and travel time incurred for replacement of an individual due to an
10 emergency demobilization may be compensable, depending upon the circumstance, and is at the discretion of
11 the agency Line Officer or Agency Administrator.

12 **01.5-2 Within Local Government Fire Force Legal Jurisdiction**

13 Montana LGFF entities formed under MCA, Chapter 7, have a legal obligation for performance and to
14 provide service within their home jurisdictions. In general, to qualify for payment within its legal
15 jurisdiction, not including severity; the LGFF must be fully committed (the situation has surpassed the
16 jurisdiction's capabilities and all firefighting resources have been exhausted), have exercised all mutual aid
17 resources possible, and/or have been granted a DNRC county assist. The criteria for fully committed and
18 commitment of mutual aid resources will vary by county, by time frame, resource availability, activity level,
19 and jurisdictional commitment and is to be determined by the local DNRC Land/Unit office involved.

20 LGFFs responding to incidents under their jurisdictional responsibility should not expect to be placed into
21 pay status; however, entities may be reimbursed for their operating expenses, as needed, and/or hired within
22 the first 24 hours on an incident, if specifically provided for in a Zone Sub-Geographic OP, IA, or Mutual
23 Aid Agreement, or if approved by the local DNRC office. Approved operating supplies (fuel, oil, and foam)
24 may be covered beginning 24 hours after the initial attack resources are dispatched. Repairs and normal
25 maintenance will be the LGFF's responsibility.

26 Rostered volunteer LGFF personnel may be hired as EFFs and paid for their time. Rostered department
27 members mean firefighters who are readily available to that Department to respond to incidents within its
28 own jurisdiction on a daily basis throughout the year. Other eligible reimbursement scenarios may include:

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

36 The NRCG agencies have agreed to recognize and accept each member agency's individual fire training and
37 qualification standards. All LGFF firefighters mobilized by DNRC for use on interagency incidents will meet
38 the training requirements for the specific position(s) qualifications in accordance with NWCG Standards for
39 Wildland Fire Position Qualifications (PMS 310-1), NIMS, NFPA or equivalency. Using the DNRC Chief's
40 Certification form, the LGFF Chief Officer has the authority to "Chief Certify" those individuals for the

1 positions of ENGB, FFT2, FFT1, ENOP, and WTOP only. All other positions require a DNRC sponsored
2 Incident Qualification Card.

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

6 EFF rates of pay are determined by the Incident Command System (ICS) position or nature of the EFF work
7 assigned. See the [EFF Pay Plan and Position Matrix](#) for pay rates and positions. Hiring documentation for
8 LGFF personnel is the same as for other DNRC EFF personnel. See Section 01.3-5 for information on hiring
9 DNRC EFFs. Ideally, hire packets should be completed pre-season and copies kept on file at the hiring
10 DNRC Land or Unit office.

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

16 **Severity and Station Staffing:** When approved by the DNRC Hiring Office, LGFF personnel and
17 equipment may be hired to bolster agency capabilities to respond to and manage wildfires during periods of
18 elevated fire conditions. These LGFF resources remain under the control of the hiring agency and are
19 performing that agency's mission. Pre-suppression severity funds may be approved when the planning level
20 requires a measured increase of the available resources required to respond in a timely manner to avert loss
21 to life and natural resources. LGFFs may be hired for pre-suppression severity within their jurisdiction when
22 the LGFF is clearly supporting an agency's wildfire response mission.

23 LGFF personnel will be in pay status for the entirety of the shift they are performing DNRC assigned duties.
24 LGFF personnel may be available to respond to incidents other than wildland fires that are within the
25 LGFF's responsibility, providing that the LGFF and hiring agency have agreed on a plan that clearly outlines
26 items such as notification, move-up of resources or reposition, and ensures the individuals are removed
27 from pay status for the duration of these types of incidents. Agencies using LGFF for severity may move-up
28 resources or reposition with other available resources and has no obligation to rehire the LGFF.

29 All LGFF payment will be in accordance with the NRCG supplements to Chapter 10 and 50 of the SIIBM.
30 Severity rates for LGFF equipment is 100 percent of the established hourly rate under hire. Resources
31 assigned to a severity assignment (either DNRC or Federal) shall complete all required fire finance
32 paperwork as prescribed by that hosting/hiring unit. Upon completion of the assignment, the LGFF will
33 submit a complete package back to their home DNRC Hiring Office within 30 days for processing for
34 payment.

35 "Station Staffing" is a cooperative effort between DNRC and the LGFF entity for the purposes of funding
36 personnel staffing for unstaffed (i.e. volunteer), or up-staffing otherwise understaffed, fire stations during
37 periods of critical fire occurrence. This contemporary method of hiring LGFF entities helps bolster local,
38 coordinated, and rapid initial attack with the goal of reducing the likelihood of large/escaped fire situations
39 that would require mobilizations of costly personnel and equipment. Typically, LGFF entities are staffing
40 their assigned DNRC-owned County Co-op Engines with their rostered personnel hired as EFFs (or under an
41 Option 3 Cooperative Agreement). Apart from a refurbishment fee, DNRC-owned County Co-op Equipment

1 is not compensated for in-state use. Occasionally during periods of exceptional activity, this station staffing
2 is broadened to authorize including other LGFF-owned apparatus. Payment of other apparatus is subject to
3 terms documented in an AOP, MOU, and appropriate IRA (or otherwise agreed to by the DNRC Hiring
4 Office).

5 **01.5-3 Possible Hiring Methods**

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

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

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

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

20 **Hiring Options**

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

29 The [LGFF Hiring Option Chart](https://dnrc.mt.gov/Forestry/Wildfire/local-government-fire-forces) is posted under LGFF Forms at: [https://dnrc.mt.gov/Forestry/Wildfire/local-
30 government-fire-forces](https://dnrc.mt.gov/Forestry/Wildfire/local-government-fire-forces)

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

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

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

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

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

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

7 Travel and per diem costs associated with LGFF resources responding to/from an incident will be paid
8 according to guidelines in Chapter 10 of the SIIBM and reimbursed according to the policies of the LGFF
9 payroll entity. All LGFF expenses must be paid through the employing LGFF agency and submitted to
10 DNRC for reimbursement with the agency invoice. Per diem will be reimbursed at established rates detailed
11 in the LGFF department Travel Policy. In the absence of an established LGFF Travel Policy, reimbursement
12 will be made according to current State of Montana per diem rates or DNRC Fire Meal Rates if applicable.

13 LGFF equipment hired on a fully operated basis is eligible to accept assignments outside of the Northern
14 Rockies Geographic Area. Any out-of-region assignment with a piece of equipment that is over 26,000 lbs.
15 GVW will require an Interstate Commercial Driver’s License (CDL) with all applicable endorsements.
16 DNRC remains the mobilization and payment agency for LGFF resources on out-of-region assignments.
17 Rates set forth in this supplement, Section 01.5-5, are based on NWCG typing standards. All staffing
18 requirements must meet NWCG standards. For operational purposes and/or for safety reasons some engines
19 or tenders may operate with an additional crew member(s), beyond the minimum, with the written approval
20 of the ordering entity and documented on a resource order. Add an additional \$32.00 per hour to the Fully
21 Operated rate for an additional crew member. *Engines or tenders staffed with less than the minimum number*
22 *of crewmembers are out of compliance and may not be hired.*

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

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

38 Prior to mobilization, the LGFF will provide DNRC with the regular hourly and overtime billing rates of the
39 employee(s) being mobilized on a [LGFF Cooperative Fire Support Agreement-Billing Rate Form](#). This form
40 can be found under the LGFF Option 3 at: <https://dnrc.mt.gov/Forestry/Wildfire/local-government-fire->

1 **forces.** The rates provided should reflect actual total cost of compensation (TCC) of the individual employee
2 by the LGFF entity (to include all wage, benefits, insurance, unemployment, retirement entitlements, etc.)

3 Travel and per diem costs associated with LGFF resources responding to/from an incident will be paid
4 according to guidelines in Chapter 10 of the SIIBM and reimbursed according to the policies of the LGFF
5 payroll entity. All LGFF expenses must be paid through the LGFF employing agency and submitted to
6 DNRC for reimbursement with the agency invoice. Per diem will be reimbursed at established rates detailed
7 in the LGFF department Travel Policy. In the absence of an established LGFF Travel Policy, reimbursement
8 will be made according to current State of Montana per diem rates or DNRC Fire Meal Rates if applicable.

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

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

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

20 **Resource Orders** - E numbers are to be issued for equipment, and the personnel staffing that equipment will
21 be rostered under the same E number. O numbers are to be issued for Overhead and Single Resources
22 assigned to an incident. (O numbers are not to be issued for personnel listed on the equipment). An E number
23 may be issued for an agency support vehicle used on an incident for an overhead or single resource; or the
24 resource order for the overhead or single resource may simply note "with vehicle" if used for simple
25 transportation to/from the incident.

26 **Backfill Costs** - LGFF entities operating under an Option 3 Cooperative Fire Support Agreement, or Law
27 Enforcement agencies mobilized under the Montana Project STAR Agreement, may claim reimbursement
28 for backfill expenses in accordance with terms and limitations outlined in this section.

29 When an employee is mobilized for a wildfire incident, it may be necessary for the home jurisdiction to
30 "backfill" that empty essential position to maintain minimum public safety and staffing/response
31 requirements. The term backfill applies to those persons who work on a non-scheduled workday to replace
32 the person assigned to the mobilization event. Backfill reimbursement will only be considered for those
33 essential operations positions critical to maintaining staffing/response requirements at the home jurisdiction
34 (i.e., Battalion Chiefs, Captains, Engineers, Firefighters, Deputies, Officers, etc.) Reimbursement for
35 backfilling administrative positions (Chief Officers, Deputy Officers, Admin Staff, Investigators, Inspectors)
36 will be made on a case-by-case basis and should be pre-approved by the ordering agency.

- 37 • Eligible LGFF entities are responsible for notifying the ordering/receiving agency prior to
38 mobilization that the incident may be billed for backfill. Acknowledgement of backfill may be noted
39 on the resource order.

- 1 • Home jurisdiction administrative time spent preparing invoices is not eligible for reimbursement.
- 2 • DNRC does not recognize or authorize “Portal to Portal.”
- 3 • A brief explanation of shift pattern should be included with the LGFF Option 3 Incident Invoice.

4
5 **Double Shift** - There will be no compensation for a double shift unless a separate operator(s) and or crew(s)
6 is/are ordered for the second shift. Double shift (DS) equipment is normally staffed with two operators or
7 crews (one per shift) and must be ordered and documented on a resource order. If a resource order is not
8 issued, detailed written documentation must be provided by the incident supervisor of the operators or crew.
9 A normal shift is 12 to 16 hours long. Normal hourly rates are to be utilized. Additional travel costs incurred
10 for the purpose of crew change-out is the responsibility of the LGFF.

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

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

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

18
19 No additional travel will be paid for delays due to equipment breakdowns or travel deviations. LGFF that
20 deviate from the normal travel route are considered “no longer available” and are not entitled to
21 reimbursement for travel time and expenses from the point the travel deviation occurs.

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

25 To ensure prompt payment, under all LGFF hire options listed, all original paperwork (OF-288s, OF-286s,
26 DNRC297, Shift Tickets, CTRs) generated at the incident must be transferred to the responsible DNRC Land
27 or Unit office for processing, preferably by hand with the demobilizing resource. Copies of these documents
28 may be kept by the incident.

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

32 **01.5-4 Local Government Fire Force (LGFF) Personnel**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

NWCG Position*	NFPA Equivalent Position	Physical Fitness	Work Capacity Test (WCT)*	EFF Classification
FFT2*	Firefighter 1**	Light	Light	EFF-C
FFT1*	Firefighter 2**	Light	Light	EFF-D
Driver/Operator*	Driver/Operator or Engineer**	Light	Light	EFF-E
Engine Boss*	Company Officer**	Light	Light	Eff-G

Required Training: ICS-100, L-180, S-130, S-190, IS-700, and appropriate training to meet NFPA 1001 or 1021 or equivalent.

The Annual Fireline Safety Refresher (RT-130) is required annually for each of these positions.

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

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

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

Position	FFT2 Firefighter*	FFT1* Advanced Firefighter/Squad Boss	ENOP* Engine Operator	ENGB* Engine Boss
Required Training	ICS-100, IS-700, L-180, S-130, S- 190	S-131	Same as FFT1	S-230, S-290, ICS-200
Other Training which supports development of knowledge and skills	None	S-211, S-212, S- 219	Same as FFT1	L-280, S-231, S- 219, S-260, S-270
Required Experience	None	Satisfactory performance as FFT2 and Completion and Certification of PTB as a FFT1	Same as FFT1	Satisfactory performance as FFT1 and Completion and Certification of PTB
Physical Fitness	Arduous	Arduous	Arduous	Arduous
Other position assignments that will maintain currency**	None	ICT5	ICT5	ICT4, CRWB, HEQB, FELB, FIRB
EFF Classification	EFF-C	EFF-D	EFF-E	EFF-F

*Annual Fireline Safety Refresher Training (RT-130) is required annually for each of these positions

** Any higher position assignment for which listed position is a prerequisite will maintain currency

LGFF WATER TENDER

Minimum Training Requirements

Position	WTOP Water Tender Type 1-3
Required Training	Basic Wildland Firefighting (includes ICS-100, IS-700, L-180, S-130, S-190, or equivalent) Annual Fireline Safety Refresher Training (RT-130)
Physical Fitness	Light
EFF Classification	EFF-E

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 equipment will remain in paid status for the duration of each scheduled shift.

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

While in Transport: When LGFF 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: LGFF equipment will be reimbursed for fuel and oil used to and from an incident and while assigned to a fire. Costs will be reimbursed with proper documentation (e.g. detailed receipt). Normal wear and tear (see IRA General Clauses) 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

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

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

12 **Classification / Inspection of Equipment and Personnel:** When classifying equipment, all requirements
13 for both equipment and personnel set forth in this chapter must be met to be acceptable. Equipment lacking
14 certification especially by not meeting the minimum requirements shall be used only when certified
15 equipment is unavailable. Personnel not meeting the minimum requirements shall not be used. Equipment
16 not staffed at the minimum level may not be hired.

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

19 Basic and advanced equipment and inspection workshops sponsored by Contract Operations in the NR, cover
20 the necessary safety systems, the mechanical soundness, compliance with transportation safety rules, laws,
21 and other codes. Compliance with applicable standards, rules, regulations, laws, and other codes is the
22 responsibility of the LGFF.

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

27

LGFF ENGINE RATES

TYPE	Un-operated Hourly Rate	Fully Operated Hourly Rate*	Minimum Number of personnel*
1	\$214.00	\$342.00	4
2	\$168.00	\$264.00	3
3	\$128.00	\$224.00	3
4	\$112.00	\$176.00	2
5	\$80.00	\$144.00	2
6	\$72.00	\$136.00	2
7	\$62.00	\$126.00	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 \$32.00/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.

ENGINE STANDARDS FOR TYPE

MINIMUM STANDARDS - The following guide will assist in the typing of engines. When typing equipment, all standards must be met to qualify the equipment at a particular Type. Failure to meet any equipment standard places the equipment in a lower type and it may be paid at that lower rate, or it may disqualify the equipment in its entirety.

1

MINIMUM STANDARDS FOR TYPE

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

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

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

5 *** This includes a 24-foot extension ladder, 14-foot roof ladder, and 10-foot attic ladder for a total of 48
6 feet of ladder.

7 *NOTE: Engines specifically designed for on-road and structure work may not be signed up as wildland*
8 *engines.*

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

11 For the Minimum Requirement Complement for Engines, please see the NRCG Mobilization of Local
12 Government Forces guide located at: <https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides>.

13

WATER TENDER CLASSIFICATIONS**Minimum Standards for Type**

COMPONENTS	TYPE 1	TYPE 2	TYPE 3
Pump Capacity (GPM)	300	200	200
Tank Capacity (Gallons)	4,000 +	2,500	1,000
Off Load Capacity (GPM)	300	200	200
Maximum Refill Time (Minutes)	30	20	15
Personnel (Minimum Number)	1	1	1
Drafting Capability	Yes	Yes	Yes

For the Minimum Requirement Complement for Water Tenders, please see the NRCG Mobilization of Local Government Forces guide located at: <https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides>.

LGFF WATER TENDER RATES

TYPE	Un-Operated Hourly rate	Fully Operated Hourly rate	Number of Operators **
WT1	\$149.00	\$181.00	1
WT2	\$108.00	\$140.00	1
WT3	\$80.00	\$112.00	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 \$32.00/hr. for each formally ordered additional crew member. Do not adjust Un-Operated rates based on a staffing component.

TACTICAL WATER TENDER CLASSIFICATION

Minimum Standards for Type

COMPONENTS	TYPE 1	TYPE 2
Pump Capacity (GPM)	250	250
@ Rated pressure (psi)	150	150
Tank Capacity (Gallons)	2,000 +	Minimum 1,000 Maximum 1,999
Hose mounted on live hose reel -3/4" I.D.	100	100
Pump and roll	Yes	Yes
Personnel (Minimum Number)	2	2
Foam Proportioner system	Yes	Yes

For the Minimum Requirement Complement for Tactical Water Tenders, please see the NRCG Mobilization of Local Government Forces guide located at: <https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides>.

LGFF TACTICAL WATER TENDER RATES

TYPE	Un-operated Hourly Rate	Fully Operated Hourly Rate	Minimum Number of Operators **
TWT1	\$148.00	\$212.00	2
TWT2	\$138.00	\$202.00	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 \$32.00/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.

1

PORTABLE PUMPS

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

2

3

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

4

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

5

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

6

LGFF DOZERS

7

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.

8

9

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).

10

11

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

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

1

LGFF GRADERS

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

2

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

3

LGFF CHIPPERS

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

4

5

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

6

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

7

Optional: Boom feed if required

8

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).

9

10

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

11

LGFF MISCELLANEOUS EQUIPMENT

12

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

13

14

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

1 This section applies to LOCAL GOVERNMENT AMBULANCES ONLY. If using private ambulance
 2 companies, please refer to the NRCG Supplement to Chapter 20 of the SIIBM. For additional direction,
 3 please see Section 01.2 of this supplement.

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

TYPE	RATE TYPE	MINIMUM PERSONNEL	HOURLY RATES
Ambulance (ALS)	Fully Operated Hourly Rate	2 – (1) ALS and (1) BLS	\$154.00
Ambulance (ALS)	Un-operated, hired under Option 1 or 3, Specified in 01.5-3	2 – (1) ALS and (1) BLS	\$66.00
Ambulance (BLS)	Fully Operated Hourly Rate	(2) BLS	\$140.00
Ambulance (BLS)	Un-operated, hired under Option 1 or 3, Specified in 01.5-3	(2) BLS	\$60.00
Patient Transport	Mileage Rate	N/A	LGFF normal billing rate. See below**
ALS Chase Unit	Fully Operated Rate	(1) ALS	\$74.00
ALS Chase Unit	Un-operated, hired under Option 1 or 3, Specified in 01.5-3	(1) ALS	\$30.00
Extra ALS Personnel	Fully Operated Additional Personnel	N/A	\$44.00
Extra BLS Personnel	Fully Operated Additional Personnel	N/A	\$40.00
BLS KIT	Replacement of Disposables	Un-operated	Replacement of Disposables
ALS Kit	Daily Rate + Replacements of Disposables	Un-operated	\$50/Day + replacement of disposables

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

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

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

14 **BLS and ALS Kits:** Kits are provided by the qualified medical personnel who are being hired. See Section
15 01.2. A BLS kit must contain the minimum Basic Equipment Kit items as listed below per Administrative
16 Rules of Montana (ARM) Rule 37.104.204 and must be documented on a resource order and requested by
17 the incident. Each kit must contain a complement list with the kit contents listed. For ALS kits, the minimum
18 BLS kit must be provided, plus any additional ALS items directed by medical control. Any personnel using
19 such kits must be under the medical direction of their sponsoring medical director per Montana
20 Administrative Rules, Montana Codes, and the Montana EMS protocols.

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

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

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

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

35 ****Patient Transport:** When the ambulance is mobilized to transport a patient, the hourly rate is dropped to
36 \$0.00 and the ambulance reverts to their patient billing procedures for the medical incident, which would
37 include a loaded mileage rate. For all patient care and transport, the ambulance will submit a bill to the
38 patient's appropriate home agency for workers' compensation billing. The APMC guidelines for the
39 Northern Rockies states that all care beyond basic first aid will be processed through the patient's
40 appropriate workers' compensation insurance. Medical transport shall be documented, for both equipment
41 and personnel resources as appropriate, on the required shift ticket and shall be submitted to Finance (if

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

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

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

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

10 The minimum BLS Kit contents can be found at:

11 <http://www.mtrules.org/gateway/RuleNo.asp?RN=37%2E104%2E204> or as noted below.

12 MINIMUM BLS KIT CONTENTS

- 13 • 2 air occlusive dressings
- 14 • 1 blood pressure manometer with adult, extra-large adult, and pediatric cuffs
- 15 • 1 stethoscope
- 16 • 5 dressings (assorted)
- 17 • 2 pairs of exam gloves
- 18 • 1 pair of safety glasses to provide splash protection for the ECP
- 19 • 1 surgical mask
- 20 • 1 oral glucose
- 21 • 1 flashlight
- 22 • 4 soft roller bandages
- 23 • 4 rolls of adhesive tape of assorted sizes
- 24 • 1 pair of heavy leather gloves
- 25 • 1 helmet for personnel that is capable of protection from head injury
- 26 • Paper and pen or pencil
- 27 • 1 pair of scissors
- 28 • 1 nasal oxygen cannula
- 29 • 1 adult and one pediatric oxygen mask
- 30 • 1 portable oxygen system containing at least 200 liters of oxygen with regulator and flowmeter
- 31 • 1 bulb syringe or equivalent suction apparatus
- 32 • 1 mouth to mask resuscitator with one-way valve, oxygen inlet and oxygen connecting tubing

- 1 • 4 oropharyngeal airways of assorted child and adult sizes
- 2 • 4 triangular bandages

3 **ALS kits must contain all the above noted items, in addition to those items required by the sponsoring**
4 **medical director.**

5 **01.5-5-2 Rapid Extraction Module Support (REMS)**

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

9 Refer to NRCG Memo# 2022-003 located at: [https://gacc.nifc.gov/nrcc/nrcg/index/REMS-Guidance-](https://gacc.nifc.gov/nrcc/nrcg/index/REMS-Guidance-Signed.pdf)
10 [Signed.pdf](https://gacc.nifc.gov/nrcc/nrcg/index/REMS-Guidance-Signed.pdf).

11 Local government personnel and equipment ordered for a REMS assignment should be hired using the
12 appropriate rate in the [EFF Pay Plan and Position Matrix](#) for the personnel, and this supplement (Chapter 50)
13 for the equipment. Necessary extraction equipment not contained in this chapter should be hired at a
14 reasonable negotiated rate and include terms for replacement for items lost or destroyed on the assignment.

16 **Minimum REMS Configuration**

- 17 • Four Personnel
 - 18 ○ One NWCG FFT1 qualified individual, all others NWCG FFT2 qualified (arduous physical
 - 19 fitness).
 - 20 ○ All trained in Low Angle Rope Rescue Operations.
 - 21 ○ Two trained in High Angle Rope Rescue Operations.
- 22 • A four-wheel drive vehicle capable of carrying the entire module and equipment.
- 23 • May be ordered with UTV.
- 24 • All necessary extraction equipment included.

25
26 REMS configurations may include medically qualified personnel from EMTB to EMTP. The intent of
27 REMS, no matter the configuration, is to utilize advanced rope and rescue techniques to safely extricate a
28 firefighter who was injured or became ill in steep and challenging terrain.

30 **REMS Standard Equipment List**

- 31 • Four-person 4WD truck or equivalent
- 32 • Rope (NFPA 1983 Technical or General Use)

- 1 ○ 2 each 200'
- 2 ○ 2 each 300'
- 3 ○ 2 each 150'
- 4 • Adequate bags for safe transport and storage of rope
- 5 • Equipment (NFPA 1983 Technical or General Use)
 - 6 ○ 4 each descent control devices
 - 7 ○ 22 each carabiners, auto-locking
 - 8 ○ 4 each small or mini prusik minding pulleys
 - 9 ○ 2 each small or mini prusik minding double pulleys
 - 10 ○ 1 each gathering plate or ring
 - 11 • Agency specific equipment (Non-NFPA compliant equipment)
 - 12 ○ 16 each prusik, compatible with rope diameter choice
 - 13 ○ Webbing, 1" width, greater than 17 KN
 - 14 ▪ 12 each 20'
 - 15 ▪ 8 each 12'
 - 16 ▪ 8 each 5'
 - 17 ○ 1 each edge protection kit
 - 18 ○ 1 each hardware bag / pack
 - 19 ○ 5 each pickets
 - 20 ○ 1 each sledgehammer
 - 21 ○ Bicycle pump or fix a flat
 - 22 ○ Tire plugs
 - 23 ○ Adequate packs to contain above listed gear
 - 24 ○ GPS Device
 - 25 ○ Flagging
 - 26 ○ Basic First Aid Kit
 - 27 ○ 4 each Class II or III harnesses
 - 28 • Patient Extraction Equipment
 - 29 ○ Backboard
 - 30 ○ 1 each multi-piece basket stretcher with hoist pre-rig
 - 31 ○ 1 each Sked or other collapsible litter
 - 32 ○ Litter wheel

- 1 ○ Knee and lumbar padding
- 2 ○ Leg splint with fiber tape and trauma shears
- 3 ○ Patient sleeping bag
- 4 ○ Patient fire shelter
- 5 ○ Patient helmet
- 6 ○ Patient eye protection
- 7 ○ Patient / Victim harness

8 **01.5-6 Agency Assistance with Local Government Fire Forces**

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

16 **Technical Specialist Position Responsibilities:**

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

- 1 • Check for compliance with equipment specifications, certification, engine typing, and Federal Excess
2 equipment use guidelines.
- 3 • Ensure safety, personal protective equipment, other equipment, and actions of the LGFF personnel
4 are consistent with approved standards.
- 5 • Assist the IMT in providing for the well-being and safety of assigned LGFF resources.
- 6 • Assist the IMT in the demobilization (if necessary) of LGFF resources.
- 7 • Provide direction for distribution of pay documents.

8 **01.6 MONTANA NATIONAL GUARD**

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

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

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

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

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

26 **01.7 MONTANA DEPARTMENT OF CORRECTIONS**

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

32 The Deer Lodge Crew is a resource of the DNRC Southwestern Land Office (SWLO) and is dispatched
33 through the Missoula Interagency Dispatch Center (MDC). All costs in support of other agencies will be paid
34 through DNRC and reimbursed through the Montana Cooperative Wildland Fire Management Agreement. It
35 is the responsibility of the host agency to forward the completed payment packages/timekeeping documents
36 to the DNRC Anaconda Unit, 1300 Maguire Road, Anaconda MT 59711, after release from the incident. The
37 Anaconda Unit will audit the payment packages prior to submission to the Department of Corrections. The
38 Department of Corrections will bill DNRC for the personnel costs of overtime hours for correctional officers

1 and regular hourly rates for inmates (no overtime) per the DOC cooperative agreement/operating plan.
2 Correctional officers and inmates do not receive hazard pay or any other pay differential. Correctional
3 officers and inmates are covered under the Montana Workers' Compensation Insurance Program (see Section
4 01.3-7) by the Department of Corrections. Correctional officers may use the commissary, if one is provided,
5 on a cash basis. Inmates are not allowed commissary privileges.

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

8 The DOC cooperative agreement/operating plan can be found at:

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

10 **01.8 MONTANA DEPARTMENT OF TRANSPORTATION (MDT)**

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

14 **01.9 MONTANA HIGHWAY PATROL**

15 There is an agreement between the State of Montana DNRC and the Montana Highway Patrol, for
16 mobilizing law enforcement to ensure public and firefighter safety by providing traffic control and security
17 for roadways and property. The agreement is located on-line at:

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

19 **01.10 MONTANA SHERIFFS AND PEACE OFFICERS**

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

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

31 **01.11 STATE-OWNED AND OTHER LGFF EQUIPMENT**

32 DNRC shall be reimbursed for the use of state-owned and operated equipment in support of other agency
33 incidents unless the master agreement with the cooperating agency states otherwise (see exception, Section
34 01.5-5, Equipment on Loan). The receiving agency will provide operating materials and supplies, such as
35 fuel and oil, and mileage will be reimbursed at the standard rate if applicable. In the event the equipment
36 breaks down and is repaired at the receiving agency's expense, the cost of the repair shall be deducted from
37 the bill for its use. Copies of repair bills shall be submitted to the responsible DNRC Land or Unit office, at
38 the termination of DNRC support activity, for inclusion in the fire bill calculation.

39 The Emergency Equipment Shift Ticket (OF 297) or combined Emergency Personnel & Equipment Shift
40 Ticket (DNRC297), the Emergency Equipment Use Invoice (OF 286), Resource Order, and the DNRC

1 Resource Rate form provide the required documentation for the use of DNRC-owned equipment. Copies
 2 should be retained at the incident and the original signed shift tickets and invoices are either forwarded to the
 3 responsible Land or Unit office or sent home with the operator. The OF-286, for this purpose, should be
 4 filled out in the following manner: In Block 22 (remarks), enter “For Fire Record Only.”

5 **01.11-1 Sedans, Sport Utility Vehicles, and Pickups**

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

9 There is one standard method of hire:

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

14 The mileage rate used for these vehicles is the “Standard Rate” set annually by the Montana Department of
 15 Administration (DOA) and is currently .32 per mile for 2024.

16 **AUTOMOBILE – Rates:**

Auto Type	Un-operated Daily Rate
Compact	\$35.00
Midsize or larger	\$48.00
Mini-Van	\$55.00

19 **PICKUPS, 4X2 – Rates:**

Pickup Type	Un-operated Daily Rate
Compact	\$37.00
½ ton	\$44.00
¾ ton	\$49.00
1 ton	\$60.00

1 **PICKUPS, 4X4 – Rates:**

Pickup Type	Un-operated Daily Rate
Compact	\$44.00
½ ton	\$49.00
¾ ton	\$55.00
1 ton	\$68.00

2

3 **SPORT UTILITY – Rates:**

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

4

5 **Off-Road Vehicle for Line Personnel** - \$140/Day + Fuel, NO Mileage - Vehicles for off-road use for line
6 personnel as listed, but not limited to: Strike Team Leader, Task Force Leader, Division Supervisor, Heavy
7 Equipment Boss, or any other position that could require that a vehicle be taken off road. Vehicle must be a
8 4x4 SUV or 4x4 pickup that is off-road capable typically with 10-ply or load range E tires. The vehicle
9 should be equipped with a digital programmable mobile radio (i.e. BK Mobile Radio). Fuel and operating
10 supplies will be reimbursed but NO MILEAGE will be paid. Vehicles not used in a Line capacity will be
11 paid at the standard daily rate plus mileage as listed in Section 01.11-1 above.

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

17 **Command Vehicles** - Command vehicles should be hired using the above rate for an off-road vehicle. A
18 higher rate may be negotiated for extra equipment used depending on the capability and the use of the
19 vehicle if used beyond the basic function of transportation. This daily rate is not subject to prorating unless
20 rendered inoperable due to mechanical failure, or other circumstance. Command vehicles are eligible for out-
21 of-region assignments. Command vehicles not used in their command capacity, or for transportation only,
22 will be paid at the standard daily rate plus mileage as listed in Section 01.11-1 above.

1 **01.11-2 Trailers and Transports**

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

Mobile Office Trailers	Location at Time of Hire	Un-Operated Daily Rate
County Assist Team Plans Trailer	DNRC, Central Land Office – Helena	\$750.00
County Assist Team Finance/Plans Trailer	DNRC, Northeastern Land Office - Lewistown	\$750.00
Mobile Command Post	DNRC, Fire Protection Bureau - Missoula	\$750.00
County Assist Team Plans Trailer	DNRC, Eastern Land Office – Miles City	\$750.00
Plans/Finance Trailer Other Command/Office Trailer	DNRC, Northwestern Land Office - Kalispell Local Government or state- owned	\$500.00
NELO Small Logistics Trailer	DNRC, Northeastern Land Office, Lewistown	\$75.00

Mobile Office Trailers	Location at Time of Hire	Un-Operated Daily Rate
CLO Small Logistics Trailer	DNRC, Central Land Office – Helena	\$100.00
NWLO Logistics Trailer	DNRC, Northwestern Land Office, Kalispell	\$100.00
Additional Incident Costs	Haul-in cost for vehicle as needed may be charged at the applicable 1-ton rate as listed in Section 01.11-1.	N/A

1

Other Equipment	Un-Operated Daily Rate
CLO Light Tower	\$75.00
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
Fifth wheel trailer, tandem axle – 20-foot to 28-foot flatbed, minimum 10,000 GVW	\$50.00
Flatbed snowmobile trailer, minimum 3,000 GVW	\$30.00

2

3

1

2 **01.11-3 All-Terrain Vehicles**

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

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

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

6 **01.11-4 Agency-Owned Engines and Water Tenders**

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

8 **01.11-5 DNRC Hand Wash Station**

Handwash Station Includes	Un-Operated Daily Rate
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 01.11-1 will apply for transport in and out. The incident will supply potable water and haul the grey water.	\$500.00

9

10 **01.11-6 Portable Generators**

Generator Size	Daily Rate
10 KW or Less	\$60.00/Day
10 KW to 20 KW	\$80.00/Day
20 KW to 30 KW	\$100.00/Day
30 KW and Above	\$120.00/Day

11

1 **01.11-7 Aircraft**

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

Type	Current Hourly Rates
Fixed Wing	\$ 210.00
Rotary Wing Type 3	\$ 525.00
Rotary Wing Type 2	\$1,860.00

5

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

- 7
- Fixed Wing 9067M, 6312B, and 391M
 - 8 • Helicopters T2: 381M, 387M, 388M, 394M, and 395M
 - 9 • Helicopters T3: 384M and 392M

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

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

Size	Un-Operated Daily Rate
300 gallons	\$200.00
600 gallons	\$500.00
2,600 gallons	\$800.00

13

14 **01.11-8 Boats**

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

16 Cooperator provides:

- 17
- Operator(s). Boats will be operated by agency employees, which may include EFFs, other MT state
18 agency employees, and LGFF employees. Boats will not be operated by personnel under the age of
19 18 years old.
 - 20 • Operating supplies such as anchors/ropes, etc. The government will provide fuel and oil.
 - 21 • A personal floatation device for each person being transported.
 - 22 • First-Aid kit and fire extinguisher.

23 The incident can provide:

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

Boat FWHP	Size	*Un-Operated Daily Rate
≥35, < 150 HP	< 16 FT	\$300.00
≥35, < 150 HP	16 – 20 FT	\$350.00
≥50, ≤ 250 HP	21 – 23 FT	\$400.00
≥50, ≤ 250 HP	24 – 26 FT	\$450.00
Pontoons	16 – 20 FT	\$400.00
Pontoons	21 – 23 FT	\$450.00
Pontoons	≥ 24 FT	\$500.00

1 *Daily rate includes haul in/haul out.

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

2 *Hourly Rate includes haul in/haul out.

3 **Minimum Special Provisions:**

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

11 **01.12 CLAIMS**

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

01.13 OTHER REFERENCE MATERIALS FOR MONTANA

01.13-1 NRCG Mobilization of Local Government Firefighting Resources

Information contained within the Mobilization of Local Government Firefighting Resources guides the safe, cost effective, and timely hiring and mobilization of Montana’s Local Government Forces. This mobilization guide is most commonly referred to as the “Umbrella Document,” and provides guidance on how Local Government Forces are made available to Northern Rockies (NR) cooperating agencies and the interagency wildland fire system.

This document may be found on-line at: <https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides>

01.13-2 DNRC 300 Manual - Incident Business Management

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

01.13-3 DNRC 900 Manual - Wildland Fire Suppression

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

01.13-4 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>

01.13-5 DNRC Local Government Fire Force (LGFF) Incident Rental Agreement

Local Government Fire Force (LGFF) equipment are hired on one (or more) DNRC Incident Rental Agreements: Unoperated IRA, Fully Operated IRA, or Option 3-Unoperated. Equipment must meet the accepted typing standards set forth in this supplement. Year-to-Year agreements (single year) are the preferred method, but an Area or Unit office may initiate a multi-year agreement for up to a three-year (3-year) period. LGFF Equipment hired Fully Operated (under Hiring Option 2) or hired under Option 3 are eligible to accept assignments outside the Northern Rockies Geographic Area. Incident Rental Agreements templates may be found on-line at: <https://dnrc.mt.gov/Forestry/Wildfire/local-government-fire-forces>

01.14 ABBREVIATIONS AND DEFINITIONS

The specific meanings of terms may be found in prevailing current NWCG publications unless otherwise defined herein.

AGENCY – See “Government”

APMC - Agency Provided Medical Care

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

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

4 DES – Department of Emergency Services

5 DNRC – Department of Natural Resources and Conservation, <https://dnrc.mt.gov/Forestry/About/>

6 ENGB – Single Resource Engine Boss

7 ENOP – Engine Operator

8 FEPP - Federal Excess Property Program.

9 GACC – Geographic Area Coordination Center

10 GAWR – Gross Axle Weight Rating

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

17 GOVERNMENT REPRESENTATIVE – Designated employee of the agencies listed under the
18 definition of Government.

19 GVAW – Gross Vehicle Axle Weight

20 GVWR – Gross Vehicle Weight Rating

21 HYBRID ENGINE - Engines in which a county owns the chassis, and the State of Montana DNRC
22 has provided the fire package including the pump package.

23 ICS – Incident Command System

24 IDL – Idaho Department of Lands, <https://www.idl.idaho.gov/fire-management/incident-business/>

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

28 NDFS – North Dakota Forest Service, <http://www.ag.ndsu.edu/ndfs>

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

30 NRCG – Northern Rockies Coordinating Group, <https://gacc.nifc.gov/nrcc/index.htm>

1 NWCG - National Wildfire Coordinating Group, <http://www.nwcg.gov>

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

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

7 IROC- Interagency Resource Ordering Capability. The national system used by dispatch for resource
8 ordering for incidents.

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

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

13 UNDER HIRE – Refer to Clause 12 of General Clauses to Emergency Equipment Rental Agreement
14 Form OF-294.

15

01.15 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.

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

- 4 • Costs during the first 24 hours of a fire within your jurisdiction.
- 5 • Equipment costs when the fire is within your jurisdiction.
- 6 • Donated resources:
 - 7 ○ Value of volunteer labor
- 8 • Category B expenses:
 - 9 ○ Search and rescue
 - 10 ○ Provision of shelters or emergency care
 - 11 ○ Sandbagging
 - 12 ○ Provision of food, water, ice, and other essential needs
 - 13 ○ Removal of health and safety hazards

14 MT DNRC may request an additional fire package of the host agency for FEMA declared fires.

EXHIBIT NR11**IDAHO DEPARTMENT OF LANDS**

The Idaho Department of Lands (IDL) utilizes the standard forms contained in the NWCG Standards for Interagency Incident Business Management. Additional information regarding specific policies is contained within the IDL Incident Business Operating Guide (IBOG). The IBOG will be provided to Incident Management Team (IMT), Buying Team, and expanded dispatch personnel assisting on incidents under the jurisdiction of IDL. The IBOG, Idaho Cooperative Mobilization Agreement (ICMA), and additional IDL agreements and resources, may be found on the IDL Incident Business web page under Fire Management on the IDL public web site at:

<https://www.idl.idaho.gov/fire-management/incident-business/>

For further information and clarification, please contact:

Amber Honsaker
Fire Business Program Manager
Phone: 208-666-8644
Cell: 208-416-3791
Fax: 208-769-1524

Nicole Lee
Fire Business Program Specialist
Phone: 208-666-8648
Cell: 208-860-4267
Fax: 208-769-1524

Bureau of Fire Management
3284 West Industrial Loop
Coeur d'Alene, ID 83815-6021
Phone: 208-769-1525
Duty Officer: 208-416-3604
Fax: 208-769-1524

1. STATE AND COOPERATOR PERSONNEL AND EQUIPMENT

The IDL IBOG, ICMA, and other agreements can be found at:

<https://www.idl.idaho.gov/fire-management/incident-business/>

Wildland Firefighter Differential Pay (H-Pay)

Wildland Firefighter Differential pay is a form of Hazard pay. Employees of the Idaho Department of Lands and Idaho Timber Protection Associations that are involved in wildland fire suppression duties involving exposure to hazards associated with the suppression of wildland fires are entitled to receive Hazard Pay.

Idaho Department of Lands Hazard Pay is based on Direct Exposure.

Employees must be performing duties within or adjacent to the perimeter of an uncontrolled wildfire of any size in which action is being taken to control the fire. Such action includes operations, which directly support control of the fire (e.g., activities to extinguish the fire, ground scouting, spot fire patrolling, search and rescue operations, intelligence gathering, and firing operations).

For aviation/helibase operations, employees must be performing duties that directly support fire suppression operations.

Incident Documentation

Incident Timekeeping/Recording: All personnel must utilize an Incident Crew Time Report SF-261 (CTR) to record hours, rounded to the nearest half hour, based on actual time performing hazardous duties.

a. On-Shift Time: Time of actual work, ordered standby, travel and Hazardous Duty Differential that has a specific start and ending time.

b. H-Pay shall be recorded by placing a note describing the hazard category in block 11 of the CTR. Hours must be clocked based on actual exposure and rounded to the nearest half hour.

More information is available on the Idaho Department of Lands Incident Business website listed above.

2. EMERGENCY MEDICAL SERVICES

ALL EMS providers working within the State of Idaho must meet minimum license standards, as determined by the Idaho Department of Health and Welfare, Emergency Medical Services (EMS) Bureau.

To provide Emergency Medical Service (EMS) in the state of Idaho, there are three (3) requirements:

1. Individual must hold an EMS license issued by the State of Idaho, and
2. Affiliated with an Agency that holds an EMS license issued by the State of Idaho, and
3. Affiliated with a Medical Director that holds a license to practice medicine in Idaho, issued by the State of Idaho

Emergency Medical Services (EMS) is available in the State of Idaho through the regular ordering process at interagency dispatch centers. The preferred priority of hiring EMS personnel and equipment/vehicles in Idaho is:

- 1 1. Local EMS Jurisdiction
- 2 2. Agency personnel licensed in Idaho
- 3 3. Idaho Fire Service Organizations or local government
- 4 4. Private-owned EMS under contract or available for Incident Only Agreement
- 5 5. Out of state resources provided through states participating in the Recognition of EMS Personnel
- 6 Licensure Interstate Comp Act (REPLICA); and
- 7 6. Out of state resources authorized under the Limited Request for Recognition.

8 The EMS Compact, enacted by legislation in states, protects the public and enhances the Emergency
9 Medical Services system in the United States. The EMS Compact facilitates the day-to-day movement of
10 EMS personnel across state boundaries in the performance of their EMS duties as assigned by an
11 appropriate authority. The EMS Compact authorizes state EMS offices to afford immediate legal
12 recognition to EMS personnel licensed in another member state.

13 The EMS Compact is not a form of EMS licensure reciprocity. The EMS Compact extends a privilege for
14 EMS personnel from member states to practice on a short-term, intermittent basis under approved
15 circumstances in other member states. When an IMT is assigned to an incident it is their responsibility to
16 follow the procedures as described below. When an IMT is not assigned to an incident, it is the host agency's
17 responsibility to ensure the procedures below are followed.

18 IMT or Host Agency Responsibilities

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

- 21 1. Contact the Idaho EMS Bureau at: Telephone 208-334-4000, Fax 208-334-4015, or Email
22 EMSProvLic@dhw.idaho.gov to establish a direct communication for incident support. The EMS
23 Bureau provides written approval to the IMT for EMS personnel working on incidents. For incidents
24 occurring outside of normal business hours, contact Idaho State Communications at 208-846-7610,
25 who will facilitate direct contact with the EMS Bureau.
- 26 2. Keep the following forms on file at the incident for Idaho EMS Bureau review:
 - 27 a. Letter from the EMS provider's medical director, giving them authority to work on the
28 wildfire incident.
 - 29 b. Copy of EMS license (referred to as "certification" in some states) for personnel
 - 30 c. Copy of license and cover letter, for EMS agency.
 - 31 d. **Out-of-state EMS personnel** must complete the "Limited Request for Recognition" form
32 unless they are a participant REPLICA state. Information on REPLICA is found at
33 <http://www.emsreplica.org> and coordinated through the Idaho Department of Health and
34 Welfare's EMS Bureau.

36 The *Limited Request for Recognition form* can be found online at the Idaho EMS Bureau website
37 at:

38 [https://healthandwelfare.idaho.gov/Medical/EmergencyMedicalServicesHome/AgencyLicensure/
abid/1602/Default.aspx?QuestionID=307&AFMID=17625](https://healthandwelfare.idaho.gov/Medical/EmergencyMedicalServicesHome/AgencyLicensure/t
39 abid/1602/Default.aspx?QuestionID=307&AFMID=17625)

1 Per the Idaho Administrative Procedures Act (IDAPA) 16.01.07.140, an individual possessing an
2 EMS license (or certification) from another state must have prior recognition before providing
3 EMS patient care in Idaho. This may be accomplished under the conditions of an interstate
4 compact with Idaho when one is in place from the state where the provider is licensed, or limited
5 recognition is granted by the EMS Bureau.

6 The provider can apply for limited recognition through an Idaho licensed EMS agency or a
7 Medical Unit Leader (MEDL) who has established a Medical Unit in Idaho for specific event
8 coverage (such as wildland fire support) where patient care is provided under the supervision of
9 an Idaho licensed physician. The provider may not provide EMS until recognition is granted by
10 the EMS Bureau.

11 This form is not an application for licensure or reciprocity, only recognition. A National Registry
12 of Emergency Medical Technicians (NREMT) card does not authorize EMS personnel to provide
13 EMS patient care in the State of Idaho. Only a current license (or certification) document/card
14 issued by a state or U.S. territory EMS office will be accepted as proof of EMS
15 license/certification.

16 It is the responsibility of the MEDL to complete and submit the “Limited Request for
17 Recognition” form as soon as possible, on behalf of all licensed personnel when utilizing licensed
18 out-of-state EMS providers. This form may be printed and filled out, or filled out electronically,
19 and submitted prior to the event, as personnel may not practice until they receive recognition from
20 the EMS Bureau. A new form must be completed for each incident and updated when new EMS
21 personnel assigned to the Medical Unit arrive or move from incident to incident within the state.

22 The EMS Bureau will acknowledge receipt of the form and provide recognition to the MEDL
23 after validating the EMS licenses of listed personnel. If the EMS Bureau is unable to validate an
24 EMS license or a license has been revoked or suspended in Idaho or any other state, the MEDL
25 will be notified. EMS personnel without valid state EMS licenses will not be granted limited
26 recognition and will not be authorized to provide EMS.

27 The MEDL should contact the EMS Bureau by phone at (208) 334-4000, by fax at (208) 334-
28 4015 or by email at EMSProvLic@dhw.idaho.gov to submit their form or for further information.

- 29 e. **In-state licensed EMS personnel** who are not acting under an Idaho licensed EMS agency
30 deployed at the incident must complete the *Planned Deployment Declaration* form, this can
31 be found and submitted online to the Idaho EMS Bureau at:
32 <http://healthandwelfare.idaho.gov/Portals/0/Medical/EMS/PlannedDeployment.pdf>
33
- 34 f. Licensed EMS personnel working for a licensed Idaho EMS agency deployed at the incident
35 should be added to the agency roster in IGEMS (Idaho’s Gateway for EMS website):
36 <https://www.idahoemslicense.net/public/idaho/portal#/login>
- 37 g. Patient Care Integration Agreement-- It is the responsibility of the EMS personnel at the
38 incident to ensure the agreement is completed upon assignment to the incident. The IMT
39 medical unit leader or the host agency has responsibility to follow up to ensure compliance.

1 The Idaho EMS Bureau typically responds to the IMT during business hours Monday through
2 Friday. There may be delays in responses to IMTs on weekends and after business hours.

- 3 3. When mobilizing EMS personnel outside their jurisdictions, whether from within Idaho or outside the
4 State, as a courtesy to the local EMS jurisdiction, the IMT shall contact the local medical facility
5 emergency room who can direct them to the Medical Director who has local jurisdiction authority to
6 let them know the status of EMS personnel on the incident. This can be done through the EMS
7 Bureau if necessary.

8 EMS Personnel/Staff License Levels

- 9 • EMT – Emergency Medical Technician
- 10 • AEMT – Advanced Emergency Medical Technician
- 11 • Paramedic

12 Local Government and Private-Owned

13 EMS personnel from local government and private-owned EMS agencies are available to the federal and
14 state agencies. If not under a current agreement, the provider may be hired as an incident only resource.

15 Rates for incident only agreements for EMS personnel shall be in accordance with Chapter 20 of the SIIBM.
16 Local government rates are established in the current Idaho Cooperative Mobilization Agreement found at:

17 <https://www.idl.idaho.gov/fire-management/incident-business/> .

18 Fire Service Organizations (FSO)

19 Refer to the *Idaho Cooperative Mobilization Agreement* found at:

20 <https://www.idl.idaho.gov/fire-management/incident-business/>

21 FSO Documentation Requirements at demobilization from an incident includes, but is not limited to:

- 22 • Unoperated Agreement
 - 23 ○ Emergency Equipment Use Invoice, OF-286, with original signatures.
 - 24 ○ Emergency Equipment Deductions and Additions (Attachment to OF-286)
 - 25 ○ Emergency Equipment Shift Tickets, OF-297, Original (Pink)
 - 26 ○ Emergency Equipment Fuel & Oil Issue, OF-304, if applicable
 - 27 ○ Vehicle/Heavy Equipment Pre and Post Inspection Checklist, OF-296
 - 28 ○ Incident Time Report, OF-288, or original Crew Time Report, SF-261 if OF-288 is not created at
 - 29 the incident.
 - 30 ○ Incident Evaluation
 - 31 ○ Claim documentation, if applicable
- 32
- 33 • Operated Agreement (single resources see below)
 - 34 ○ Emergency Equipment Use Invoice, OF-286, with original signatures.
 - 35 ○ Emergency Equipment Deductions and Additions (Attachment to OF-286)
 - 36 ○ Emergency Equipment Shift Tickets, OF-297, Original (Pink)
 - 37 ○ Emergency Equipment Fuel & Oil Issue, OF-304, if applicable
 - 38 ○ Vehicle/Heavy Equipment Pre and Post Inspection Checklist, OF-296

- 1 ○ Incident Evaluation
- 2 ○ Claim documentation, if applicable

- 3
- 4 • Operated Agreement and Unoperated, Single Resources

- 5 ○ Documentation requirements are the same as the “Unoperated Agreement”, listed above.

6 **EMS Kit/Supplies for incidents shall meet the requirement by the medical licensure. NWCG recommended**
7 **items are NOT required, however, if an incident wants the EMS provider to come with the NWCG**
8 **recommended items, it shall be requested at the time of order and documented on the Resource Order.**

9 **3. AGENCY PROVIDED MEDICAL CARE (APMC)**

10 Agency Provided Medical Care (APMC): APMC is not authorized on State of Idaho Protection Incidents.

11 **4. IDAHO NATIONAL GUARD**

12 Refer to the IDL Incident Business Operating Guide found at

13 <https://www.idl.idaho.gov/fire-management/incident-business/>

14 IDAHO WATER RIGHTS

15 **5. IDAHO WATER RIGHTS**

16 Under Title 42, Chapter 2 of Idaho State Code

17 “...water may be diverted from a natural watercourse and used at any time, with or without a water right:

18 (a) To extinguish an existing fire on private or public lands, structures, or equipment, or to prevent an existing fire
19 from spreading to private or public lands, structures, or equipment endangered by an existing fire;”

20 <https://legislature.idaho.gov/statutesrules/idstat/Title42/T42CH2/SECT42-201/>

21

EXHIBIT NR12**NORTH DAKOTA FOREST SERVICE****GENERAL INFORMATION**

This information is intended to provide a general outline of State of North Dakota, North Dakota Forest Service (NDFS), and Local Government Fire Forces' (LGFF) operating procedures. For further information, contact the North Dakota Forest Service at 701-328-9944.

BILLING:

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

NDFS will apply a 5% administrative fee on all fire billing.

SEASONAL STATE EMPLOYEES

NDFS does NOT use the same Administratively Determined (AD) Rates as federal agencies when hiring seasonal firefighters. NDFS hires seasonal firefighters as state employees instead. NDFS will follow the NDFS policy 9121 for seasonal fire staff wages.

ENTITLEMENTS

Seasonal Firefighter employees do not earn sick or annual leave.

NDFS employees and LGFF are covered under the provisions of the State of North Dakota Workforce Safety Insurance Program.

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

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

MEAL PERIODS

North Dakota Forest Service employees and LGFF will be paid for meal breaks during uncontrolled fire assignments, unless they can be completely relieved of duty. If the employee must work during the meal break once the fire is controlled, this must be documented on the employee's crew time report. Non-

operational assignments will not be compensated for meal breaks unless documented and signed by the supervisor and should only be used under extraordinary circumstances.

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

WORK/REST, LENGTH OF ASSIGNMENT, AND DAYS OFF

The North Dakota Forest Service subscribes to the guidelines for rest and recuperation as outlined in Section 10-6 of the SIIBM and to all work/rest and length of assignment standards applicable to the NWCG and NREG. Where the Incident Commander has deemed it necessary to provide rest and recuperation, permanent full time and seasonal state employees may be granted these privileges when in compliance with NDSU payroll guidelines.

ENGINE STAFFING

The North Dakota Forest Service normal operating procedures requires engine mobilization with three personnel (one engine boss and two firefighters). Mobilization of an engine with other than 3 personnel will be at the discretion of the North Dakota Forest Service. LGFF forces may operate with two to four personnel based on engine configurations.

PAYROLL

NDFS payroll dates end on the 15th and the last day of the month. Copies of payment documents for permanent and seasonal employees must be transmitted to home units in order to meet payroll deadline dates.

At the time of demobilization from an incident, the completed original OF-288 and signed Emergency Personnel/Equipment Shift Tickets (EPEST) MUST be transferred to the NDFS Bismarck Field Office for processing, preferably by hand. On long duration incidents consideration should be given to transmission of payroll documents on the 16th and the 1st of the month; however, this must be prearranged with the NDFS Bismarck Field Office.

Payment Document Requirements

Equipment and Emergency Firefighter

1. EPEST (Pink copies for the payment office, blue copies for the file)
2. Emergency Equipment Use Invoice (OF-286)
3. Emergency Firefighter Time Report (OF-288)
4. Resource Order
5. Fuel/Oil tickets (OF-304)
6. Emergency Equipment Rental Agreement (OF-294), if applicable
7. Inspection Form (pre/post) if available (OF-296)

Emergency Firefighter Time Reports, EPEST and supporting documentation will be filled out, a copy retained at the incident, and the signed original packet returned with the designated representative when demobed. This designated representative would normally be the Engine Boss, Strike Team Leader or Crew Boss. Any questions should be directed to the NDFS Bismarck Field Office.

COMPENSATION FOR INJURY/ILLNESS

If an NDFS employee is injured while on assignment, the North Dakota State University Safety Office must be notified of the injury within 24 hours by contacting either Lois Christianson at (701) 231-9587 or Jennifer Quenette at (701) 231-6740 for forms and procedures. The injured North Dakota State employee, or a person acting on behalf of the injured employee, is responsible for reporting the injury to the immediate supervisor. The immediate supervisor is responsible for the preparation of the [NDSU Risk Management Employee Incident Report form](#). The Incident Report form must be transmitted to North Dakota State University within 24 hours of notification or knowledge of a work-related injury. This form is available at: <https://powerforms.docuSign.net/ddfa7b92-a065-4c45-b94a-a45955d826e5?env=na3&acct=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7&accountId=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7>.

All employees are covered by the North Dakota Risk Management Program.

If any LGFF employee is injured while on assignment, the employee's home unit and NDFS shall be notified immediately to aide in proper notifications and ND Work Force Safety documentation.

HIRING METHOD

NDFS will utilize a contracted services agreement (CSA) for the hiring method for Emergency Equipment Rental Agreements (EERA). The CSA will be considered "Fully Operated" and is in accordance with the procedures established in the SIIBM and the NRCG supplements to Chapter 20 of the SIIBM.

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

Private contractors hired on a fully operated basis are responsible for providing their own operating supplies (fuel, oil, foam, etc.). EMS supplies used during an incident are eligible for replacement by the incident or as an approved billable expense paid for by the incident. Repairs and normal maintenance are the contractor's responsibility.

During-Incident Sign-up

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

LOCAL GOVERNMENT FIRE FORCE - EQUIPMENT RENTAL

General Information

The guidelines in this document apply when Local Government Fire Forces are hired by NDFS. Detailed equipment and personnel standards, mobilization and dispatch procedures are included in the [NRCC Mobilization guide](#). The document may be found at: <https://www.nifc.gov/nicc/logistics/reference-documents>.

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

Procurement of fire apparatus, equipment, and personnel from LGFF will follow the procedures established by the NDFS. Current rates are listed below. Rates for LGFF with established personnel rates will follow the un-operated equipment rate plus actual personnel cost. LGFF without established personnel rates will follow fully operated rate. Renegotiation of rates and responsibilities shall not happen at incidents. If there are compelling reasons for renegotiation, the NDFS must be involved in the negotiations.

Mutual Aid- Mutual Aid resources may be converted to paid status after the initial response if the NDFS deems it in the best interest of the State to do so. Mutual aid responses will be paid according to the requesting jurisdictions' Annual Operating Plan (AOP). In absence of an AOP a standard of 8 hours mutual aid is in effect. When the requesting agency releases the mutual aid resources, the mutual aid resources may request to remain on the fire. It is the responsibility of the resource to contact the IC and request to remain on the fire. 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. The following conditions and criteria must be met and to be placed in pay status:

1. IC Approval
2. Equipment and Personnel must meet Agency Standards put forth in this Chapter of the SIIBM
3. Be Inspected or have signed a No Damages/ No Claims upon demobilization
4. Have a Resource Order

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

Local Government Fire Force (LGFF) Equipment

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

1 LGFF equipment will remain in paid status during meal periods.

2 **Severity**

3 Severity rates for LGFF equipment will be paid at the established hourly rate when on duty. LGFF
4 equipment will remain in paid status during meal periods when personnel are off time.

5 **While in Transport**

6 When LGFF equipment is in transport status (via heavy transport, not being driven), equipment will be paid
7 at the rate of 50%.

8 **Operating Supplies**

9 Fuel, repairs, and normal maintenance will be the LGFF's responsibility. Approved equipment repairs,
10 maintenance costs will be reimbursed with proper documentation (e.g. detailed receipt) and approval from
11 the incident).

12 **ENGINE RATES – LOCAL GOVERNMENT FIRE FORCE EQUIPMENT**

Class	Type	Un-operated Hourly Rate	Fully Operated Hourly Rate	Number of personnel*
E1	Structural Engine I	\$200	\$420	4
E2	Structural Engine II	\$180	\$270	3*
WE3	Wildland Engine III	\$150	\$240	3*
WE4	Wildland Engine IV	\$120	\$180	2*
WE5	Wildland Engine V	\$100	\$160	2*
WE6	Wildland Engine VI	\$100	\$160	2*
WE7	Wildland Engine VII	\$75	\$135	2*

13 **For operational purposes and/or for safety reasons some engines may operate with an additional crewmember with the approval
14 of the host agency. For a fully operated apparatus the additional personnel rate is \$30.00/hour and is added to the Fully
15 Operated rate. LGFF personnel resources with no equipment will be billed at \$30.00/hour.*

16 **Minimum Standards for Classification for Engines**

17 Use the guide for the appropriate classification of engines from the [National Wildfire Coordinating Group](https://www.nwcf.org/publications/pms200).
18 This guide can be found at <https://www.nwcf.org/publications/pms200>. When typing equipment, all of the
19 standards must be met to qualify the equipment. Failure to meet any standard places the equipment in a
20 lower type or disqualifies the equipment in its entirety.

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

NRCG Minimum Required Complements for Engines

Use the guide for the minimum NRCG complements for the engines from the [NRCG Chapter 20 – Acquisition](#). This guide can be found at https://gacc.nifc.gov/nrcc/nrcg/committees/business/nr%20supplements/NR_Chapter20.pdf.

WATER TENDER RATES – LOCAL GOVERNMENT FIRE FORCE EQUIPMENT

Class	Un-operated Hourly Rate	Fully Operated Hourly Rate	Number of Operators**
WT1	\$130	\$200	1**
WT2	\$110	\$185	1**
WT3	\$100	\$165	1**

**For operational purposes and/or for safety reasons, some tenders may operate with an additional crewmember with the approval of the host agency. For a Fully Operated apparatus, the additional personnel rate is \$30.00/hour and is added to the Fully Operated rate.

Minimum Standards by Water Tender Components

Use the guide for the appropriate classification of water tenders from the [National Wildfire Coordinating Group](#). This guide can be found at <https://www.nwcg.gov/publications/pms200>.

NRCG Minimum Required Complements for Water Tenders

Use the guide for the minimum NRCG complements for the engines from the [NRCG Chapter 20 – Acquisition](#). This guide can be found at https://gacc.nifc.gov/nrcc/nrcg/committees/business/nr%20supplements/NR_Chapter20.pdf.

DOZERS – LOCAL GOVERNMENT FIRE FORCE EQUIPMENT

Class	Flywheel Horsepower	Un-operated Hourly Rate	Fully Operated Hourly Rate
1	200-369	\$160	\$205
2	100-199	\$95	\$150
3	60-99	\$65	\$120

GRADERS – LOCAL GOVERNMENT FIRE FORCE EQUIPMENT

Class	Flywheel Horsepower	Un-operated Hourly Rate	Fully Operated Hourly Rate
G1	201+	\$100	\$140
G2	126-200	\$80	\$120
G3	<125	\$60	\$100

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

2 **SEDANS, PASSENGER VANS, UTILITY VEHICLES, AND PICKUPS – LOCAL GOVERNMENT**
3 **FIRE FORCE**

4 Use the appropriate daily and mileage rate for the class and size of vehicle from the [North Dakota](#)
5 [Department of Transportation](#) and supplemental necessary equipment provided by the LGFF. This rate
6 information can be found at <http://www.dot.nd.gov/divisions/fleet/docs/rentlrate.pdf>.

7 For all LGFF vehicles equipped with a fire response package, please add an additional \$25.00 dollars per
8 hour, in addition to the applicable DOT mileage rate.

9 **AMBULANCES AND MEDICAL EQUIPMENT – LOCAL GOVERNMENT FIRE FORCE**

10 This section applies to local government ambulances only.

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

12 **NOTE:** Ambulances will be under hire for incident use only and will be required to be available during off-
13 shift hours if needed for emergency transport. Hourly rate will start when requested to respond outside of
14 operational duty hours. 2:1 work/rest guidelines should be maintained.

Type	Rate Type	Minimum Personnel	Hourly Rates
Ambulance (ALS)	Fully Operated Hourly Rate	2 – (1) ALS and (1) BLS	\$150.00
Ambulance (ALS)	Un-operated Rate	2 – (1) ALS and (1) BLS	\$100.00
Ambulance (BLS)	Fully Operated Hourly Rate	(2) BLS	\$110.00
Ambulance (BLS)	Un-operated Hourly Rate	(2) BLS	\$70.00
ALS Chase Unit	Fully Operated Rate	(1) ALS	\$65.00
ALS/BLS Chase Unit	Un-operated	(1) ALS or (1) BLS	\$35.00 plus applicable DOT mileage rate
UTV	Daily Rate	N/A	\$250.00 ** Daily Rate
Extra ALS Personnel	Additional Personnel	N/A	\$35.00
Extra BLS Personnel	Additional Personnel	N/A	\$25.00
BLS KIT	Replacement of Disposables	Un-operated	Replacement of Disposables
ALS Kit	Daily Rate + Replacements of Disposables	Un-operated	\$50/Day + replacement of disposables

1 **Equipment:** The resource order must specify whether ordering an ALS or BLS ambulance, or an ALS Chase
2 Unit. ALS ambulances come equipped with the state requirements for ambulances of that type including a
3 North Dakota/Nationally Registered Licensed Paramedic, cardiac monitoring equipment, advanced airway
4 management tools, medications for pain control, cardiac emergencies, and other drugs as required by the
5 state. BLS ambulances come equipped with the state minimum requirements for BLS ambulances and two
6 North Dakota/Nationally registered Emergency Medical Technicians.

7 An ALS Chase Unit comes staffed with a North Dakota licensed paramedic with a vehicle equipped with
8 oxygen, backboard, transport litter, basic bandaging and splinting materials, cardiac monitoring equipment,
9 advanced airway management tools, medications for pain control, cardiac emergencies, and other drugs as
10 required by the Administrative Rules of the State of North Dakota. Equipment shall be stored in a manner
11 that makes it easily transportable by helicopter. The vehicle for the chase unit must be 4x4 capable, must be
12 equipped with a fire response package and must be able to drive in typical fireline conditions. An UTV may
13 be ordered with an ALS or BLS Chase Unit.

14 **BLS and ALS Kits:** Kits are provided by the qualified medical personnel who are being hired. A BLS kit
15 must contain the minimum Basic Equipment Kit items as listed below and must be documented on a resource
16 order and requested by the incident. Each kit must contain a complement list with the kit contents listed.
17 For ALS kits, the minimum BLS kit must be provided, in addition to any ALS items directed by medical
18 control. Any personnel using such kits must be under the direction of their sponsoring medical director per
19 North Dakota Administrative Rules, North Dakota Codes, and the North Dakota EMS protocols.

20 **EMS Personnel:** Personnel must hold a current North Dakota licensure which will include registration with
21 the National Registry of Emergency Medical Technicians. Additionally, all line personnel must hold a
22 minimum of NWCG Firefighter Type 2 (FFT2) qualification, complete the annual Fireline Safety Refresher
23 RT-130 and complete the arduous-duty pack test annually. Personnel who are not line-qualified and those
24 assigned to stay in camp, must be escorted to and from the fireline with a line-qualified person.

25 **Fireline Qualified EMS:** - Personnel who are fireline-qualified and are assigned in one of the fireline
26 position titles, must be qualified FFT2 or above (see [NWCG PMS-310-1 Wildland Fire Qualification System](#)
27 for position requirements) at <https://www.nwcg.gov/publications/pms310-1>.

28 The training and qualifications above will be documented on an Incident Qualification Card. The incident
29 qualification card is **NOT USED** to certify an individual as an Emergency Medical Technician but is utilized
30 to certify that the individual has the above listed minimum fireline qualifications per [NWCG PMS-310-1](#) or
31 meets the intent of 310-1. EMT qualifications must be documented/certified through the North Dakota
32 Department of Health.

33 **NOTE** – If LGFF ambulance service is operating outside their normal jurisdiction they must receive medical
34 direction from qualified individual upon arrival at the incident and are encouraged to contact local hospital(s)
35 for online medical control and to discuss resource capability.

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

39

MINIMUM BLS KIT CONTENTS

- 2 air occlusive dressings
- 1 blood pressure manometer with adult, extra-large adult, and pediatric cuffs
- 1 stethoscope
- 5 dressings (assorted)
- 2 pairs of exam gloves
- 1 pair of safety glasses to provide splash protection for the ECP
- 1 surgical mask
- 1 oral glucose
- 1 flashlight
- 4 soft roller bandages
- 4 rolls of adhesive tape of assorted sizes
- 1 pair of heavy leather gloves
- 1 helmet for personnel that is capable of protection from head injury
- Paper and pen or pencil
- 1 pair of scissors
- 1 nasal oxygen cannula
- 1 adult and one pediatric oxygen mask
- 1 portable oxygen system containing at least 200 liters of oxygen with regulator and flowmeter
- 1 bulb syringe or equivalent suction apparatus
- 1 mouth to mask resuscitator with one-way valve, oxygen inlet and oxygen connecting tubing
- 4 oropharyngeal airways of assorted child and adult sizes
- Four triangular bandages

ALS kits must contain all the above noted items, in addition to those items required by the sponsoring medical director.

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.

Refer to [NRCG Memo #2022-003](https://gacc.nifc.gov/nrcc/nrcg/index/REMS-Guidance-Signed.pdf) located at: <https://gacc.nifc.gov/nrcc/nrcg/index/REMS-Guidance-Signed.pdf>.

1 Local government personnel and equipment hired and ordered for a REMS assignment, should be hired
2 using actual personnel cost and are not to include backfill, and this supplement (Chapter 50) for the
3 equipment. REMS support vehicles will be billed at BLS/ALS Chase vehicle rate. Necessary extraction
4 equipment utilized at the incident will be replaced by the incident. Equipment unable to be replaced at the
5 incident will be given appropriate paperwork for replacement at home to be billed back to the incident.

6 **MINIMUM REMS CONFIGURATION**

- 7 • Four Personnel
 - 8 ○ One NWCG FFT1 qualified individual, all others NWCG FFT2 qualified (arduous physical
 - 9 fitness).
 - 10 ○ All trained in Low Angle Rope Rescue Operations.
 - 11 ○ Two trained in High Angle Rope Rescue Operations.
- 12 • A four-wheel drive vehicle capable of carrying the entire module and equipment.
- 13 • May be ordered with UTV.
- 14 • All necessary extraction equipment included.

15 REMS configurations may include medically qualified personnel from Emergency Medical Technician
16 (EMT) Basic to Paramedic. The intent of REMS, no matter the configuration, is to utilize advanced rope and
17 rescue techniques to safely extricate a firefighter who was injured or became ill in steep and challenging
18 terrain.

19 **REMS STANDARD EQUIPMENT LIST**

- 20 • Four-person 4WD truck or equivalent
- 21 • Rope (NFPA 1983 Technical or General Use)
 - 22 ○ 2 each 200'
 - 23 ○ 2 each 300'
 - 24 ○ 2 each 150'
 - 25 ○ Adequate bags for safe transport and storage of rope
- 26 • Equipment (NFPA 1983 Technical or General Use)
 - 27 ○ 4 each descent control devices
 - 28 ○ 22 each carabineer, auto-locking 4 each small or mini prussic minding pulleys
 - 29 ○ 2 each small or mini prussic minding double pulleys
 - 30 ○ 1 each gathering plate or ring
 - 31 ○ Agency specific equipment (Non-NFPA compliant equipment)
 - 32 ■ 16 each prussic, compatible with rope diameter choice
 - 33 ■ Webbing, 1" width, greater than 17 KN
 - 34 • 12 each 20'

- 1 • 8 each 12'
- 2 • 8 each 5'
- 3 ▪ 1 each edge protection kit
- 4 ▪ 1 each hardware bag / pack
- 5 ▪ 5 each pickets
- 6 ▪ 1 each sledgehammer
- 7 ▪ Bicycle pump or fix a flat
- 8 ▪ Tire plugs
- 9 ▪ Adequate packs to contain above listed gear
- 10 ▪ GPS Device
- 11 ▪ Flagging
- 12 ▪ Basic First Aid Kit
- 13 ▪ 4 each Class II or III harnesses
- 14 • Patient Extraction Equipment
- 15 ○ Backboard
- 16 ○ 1 each multi-piece basket stretcher with hoist pre-rig
- 17 ○ 1 each Sked or other collapsible litter
- 18 ○ Litter wheel
- 19 ○ Knee and lumbar padding
- 20 ○ Leg splint with fiber tape and trauma shears
- 21 ○ Patient sleeping bag
- 22 ○ Patient fire shelter
- 23 ○ Patient helmet
- 24 ○ Patient eye protection
- 25 ○ Patient / Victim harness

26 **NORTH DAKOTA NATIONAL GUARD**

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

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

1 Responsibility for payment:

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

6 **STATE-OWNED EQUIPMENT**

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

11 The EPEST, and Emergency Equipment Use Invoice - OF 286, provide the required documentation on the
 12 use of NDFS equipment. Originals should be sent home with the operator to the NDFS Bismarck Field
 13 Office.

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

16 **SEDANS, PASSENGER VANS, UTILITY VEHICLES, PICKUPS AND STAKE SIDE TRUCKS –**
 17 **STATE OWNED EQUIPMENT**

18 Use the appropriate daily and mileage rate for the class and size of vehicle from the [North Dakota](http://www.dot.nd.gov/divisions/fleet/docs/rentlrate.pdf)
 19 [Department of Transportation](http://www.dot.nd.gov/divisions/fleet/docs/rentlrate.pdf) and supplemental necessary equipment provided by the NDFS. This rate
 20 information can be found at <http://www.dot.nd.gov/divisions/fleet/docs/rentlrate.pdf>. An additional
 21 \$0.25/mile will be added for all vehicles equipped with the fire response package.

22 **TRAILERS AND TRANSPORTS – STATE OWNED EQUIPMENT**

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

Equipment	Un-operated Daily Rate
Command trailer, tandem axle – modified for office use	\$100

25 **ENGINES AND WATER TENDERS – STATE OWNED EQUIPMENT**

26 North Dakota Forest Service engines will be billed at the following rate:

27 Type 6 engine is \$100.00 per hour in addition to the hourly wage for staff.

28 Type 3 Engine is \$200.00 per hour in addition to the hourly wage for staff.

29 **CREW CARRIER – STATE OWNED EQUIPMENT**

30 North Dakota Forest Service crew carriers will be billed at a daily rate of \$350.00 per day.

ALL-TERRAIN VEHICLES – STATE OWNED EQUIPMENT

Type	Un-operated Daily Rate
UTV Side by Side for 2 or 4 riders	\$300
UTV with fire suppression capacity (tank and pump)	\$700

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

EXHIBIT NR13**SOUTH DAKOTA****SOUTH DAKOTA WILDLAND FIRE**

South Dakota Wildland Fire (SDWF) has agency resources and cooperators available for all-risk incidents under the authority and provisions in the Cooperative Fire Management Agreement (CFMA). Information provided is from the Statewide Annual Wildfire Action Plan for the Wildland Fire Division. The Action Plan covers information helpful to Incident Management Teams (IMTs) managing fires in South Dakota and instances where South Dakota resources are ordered for out of state assignments. Further information can be found at: https://gacc.nifc.gov/rmcc/incident_busn_management.php

For additional information, contact Brenda Even, Fire Business Manager in Rapid City, SD at 605-393-8115, FAX: 605-393-8044.