MONTANA
DEPARTMENT OF NATURAL RESOURCES
AND CONSERVATION

300 - INCIDENT BUSINESS MANAGEMENT MANUAL

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CHAPTER 300: GENERAL CONTENTS

301 AUTHORITY

This manual was developed under the authority of the following Statutes within the Montana Code Annotated:

- 2-15-112 Duties and Powers of Department Heads
- 76-13-104 Protection of Natural Resources from Fire
- 77-5-103 Role of (DNRC) Department of Natural Resources and Conservation

302 OBJECTIVES

A. Primary Objective

This manual is written specifically to provide incident business management guidance to the Department of Natural Resources and Conservation (DNRC) and cooperating agency personnel in managing wildland fire incidents that are the responsibility of the DNRC. DNRC has adopted the National Wildfire Coordinating Group (NWCG) Standards for Interagency Incident Business Management (SIIBM) handbook. This DNRC manual should be used in conjunction with the NWCG SIIBM handbook, as it does not duplicate material in the SIIBM. If any material is found to be inconsistent between the NWCG SIIBM handbook and this manual, the material in this manual shall take precedence.

For additional incident business management guidance, refer to the Montana Incident Business Operating Guidelines for Firefighting Resources (MIBOG) and the Emergency Firefighter Pay Plan and Position Matrix which can be found under DNRC Business Manuals at: https://dnrc.mt.gov/Forestry/Wildfire/forms-information. Material in the MIBOG also takes precedence over the NWCG SIIBM handbook, should inconsistencies exist.

B. Secondary Objectives

1. Maintenance of proper finance, property, procurement, personnel records, and forms in a consistent manner.

2. Uniform application of specific regulations on pay, leave, and travel.

3. Acquisition of necessary equipment and supplies from appropriate sources, in accordance with applicable procurement regulations.

4. More effective use of incident business management personnel and resources among agencies under closest forces doctrine principles.

303 POLICY

Appropriate procedures in this DNRC manual shall be followed in all incident business management functions that are the responsibility of the DNRC. Applicable forms and references shall be used as described herein.

This manual complements other existing DNRC policies, procedures, and guidelines, and is to be considered a part of the overall DNRC directives system.

This manual refers to some concepts and procedures contained in the SIIBM. Federal and other State fire managers who may assist DNRC in Montana incident business management should be made aware that although there may be some similarities between the NWCG SIIBM and this DNRC manual, there are also many differences that are specific to Montana. The DNRC contributes to the Northern Rockies supplements to the SIIBM which provides documentation of some of those differences.

However, incident business guidance specific to Montana may be found in the MIBOG and the Emergency Firefighter Pay Plan and Position Matrix.

To serve the purpose intended, this manual must be available to all incident business management personnel and to those fire managers making business management decisions.

304 RESPONSIBILITY

A. Overall responsibility for this manual is assigned to the DNRC Forestry Division Office. The Incident Business Specialists shall maintain a current and complete master manual showing all revisions, supplements, distribution of copies, and any other necessary records.

B. Land Offices, other Divisions and Bureaus within DNRC, and other agency recipients of this manual are individually responsible for establishing controls to ensure that their copies of this manual are maintained in a current and complete status. Manuals must be current and available to those responsible for incident business management actions. The latest revision of necessary forms must also be updated and ready for use.

C. Individual Land Offices may supplement this manual with material that is local in nature, providing that no policies or procedures in this manual are changed. Land Offices shall provide a copy of any local supplements to the Incident Business Specialist, Forestry Division Office for inclusion in the master manual.

D. Land Office Area Managers and FMO’s are responsible for initial and annual update training for those individuals among their personnel who may need to know the procedures in this manual.

305 INCIDENT COMMAND SYSTEM CONCEPT

This DNRC manual adopts and incorporates the organizational structure, position titles and duties, forms, terminology, and other features of the Incident Command System (ICS) component of the National Incident Management System (NIMS).

306 SCOPE OF APPLICATION

The procedures described in this manual (personnel, equipment rental, claims, etc.) shall be applied to all DNRC wildland fire incidents including initial attack, extended attack, project fires, as well as all-risk incidents.

CHAPTER 310: PERSONNEL

311 RECRUITMENT

A. Cooperating Agencies

Recruitment of fire suppression personnel from cooperating rural fire districts, volunteer fire companies, fire service areas, municipal fire departments, and County, State, Tribal, and Federal agencies will be in accordance with established cooperative agreements, annual operating plans, mobilization guides, and mutual aid agreements All agreements, plans and guides can be found at the following website:
https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides

Land Offices may also complete pre-season agreements for local government personnel and equipment. See Section 312, Subsection D of this chapter or the MIBOG for more information.

B. Hiring of Emergency Firefighters (EFFs)

Per MCA 76-13-104, the DNRC may employ additional personnel to protect the natural resources of the State. When conditions warrant, Emergency Firefighters (EFFs) are hired as temporary state employees without a competitive interview process. The EFF Pay Plan and Position Matrix is utilized, and EFF pay rates are determined by the nature of the work assigned. While an EFF is considered a short-term worker, an EFF is not bound by the 90-working day rule.

An EFF is an individual hired of necessity to cope with a sudden emergency, actual or potential (including Severity/Extended resources). EFF employment is uncertain or temporary in duration and shall terminate as soon as the emergency has sufficiently abated. Trust and responsibility are critical criteria for all DNRC incident personnel in dealing with wildfire command structure, agency cooperators, local governments, and the public. All DNRC employees, including EFFs, shall follow agency protocol, and adhere to the hiring policy provisions and code of conduct presented in the hiring documentation packet.

Employment as an EFF is not guaranteed. While individuals may complete all necessary hiring paperwork to be available as an EFF during a wildfire season, or an extension of the wildfire season, they are not employed, and are therefore not paid, until they are hired, and work on an as-needed basis for a specific incident. EFF employment is sponsored for an individual wildfire or other hazard incident basis. Employment terminates when the EFF's work on the incident is complete. Hiring and dispatching EFFs for incidents impacts the limited resources at the DNRC offices that sponsor the EFFs, restricting how many EFFs can be sponsored at any given time. Generally, EFF sponsorship is looked at as to whether it is a benefit to DNRC or the incident management organizations that DNRC supports.

The DNRC local office is the Sponsoring Unit within the dispatch boundary where the EFF resides. The Sponsoring Unit has discretion whether to sponsor any EFF position. Not all persons seeking sponsorship will be sponsored. The Sponsoring Unit will consider State and Local Government resource needs along with the local office's ability to manage the sponsored EFFs. No person is guaranteed future EFF sponsorship regardless of previous sponsorship, since hiring of the EFF position is determined by the needs of DNRC.

NOTE: For non-emergency work (i.e. preseason work, meetings, or training) personnel must be hired as Short-Term Workers (STW). Workers shall not be hired as EFFs for work that is NOT for a sudden emergency, actual or potential.

Hiring Circumstances:

1. To work directly in suppression of an ongoing incident.
2. To increase suppression capability during periods when fire danger is high, or when conditions exist for rapid fire growth and when risks of fire occurrence are high.
3. To provide support for an ongoing incident, including pre- and post-incident administration.
4. To support active Incident Management Teams.
5. To support a Governor's Disaster Declaration.

Sponsoring Unit Responsibilities:

1. Will manage certification and training records.
2. May annually issue an Incident Qualification Card, upon approval from the Sponsoring Unit's Qualification Review Committee.
3. Will process appropriate time and travel documents for compensation.
4. Will work with Local Government to identify their resource needs.
5. Will consider the needs of the state in identifying resource needs.
6. Will consider training and experience needs for local fire management.
7. Will manage EFF availability for assignment, depending on needs, conditions and/or ability to manage the personnel.
8. May agree to make an EFF available for a NR Incident Management Team commitment.
9. The Sponsoring Unit has the discretion whether to sponsor/certify any EFF position.
10. The Area or Unit Manager or designee has final authority to accept or reject any person hired under this plan.

EFF Responsibilities:

1. Will provide appropriate training certification documents to the Sponsoring Unit.
2. Will maintain current availability with the Sponsoring Unit.
3. Will present complete pay and travel documents to the Sponsoring Unit within 30 days of assignment completion, and certainly no later than 60 days, without prior authorization.
4. All contact regarding pay or travel status must only be addressed through the Sponsoring Unit.

5. All contact regarding employment concerns must only be addressed through the Sponsoring Unit.
6. Will support the Sponsoring Unit as requested.

EFF Conditions of Hire:

1. Hiring occurs when a need is identified and at the request of an agency representative.
2. Employment for emergency operations begins at the point of hire when an individual begins mobilizing to fill an established need. Employment ends at the point the EFF is returned to the point of hire or is no longer available. Point of hire is typically defined as the location of the Sponsoring Unit where hiring documentation is completed, however managers may determine the EFF's home to be the point of hire, when it is in the best interest of the State.
    a. All EFF on-shift hours must be recorded on a Crew Time Report (CTR) or on a combined DNRC Emergency Personnel & Equipment Shift Ticket. All on-shift time is compensable; all off-shift time is non-compensable.
    b. On-shift includes:
        i. Time spent in travel status to the incident from point of hire, travel from the incident back to point of hire, and related waiting time (ex. time spent waiting in an airport);
        ii. Other travel necessary for the performance of work, such as from fire camp to fire line or between fire camps;
        iii. Mandatory R&R days off while held at incident for an assignment extension. (See #13 for more information.)
        iv. Ordered standby; and
        v. Actual work, and when unable to disengage or be completely relieved of duty from said work.
    c. Off-shift includes:
        i. Time allowed for sleeping and eating when personnel are free from assigned duty;
        ii. Other periods when personnel are free from duty and are not in an ordered standby status. Ordered standby occurs when, at the direction of the agency representative, an EFF is held in a specific location fully outfitted and ready for immediate assignment;
    d. EFFs that deviate from the most direct travel route home are considered "no longer available" and are not entitled to travel time home nor to transportation provided by the government from the point the travel deviation occurs. (Travel deviations must be documented and attached to the EFF's original time record [OF-288]. This documentation shall also be made part of the incident record.)
3. EFF pay rates are determined by the position, or nature of the work assigned. See the EFF Pay Plan and Position Matrix for Montana EFF pay rates. Length of service and/or additional qualifications are not used to determine pay rates. Occasional or infrequent duties at a higher level do not justify a change in pay rate.
    a. Personnel resource ordered as Command and General Staff for a Complex incident must be qualified with Complex credentials to be paid at a higher Complex rate. Those same resources ordered to a lower complexity incident (for example, a Type 3), but performing in a Complex-qualified capacity and seeking payment at the

Complex rate, must have a General Message that justifies the higher rate, describes the complexity of the work performed, and is signed by the Incident Commander with concurrence from the hiring office.

4. All transportation required from point of hire until return to point of hire will be at the government's expense, except as stated in 2 d. If an EFF terminates, pay will be stopped at that time. The Sponsoring Unit will decide whether the government will provide return transportation and if the EFF will be paid for travel time back to the point of hire.
5. For all state employees, including EFFs, meal periods should be applied in accordance with the language in the MIBOG. While committed or assigned to a wildfire incident (not a prescribed fire), employees will remain in paid status for the entirety of their daily shift, therefore a meal break is not required to be noted on any shift ticket.
6. State and federal taxes are deducted from EFF gross earnings and state unemployment insurance is paid by the state. FICA (federal social security) taxes are not deducted from EFF earnings.
7. EFFs are not entitled to sick or annual leave and are not required to participate in the state retirement plan, unless already enrolled in PERS through another means such as prior or current employment with another state agency, and then participation becomes mandatory.
8. EFFs may be eligible for medical benefits if hours worked are in excess of 1,040 annually, including overtime hours.
9. EFFs are covered under MT Workers Compensation Insurance.
10. If an incident agency commissary is available, EFFs are granted commissary privileges on a cash-only basis, in accordance with instructions in the SIIBM.
11. EFFs receive the base rate for the first eight hours of work per calendar day, and one and a half times the base rate for all approved time worked beyond eight hours per calendar day and for all hours worked beyond the forty-hour base in the work week. Though time is kept on the OF-288, overtime will not be computed on an incident; it will be calculated when the OF-288 Time Report is processed by DNRC Payroll.
12. EFFs are not entitled to hazard pay or any other pay differentials. The exception to this is for those specially trained employees or EFFs working in the Operable Unit 3 asbestos area near Libby, Montana, for which hazard pay is authorized.
13. EFFs are eligible, at the discretion of the sponsoring home unit, for two days of paid R&R immediately upon return home from a 14 day assignment per the Work/Rest and Work-Length Policy, policy P-DNRC-HR-50, as documented in chapter 312 in this manual. If the IC on an incident feels it is warranted, it may be provided by the incident after 14 days, when an assignment extension has been requested and approved by the home unit.
14. An EFF may be eligible, at the discretion of the sponsoring home unit, for a ProCard. This may be dependent upon the position the EFF is normally resource-ordered as, such as in a Logistics position where they are supporting the home unit in some way or supporting an IMT/County Assist Team. Not all EFF's may have a need to have a ProCard.
    a. The EFF will be required to:
        i. Complete the ProCard User Training
        ii. Review and abide by the ProCard Manual direction
        iii. Complete the ProCard Application and Purchasing Agreement
        iv. Provide detailed receipts of all purchases to home unit for processing.

Travel for Out of GACC assignments
DNRC employees, including EFFs, are often resource ordered to an out of geographic area incident which may involve working for another agency which subscribes to travel language documented in Chapter 10 of the NWCG PMS 902 SIIBM. While the DNRC does subscribe to SIIBM language in many areas, there is language in which it does not. See language in Chapter 10, pages 10-9 to 10-10 regarding "travel interruptions". Said language conflicts with DNRC "On Shift" policy. See 2.b.i. in the previous section above, in this chapter of this manual. DNRC employees, including EFFs, are on shift and in pay status even when traveling to/from an incident with multiple travel interruptions.

While it is important that all employees cooperate with the agency that they are working for, if the incident agency's timekeeping requirements deviate from DNRC policy, there may be occasions when time recorded on the shift ticket may not accurately reflect the actual employee and equipment compensable hours. More importantly, the hours submitted for employee payroll and agency owned equipment payment will comply with DNRC policies and contractual agreements, not necessarily what has been recorded on the shift ticket. Documentation of those differences is to be kept on file.

Criminal Convictions:
DNRC should follow the procedure below when evaluating whether to sponsor and/or hire an EFF when DNRC management either knows or has reason to believe an individual has a criminal conviction.

1. Alleged convictions of potential EFFs must be evaluated on a case-by-case basis.
2. When DNRC management becomes aware of the potential existence of a criminal conviction for an individual that seeks to be sponsored by DNRC or seeks to complete the EFF hiring paperwork, management shall contact DNRC legal staff. Together, DNRC management and legal staff will seek to obtain all relevant information regarding the conviction(s) including, but not limited to, court documents and investigations.
3. DNRC will obtain relevant information regarding the potential EFF's qualifications, the type of position(s) the individual seeks, and the duties of that position(s).
4. DNRC management in consultation with DNRC legal staff will evaluate whether the nature of the conviction could negatively impact, detract from, or compromise DNRC's wildfire-suppression mission, both in-state and out-of-state, if the EFF were to be hired into the position sought or sponsored in the Incident Qualification System (IQS). DNRC will also comply with any applicable requirements or policies regarding the hiring of EFFs in making its decision on sponsorship in IQS and/or in hiring. The Chief of the Fire Protection Bureau will be notified when decisions are made under this policy.
5. DNRC management will inform the potential EFF of the DNRC's decision in writing.

C. Employment of Personnel 16 To 18 Years of Age and State of Montana Retirees

1. Employment of Personnel 16 to 18 Years of Age

   Employment of Emergency Firefighters (EFFs) between the ages of 16 and 17 *shall only be considered if absolutely necessary* for the successful completion of incident operations, such as for fire camp duty. These EFFs will not be involved in actual firefighting or work activities that are considered hazardous.

   Emergency Firefighters must be 18 years old at the time of hire to participate in any type of fireline activity. This includes the hiring of Local Government Fire Forces (LGFF) on a contracted basis.

2. Employment of State Retirees

   Retired State of Montana employees may be employed as EFFs, subject to the following conditions:

   a. A retiree must be retired at least 90 days and receive one benefit check before accepting a PERS-covered job.

   b. The law imposes some limits on working retirees depending on age.

      - 960 hours of employment if less than age 65.
      - 960 hours or an earning limit if aged 65 or older.
      - No earning limit will apply to any retiree who is age 70½ or older.

   c. The limits apply to each calendar year, and the Montana Public Employee Retirement Administration (MPERA) will only reduce benefits when limits are exceeded.

   d. There are no legal restrictions on the type of EFF duties to be assigned, provided the retiree is physically and otherwise qualified.

   e. Regular EFF employment procedure, rates of pay, timekeeping, worker's compensation, and other procedures apply.

      Additional information can be found at the MPERA website: http://mpera.mt.gov.

D. Emergency Firefighter (EFF) Employment Forms

EFF Hiring packets must be completed on an annual basis. The preference is that the Electronic EFF Packet is completed online at the link noted below, under Emergency Firefighter Forms and Information. The local hiring office will provide the appropriate Access Code. A hard copy packet is also available if needed. The packet may be found under Emergency Firefighter Forms and Information: https://dnrc.mt.gov/Forestry/Wildfire/forms-information.

E. Ordering Procedures

Ordering procedures for both cooperating agency personnel and EFFs will be as described in the DNRC Wildland Fire Suppression - 900 Manual, Section 920-Dispatch/Coordination Channels. This manual can be found at the following website under DNRC Manuals: https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides.

312 PAY PROVISIONS

A. Emergency Differential Pay Guidance, Work/Rest and Work-Length Policy, Travel and Per Diem Guidelines, Meal Policy Guidelines, Rental Vehicles, Cell Phone and Electronic Device Guidelines

I. DNRC Emergency Differential Pay Guidance

Purpose and Objectives

There is a critical need for the fire protection response workforce to remain relevant within the wildland fire service and emergency response within Montana. Montana's Multi-Hazard Mitigation plan has wildfire ranked as the #1 hazard our communities face. The Department of Natural Resources and Conservation (DNRC) holds the primary lead role for firefighting in the state; it's imperative we take action to strengthen and retrain the fire protection response workforce. DNRC strives to be an agency that produces competent, qualified leaders to meet the demands of our fire protection and natural resource mission.

This guideline establishes requirements and criteria for administering differential pay for DNRC employees operating in support of authorized emergency work

I. Scope

This guideline is adopted by DNRC as part of its implementation of the MT Department of Administration – Broadband Pay Policy (Pay Plan 25) and is specific to DNRC employees. It does not apply to employees hired as Emergency Firefighters (EFF).

II. Differential Pay

Differential pay is a percentage increase to an eligible employee's hourly compensation when directly supporting authorized emergency work. Eligible employees will receive an hourly 10 percent increase to their total compensation (base rate +longevity)

a) Eligibility

DNRC employees assigned to and directly supporting authorized emergency work are eligible for differential pay.

b) Conditions

Authorized emergency work includes response to wildland fire incidents, pre-positioned suppression resources, and incident management team assignments.

- Eligible positions include agency sponsored positions including assistant center manager, lead dispatcher, agency representative, resource advisor, fire finance, incident business specialist, buying team positions, pilot, fuel truck driver, mechanic, and line officer, and

support functions such as plans, logistics, information, and finance. Beyond wildland fire, this differential also applies to those working on all-hazard incidents.

- Differential pay is only authorized for employees directly supporting authorized emergency work billed to a specific fire org in SABHRS, outside of an employee's base funding source. Specifically, those fire orgs created through the Financial Code Generator: https://fcg.dnrc.mt.gov/codes.
- Employees must be working in the capacity or pursuit of a NWCG qualification and be qualified in a position or working as trainee.
- Differential pay is not to be used when employees are completing core functions of their day job or charging time to your base org.
- Emergency Firefighters and Short-Term Workers are not eligible.
- Prescribed fire operations and/or support is not considered emergency work and is not eligible.
- See the Differential Pay Reminders and Frequently Asked Questions and Differential Pay Examples documents for more information

c) Approval and Processing Instructions

It is the employee's responsibility to review these guidelines and to have a comprehensive understanding of proper implementation. Regular audits will occur to ensure compliance with intent.

- When entering differential pay within their timesheet employees **MUST** notate in the comments which incident they were supporting, and what role they were acting in. When entering and submitting time with differential, there will be two codes to use:
    - For regular time with the differential: use time reporting code R1271 – (Fire Regular+10%Diff) – this includes all-hazard incidents
    - For overtime hours with the differential: use time reporting code O1272 – (Fire Overtime) – this includes all-hazard incidents
- When approving time, managers are responsible for ensuring that personnel are operating in a manner compliant with the guidelines contained herein.
- Differential pay for regular time will be paid on the normal pay period processing. Differential pay for overtime will not be paid until the following pay period to accommodate calculation. Differential pay will show as a separate line item on your pay stub.

2. Work/Rest and Work-Length Policy for Fire Suppression and All-Hazard Assignments:

Purpose

The Department of Natural Resources and Conservation (DNRC) prioritizes proactive risk management to prevent accidents during fire-suppression and all-hazard operations. This procedure establishes clear, uniform guidelines for work/rest ratios, assignment length, and the management of compensated time off, with the goal of mitigating fatigue and maintaining employee safety and performance.

I. Definitions used herein:

- Line Officer: The official responsible for managing a geographic unit or functional area and its assigned personnel (e.g., Area Manager, Unit Manager, or designee).

- Home Unit: The employee's regular duty station.
- Off-Unit Assignment: Any assignment requiring the employee to work away from their home unit, including remote/telework fire assignments.
- Emergency Fire Fighter (EFF): At-will employees hired for emergency circumstances whose employment typically ends with the assignment but may continue for ongoing fire response needs.
- Compensated Rest and Recuperation (R&R) Day: A paid day off provided after eligible assignments, not exceeding eight hours of regular pay.
- Assignment Extension: Approval for an employee to remain on an assignment beyond the standard duration.
- R&R in Place: Rest and recuperation days taken at the assignment location rather than the home unit, usually to roll directly into another 14 day assignment.
- Fatigue Mitigation Plan: Documentation outlining actions taken to reduce employee fatigue or when procedure exceptions are necessary.
- 7-Day Coverage: is term used by managers to ensure fire protection response capability seven days a week. Work Units transition to/from seven-day coverage when fire conditions dictate daily availability of resources.

II. Scope

For work/rest and length of assignment guidance on wildland fire and all-hazard incidents, DNRC generally conforms to guidance found in Chapter 7 of the NWCG Interagency Standards for Fire and Aviation Operations (Red Book) as well as Chapter 10 of the Standards for Interagency Business Management (SIIBM). **Supplemental guidance and agency specific deviations from those interagency standards are outlined within this procedure.**

This procedure covers all State of Montana employees who support the DNRC with fire-suppression and all-hazard incidents.

- All length-of-assignment and compensated time-off rules apply to aviation resources, including aircraft pilots, except in cases where these rules conflict with Federal Aviation Administration (FAA) regulations.
- This procedure can be applied to Emergency Firefighters (EFF) at the discretion of the sponsoring home unit. Examples may include an EFF being requested to "R&R in-place" or being used in concurrent 14-day assignments in support of a local unit.

III. Supervisor Responsibilities for Monitoring and Managing Employee Fatigue

Supervisors are directly responsible and accountable for monitoring, assessing, and managing employee fatigue. This is a critical safety duty and a core expectation of all supervisory roles within DNRC.

- Proactive Monitoring: Supervisors must observe employees for signs of fatigue, stress, or diminished performance. This applies to line supervisors on incidents as well as back at the home unit.
- Work/Rest Compliance: Supervisors are required to understand and monitor all hours worked by their employees, including consecutive days, after-hours duties, adherence to work/rest guidelines, and assignment length limits.
- Intervention and Mitigation: If an employee shows signs of fatigue or is nearing the limits for consecutive workdays or shift length, supervisors shall use the strategies and procedures outlined in this procedure to promptly address the need for intervention and mitigation.

- Documentation: Fatigue management actions, decisions, including schedule adjustments and directed days off should be documented by the supervisor in the employee file.

IV. Work/Rest Guidelines

Supervisors must prioritize employee wellbeing and operational safety. Proactive fatigue management is essential to preventing accidents, maintaining team effectiveness, and upholding DNRC's commitment to a safe work environment.

- To mitigate fatigue, line officers, fire managers, supervisors, incident commanders (IC), and individual firefighters should plan for and ensure that all personnel are provided a minimum 2:1 work/rest ratio (for every 2 hours of work or travel, provide 1 hour of sleep and/or rest).
- Work shifts exceeding 16 hours or consecutive days that do not meet the 2:1 ratio are exceptions and must be justified and documented by the supervisor or incident commander.
- Personnel should return to a 2:1 work/rest ratio as quickly as possible after any exception.

V. Length of Assignment

A. Off-Unit Assignments and Extensions

Home Unit supervisors must consider the health, readiness, and capability of incident personnel prior to authorizing off-unit assignments.

- An off-unit assignment is defined as the time (days) between the first full operational period excluding travel, and the last operational period. The last operational period is the last full day worked which excludes all travel.
- Standard off-unit assignment length is 14 days, exclusive of travel from and to the home unit, with possible extensions identified below. Time spent in staging and pre-position status counts toward the 14-day limit, regardless of pay status, for all personnel, including incident management teams (IMT). Extensions beyond 14-day off-unit assignments should be made sparingly.
- Assignment extensions may be granted only when:
    - Life or property is imminently threatened.
    - Suppression objectives are close to being met.
    - Replacement resources are not available.
    - The assignment is a planned event (e.g., fuels treatment, prescribed fire implementation) with appropriate fatigue mitigations (e.g., shorter workdays, adequate rest in hotels, etc.).
- All extensions must be documented using the Northern Rockies Coordinating Group Resource Extension Form.
- No assignment may exceed 21 days without two mandatory R&R days before the 22nd day.

B. Consecutive Days Worked – Home Unit

Supervisors must manage work schedules for initial attack, dispatch, duty officer coverage, and incident support personnel during extended incident situations. Typical home unit fire staffing follows a work schedule variation of "5 on, 2 off" or "6 on, 1 off" or "12 on, 2 off" as conditions dictate.

- Working more than 14 consecutive days in a row should be rare. During periods of non-routine or extended activity on the home unit, all employees shall have a minimum of two days off in any 21-day period. This minimum requirement should rarely be needed since scheduled days off are normally given much more frequently during periods of routine activity.
- Days spent being available, even in a non-work status to receive and handle calls as a Fire Duty Officer, shall count toward calculating consecutive days worked. See also DNRC Personnel Policy P-DNRC-HR-8A Regarding Compensation for Emergency Fire Duty Officers.

VI. Management of Days Off

- A compensated day off cannot be authorized on the individual's regular scheduled days off at their home unit (i.e., weekends, holidays, or normally scheduled days off due to alternative work schedules and 7-day coverage).
- The compensated days off will be authorized and recorded on home unit time records in accordance with procedure described below and will be charged using the time reporting code R1281 on the timesheet. Emergency Firefighters will record an R&R Day on their OF-288 (Emergency Firefighter Time Report)
- Compensation will be equal to the daily compensation for the employee on a normal day but will not exceed eight hours of regular pay.

A. Compensated R&R Days Following an Off-Unit Assignment

DNRC exceptions to the NWCG Interagency Standards for Fire and Aviation Operations for R&R days include:

- After a 14-day off-unit wildfire response assignment, **two** mandatory R&R days are provided upon return to the home unit, if those days are regular workdays.
- R&R days must occur immediately following the return to the home unit to be charged to the incident.
- If R&R days fall on regularly scheduled days off, they are not compensated.

B. Compensated Days Off on the Home Unit

It is the responsibility of every manager and supervisor to monitor the wellbeing of employees working at the home unit. Signs that an employee may need an unscheduled day off can include long consecutive shifts, ongoing or anticipated increases in fire activity, and direct observations of the employee's physical and mental condition. Cumulative fatigue and stress can significantly impair job performance.

- See above section regarding Maximum Consecutive Days Worked - Home Unit.
- As necessary, Line Officers may approve and/or direct a compensated day(s) off for employees working on the home unit. If a management directed day off is a regular workday, compensated days off will be authorized. A management directed day off is charged to home unit incident codes and should be documented in timesheet comments.
- Days off for employees at their home unit are not compensable when they occur on the employee's regularly scheduled day(s) off.

VII. Exceptions

If reasons require an employee to exceed the above guidance, written justification and concurrence is required from an Area Manager, Bureau Chief, or Division Administrator. Documentation shall include a fatigue mitigation plan for the employee involved.

VIII. Examples

Scenario	Assignment Type	Return Day	Regular Work Schedule	Are Next 2 Days Regular Workdays?	Compensated R&R Days Provided	Notes
Employee completes 14-day off-unit assignment	Off-unit	Wednesday	Mon-Fri	Yes (Thu, Fri)	2 (Thu, Fri)	Both days are regular workdays; both are paid R&R.
Employee completes 14-day off-unit assignment	Off-unit	Friday	Mon-Fri	No (Sat, Sun)	0	Next two days are regular days off; no compensated R&R provided.
Employee completes 14-day off-unit assignment	Off-unit	Friday	Tues-Sat	Yes (Sat, Tue)	1 (Sat)	Saturday is a workday (R&R paid); Sunday is day off; Monday is day off; Tuesday is workday (employee returns to work).
A dispatcher is on day 12 w/ several days of red flag warnings forecasted	Home unit	N/A	Sat-Fri	N/A	Supervisor may direct 1 day	Supervisor notices fatigue and directs a paid day off on a regular workday.
EFF completes 14-day assignment; employment ends w/ rain forecasted	Off-unit (EFF)	Friday	N/A	N/A	0	None, if employment ends.

Scenario	Assignment Type	Return Day	Regular Work Schedule	Are Next 2 Days Regular Workdays?	Compensated R&R Days Provided	Notes
EFF assigned out of State, completes 14-day, wants to R&R in place and commit for another 14	Off-unit (EFF)	N/A	N/A	N/A	2 R&R in place	Assignment extension form completed and approved by Home Unit.
Forester supports RIST remotely for 14 days	Remote / telework	Wednesday	Mon-Thurs (Forester on 4/10 sched.)	Only Thurs	1 (Thu) but only 8 hours	Treated as off-unit; one day is paid R&R.

3. Travel and Per Diem Guidelines:

DNRC employees engaged in wildfire firefighting operations and incident support may be eligible for fire meals. Under special circumstances, fire meals may be provided and/or reimbursement of the actual cost of a fire meal (not to exceed approved fire meal rates) may be allowed prior to food and lodging being provided by the incident. This may be an instance where a camp has yet to be set up or perhaps, extensive work shifts with no meal breaks, or traveling to an incident, or providing rest and recuperation in place. These special circumstances must be approved by the host agency.

Providing accommodation and meals for personnel can be handled via pre-determined vendor agreements, instead of Travel Related Expense Reports (TRER). Lodging allowances per individual shall not exceed the current state rate exclusive of tax, and in high-cost areas variable rates exclusive of tax. Exceptions must be justified in Comments when the Travel Related Expense Report (TRER) is filed.

NOTE: Procuring motels, hotels, or other commercial lodging for overhead and other personnel located in an area where an incident camp exists is prohibited with the following exceptions:

- Personnel are ordered by DNRC for agency assistance outside the scope of the IMT.
- Lodging is required to provide daytime sleeping area for night shift personnel.
- Lodging is required to provide a safe and healthful environment for sick or injured personnel who are recuperating on doctor’s orders.

Personnel not included in the above exceptions, who stay at facilities other than those provided by the incident, do so at their own expense.

Requests for per diem accommodation will, in lieu of utilizing state fire camp facilities, in most cases, be denied.

The DNRC Travel Policy with per diem rates for Montana is available at the following website under Travel Forms and Information: https://dnrc.mt.gov/Forestry/Wildfire/forms-information.

Travel home for DNRC employees during personal emergencies is an allowable expense but must be approved by the employee's immediate supervisor and follow all existing DNRC procedures.

Miscellaneous travel expenses such as baggage fees, parking fees etc. are reimbursable via a TRER. Original itemized expenditure receipts must be attached.

Travel to foreign countries:

Travel to foreign countries for incident support is covered by the annual letter completed by the Deputy Division Administrator. Normal out-of-country travel (non-incident support) requires a SAHBRS Travel Authorization be completed and approved before the travel is completed.

Out of Country meal and lodging allowance guidelines are established in Section 2-18-501(2), MCA. Reference the applicable State Employee Travel Policies at the following website https://doa.mt.gov/employee-travel. It is advisable to contact Payroll prior to traveling out of country.

Out of country travel expenses are reimbursed at United States Department of State maximum travel per diem allowances for foreign areas when receipts are provided with the TRER. These rates can be found at the following website: https://aoprals.state.gov/web920/per_diem.asp.

4. DNRC *In State* Meal Policy Guidelines:

The intent of providing meals to personnel is to ensure the health, safety, welfare, and availability of fire personnel for rapid dispatch to and support of a wildfire incident. For those personnel involved in fire suppression efforts within the State of Montana, a fire meal rate applies; this is defined as a "fire meal".

The following guidelines for fire meals purchased within the State of Montana are pursuant to MCA 2-18-501.

MCA 2-18-501. Meals, lodging, and transportation of persons in state service. *All elected state officials, appointed members of boards, commissions, or councils,*

department directors, and all other state employees must be reimbursed for meals and lodging while away from the person's designated headquarters and engaged in official state business in accordance with the following provisions:

(10) When the actual cost of meals exceeds the maximum standard allowed pursuant to subsection (1), the department of administration may authorize the actual cost of meals for firefighters.

(11) For the purposes of implementing subsection (10), the following definitions apply: (a) "Firefighter" means a firefighter who is employed by the department of natural resources and conservation and who is directly involved in the suppression of a wildfire in Montana. (b) "Wildfire" means an unplanned, unwanted fire burning uncontrolled and consuming vegetative materials."

The In State Fire Meal Policy Guide, offering clear direction, can be found under Fire Finance Information & Forms at the following website: https://dnrc.mt.gov/Forestry/Wildfire/forms-information.

- In general terms, if a Procard is used for payment, an **itemized** receipt and a Fire Meal Authorization form are required when purchasing meals within Montana using the fire meal rates. The cost of the individual fire meal (breakfast, lunch, or dinner) cannot exceed the meal rate established for the individual meal. Any amount over the established fire meal rate must be paid out of pocket by the employee at the time of purchase. The Fire Meal Authorization form must be uploaded into the T&E system with the receipt when submitted for processing.

- If personal money is used for payment, employees must be in travel status as defined in the State Employee Travel Policy. Reimbursement will be made on a TRER. Employees may only claim the established fire meal (breakfast, lunch, or dinner) rate, plus gratuity.

- A gratuity is allowed for fire meals served in a restaurant and for restaurant prepared take-out meals, including Sack Lunches if applicable. The maximum gratuity allowed is 15% unless it is clearly stated on the menu that large groups are charged a higher mandatory rate. Fire meals are the **only** meals that can include a gratuity at time of payment. If personal money is used, the gratuity is reimbursable on a TRER.

Fire Meal rates for personnel involved in fire suppression efforts "In State", are set at the **standard** GSA Federal Continental U.S. (CONUS) meal rates, excluding incidentals. Fire Meal rates are not available for prescribed fire. Rates are located at: https://www.gsa.gov/travel/plan-book/per-diem-rates.

ALLOWABLE FIRE MEAL RATES

FIRE MEALS FOR PERSONNEL INVOLVED IN FIRE SUPPRESSION EFFORTS WITHIN MONTANA

Breakfast	$16.00
Lunch	$19.00
Dinner	$28.00

Rates are exclusive of gratuity.

Agency Provided Meals:
Meals may be provided to agency personnel involved in *fire suppression efforts* within the State of Montana if personnel are unable to sufficiently provide their own subsistence due to long shifts or lack of preparation time.

The DNRC may provide meals for personnel when the situation is such that:

a. It is necessary to hold personnel in close proximity, to be immediately available for rapid dispatch to, or support of, anticipated new fires (such as when staffing under Severity/Extended Resource authorization). Fire supervisors must verify the probable need to use the personnel prior to their next shift.

b. Critical or emergency situations when personnel cannot be relieved of duty for a meal break, mealtime is uncertain, or work shift unexpectedly exceeds their normal duty day.

   *Personnel involved in the fire mop-up, patrol, and support activities, **AND** who are operating out of their normal duty station daily (not in travel status), do not qualify for meals unless covered under a. and b. above.* Personnel are expected to provide their own meals on any given normal day of work.

c. During travel to and from wildfire incidents, and/or personnel are requested as "self-sufficient". The requirements of Travel Status, as defined in the State Employee Travel Policy, must be met.

Examples of Agency Provided Meal situations:

Meals served in fire camp – Caterer

- Paid at actual cost via OF-286 Invoice or Procard.

Sack lunches, ready to eat meals, etc., served on the fireline to suppression personnel.

- Paid at actual cost with a Procard or Vendor Invoice.

Meals contracted for at local restaurants, either served in or taken out.

- Payment method is Procard or Vendor Invoice.
- A Fire Meal Authorization form naming each individual receiving a meal is required (see Appendix for an example) and must be uploaded with the receipt when submitted for processing into T&E. The form can be found under Fire Finance Information & Forms at: https://dnrc.mt.gov/Forestry/Wildfire/forms-information.
- If names are not available (i.e. IA resources being dispatched) provide a comment/justification on to whom the meals are intended for on the bottom of the form.

Meals purchased from a local Food Truck located at a Unit or Land Office, or in close proximity to the office. If a large number of meals to be fed is anticipated, it is suggested to contact the Food Truck operator ahead of time.

- Paid at actual cost via Procard.
- A Fire Meal Authorization form naming each individual receiving a meal is required (see Appendix for an example) and must be uploaded with the receipt when submitted for processing into T&E. The form can be found under Fire Finance Information & Forms at: https://dnrc.mt.gov/Forestry/Wildfire/forms-information.
- See Food Truck Guidance document in the appendix.

Meals prepared for personnel at a Unit or Land Office rather than sending personnel to a local restaurant. The total cost of groceries is not to exceed the fire meal rate x the number of people approved to receive agency provided meals.

- Payment method is Procard or Vendor Invoice.
- A Fire Meal Authorization form naming each individual receiving a meal is required (see Appendix for an example) and must be uploaded with the receipt when submitted for processing into T&E. The form can be found under Fire Finance Information & Forms at: https://dnrc.mt.gov/Forestry/Wildfire/forms-information.
- If names are not available (i.e. IA resources being dispatched) provide a comment/justification on whom the meals are intended for on the bottom of the form.

Meals purchased during travel. Meals may be purchased by personnel in travel status to/from a wildfire assignment.

- Payment method is Procard or personal money.

Individuals may dine in or take out from restaurants; or may purchase food items at grocery stores if they wish to prepare their own meals. The total cost of the meal/food items is not to exceed the fire meal rate allowed for that meal. Meal rates are in effect from the time travel begins to when travel concludes and personnel return to the home unit.

- If the payment method is Procard: A detailed receipt is required and a Fire Meal Authorization form naming the individual receiving the meal is required for each meal (see Appendix) and must be uploaded with the receipt when submitted for processing into T&E.
- If the payment method is personal money (out-of-pocket): The employee will be reimbursed on the TRER.
- Refer to the In State Fire Meal Policy Guide, under Fire Finance Information & Forms at the following website: https://dnrc.mt.gov/Forestry/Wildfire/forms-information.

5. DNRC *out-of-state* fire assignment meal policy guidelines:

   Meals purchased during travel related to out-of-state fire assignments are pursuant to the Out of State travel policy for the State of Montana, with one exception; a Procard may be used to purchase meals and a 15% gratuity may be authorized. Out-of-State meal rates shall apply for the entire travel period, from the point of departure (i.e. home unit, airport etc.) to return to the point of departure and should not be mixed with in-state or fire meal rates.

   The Out of State Fire Meal Policy Guide can be found under Fire Finance Information & Forms at: https://dnrc.mt.gov/Forestry/Wildfire/forms-information.

   Additional travel policy information can be found at https://doa.mt.gov/employee-travel.

6. DNRC Prescribed Fire (RX) Meal Policy
   Fire Meal rates do not apply for prescribed fire operations. These are planned events and do not qualify per MCA Code 2-18-501.

   Employees are expected to provide their own meals when operating out of their normal duty station.

   When employees meet the conditions of "travel status" and are operating in support of planned prescribed fire operations, standard per diem meal rates apply.

7. Cell Phone and Electronic Devices, and Rental Vehicle Guidelines:

   These items are not authorized unless requested by the host agency and noted in the Special Needs or Documentation section of the resource order by the Geographic or Zone Interagency Dispatch Center.

a. Cell Phone and Electronic Devices

Authorization is provided for damage and/or repair/replacement and is not meant for billing normal usage charges. Cell phone overage charges due to international incident usage may be reimbursed with appropriate backup documentation.

If an individual has approval to bring a cell phone and/or an electronic device, and it is subsequently damaged, the individual must follow the appropriate claims process depending upon ownership of the device. It may be necessary to obtain an "S" resource order number at the incident for repair/replacement reimbursement of an agency owned device.

Claims for damage/loss need to be pursued through established procedures. See Chapter 370 of this manual for guidance.

b. Rental Vehicles

Individuals should make travel arrangements through the ordering dispatch center for transportation to and from an incident. Rental vehicles should not be procured unless approved by the host agency. Off-road rental vehicles must be ordered through dispatch.

In the Northern Rockies region, DNRC line going personnel may be issued off-road vehicles from rental car companies that have a DNRC Off-Road Incident Vehicle Rental EERA. The DNRC Off-Road Incident Vehicle Rental EERA may not be used to obtain vehicles for general transportation and travel that does not require the higher ply tires (Load E).

Additionally, local dispatch centers, and only the dispatch centers, may acquire off-road rental vehicles through the NERV BPA; a rental vehicle agreement solicited by the Forest Service and available nationally. Specific guidelines for NERV use within the Northern Rockies region can be found at: https://nerv.firenet.gov/.

If a rental vehicle is needed for on-road/paved road transportation, and the rental vehicle is authorized on a resource order, an employee may arrange for the rental utilizing their Procard. The dispatch center may have the ability to arrange for on-paved road rental vehicles for individuals who do not have a Procard. Offices may also investigate the availability of Motor Pool vehicles for on-road use. However, motor pool vehicles are not to be charged to an incident.

In the case of a DNRC Direct or County Assist incident, the Line Officer must approve all rental vehicles. Rental vehicles must be authorized on a resource order; either ordered individually as Equipment or authorized in comments for personnel on an Overhead order.

Rental vehicles must be demobilized and closed out with Finance at each incident. There should not be any carryover between incidents.

8. Luggage Guidelines:

   a. Additional luggage fees incurred for airline travel are an approved reimbursable expenditure covered in the *Montana Cooperative Fire Management and Stafford Act Response Agreement (2023-2027)*, Appendix D Section VI.

B. STATE of Montana Agencies Other Than DNRC

1. Montana National Guard (MTNG)

   a. Montana National Guard will only be used when activated by executive order of the Governor. The Montana National Guard is a state resource and will be ordered through DNRC channels for all incidents including federal support.

      All requests for MTNG support will go through the Northern Rockies Coordination Center (NRCC), Missoula, who will contact the DNRC Deputy Chief. The DNRC Deputy Chief will contact the Disaster and Emergency Services (DES) on-duty officer. DES will then contact the Governor's office, and the Governor's office will issue an executive order proclaiming a state of emergency. Use and coordination of MTNG equipment and personnel will be managed through the usual channels.

      The state of emergency will be based on one or more counties specified in the executive order proclaiming an emergency or disaster. See executive order examples in the Appendix of this manual.

      Per MCA 10-3-303:

      (3) (a) Except as provided in subsection (3)(b), a state of emergency or disaster may not continue for longer than 45 days unless continuing conditions of the state of emergency or disaster exist, which must be determined through a poll of the legislature as provided in MCA 10-3-122 or by the declaration of the legislature by joint resolution of continuing conditions of the state of emergency or disaster.

      (b) A state of emergency or disaster may continue for a drought, an earthquake, flooding, or wildfire if continuing conditions of the state of emergency or disaster exist unless terminated by the declaration of the legislature by joint resolution of termination of the state of emergency or disaster.

      Use of National Guard Armories and Fort Harrison does not require a declaration of emergency.

For more information, see the Memorandum of Agreement between the Montana Department of Military Affairs, Montana National Guard, and the Montana Department of Natural Resources and Conservation, Forestry Division located at: https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides.

b. National Guard Pay and Allowances

Pay rates and allowances for use of the Montana National Guard are outlined in Annex C, D, and E of the Memorandum of Agreement.

c. Payroll and Per Diem Procedures for Montana National Guard

All time is kept by the MTNG designated member and copies will be forwarded to the DNRC Forestry Division Office Fire Finance & Incident Business Supervisor. Mark any timekeeping documents clearly as National Guard and include military rank of individual. Montana National Guard personnel are paid a daily rate.

Crew Time Reports or similar forms shall be utilized on all FEMA declared incidents.

NOTE TO INCIDENT FINANCE OFFICERS: National Guardsmen may be granted commissary privileges, if available, on a cash or credit card basis.

Travel per diem is reimbursed according to State of Montana rules and regulations.

d. Reimbursement

The DMA will bill DNRC for all federal and state supported fires. DNRC reimburses DMA through a No-Warrant Transfer of Funds, and then DNRC bills the federal agencies for the support to their fires.

2. Montana Department of Corrections (Inmate Fire Crew)

For more information, see the Montana Department of Corrections/Montana Department of Natural Resources and Conservation Agreement (DOC/DNRC) Annual Operating Plan located at: https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides. Additional information is provided in the MIBOG.

3. Other Montana State Agencies

Employees of other Montana State agencies may be utilized by DNRC to assist on DNRC fires in one of two ways: **"Reimbursement basis"** and **"On Loan"**.

a) Reimbursement basis: DNRC will only reimburse another Montana State agency for the overtime of an individual, travel expenses, and pre-authorized items (i.e., supplies and materials), unless they have been approved and are "on loan" to DNRC.

- Record all DNRC incident work time on the Crew Time Report (CTR) or Emergency Equipment Shift Ticket for the other agency individual and/or equipment. Mark the timekeeping documents clearly with the other agency name and home office address.

- At the conclusion of the DNRC assignment, the completed and approved original Incident Time Report (OF-288) and Emergency Equipment Use Invoice (OF-286) (if applicable) shall be given to the other agency official for further processing within the other agency. The DNRC Forestry Division must advise the other agency official that the other agency must bill DNRC Forestry Division Office in Missoula for any personnel overtime (NOT base time) and, if applicable, equipment use charges at the other agency's appropriate regular rates, using the DNRC timekeeping forms provided.

b) On Loan: Employee(s) that are "on loan" should not take paid leave from their home agencies. The loaned employee(s) would go on the payroll of DNRC at their current home agency total compensation rate.

See the Montana Operations Manual, Category: Accounting, Title: 317 Disaster and Emergency Expenses; effective date 7/1/2005, revised 4/12/21; Section V. General Information, Section VII. Disaster and Emergency Expenditures, and Section VIII. Expenditure Reimbursement from Federal or Other Entity. The document is located at http://mom.mt.gov/default.mcpx. Click on "Click Here to Access the Montana Operations Manual".

- "On loan" employees must complete the "Employee on Loan Hiring Packet". The hiring Land/Unit office will provide the Access Code for the electronic version. A hard copy packet is also available, and the Land/Unit office will submit the completed original hire packet to the DNRC Payroll office. On the "Emergency Firefighter Employment Form," complete the "Current or Past State Employee Information Section."

- "On loan" employees must record all DNRC incident work time on the combined DNRC Emergency Personnel & Equipment Shift Ticket, Crew Time Report (CTR) or Emergency Equipment Shift Ticket as applicable. Mark the timekeeping documents clearly with the other agency name and home office address.

- At the conclusion of the DNRC assignment or end of each pay period, whichever comes first, the completed original and approved EFF Time Report (OF-288) will be submitted by the Land/Unit office to the DNRC Payroll Office.

The DNRC Payroll Office will contact the loaned employee's home agency payroll contact person to get the current total compensation rate of pay and a copy of their home agency timesheet(s) (if applicable) for the pay period(s) they have worked for DNRC. The DNRC Payroll staff will submit the loaned employee's time in the SABHRS payroll module under DNRC and charge to the appropriate DNRC SABHRS fire or incident number for all expenses related to the incident for the individual on loan. Payroll expenses will be recorded under DNRC at the employee's current total compensation rate of pay, using the Incident Time Report OF-288 form provided.

C. Federal Personnel and Employees from Other States

1. General

In general, the salary or wages of federal personnel, including emergency firefighters hired by federal agencies for DNRC use (e.g., Native American Crews and others) are billed to the DNRC by the sending federal agency under the provisions of existing cooperative agreements (see Chapter 350 of this manual). Federal billings are at the actual cost to the sending agency for compensable travel and work time, including premium pay when premium pay is earned, under the policies, laws, or rules governing the employees of the sending agency.

Most federal agencies which are involved in wildland management; and therefore, likely to cooperate with DNRC in fire suppression, comply with the policies and practices in the NWCG Standards for Interagency Incident Business Management handbook and the Montana Cooperative Fire Management and Stafford Act Response Agreement, commonly referred to as the Montana CFMA.

DNRC Line Officers, Incident Business Advisors, and fire fiscal personnel should, therefore, be aware of the provisions of the SIIBM and the Montana CFMA, since these provisions generally govern federal employees on DNRC fires, and accordingly govern the federal billings later presented to DNRC for payment.

The Montana Cooperative Fire Management and Stafford Act Response Agreement is available at: https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides.

2. Other Fire Protection Agency Employees

Employees of other fire protection agencies may be dispatched by cooperating federal agencies, or under State agreements, to DNRC fires. These imported resources can appear under very different employment terms and conditions, depending on the agreement with the sending unit.

D. Local Government Fire Forces

1. LGFF refers to a subdivision of local government organized and administered as per MCA Title 7 used in support of wildland fire operations. In this document, the following are interchangeable with the term LGFF:
    a. Fire departments (career, combination, volunteer) including municipal, rural fire districts, volunteer fire company, fire service area, or county rural fire department,
    b. County or municipal (e.g. town or city) equipment and personnel,
    c. Volunteer and paid personnel from local government Fire, Emergency Medical Service (EMS), Search and Rescue or Law Enforcement organizations.

2. LGFF are made available to cooperating agencies and the interagency wildland fire system through the DNRC. Utilization of LGFF should follow all the protocols stated in the NRCG Mobilization of Local Firefighting Resources (Umbrella guide) and the MIBOG.

313 TIMEKEEPING

See the NWCG SIIBM (white pages), Chapter 10, Personnel Timekeeping/Recording section for timekeeping procedures.

The Crew Time Report (CTR) or the combined DNRC Emergency Personnel & Equipment Shift Ticket is typically completed by the Engine Boss or Crew Boss in charge and then reviewed and approved by the next level of supervisor. CTRs may also be completed by a single resource and reviewed and approved by the supervisor. In either case, no one is authorized to approve their own shift ticket. Crew members listed on the shift ticket are responsible for reviewing those hours to ensure accuracy before they are approved and submitted for posting to the OF-288. There is no location on the shift tickets for individual signatures.

When the individual or crew member is unavailable for final signature on the OF-288 (due to initial attack or return to school, etc.), and every attempt has been made to secure that signature, it is perfectly acceptable to note in the signature block “not available for signature” to expedite that pay document. In no case should the OF-288 be held up for payment unless there are gross errors present.

The Time Unit or agency Timekeeper approval of the OF-288 certifies that the required documentation, i.e. an approved CTR or a combined DNRC Emergency Personnel & Equipment Shift Ticket, is on file and no further documentation is required for pay purposes.

A. Common Timekeeping Problems

The following are common timekeeping problems:

1. Landowners and Local Residents on the Line When Crew Arrives

   Landowners and/or local residents often go directly to a fire when they see smoke and are on the line when regular crews arrive. If the Line Officer makes the decision to pay these cooperators, their time needs to be verified by the responsible official. These individuals may report to the Time and Equipment Recorders in the Finance Section if an IMT is in place when they come off the line. If they are to be placed into pay status, an EFF hire packet must be completed, and their time/hours worked must be recorded on the appropriate shift ticket and approved. Work with the local hiring area/unit office to facilitate the hiring of landowners and/or local residents.

2. Resources Moving from One Fire Camp to Another on the Same Fire

   Some incidents may grow so large that several camps are established with resources checking out of one camp and into another. There may or may not be a Finance person working at the secondary camp. If the secondary camp location is within a reasonable driving distance, Finance may send a person daily to pick up the shift tickets.

   If the camp is located beyond a reasonable distance, it will be very important that the Finance, and Operations or Logistics, sections work together to ensure that CTRs, Equipment Shift Tickets or DNRC Emergency Personnel and Equipment Shift Tickets are collected and delivered to the Finance section for processing in a timely manner.

   In some cases, a separate Finance section may be set up in the second camp to facilitate the collection and processing of all documents. The two Finance groups will work together to ensure accurate and timely processing.

3. Resources Moving from One Fire to Another Fire within an Area of DNRC Responsibility

   Ideally, all resources on an incident should be formally demobilized, and follow demobilization procedures, closing out with each individual section before leaving an incident. This ensures that all time reports are reviewed and processed appropriately, and any accountable property is returned, etc.

   When a resource that is being paid an hourly rate is being reassigned to a subsequent incident, the Time Unit should close out the last days' time report indicating when that resource is to leave the incident (Departure Time-12:00). Consecutively, a new time report for the subsequent incident would be started (Start Time-12:00) and taken to the next incident by that resource. Travel time from one incident to the next is paid for by the receiving incident.

When resources that are paid a Daily rate are reassigned, the entire last day is charged to the receiving incident. (Ex-Shift ticket notes shift started at 0700 at incident #1; departure at 1200 from incident #1; arrival at incident #2 at 1500. Works until 2000. Full day is charged to incident #2.) This helps to prevent a duplicate payment for the last day to the resource on the first incident.

Original time reports will be returned to the hiring Land or Unit office with the resource, as normal.

4. Resources Moving Outside the Area of DNRC Responsibility

   Organized crews of Emergency Firefighters are normally paid at the conclusion of their DNRC firefighting assignments. Finance Section Chiefs and Time Unit Leaders need to be aware of the arrangements made with the crews well in advance of moving any of them to another fire. When crews are being sent to another fire outside areas of DNRC responsibility, their time reports must be closed out and originals transmitted to their hiring unit for payment processing. Do not send these DNRC time reports to the other agency fire. New time reports are started at the new assignment.

5. Armed Forces Members

   There are no legal restrictions for DNRC EFF employment of active-duty members of U.S. Armed Forces. Such employees must be physically and otherwise qualified for any EFF duties they may be assigned.

   Note: There is a federal prohibition against federal (not DNRC) casual hire of active-duty members of U.S. Armed Forces.

6. Vacating Job Without Notice

   Occasionally an employee will check out for work on the line and will vacate the job without bothering to check back through the Time Recorder. Review all time reports with sufficient frequency so that all cases of disappearance can be checked without undue delay. The possibility always exists that a long overdue employee was hurt and is still out on the fire line. An investigation may save his/her life. Report all suspected cases to the supervisor.

314 COMMISSARY

See the NWCG SIIBM, Chapter 10 for guidance. Currently there are no national contracted commissaries.

If agency provided commissary is available on an incident, all purchases made by a DNRC employee or EFF must be done on a cash or personal credit card only basis.

315 COMPENSATION FOR INJURY

Procedures for reporting injuries of state employees, including EFFs, on both state and federal fires are described in the document titled *Instructions - Work Related Injury and Occupational Disease Reporting*. The instructions, and the *Report of Incident* form are located on the DNRC Fire Protection, Fire Business website at: https://dnrc.mt.gov/Forestry/Wildfire/forms-information.

See also the Supervisor's Incident Investigation Report form at: https://dnrc.mt.gov/_docs/forestry/Wildfire/agreements-plans-guides/DNRC-Manuals/300-Fire-Business-Manual/Appendix-300-Manual/2020_APP-5-Supervisor-Incident-Investigation.pdf#Supervisor-Incident-Report-300Manual.

Procedures covering employees of cooperating federal agencies used on DNRC fires are described in Chapter 10 of the NWCG SIIBM. Guidance is also available on the NRCG Incident Business Committee website. See the document titled, "OWCP Guide" in the Incident Business Toolbox: https://gacc.nifc.gov/nrcc/nrcg/committees/business/toolbox/Comp-Claims/NR-OWCP-Guide.pdf.

316 ELECTRONIC FIRE PAYMENT PACKAGE PROCESSING

The DNRC Forestry Division Office has implemented procedures for processing electronic fire payment packages when it is necessary to do so. These procedures are outlined in the **Guidance for Electronic Fire Payment Packet Processing** document, which is located in the Appendix.

CHAPTER 320: PROCUREMENT (INCLUDING EQUIPMENT)

321 PROCUREMENT AUTHORITY

DNRC is delegated procurement authority by the Department of Administration. This delegation specifies that DNRC has the authority to purchase/rent wildfire suppression equipment, supplies and services following the requirements of the Montana Procurement Act, 18-4-101 through 18-4-314, MCA, Title 2, chapter 5, ARM.

DNRC will follow all procurement rules when purchasing/renting equipment to meet fire suppression needs. This would also include obtaining a Resource Order when appropriate.

Additional information on ordering specialized equipment and other resources not readily available locally is contained in the DNRC Wildland Fire Suppression - 900 Manual, Section 960. This manual can be found at the following website: https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides.

322 EQUIPMENT, CREWS, AND OTHER RENTAL

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

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

The daily, hourly, and mileage reimbursement rates specified will be incorporated on the DNRC Resource Rate Form for each equipment category, which includes but is not limited to agency-owned Engines, Command Vehicles, SUV's, Pickups, Trailers, Transports, ATVs, Water Tenders, HW Stations, Starlink Units, and Portable Generators.

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

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

A. State-Owned, Hired, or Leased Equipment

Recording incident usage of State-owned or Federal Excess Personal Property (FEPP) is accomplished by using the combined DNRC Emergency Personnel and Equipment Shift Ticket or the OF-287 Emergency Equipment Shift Ticket. The information from the shift

ticket is then posted to the OF-286 Emergency Equipment Use Invoice. The invoice is necessary for billing/payment purposes and County Co-op Support Funding purposes.

1. Cooperating Agency Equipment

   If applicable, charges for equipment owned or operated by cooperating agencies and used on DNRC incidents will be included in the agency bill presented to DNRC for payment. Timekeeping for such use will be done by the cooperating agency on its own regular forms. No additional DNRC documentation is required. If the cooperating agency has no regular equipment use reporting system, the OF-287 Emergency Equipment Shift Tickets summarized onto the OF-286 Emergency Equipment Use Invoice, should be used to record, and bill for equipment use.

2. Reimbursement for Use of DNRC Equipment by Other Agencies

   See DNRC Fire Follow-up - 1000 Manual and the MIBOG Section 01.6 – State-Owned and Other LGFF Equipment.

   All DNRC equipment (Agency Owned Equipment or AOE) use is to be recorded on the OF-287 Emergency Equipment Shift ticket or combined DNRC Emergency Equipment and Personnel Shift Ticket which is then posted to the OF-286 Emergency Equipment Use Invoice. Also attached must be the DNRC Resource Rate Form and a Resource Order documenting the order of that same equipment for use on the incident. These OF-286 Use Invoices are not submitted through SABHRS for payment. In Block 22 (remarks) enter: "For Fire Record Only" and forward to the DNRC Forestry Division Office Financial Specialist for billing to the using agency.

B. Competed Resources

NRCG federal member agencies have established and use competed resources where agency regulations allow. The federal agencies within the Northern Rockies are required to use the competed agreements before all other private resources not under agreement with the following exceptions: initial attack at which time an EERA must be established prior to use, or where Tribal preference policy established with reservation jurisdiction applies.

The DNRC can use and will honor these competed agreements. The DNRC may utilize any resource to aid in the suppression/rehabilitation of any fire on lands protected by the State of Montana. This includes but is not limited to use of any resource from the following sources: DNRC, other states and federal agencies, local government fire forces, 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.

Resources contracted through the federal VIPR solicitations must be used within the DPL (Dispatch Priority List). If a VIPR contractor is used outside the DPL, such as during IA, the VIPR contract cannot be used, and an Incident Only EERA must be written. When hiring for severity, preposition, or standby assignments, see Section 322 D.

Initial attack resources must be under an agreement prior to taking any action. 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. Please see the DNRC Incident Acquisition Manual in the appendix for general equipment hiring guidelines and current equipment rates for private contractors being hired under these circumstances.

The NRCG federal member agency solicitation and competed agreements are located at: https://gacc.nifc.gov/nrcc/dispatch/equipment_supplies/agree-contract/solicitations.htm.

Dispatch Priority List and Resource List

Within the Northern Rockies the federal competitive solicitations are awarded using acceptable past performance, qualified personnel, minimum equipment standards and other factors to generate a Dispatch Priority List (DPL) and equipment is dispatched by ranking order on the DPL. There is also the Geographic Out-of-Area DPL that is unique to the Northern Rockies. Other solicitations generate a Resource List (RL). The RL is **not** ranked by priority and any vendor that best meets the incident needs may be chosen.

C. Non-Competed Resources

Equipment that has not been competed but is available locally can be procured through the execution of a DNRC EERA at any time. See the DNRC EERA Instruction form and the Contracted Resource Payment Procedures in the Appendix of this manual.

DNRC Emergency Equipment Rental Agreement (EERA) documents are located on the DNRC Fire Business website at: https://dnrc.mt.gov/Forestry/Wildfire/forms-information. Additional information is available in the DNRC Incident Acquisition Manual in the appendix.

D. Private Contract Resources for Severity and Standby Incidents

Privately owned and operated contract resources assigned to severity or standby shall be acquired in a manner that is objective, transparent, documented, and consistent with interagency dispatch and procurement practices. Except as provide below, all needs for privately contracted resources shall be filled through the interagency dispatch system and, where available, through a Dispatch Priority List (DPL) or other competitively awarded agreement.

IA Resource Carry Over

A Unit or Land Office may carry over a privately contracted resource initially hired on an initial attack incident and subsequently reassigned to severity or standby status.

This deviation applies only to the first two approved seven-day severity or preposition periods. All resources used under this provision must meet applicable DNRC standards for equipment typing, configuration, and contracting.

For any given resource, once the initial two approved severity or preposition periods have been utilized, the resource shall be released, and all continued need shall be filled through the interagency dispatch system and, where available, through a DPL or other competitively awarded agreement.

Deviation Request Process
Use of a local or non-DPL vendor is allowed only with documented justification and prior approval from the Fire Protection Bureau. Acceptable justification may include but is not limited to, lack of available DPL resources, excessive travel time to/from the host unit limiting mob time and exceeding work/rest, inability of the host unit to provide logistical support, unique operational capability of certain equipment, or documented performance concerns with alternate resources.

Any deviation requests shall be submitted by the Unit FMO, Land Office FMO, or designee and must identify the incident or severity assignment, vendor, equipment type, days already worked, operational justification, cost considerations, and requested duration. Fire Protection Bureau review shall be documented, and any approval shall specify the authorized period. Further extensions require submission of a new request through the normal severity review process.

No DPL or Agreement Available
If no DPL or other competitively awarded agreement exists for a needed equipment type, the Unit or Land Office shall follow applicable DNRC procurement procedures and document the rationale for the procurement method used.

Protocol Suspension
The Fire Protection Bureau may suspend this protocol during periods of extreme fire danger and elevated preparedness levels, as determined by the Bureau Chief or designee.

E. Performance Evaluations
Incident supervisors should complete performance evaluations for all contracted equipment or personnel under their supervision. Performance evaluations are required for all competed agreement private contractors. The evaluation for the competed agreement (VIPR) is to be sent to the appropriate Contracting Officer.

The original completed evaluation form per applicable DNRC agreement is sent to Karen Zarbolias, Contracting Officer, Missoula, a copy retained in the Emergency Equipment Envelope, the contractor retains a copy, and a copy is sent to the Contracting Officer responsible for the agreement. (Do not send the evaluation with the Payment Package to Missoula.)

Standard Contractor Performance evaluation:
https://gacc.nifc.gov/nrcc/dispatch/equipment_supplies/performance-eval.pdf
Crew Performance Rating (ICS-224):
https://www.nwcg.gov/sites/default/files/products/ics-forms/ics_224_wf.pdf

Personnel Performance Rating (ICS-225):
https://www.nwcg.gov/sites/default/files/products/ics-forms/ics_225_wf.pdf

F. Local Government Fire Forces (LGFF)

Procurement of equipment from local government fire agencies will follow the procedures in the NRCG Mobilization of Local Firefighting Forces and the MIBOG.

All payments made by a state agency to any city, town, county, or local government entity must be payable to the finance officer of the appropriate city, town, or county.

- **MCA 17-8-311. Payments to Local Government Entities – Notice.**

  a. *"Finance officer" means the county treasurer, city treasurer, town clerk, or the equivalent provided for in Title 7, Chapter 3, MCA.*

  b. *"Local government entity" means a public entity that, whether or not governed by the legislative body of local government, is required by law to conduct financial affairs through the finance officer of a city, town, or county. The term does not include a school district or a conservation district.*

G. Private Sector

1. Private Industry

Large forest industry companies may bill DNRC directly for both labor and equipment provided by the company, using current company pay rates, when their suppression efforts are directed by DNRC officials. When labor is paid directly by a private forest industry company (NOT through the DNRC EFF employment procedure) they must provide worker's compensation coverage for their employees as required by Montana State law.

Time worked on DNRC fires are recorded on regular DNRC timekeeping forms and should be clearly marked "To be paid by (name) Company." One copy of the completed timekeeping form will be given to the company official in charge to support company billing. One copy of the completed timekeeping form will be forwarded to the DNRC Forestry Division Office, Missoula, for verification of company billing. The company bill, when submitted, is verified as to hours worked and then paid.

An alternative acceptable practice is DNRC direct hire of company equipment and/or employees at appropriate rates as outlined in the DNRC Incident Acquisition Manual for privately owned equipment and/or the MIBOG if personnel are hired as an EFF. Exceptions to DNRC EFF rates can be made when dozer operators or other specialized equipment operators are able to furnish a current union membership card. Under these conditions, these equipment operators may be paid current union wages.

Montana DNRC is not authorized to procure fare tickets, rentals, lodging, or give travel advances for private contractors or their employees. This includes mobilization to and demobilization from emergency incidents. DNRC may reimburse for travel costs per contract provisions.

2. Contract Crews

Type 2-IA Crews, Fireline Crews, and Modules are privately contracted crews consisting of qualified wildland firefighters available for fire suppression activities, All-Hazard incidents, and Severity/Preparedness assignments. These State contracted, or nationally contracted crews provide their own transportation and insurance. Hours worked for this type of crew are typically combined and processed using one hourly rate on an OF-286 or a vendor invoice of some type.

State of Montana Contract Crews:
Type 2 Crews consisting of 18 to 20 crewmembers including 1 Crew Boss
Type 2-IA Crews consisting of 18 to 20 crewmembers including 1 Crew Boss
Modules consisting of 8 - 10 crewmembers, including 1 Crew Boss

National Contract Crews:
Type 2 Crews consisting of 18 to 20 crewmembers including 1 Crew Boss
Type 2-IA Crews consisting of 18 to 20 crewmembers including 1 Crew Boss

The DNRC contracts for these crews may only be utilized by the State member agencies within the Northern Rockies Geographic Area. The Federal agencies are prohibited from ordering or utilizing DNRC contract crews on federal jurisdiction incidents. Federal agencies may only utilize national contract crews. The DNRC may utilize both State and national contract crews on DNRC jurisdiction incidents.

Incident finance will prepare original payment documentation for both types of contract crews following normal processes. DNRC contract crew original payment documents must be sent to the DNRC Forestry Division Office (or using State agency's financial office) for payment. All original invoices for national contract resources must be sent to the Albuquerque Payment Center for payment.

3. State Employee/EFF owned Vehicles

With their supervisor's pre-approval utilizing a Travel Authorization for Personal Vehicle Use, a state employee or EFF may utilize their privately owned vehicle for transportation to/from an incident. The employee/EFF is reimbursed mileage only on a TRER. The hiring office will complete the TRER in the T&E system, from the TEV completed by the EFF. Employee/EFF should be advised that they must rely on their personal insurance in the event of an accident. A state employee or EFF's privately owned vehicle shall not be hired for use on an incident. For more information, see the Vehicle Hire Liability Chart posted under Rental Vehicle Forms at: https://dnrc.mt.gov/Forestry/Wildfire/forms-information.

H. Inspection Guidance Forms

Equipment shall meet the requirements of the OF-296 Vehicle/Heavy Equipment Pre-Use Inspection Checklist. See the SIIBM, Chapter 20, for the "OF-296 - Vehicle/Heavy Equipment Pre-Use Inspection" form.

I. Motor Carrier Safety Regulations

Montana Motor Carrier Safety Regulations can be found at the following website: https://www.mdt.mt.gov/business/mcs/safety-regs.aspx.

Drivers are responsible for meeting all federal, state, and local laws with regard to operating equipment on Montana public roadways and highways.

J. Use of Land or Other Facilities

A Land Use Agreement (LUA) or, if applicable, a Letter of Agreement (LOA) should be finalized in coordination with the Line Officer or his/her designated representative prior to use of land or other facilities. The short-term rental of land, office, or warehouse space, fire station, school facility, fairgrounds, or other such facilities, shall be negotiated at a daily, weekly, or monthly rate, and specified on a LUA. The LUA shall indicate who will be responsible for providing service and utilities, if any are required, as well as who is responsible for any restoration work that may be necessary. Payment for a LUA should be submitted on an OF-286 unless other arrangements have been made.

A joint pre-use and post-use inspection of the premises shall be conducted. Such inspections shall note all improvements and their condition, including items such as fences, buildings, wells, crops, road condition, etc.

The LUA template is available on the DNRC Fire Business website: https://dnrc.mt.gov/Forestry/Wildfire/forms-information.

For DNRC Trust Lands only: If the use is considered mutually beneficial between agencies there is no fee required, and a Letter of Agreement (LOA) must be completed. Contact the Real Estate Management group for additional guidance.

323 SOURCES OF SUPPLY

Supplies to be used for fire suppression should normally be obtained from the most economic (i.e., least costly) source, provided that the items needed can be delivered in time and in sufficient quantity to meet operational requirements. Local cooperating agency supplies can also be considered and, if needed, provided for in local annual operating plans.

Land Offices should also make annual pre-season local arrangements for commercial purchase of supplies normally needed for fire suppression. These pre-season arrangements can be shared and coordinated, if appropriate, with local cooperating agencies. Land Offices should annually prepare a summary of such prearranged contracts, agreements, and arrangements. This is normally called the Service & Supply Plan and is a part of the Incident Business Operating Guide (IBOG), see Appendix.

The Service & Supply Plan should list vendor names, day/night contact information, addresses, rates, etc. and include the following:

- Completed rental agreements for equipment, separated into broad categories, such as bulldozers, trucks, saws, etc.

- Available local open-market sources--list sources for heavy-demand items such as food supplies, food service (include menus if appropriate), fuel, equipment repair service, batteries, clothing, etc.

- Logistical support agreements with local cooperating agencies.

A. Commercial Invoice Guidelines

A commercial invoice is basically a bill that provides details regarding the usage of the items or services that are being billed for. As it relates to incident purchases, commercial invoices are acceptable in situations where an EERA is not applicable, such as when the vendor is simply providing their normal commercial service. Examples include a one-off fuel delivery, utilities, and garbage/dumpster service. These are situations where the vendor provides their normal business service, has set pricing, and there is typically no negotiation of rates.

Other types of incident purchases where a commercial invoice may be utilized (when an EERA is not applicable) include motel rooms, restaurant provided meals, equipment rental such as light towers, forklifts, generators, table & chairs, and a COW (cell tower). This is not a complete list.

Commercial invoices are not to be used on an incident to verify services such as for porta-potty delivery, and/or rental, or UTV usage. In most cases, an Emergency Equipment Shift Ticket will be required to document all usage. The shift ticket(s) will be used as supporting documentation for the commercial invoice. Typically, on an incident with an IMT, the Logistics group will manage these uses utilizing a shift ticket.

There may be some instances in the very rural areas of the state that selection of vendors for certain types of services is very limited. In those types of situations where there is no option but to accept a commercial invoice, documentation to that effect is acceptable. However, the use of equipment shift tickets to document the usage is still required.

CHAPTER 330: PROPERTY MANAGEMENT

331 PROPERTY ACCOUNTABILITY PROCEDURES

Definition of Accountable Property
Accountable Property is non-expendable government assets, typically with a significant cost or high risk of loss, whose expected useful life is two years or longer; and whose acquisition value, as determined by the agency, may warrant tracking in the agency's property records.

This includes items like high-value equipment (laptops, radios, vehicles) and sensitive items (chainsaws, GPS units, cameras) that must be controlled due to theft risk, even if below the cost threshold.

A. Policy

Responsible line and service personnel in fire and Land Office organizations will be held accountable and must hold their subordinates accountable for property assigned to them.

See the DNRC Wildland Fire Suppression - 900 Manual, Equipment and Supplies, Section 960 for policy on Cache and other supply returns. This manual can be found at the following website: https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides.

Refer to DNRC Fire Forms - Lost, Stolen, Damaged or Destroyed Property Report. This form can be found at: https://portal.dnrc.mt.gov/directors-office/financial-services-office/assets-inventory/asset-forms. If this website is not accessible, it is acceptable to use the OF-289 Property Loss or Damage Report form which can be found at: https://dnrc.mt.gov/Forestry/Wildfire/forms-information.

B. Organization and Responsibility

Area Managers or their designated Line Officers or Agency Representatives have overall responsibility for property accountability and security associated with fire suppression activity on their respective areas.

The Incident Commander has overall responsibility for accountability and security on the incident. This includes verification of resources received and dispatched from the incident camp as well as in and about the incident area.

If an Incident Management Team is in place, the Logistics Section Chief will coordinate and review the camp and security plan preparation and staffing needs with the Planning Section Chief, who will include the security plan as part of the official fire records.

The Fire Protection Bureau Chief has the responsibility to ensure that the accountability and security system is implemented and adhered to. The Deputy Chief (Fire Protection Bureau, Forestry Division) will monitor statewide accountability and security associated with fire suppression activity; and will work with Area Managers, Line Officers, and Incident Commanders to identify areas of significant losses.

C. Property Accountability Controls

Property Management direction is documented in the DNRC 900 Manual, Chapter 960; the NWCG SIIBM Chapter 30 and NRCG Chapter 30 supplement, and can be accessed on the NRCG Business Committee website at: https://gacc.nifc.gov/nrcc/nrcg/committees/business_committee.htm.

NWCG SIIBM Chapter 30 states "The incident agency should limit replacement to those *expendable* items that are used up on the incident …" For all NRCG agencies: *expendable* items meet the *consumable goods* definition.

The incident agency **may authorize**, through written documentation **to the home unit**, replacement of non-expendable or non-standard cache government property items that have been destroyed or rendered otherwise unserviceable while being used on the incident. ***"S" resource order numbers are required for approved repair or replacement of items on all federal incidents.*** The incident agency may require that damaged property be turned in before replacement is authorized.

- Standard cache or consumable items that are damaged on an incident may require the OF-315 Incident Replacement Requisition form for replacement.
- IMTs cannot authorize replacement of non-expendable or non-standard cache items unless authorized to do so by the host agency.
- If a non-standard cache item (durable item) was damaged on the incident due to a **specific event**, e.g. wind destroys a tent or tree bends a saw bar, **the incident may issue an "S" Resource Order number** on an approved OF-289 Property Loss or Damage Report form, authorizing the replacement item to be obtained by the home unit and charged back to the incident.
- **Sensitive or accountable items purchased with appropriated money by the home unit and worn out through normal use, in project or fire suppression activities, must be replaced by the home unit with home unit funds, and not incident funds.**
- **Replacement of durable items which become worn out on a particular incident and have a useful life expectancy greater than one incident will remain the responsibility of the home unit which originally purchased the item. Incident personnel are not authorized to approve replacement of these items with suppression dollars, or to issue "S" numbers for the home unit to charge replacement items back to the incident.**
- **Normal wear and tear items for government vehicles are to be covered with home unit coding and funds. Vehicles are considered accountable property.**
- On type 3, 4, and 5 incidents, the units shall designate an official responsible for approving the purchase of replacement items consumed, destroyed, or damaged.
- Incident funds shall not be used to increase the value of a property being utilized during any incident. Any alterations or improvements necessary for incident

operations will be removed by the Government after the termination of the emergency use.

D. Camp and Fire Security

Situations may require a Security Manager at the discretion of the Line Officer in charge. When a Security Manager is requested, "Law Enforcement Officer – Level II" may be assigned. The principal role and responsibility of the Security Manager is outlined in NWCG 310-1.

Appropriate protection measures may include use of agency law enforcement personnel, or state and local law enforcement agencies. Requests for assistance will be placed through existing dispatch channels.

332 PROPERTY IDENTIFICATION AND MARKING

All DNRC accountable property will be marked or identified as described in Montana Operations Manual (MOM), Category: Accounting, Title: 335 Capital Assets. This document may be found at the following website: https://howto.mt.gov/MOM.

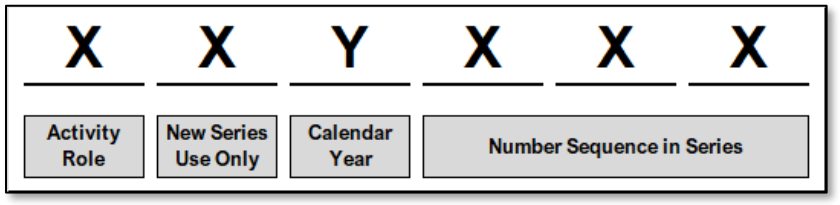
Additional instructions for marking DNRC property are contained in the DNRC Wildland Fire Suppression – 900 Manual, Chapter 960, Section 964 – Property Management. This manual can be found at the following website: https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides.

CHAPTER 340: COST ACCOUNTING, DAILY STATUS, AND COST REPORTING

341 INCIDENT COST ACCOUNTING

A. Annual Incident Numbering System Overview

Incident expenditures are documented utilizing the Statewide Accounting, Budgeting and Human Resource System (SABHRS). The numbering system incorporates a six-digit fire org number that reflects the protection, calendar year, and the sequential number in the series.

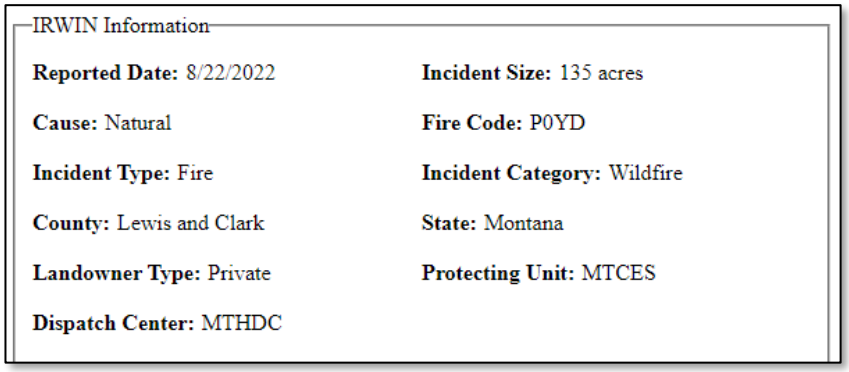


B. Financial Code Generation

The Financial Code Generator (FCG) replaced the F300 in CY2021. It is a web application tool developed by DNRC IT, to be used to generate state financial codes for tracking state expenses related to wildfire and all hazard incidents in which the state has a financial interest. The application tool also displays information about each incident from the Integrated Reporting of Wildland-Fire Information (IRWIN) service and provides some reporting capability. The FCG can be found at: https://fcg.dnrc.mt.gov/.

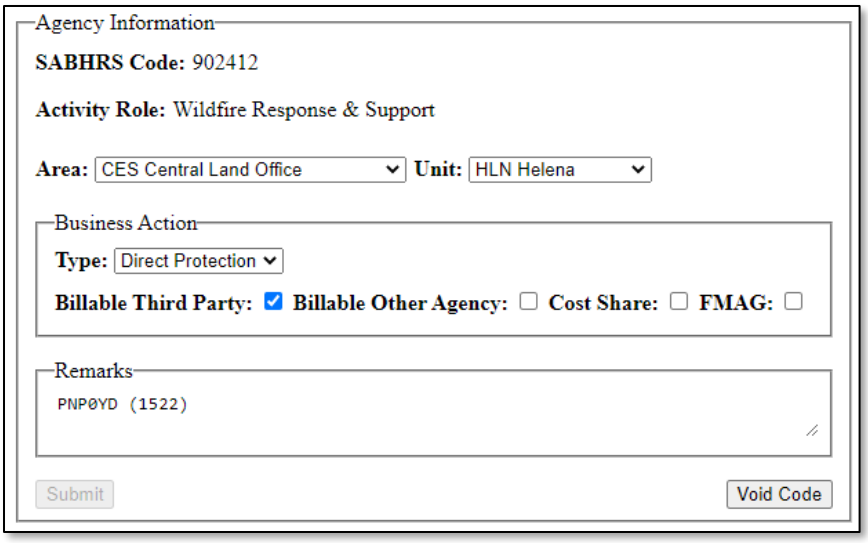
New financial codes can be generated by users with the Primary, Manager, or Owner application roles. All users of the FCG site have access to basic incident information without needing to log in. To request elevated permissions, see the HELP section of the FCG for instructions.

For each financial code, there are two separate groups of information. The first section contains details about the incident itself, including incident name, state, reported date, fire cause, and the county where the incident is located.



The information is automatically populated from IRWIN and is displayed in the **IRWIN Information** section.

The second set of information contains the information that is required by Montana DNRC business practices and is generated by the FCG user. This information is entered manually in the **Agency Information** section.



C. Entering Agency Information in the FCG

DNRC specific information is entered manually by Dispatch, the Area FMO, or FCG Owner.

1. Activity Role Designation

The activity role designation determines the first digit of the SABHRS financial code series that will be generated for the incident. The Financial Code Generator (FCG) determines the appropriate sequential code depending on the selected activity role. Incident information will be read from IRWIN and an Activity Role is manually selected before a financial code is assigned. Montana specific fire business activity information will be updated by users throughout the life of the incident. There are three types of Activity Roles that can be chosen from the dropdown list: Wildfire Response and Support (90yxxx sequential series), Administrative Fire Orgs (70yxxx sequential series), and All Hazard Orgs (40yxxx sequential series).

- **<u>Wildfire Response and Support Financial Codes – 90yxxx</u>**
  Fire response and support orgs are used to segregate costs related to the suppression of wildland fire incidents. A sequential SABHRS org will be assigned in the 90yxxx number series. All suppression incidents will have unique IRWIN IDs and will pull information from INFORM. Examples are as follows:
  - Mutual Aid General Support
  - Direct Protection
  - Federal Support
  - County Assists
  - NRCC out-of-area incident support
  - Northwest Compact (NWC) mobilizations
  - Severity

- **Administrative Fire Financial Codes – 70yxxx**
  Administrative Fire Financial Codes are used to segregate specific costs incurred by the Fire Protection Bureau or Forestry Division Office related to non-suppression activities and related expenditures. A sequential SABHRS org will be assigned in the 70yxxx number series. The administrative activities under this role may or may not have incident information in IRWIN that will be pulled from INFORM. Not all Administrative Fire Financial Codes are billable. Examples:

  - GACC wide cost shares for IMT Staging
  - NRCC Expanded Support and GMAC Support
  - FDO cost incurred for FEMA FMAG Administration
  - FPB General Support to the NR GACC

- **All Hazard Financial Codes – 40yxxx**
  Support incidents where the DNRC intends to bill all costs to another agency for "All Risk/All Hazard" incidents under DES tasking, search and rescue requests, etc.

  The Northern Rockies Coordination Center, with approval from the Fire Protection Bureau Deputy Chief, assigns the next available "4" org for each All-Hazard mobilization. However, not every All-Hazard/All-Risk incident will have IRWIN/INFORM information.

2. Area
The DNRC Land office with responsibility for assigning the fire financial code in the FCG is the area in which the incident occurred.

If the incident is out of state, the Northern Rockies Coordination Center assigns the fire financial code in the FCG. NRC will be the acronym used for the designated area.

Acronym	Area
SWS	Southwestern Land Office
CES	Central Land Office
NWS	Northwestern Land Office
SOS	Southern Land Office
EAS	Eastern Land Office
NES	Northeastern Land Office
MTS	MT DNRC
NRC	Northern Rockies Coord

3. **Unit**
   The DNRC Unit office with responsibility for assigning the fire financial code in the FCG is the unit in which the incident occurred.

Acronym	Unit
ANA	Anaconda
BZN	Bozeman
CLW	Clearwater
CON	Conrad
DIL	Dillon
GLA	Glasgow
HAM	Hamilton
HLN	Helena
KAL	Kalispell
LWN	Lewistown
LIB	Libby
MSO	Missoula
PLN	Plains
STL	Stillwater
SWN	Swan

4. **Business Action Type**
   The specific type of business action that can be associated with the incident. This field is required. The Business Action Types are:

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

      County Assists, when granted, are not billable to a county, but may be billable to the party or parties responsible for starting the fire. A formal written request for County Assistance signed by the County Commissioners **<u>must be submitted</u>** to the Fire Protection Bureau for each County Assist requested.

b. Direct Protection

The area for which the DNRC has the primary responsibility for attacking an uncontrolled fire and for directing the suppression action.

c. Mutual Aid

Mutual Aid as defined in the Montana Cooperative Fire Management and Stafford Act Response Agreement is "*As deemed appropriate, the Agencies may, by agreement in Operating Plans, establish reciprocal initial attack zones for lands of intermingled or adjoining protection responsibility. Within such zones, a Supporting Agency will, upon request or voluntarily, take initial attack action in support of the Protecting Agency.*

The Protecting Agency will not be required to reimburse the Supporting Agency for costs incurred following the initial dispatch of any ground resources to the fire for the duration of the mutual aid period.

As described in the Montana Statewide Operating Plan: *The Parties to the Master agreement consider their lands in the State of Montana affected by that agreement to be reciprocal. Mutual aid will be demonstrated by the Minimum Billing Threshold (MBT) of $10,000. As needed, or upon request, a Supporting Agency may assist a Protecting Agency through mutual aid assistance. The Protecting Agency will assign a Fire Code to the Incident. Supporting Agencies are responsible for initiating their own agency-specific business practices and assigning financial codes that allow for cost tracking and isolation for all support provided to ensure the MBT works as planned. Supporting Agency costs incurred will be billed in accordance with thresholds established in Exhibit D of the Montana Statewide Operating Plan.*

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

If not otherwise described in an AOP or negotiated with the Land/Unit office, a standard LGFF mutual aid period will be a minimum of 4 hours OR the conclusion of the first operational period, ending at 2359hrs on the first day of the incident, whichever comes first.

If mutual aid resources are requested to remain on the fire beyond the LGFF mutual aid period, it is the responsibility of the resource to contact the IC and request to remain on the fire. The ultimate decision for that

resource remaining on the fire is contingent on the needs of operations, and approval by the IC and local Land or Unit office. If the resource remains on the fire beyond the mutual aid period without going through the IC approval and sign-up process, the resource will not be paid. If an incident commander deems it necessary to retain a mutual aid resource(s) to remain on the incident beyond the mutual aid period, a resource order(s) should be generated.

Supporting Agencies will not bill the Protecting Agency for incident costs during the Mutual Aid Period. If the Supporting Agency's resources are ordered to stay past the Mutual Aid Period, their costs are reimbursable. If the cost threshold of $10,000 is reached, all costs accrued by the Supporting Agency, including costs accrued during the Mutual Aid Period are reimbursable.

Examples of mutual aid include but are not limited to: DNRC assistance provided at no cost to a protecting agency or instances where no formal request for assistance has been received from the county, but DNRC is still providing resources.

d. Other Agency

1) Billable incidents for fires occurring on federal agencies' fire protection in-state.

2) Out-of-state support incidents where the DNRC intends to bill costs to another agency with fire protection responsibility. The Northern Rockies Coordination Center assigns all State financial codes through the FCG for all out-of-state fire support.

3) Northwest Compact (NWC) Incidents – Used for the mobilization of resources in wildland fire pre-suppression and suppression assistance between member agencies of the Northwest Compact. All orders for the Compact resources to be deployed in Montana will be placed through the NRCC. All orders from Compact agencies for State of Montana resources will also be placed through the NRCC as per the direction in the NWC Operating Plan.

4) Miscellaneous Forestry Division Incidents – Fire Protection Bureau orgs used for Northern Rockies area cost share agreements and Bureau level expenditures.

e. Severity- (FPB and Area Severity, Extended Operations and Station Staffing incidents

As deemed necessary by the Fire Protection Bureau Chief or their designee, Pre-Positioning/Severity/Extended Operations funding may be requested. (See Appendix for the Severity Justification Request form). The need for this type of funding should be based on the need for additional personnel and equipment to meet DNRC's expectations of fire prevention and suppression and to continue to meet staffing, safety, and work/rest guidelines. Efforts should be coordinated with local and interagency fire

cooperators statewide. Approval for funding will be from the Fire Protection Bureau Chief, or designee.

Upon approval, expenditures may be charged to the Pre-Position/Extended Operations/Severity number when conditions warrant. Examples of this may include times of high fire danger; weather; high fire indices; red flag warnings; increased patrol flights, need for additional staffing, etc. Expenditures may include regular wages, overtime, lodging and per diem for current and/or additional personnel. Justification documentation must be provided to expend Fire Suppression Fund monies. Documentation will include a justification email sent to the Fire Protection Bureau Chief (or designee). The request should also list the number and type of resources requested and associated estimated costs involved. (See Appendix).

If Pre-Position/Severity/Extended Operations resources are assigned to an incident, those resources will be funded by that incident number and not by the Pre-Position/Severity/Extended Operations funding number. Severity rates for LGFF owned equipment is 100 percent of the established hourly rate under hire; rates for privately owned equipment are 75 percent for 10 shift hours or less and reverts to 100 percent for over 10 hours. Pre-Position/Severity/Extended Operations funding requests should be continually monitored to determine whether the need is still justified. If weather conditions have changed significantly, ending the potential fire threat, the funding may be cancelled. Requestors will be required to defend or justify actions for expending non-budgeted funds; therefore, only reasonable, and justifiable requests will be approved. Funding used must be reported on a weekly basis.

5. **Incident Financial Information**
   Indicate (if known) the financial status of the incident by checking the boxes that apply. More than one box can be checked as multiple statuses may apply and can be updated throughout the incident as facts are verified. For example, an incident may be a multi-jurisdictional cost share fire, with an FMAG declaration that was ignited by a third party who will potentially be billed for the fire suppression costs.

   - Billable Third Party – State law requires the DNRC to bill negligent parties for the costs of fires which escape their control, and for those fires which escape control due to negligence, on the part of the negligent party.

   - Billable Other Agency – DNRC will submit bills for their reimbursable costs to the Federal Agencies whenever Montana Federal agencies or other out-of-state agencies are the Protecting Agency, and a billing is appropriate.

   - Cost Share – Cost share agreements for multi-jurisdictional incidents where a decision has been made to share resource costs.

   - FMAG – Incidents that have received an FMAG declaration from FEMA.

6. **Remarks**
   Provide general remarks associated with the incident being assigned.

D. Predetermined Administrative Financial Codes

Predetermined financial codes are general support and administrative codes used to isolate Fire Protection Bureau (FPB), Forestry Division Office (FDO) and Land Office/Unit incident related expenses throughout the calendar year. The codes are generated at the beginning of the fire year by the FDO Owner/Administrator. There are two types of Predetermined Administrative Financial Codes.

1. State Administrative Fire Financial Codes – 70yxxx

These are codes that are used each calendar year, assigned preseason, and are created for the following activities. See the Duty Officer Pay Chart in the Appendix for more specific information related to Duty Officer Overtime.

- Duty Officer Overtime (70y101)
- In Geographic Area Support (70y102)
- Out of Geographic Area Support (70y103)
- Libby Asbestos Area OU3 expenses (70y104)
- FSO General Support Org (70y900)

2. Land Office Administrative Fire Financial Codes – 7xy999

These codes are used when DNRC personnel are supporting an incident through line officer direction but are not assigned through IROC with a resource order, or when a DNRC employee is providing knowledge or expertise to an incident. These codes are assigned preseason and are updated yearly to reflect the correct 3rd digit calendar year. 7xy999 orgs are not to be used for Duty Officer overtime. Use 70y101 or your default budget org for Compensatory Time. See the Duty Officer Pay Chart in the Appendix.

Fire Org	Area
74Y999	EAS General Support
75Y999	NWS General Support
76Y999	SWS General Support
77Y999	CES General Support
78Y999	NES General Support
79Y999	SOS General Support

Situations when a Land Office Administrative Fire Financial code should be used:

- DNRC personnel providing knowledge and expertise to an incident
- Office support overtime
- Line Officer or Agency Representative support for one or multiple fires
- Miscellaneous support for multiple fire
- Inspections
- False Alarms

The annual DNRC Assigned Fire Numbers chart can be found under Reference Information at: https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides

E. Miscellaneous Incident Procedures

1. Payroll Procedures

The employee records the regular, overtime, and comp hours earned for a particular incident on the time report using the assigned cost accounting number. Personnel budgeted to programs other than fire should bill their regular, overtime, and comp hours earned to the incident organizational numbers and submit their time report to their respective payroll personnel.

2. Accounting Codes for Fire Suppression and Fire Claims

Coding fire suppression payroll, supply invoices, contracts (equipment use), and fire claims correctly is important in that it ensures that accurate data can easily be provided as documentation to federal agencies. This includes documentation for FEMA reimbursement and audits.

3. Incident Numbers

Incident Numbers, or Unique Incident IDs, are assigned by dispatch centers either through the WildCAD dispatching system for incidents and prescribed fire, or IROC for preplacement and severity resources. Those two systems update IRWIN as the central database for all incidents. Montana State Accounting numbers are matched with that Unique Incident ID from IRWIN and assigned in the Montana Financial Code Generator/SABHRS system. The state accounting code is unique to each incident and must be assigned for all incidents that utilize state or Montana local government resources.

4. Fire Suppression Billing

Cooperator agency bills, for the most part, are not received until the following year and are mostly paid in the next fiscal year, using the accrual process. Information to verify the bills is obtained from the dispatch logs and other staffing and equipment records retained at the Land Office. Cooperator support costs will not show in SABHRS until the bill is paid. Should there be a major fire with significant cooperator costs and a complete fire cost is necessary prior to receipt of the invoice, an early billing or estimate may be requested from the cooperating agency; however, it may only include a percentage of the final costs, and a final bill will follow.

It is extremely important that whenever DNRC is receiving support or providing it to another agency, the other agency's fire cost accounting number for each incident is obtained. This number is necessary for the interagency billing procedures between the agencies. For example, the U.S. Forest Service assigns what is known as a **"P"** code to any incident that their resources may be assigned. The Forest Service utilizes the P code much the same as DNRC utilizes the SABHRS number. The Northern Rockies fire cache in Missoula will not issue any items to any agency unless they have this P code on the resource order. The US Wildland Fire Service (Bureau of Land Management, National Park Service, US Fish Wildlife Service, Bureau of Indian Affairs, Tribes), and other State agencies

issue similar financial codes. The incident number is critical in the billing process between all state and federal agencies.

F. Direction for Incident Charges to Other Agencies

The basic underlying principle is that the organization with protection responsibility should only pay for resources that they approve, and the approved resources should be documented on a resource order. Discussions with your colleagues should be held to further clarify when/if charging to a specific incident (either ours or theirs) is appropriate.

DNRC line officers/agency representatives should have a resource order to charge to a federal incident.

When providing support to federal incidents please charge time as outlined below:

Line Officer / Agency Representative / Office Manager / Support Staff

Resource Ordered

Charge directly to the federal incident

If working on multiple federal incidents, each forest has a support charge code that could be utilized for this purpose

Not Resource Ordered

Working within the scope of your normal job duties	Providing mobilization support
Charge to the appropriate DNRC General Support Fire Org "xxx999"	Charge direct to the federal incident, documented as a support order in IROC

342 NON-FIRE INCIDENT ACCOUNTING

A. All Hazard Support Within Montana

Montana State law (MCA 76-13-104 (2a)) authorizes DNRC to "*protect the natural resources of the state, especially the natural resources owned by the state, from destruction by fire* --." See MCA 76-13-104 at: https://leg.mt.gov/bills/mca/title_0760/chapter_0130/part_0010/section_0040/0760-0130-0010-0040.html.

Authority to manage other than wildland fire incidents (earthquakes, floods, civil disturbances, etc.) is vested in other agencies. In most cases where DNRC is involved in other than wildland fire incidents, DNRC resources will be under the direction of the Montana Disaster and Emergency Services (DES) Agency. Permission to respond to other agency requests must be obtained from the Director of the DNRC or designated representative.

When supporting other agencies such as DES, DNRC resources will use the policies and procedures of the responsible agency, as directed.

In the absence of other responsible agency direction, DNRC will use the procedures, forms, etc. described in this manual and the NWCG SIIBM, but must have a separate incident org assigned in the FCG from the All-Hazard Financial Codes - 40xxxx series and incident name (i.e., Carbon Co. Flooding 2022, etc.). This financial code must be assigned by the NRCC in the FCG with approval from the Fire Protection Bureau. There may be times when an All-Hazard Financial Code is not listed in the FCG as some incidents do not exist in IRWIN.

B. All Hazard Support Out of Montana

The purpose of the Montana Cooperative Fire Management and Stafford Act Response Agreement (hereinafter called the CFMA) is to document the commitment of the Parties to improve efficiency in sustaining wildland fire management activities.

In addition to improving efficiency in addressing wildland fire management activities, this CFMA agreement also facilitates improved coordination regarding all-hazard incidents/events and documents the commitment of the Parties to provide cooperation, resources, and support to the Secretary of Homeland Security and Administrator of the Federal Emergency Management Agency (FEMA) in the implementation of the National Response Framework (NRF), as appropriate and consistent with their own authorities and responsibilities.

However, this CFMA agreement ONLY covers all-hazard events that are, or may become, declared as emergencies or major disasters that occur under the auspices of a Presidential Declaration of Emergency or Major Disaster under the Stafford Act, which may include wildland fire and non-wildland fire emergencies or major disasters. These events also require a coordinated response by an appropriate combination of state and tribal entities, along with the Federal Agencies.

As defined by the Stafford Act, any natural catastrophe, regardless of cause, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

The wording in the Robert T. Stafford Disaster Relief and Emergency Assistance Act, states that State Reimbursement refers to those resources that are to be reimbursed by the Emergency Support Function (ESF) primary agency. State Reimbursement resources must be requested by the ESF primary agency or supplied through established dispatch systems and must be recorded by the Mission Assignment and subsequent Resource Order process. Resources not documented in this manner are not reimbursable.

All in-state and out-of-state per diem rules and procedures apply. See Chapter 310, Section 312 of this manual for meal, lodging, cell phone and laptop guidelines. The NRCC, with approval from the Fire Protection Bureau, will assign a financial code in

the FCG from the All-Hazard Financial Codes - 40xxxx series and incident name (i.e., FEMA R2 NYS Vaccination Sites Support, etc.).

C. Non-Suppression Activities (Prescribed Fire & Fuels Management)

The Montana Cooperative Fire Management and Stafford Act Response Agreement (CFMA) does prescribe a means by which interagency resources can be shared for non-suppression activities. The preferred method is through a Supplemental Fire Project Agreement (SFPA) under the terms and conditions of the Montana CFMA, MOU or other authority as described below. All agreements and related spending authority must be in place before the assistance is provided. Contact the Forestry/Trust Lands Division, Forestry Division Office to initiate a reimbursement agreement as early as possible. The Forestry Division Office will facilitate the agreement process, request spending authority, and handle related billing. Costs must be tracked by the land office to support billing and prevent over-spending.

The DNRC Fire Protection Bureau's role in non-suppression activity agreements is that of a "supporting entity." The DNRC agrees to help mobilize personnel and equipment in support of a jurisdictional agency's land management projects where appropriate. DNRC retains the right to manage who, what, and under what circumstances it will mobilize personnel or equipment under their area of responsibility.

Jurisdictional Agencies interested in utilizing DNRC or LGFF resources for non-suppression activities shall take the lead in establishing the appropriate agreement for the planned project. Sub-geographic operating plans should outline the processes and means by which this type of support will be provided and coordinated. Whenever possible, agreements should be written at the highest level to allow for broad, relatively general support that includes as many partners as possible.

Standard agreement templates are available to describe the type of assistance to be provided and details related to reimbursement (see Exhibit I of the Montana CFMA). Billing procedures and terms shall be agreed to prior to project implementation. The MIBOG contains standard rates for equipment that can be referenced when establishing terms. Rates for personnel can be found on the EFF Pay Plan and Position Matrix as listed in the MIBOG located at: https://dnrc.mt.gov/Forestry/Wildfire/forms-information.

Unlike wildfire suppression, specific details as to who, what, and how reimbursement occurs can be negotiated per agreement (i.e., reimbursing personnel and operating supplies but not including the hourly equipment rental rate).

Agreements should have a pre-determined expenditure authorization and limit. The DNRC Forestry Division Office will review all agreements prior to DNRC signature, receive fully executed agreements, and assign a non-suppression SABHRS accounting code. Agreements can be modified at any time to add additional funds.

As a best management practice, the interagency dispatch system and resource orders should be used to document the mobilization of resources in support of non-

suppression activities (and under agreement). Resource orders, along with crew and equipment time reports help provide important supporting information for billing. These processes also help to facilitate the documentation of firefighter training and experience. LGFF entities mobilized for non-suppression activities can utilize the DNRC Incident Invoice Template to compile and submit costs for reimbursement.

There are very limited situations when non-suppression support is mutual and/or reciprocal. If no exchange of funds is required, the Montana CFMA agreement does allow wildland agencies to cooperatively conduct projects and share resources for non-suppression activities entirely at their own expense. With the exception of a training opportunity within or adjacent to their own jurisdiction, any non-suppression support by a LGFF to a wildland agency should always be under agreement or plan.

DNRC will work to incorporate reference to the use of LGFF in any project plans or agreements executed between DNRC and a Federal Agency. Mobilization of LGFF in support of non-suppression activities will be limited to those LGFF entities with internal administrative capacity to perform all payroll functions for their respective employees, prepare invoices and submit reimbursement documentation. In these agreements, the LGFF shall be considered an agent of the State. The DNRC Area/Unit Hiring Office must be included in all communication regarding the use of LGFF resources under an agreement. As the designated hiring agency, DNRC retains the right to manage who, what, and under what circumstances it will mobilize local government personnel or equipment under their area of responsibility. Payment for all will be handled through DNRC who will directly reimburse the LGFF upon receipt of an invoice. DNRC will bill the appropriate Federal agency for all costs incurred under the agreement, to include DNRC employees/operating expenses and/or LGFF resources.

See the NRCG Mobilization of Local Government Fire Forces for more detailed specifics regarding the use of LGFF in support of non-suppression activities.

343 INCIDENT STATUS SUMMARY (ICS-209) REPORTING

Any incident within the Northern Rockies under a full suppression management strategy that exceeds 100 acres in timber, 300 acres in grass and brush, or has a Critical Incident Management Team (CIMT) assigned, will have an Incident Status Summary (ICS-209) completed and submitted electronically via the FAMAuth (Wildland Fire Application Portal) at https://iwfirp.nwcg.gov/. A FAMAuth (formerly iNAP) account is required.

It is imperative that an "initial" ICS-209 be submitted on the day an incident indicates it will meet the minimum reporting requirements. Completing this "initial" ICS-209 early in the incident provides the intelligence needed at the NICC, NRCC, and NRMAC for incident prioritization and resource allocation decisions, as well as situational awareness of wildland fire activity on the landscape.

Reports are due no later than 1800 Mountain Time. If this time frame cannot be met, the dispatch center will call the Northern Rockies Intelligence Desk and negotiate a later submission time. The ICS-209 User's Guide is located at:

http://gacc.nifc.gov/predictive_services/intelligence/niop/programs/sit_209/Help/index.htm.

It is the responsibility of the CIMT to complete and submit ICS-209s when they are in place on an incident. For all other incidents (or in those instances where the IMT has no internet capability), the dispatch center will ensure complete and accurate ICS-209 information is gathered and electronically submitted.

There is no relationship between the ICS-209 Program and the SIT Report Program regarding acres reported. This means data entered into the ICS-209 Program will not rollover into the SIT Report Program. If the wildland fire meets ICS-209 reporting criteria, all acres burned must be manually entered each day in the SIT Report Program. Do not wait until the fire is controlled or declared out to report acres in the SIT Report Program. If acres must be adjusted later due to better mapping, it may be done in the YTD tab in the SIT Report Program.

A "Final" ICS-209 will be submitted once the incident is contained, and national resources are no longer being ordered for the incident. An ICS-209 may be changed from "Final" status to an "Update" should the incident escape containment and then become "Final" once again upon re-containment.

A sample ICS 209 Incident Status Summary may be found on the NRCC website: http://gacc.nifc.gov/nrcc/predictive/intelligence/intelligence.htm.

344 STATE-OWNED AND OTHER EQUIPMENT RATES

See the MIBOG for State of Montana equipment rates.

345 INCIDENT BUSINESS ADVISOR (INBA)

The DNRC Incident Business Advisor (INBA) is responsible for ensuring incident business management practices are followed according to agency policy. The INBA works under the direct supervision of the Agency Administrator/Line Officer (LO) and provides needed coordination with the IMT during the incident. The DNRC INBA Operating Procedures and the DNRC INBA Direction Template are referenced in the Appendix.

A. Roles and Responsibilities

The INBA has five primary responsibilities.

1. Conveys and defines the Line Officer's administrative and fiscal direction to Incident Management Teams (IMT), buying teams, expanded dispatch organizations and area command teams that may be supporting DNRC.

2. Advises the Line Officer regarding incident business management practices as needed.

3. Advises the IMT and other organizations of DNRC specific incident business management practices and provides information as needed.

4. Monitors incident business management practices and incident operations to assure cost management objectives are met.

5. Ensures fire records meet DNRC standards and both the cost unit database and report products support DNRC's need to implement cost share agreements, provide FEMA documentation, or other specific needs.

B. Incident Business Advisor Job Aid

The DNRC INBA Job Aid is available at the following website: https://dnrc.mt.gov/Forestry/Wildfire/forms-information.

C. Decision Appeal Process

In the event that an INBA has made a decision based on what is believed to be sound business practices, and the LO/AA overrules that decision, the LO/AA should communicate this decision to the INBA prior to communicating with the IMT. This will avoid the appearance of an agency conflict and prevent undermining the INBA's position with the IMT. The INBA can bring an appeal to the next level manager/supervisor to review the situation if there is further disagreement. This review should be completed in a timely manner to avoid any negative repercussions occurring. Example – items being purchased that are against established business practices and rules.

Once the next level manager/supervisor has made a determination, the matter should be considered closed. All forms used as appropriate for the situation should carry the additional approval signature and date for documentation purposes.

346 COST SHARE AGREEMENTS

A. Overview

A cost share agreement documents the financial responsibility for incident costs and may also identify specific requirements of other parties involved in an incident. Cost share agreements should be prepared for multi-jurisdictional incidents where a decision has been made to share resource costs. However, master agreements between agencies take precedence when negotiating cost share agreements.

1. Development of a cost share agreement shall be the joint responsibility of the agency administrators/line officers from the affected protection and/or jurisdictional agencies. Sharing of fire costs should not be assumed. For the DNRC to enter into a cost-share agreement, it must be in the best interest of the State. Line Officers should engage Area Managers and Bureau staff to determine if the state sharing costs is appropriate. It should also be noted that an initial cost share agreement can change as the incident evolves and circumstances warrant. A

long duration fire may justify State participation for some portion of an incident, but not necessarily all of it, or that level of fiscal participation could change.

2. The Line Officer is responsible for signing a cost share agreement. The Line Officer (or designee) is also responsible for the oversight of the cost share process and will be held accountable for all negotiations. Should a DNRC line officer feel uncertain of their position or support, they shall immediately engage the Area Manager who will work with their partner leadership, peers, and/or the Fire Protection Bureau Chief/Forestry Division Administrator/Deputy.

3. The Forestry Division Office will review all cost share agreements before final signatures are obtained. The Fire Finance & Incident Business Supervisor will ensure compliance with master agreements, final percentages, feasibility to implement cost share decisions, and impact on interagency billing issues on FEMA declared incidents.

B. Using Cost Share Agreements

A cost share agreement may be established for on-incident costs as well as off-incident costs (expanded dispatch, mobilization centers, buying teams, etc.). The following are items to consider while negotiating a cost share agreement:

1. Incident complexity changes frequently and may affect the terms of the cost share agreement.

2. Although cost share agreements are not typically finalized until after the incident, it is necessary to establish the terms of a cost share agreement from the time the incident has crossed onto another agency's jurisdiction in order for the IMT to properly track costs.

3. Sometimes, cost shares may need to be renegotiated if an incident increases in complexity or size.

4. Cost share agreements must be easily understood, able to be implemented by the IMT, and correspond to agency cost accounting methods in order to facilitate the billing process.

5. Cost share agreements should identify the following:

    a. Costs to be shared.
    b. Additional costs to be borne by an individual agency.
    c. Methods by which costs will be shared.
    d. Cost share determination period or actual cost share period, if applicable.
    e. Final agency apportionments of costs, as agency accounting systems are unable to separate final costs by the actual cost share period. A final percentage for each agency is determined through the appropriate methodology. This final percentage will be applied to the total actual cost of the fire (except for the "you order you pay" and flat amount methodologies).

C. Cost Share Methodologies

1. Costs by Acre

   Costs are shared based on the acreage percentage of the fire within an agency's protection area. This method is typically most effective when agency responsibilities, objectives, and suppression costs are similar and direct resources utilized by all agencies are considered equal.

2. Costs by Effort

   Costs are shared on usage of resources – effort or geographic division (daily assignment of resources, weighted control lines within each protection area, and use of e-ISuite data to tract costs within each protection area).

3. Cost Share by Flat Amount

   Costs are shared when effort expended was limited in terms of resources and duration when the fire crosses onto another agency's direct protection area.

4. You Order, You Pay

   Each agency is fiscally responsible for the resources they order, regardless of where they are used on the incident.

5. Each Agency pays for its own resources.

   Services rendered approximate the percentage of jurisdictional responsibility but not necessarily performed on those lands.

Sample cost share agreements can be found at:
https://dnrc.mt.gov/Forestry/Wildfire/cost-share-agreements

Northern Rockies Cost Share and Decision Document templates and Cost Share Methodologies can be found on the NRCG Business Committee website at:
https://gacc.nifc.gov/nrcc/nrcg/committees/business_committee.htm

347 DECISION DOCUMENTS

A. Overview

The purpose of the decision document is to capture the **decisions and major actions of those agencies** that have responsibilities related to the fire. This includes the: who, what, why, when, and where to support those decisions and actions. It should also document those situations when the agencies agree to disagree.

In addition, the decisions and rationale contained in the document will determine if costs are going to be apportioned. If costs are to be apportioned, then a cost share agreement will be developed (as described in Section 346 of this chapter) and serve as an addendum to the decision document. If costs are not going to be shared, this decision will also be captured within this document.

When costs will not be shared, it is critical that a document capturing this decision is signed, included in the fire package, and forwarded to the respective agencies. Decision Document templates may be found on the following website: https://dnrc.mt.gov/Forestry/Wildfire/line-officer-toolkit

348 COST MANAGEMENT

In the State of Montana, there is a goal to manage the cost of wildland fires. **Turning the incident over to an IMT does not end the DNRC Line Officer's role in cost control.**

Coaching and mentoring is the key concept.

- Ask for assistance.
- Use an Agency Administrator Representative or an Incident Business Advisor (INBA). INBAs are recommended for Type 1 or Type 2 (CIMT) incidents. INBAs may be requested for assistance on other incidents as needed i.e., decision documents and cost shares at the discretion of the Line Officer.

CHAPTER 350: COOPERATIVE AGREEMENTS

351 OBJECTIVES

Engaging in cooperative agreements allows the DNRC to cooperate with other public agencies and the private sector to best facilitate the DNRC's mission. Cooperative agreements are written to accomplish such objectives as:

1. Cooperate with other public agencies in prescribed fire activities and in preventing, detecting, and suppressing wildland fires in intermingled and adjacent lands.

2. Provide DNRC assistance to cooperating counties in planning, organizing, equipping, training, and operating county wildland fire protection programs.

3. Provide for DNRC facility use on ground space owned by others.

352 RESPONSIBILITIES

When assigned, the Incident Management Team Finance Section Chief need not be concerned with cooperative agreements in total but should be informed by the responsible Land Office of those provisions in any relevant local agreements that may have a bearing on incident business management and related record-keeping.

The Incident Management Team Finance Section Chief is responsible to the Incident Commander (IC) for obtaining all relevant existing local agreement provisions and for ensuring compliance with those agreement items pertaining to finance. The IC may assign other relevant agreement provisions to other sections of the fire organization.

Land Offices in turn are responsible for maintaining a current and complete file of any locally negotiated and/or locally applicable agreements; for determining the applicability of any existing agreements to a given fire area; and for advising the Incident Management Team Finance Section Chief of any relevant agreement provisions.

353 AGREEMENTS IN FORCE

State of Montana DNRC agreements in force can be found on the DNRC Fire Protection, Fire Business website at: https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides.

- **Montana Cooperative Fire Management and Stafford Act Response Agreement**

  This agreement documents the commitment of the agencies to improve the efficiency of wildland fire management activities by facilitating the coordination and exchange of resources including but not limited to the exchange of personnel, equipment, supplies, services, and funds among the agencies in accordance with this agreement.

- **Supplemental Fire Project Agreements**

  DNRC maintains several supplemental fire project agreements, tiered to the Master agreement, for non-suppression support and dispatch operations. Agreements are posted on the DNRC website.

- **Memorandum of Understanding between Montana Department of Transportation and Montana Department of Natural Resources and Conservation**

  The purpose of the MOA is to outline processes which the DNRC and MDT agree to coordinate and cooperate under during wildland fire emergencies. This also includes training, public messaging, or other activities that require the sharing of resources or information between the two agencies.
  - Establish standard procedures for implementing temporary traffic control (TTC) measures on wildland fire emergencies and ensuring the safe and efficient movement of road users through TTC zones.
  - Provide guidance for the mobilization of additional MDT personnel, equipment, and other resources in support of wildfire events via the Montana Emergency Response Framework.
  - Set forth the procedures for reimbursement of eligible costs incurred when MDT resources are used in support of wildfire emergencies.

- **Memorandum of Understanding between National Center for Landscape Fire Analysis, college of Forestry and Conservation, University of Montana and Montana Department of Natural Resources and Conservation**

  Agreement to cooperate and coordinate between the parties concerning wildland and prescribed fire training, certification, and analysis.

- **Interagency Agreement between the Montana Department of Corrections and the Montana Department of Natural Resources and Conservation**

  Agreement with DOC to provide DNRC with an inmate crew to assist in the suppression of wildland fires.

- **Fire Protection Agreement Between State of Montana, Department of Natural Resources and Conservation and U.S. Department of the Interior, Bureau of Reclamation, Great Plains Region**

  Agreement to provide prevention and control of wildland fires on 2,776 acres of Bureau of Reclamation land.

- **Fire Protection Agreement Between State of Montana, Department of Natural Resources and Conservation and U.S. Department of the Interior, Bureau of Indian Affairs and the Salish and Kootenai Tribes of the Flathead Indian Reservation**

The Salish and Kootenai Tribes agree to provide wildland fire protection on approximately 125,375 (CY 2024) acres of state and private land that is within Tribal boundaries.

- **Memorandum of Agreement between the Montana Department of Natural Resources and Conservation and the Montana Highway Patrol**

  Provide guidance for the safe, rapid, and effective mobilization of MHP resources, as needed on wildland fire incidents, for the safety of the public and firefighters, traffic control and security along Montana's roadways.

- **Memorandum of Agreement between the Montana Department of Natural Resources and Conservation and the Montana Sheriffs and Peace Officers Association (MSPOA)**

  Agreement that enables the MSPOA to provide law enforcement officers to assist DNRC in the event of a need for large scale evacuations of the public in situations in which a local jurisdiction is overwhelmed.

- **Montana State-County Cooperative Fire Protection Agreement**

  This agreement is a cooperative fire control agreement with all 56 counties within the State of Montana. The agreement enables the state to provide organizational, financial, and planning assistance, equipment, and training to the county. The county in turn will protect all state and private lands within the county from wildland fire.

- **Montana FEMA-STATE Agreement for the Fire Management Assistance Grant Program**

  This agreement allows the state to be eligible for funds through the Fire Management Assistance Grant Program.

- **Northwest Wildland Fire Protection Agreement (Northwest Compact)**

  This agreement allows the state to receive assistance in prevention, preparedness (pre-suppression) and control of wildland fires between the member agencies of the Northwest Compact. https://nwffc.org/

- **Memorandum of Agreement Between Montana Department of Military Affairs, Montana National Guard and Montana Department of Natural Resources and Conservation, Forestry Division**

  Agreement with the Montana National Guard to provide DNRC with support and resources to suppress wildland fires once a Governor's emergency is declared.

- **Memorandum of Understanding between the Forestry Division and the Trust Lands Management Division, Department of Natural Resources and Conservation**

Agreement with DNRC Trust Lands Division to provide support and staff to assist in the suppression of wildland fires.

- **The Emergency Management Assistance Compact (EMAC)**

  EMAC was established to allow interstate assistance by establishing written agreements between member states to aid in managing any emergency or disaster that is declared by the Governor.

- **Interstate Mutual Aid Compact between the State of New Jersey and the State of Montana**

  Agreement among participating states to provide voluntary assistance in responding to any disaster or imminent disaster that overextends the ability of local and state governments to reduce, counteract, or remove the danger.

- **Interstate Mutual Aid Compact between the State of South Carolina and the State of Montana**

  Agreement among participating states to provide voluntary assistance in responding to any disaster or imminent disaster that overextends the ability of local and state governments to reduce, counteract, or remove the danger.

- **Montana-Idaho Interagency Smoke Management Coordination Strategy**

  Agreement to implement the Montana/Idaho Air Shed Group Operating Guide and share responsibility for minimizing or preventing smoke impacts to communities when using fire to accomplish land management objectives.

Note: Additional agreements may be in place at local administrative units to accommodate local needs.

CHAPTER 360: ACCIDENT/INCIDENT INVESTIGATION & RESPONSIBILITIES

361 RESPONSIBILITIES

The Incident Commander is responsible to the Area Manager or their designated Line Officer for the overall safety program on an incident and exercises this responsibility through the Incident organization.

First Line Supervisors (immediate supervisors) directly implement the safety program and are directly accountable for the safety of all who work for them. First line supervisors are responsible for initiating all accident investigation and reporting procedures.

The Incident Safety Officer provides staff assistance and guidance to the Incident Commander to aid meeting safety responsibilities.

The Incident Finance Section Chief is responsible for ensuring the appropriate forms are completed and submitted as required.

Employee/Incident personnel are responsible for performing safely, reporting observable hazards, and reporting accidents to their supervisor.

362 DEFINITIONS

Accident: An accident is defined as an unexpected event which can result in personal injury or damage to property, equipment, or material.

Employee: (Ref. 39-71-118 MCA) An employee is any person employed (paid) or otherwise suffered, permitted, or required to work by an agency. Note that the agency directly paying the employee retains responsibility for that employee. This means that DNRC employees including EFFs, remain DNRC responsibility even when working on federal fires; federal employees remain federal responsibility even when working on DNRC fires, etc.

Contractor: Contractors' personnel (ref. also 39-71-120 MCA) are not employees (unless hired by a state agency as agency employees), but accidents involving DNRC contractors should be investigated and documented fully.

Incident: An incident is an action or event that under the circumstances is likely to lead to grave consequences, especially financial.

363 INITIAL NOTIFICATION OF ACCIDENT/INCIDENT

Personal Injuries or Occupational Illness – Procedures for personal injuries or occupational illnesses are described in Chapter 310, Section 315 – Compensation for Injury, in this manual.

Motor Vehicle and Other Accidents – Driver or an employee acting on his/her behalf must immediately notify his/her supervisor and ensure the appropriate Land/Area Office or Bureau Chief is promptly notified.

The Report of Incident form must be completed as quickly as possible. The form and instructions may be found under Fire Finance Information & Forms at: https://dnrc.mt.gov/Forestry/Wildfire/forms-information

See the DNRC Wildland Fire Suppression - 900 Manual, Section 956 for policy and procedures in case of a fatal accident to any DNRC employee.

364 ACCIDENT/INCIDENT INVESTIGATION

The purpose of accident investigation is to discover and define those environmental and human factors which have combined to produce an undesirable accident or incident. This includes, but is not limited to, deaths, personal injuries, occupational illnesses, and damage or destruction to real or personal property involving either the State of Montana or private entities or both.

A. It shall be the responsibility of the Area Manager to have the incident responsibility to determine whether investigative teams need to be formed to review and report on accidents or incidents.

B. It is the responsibility of each employee to report an accident or incident to his/her supervisor, who should then determine the level of investigation needed to identify the factors involved. The basic procedure in accident/incident investigating is the same for all accidents/incidents. The intensity of the investigation needed to determine the accident sequence will vary, depending on the severity of the results, or in certain cases, on the potential severity of results.

C. The objectives of an accident investigation are to:

    1. Identify factual data about the factors and circumstances relating to the incident.

    2. Accurately and objectively record the findings.

    3. Analyze the findings to identify the significant factors involved and their relationships.

    4. State conclusions reached from analysis of the findings.

    5. Recommend actions to prevent future occurrences.

D. Always remember these points:

1. All facts must be fully developed and clearly reported.

2. Make the investigation complete, factual, and unbiased.

365 ACCIDENT/INCIDENT REPORTING

Procedures are described in Section 363 of this manual.

Please refer to the DNRC Safety page at: https://mtgov.sharepoint.com/sites/DNR/CSD/SitePages/Safety.aspx for further direction regarding a vehicle accident.

CHAPTER 370: CLAIMS AGAINST THE STATE OF MONTANA

371 CLAIMS AGAINST THE STATE OF MONTANA

The State of Montana's general liability self-insurance program (Title 2, Chapter 9, Part 2, MCA) is administered by the Tort Claims Division, Department of Administration, 1625 11th Avenue, Helena, MT 59620; telephone (406) 444-2421. https://rmtd.mt.gov/claims/agenciesreportclaims.

A. Contractor Claims

Contract claims forms applies to both privately contracted and Local Government Fire Forces (LGFF) owned equipment. See the Appendix of this manual for the Guidelines for Incident Claims Handling, the Contract Claims Filing Worksheet, and the Contract Claims Determination & Findings form.

B. Employee Claims

Employee claims from State employees and EFFs must be submitted through the home unit for processing. Claims will be processed according to the Guidelines for Incident Claims Handling listed in the Appendix, the NRCG supplement to Chapter 70 of the SIIBM, and the procedures as noted below.

See the list of Items Required, Permitted or Not Recommended in the Appendix for suggested guidelines of personal possessions allowable for claim reimbursement.

Procedure for Processing Employee/EFF Claims:

An employee will fill out the DNRC-382 Employee Claim for Loss or Damage to Personal Property form. This form must be submitted to and approved at the incident by the incident Line Officer or his/her designee. The incident will retain a copy of the approved employee claim form and the employee will retain the original form for final processing at the home unit.

If the item is to be repaired, the employee must obtain two estimates for repair. If the item is to be replaced, the employee must provide the original purchase receipt showing the date of purchase and amount paid. If the receipt is no longer available, the employee may provide a copy of a catalog description or advertisement (example – Amazon.com) for the same or like item.

The completed employee claim form with incident approval, along with the original purchase receipt/catalog description, or repair estimates can then be submitted to the home unit for final processing. The home unit approver must be on the DNRC Authorized Signer's List.

An Expense Report may be utilized to reimburse an employee for the repair or replacement value of the item, or the item may be repaired or replaced utilizing a Procard. In either event, **all documentation concerning the claim and supporting**

the approval for acquisition of a repair or replacement of the item must be attached with the Expense Report submission. Ensure the incident name and number is documented on all pages of the documentation.

- If the item was new (or less than 2 years old), and the employee has the original purchase receipt, an Expense Report reflecting the purchase receipt amount can be submitted. Include the original purchase receipt with all other claim documentation.
- If the claimed item for replacement is more than 2 years old, the home unit may take depreciation of the item's value into consideration. If providing reimbursement via an Expense Report, adjusted amounts must be documented.
- If original receipts are not available, items may be replaced as noted below:
  - If the employee has a Procard, approved replacement items may be purchased via the Procard.
  - If the employee does not have a Procard, approved replacement items can be purchased by the employee's Supervisor or his/her designee using their Procard, or the employee may submit an Expense Report if authorized to purchase personally. Attach all documentation as noted above.
- If the item is to be repaired, the repair may be paid for via Procard, or by submission of an Expense Report, as long as the final repair cost is in alignment with the approved estimate. Costs over the estimate must be paid for by the employee without reimbursement.

C. Tort Claims

Refer to the Guidelines for Incident Claims Handling in the Appendix.

CHAPTER 380: FEDERAL EMERGENCY MANAGEMENT ASSISTANCE

381 GENERAL

Under certain defined conditions, the Federal Government, acting through the Department of Homeland Security, Federal Emergency Management Agency (FEMA) may provide assistance to states for some state-responsibility fires. Montana has successfully applied for and received such assistance in recent years and may do so again, if conditions warrant.

A. Criteria for Assistance

Fire Management Assistance is available to States and local and tribal governments, for the mitigation, management, and control of "fires on public or private owned forests or grasslands, which threaten such destruction as would constitute a major disaster". The key phrase here is "***major disaster***." *Most DNRC fires are not major disasters*.

See Appendix in this manual for Fire Management Assistance Grant Program (FMAG) Declaration processes, eligibility, and criteria information.

FEMA has established four (4) criteria which are used to evaluate the threat posed by a fire or fire complex:

1. 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; and
4. Potential major economic impact

In addition to meeting the major fire disaster criteria, before a FMAG grant can be awarded, a State must demonstrate that total eligible costs for the declared fire meet or exceed either the individual fire cost threshold, which is applied to a single fire, or the cumulative fire cost threshold, which recognizes numerous smaller fires burning throughout the State. For Montana, the individual fire cost threshold is $100,000 per declared fire or a cumulative fire cost threshold when total costs for all declared and non-declared forest or grassland fires in the calendar year meet or exceed $500,000.

B. DNRC Standards

When such conditions exist, and Montana successfully applies for and receives FEMA assistance, DNRC responsibility for fire suppression operations will continue to be managed to existing DNRC standards. In other words, no extraordinary practices will be exercised just because of FEMA. Established DNRC standards of safety, economy, cooperation, supervision, etc. and established DNRC procedures will continue to apply with or without FEMA assistance.

C. Incident Period

The FEMA Regional Administrator, in consultation with the Governor's Authorized Representative (GAR) and the Principal Advisor determine the start and end dates of the incident period, which is usually not established until the fire is controlled.

The incident period may start on the date of the FEMA declaration or with the initial firefighting actions at the time when the fire threatens such destruction as would constitute a major disaster. While the incident period is normally considered closed when the fire is controlled, the final decision rests with the FEMA Regional Administrator, GAR, and Regional Advisor. The end of a shift or a workday normally marks the closing of the incident period.

382 REQUIRED INFORMATION for the DECLARATION REQUEST

Among the requirements for obtaining FEMA assistance for a major fire disaster, DNRC must prepare and submit to FEMA a Request for Fire Management Assistance Declaration, FEMA (formerly FEMA Form 078-0-1) which is located in the Appendix. The majority of this information must originate at the fire scene and be reported through the responsible Land Office to the Fire Protection Bureau, Forestry Division, who will prepare the request for the approval and signature of a designated Montana GAR.

For FEMA to apply the evaluation criteria, the following information, if available, should be included in both the verbal and written requests to FEMA:

1. Size of fire(s) in acres or square miles;
2. Name, location, and population of community(ies) threatened;
3. Number of primary and secondary residences and businesses threatened;
4. Distance of fire to nearest communities;
5. Number of persons evacuated to date, if applicable;
6. Current and predicted (24-hour) weather conditions; and
7. Degree to which State and local resources are committed to this fire and other fires in Federal, State, or local jurisdictions.

See complete information the Land Office is responsible for supplying on the "FEMA Decision Checklist" form in the Appendix of this manual and on the DNRC Fire Protection Bureau, Fire Business website: https://dnrc.mt.gov/Forestry/Wildfire/forms-information located under Agreement Forms.

383 MT DNRC FMAG PROCEDURE MANUAL

For complete detailed information regarding DNRC processes and procedures, please see the "MTDNRC FMAG Procedure Manual". A copy of this manual is on file at the Fire Protection Bureau, Forestry Division.

384 FEMA HANDBOOK

For the many additional required detailed procedures, refer to the "Fire Management Assistance Grant Program Guide at the following link: https://www.fema.gov/media-library/assets/documents/92379.

385 MONTANA/FEMA COOPERATIVE AGREEMENT

FEMA Fire Suppression Assistance to Montana is provided through an existing cooperative agreement (see Chapter 350 of this manual). This agreement specifies legal authorities, considerable detailed procedures, requirements, etc.

A copy of the current Montana State/FEMA Agreement is on the DNRC Fire Protection Bureau, Fire Business website (https://dnrc.mt.gov/Forestry/Wildfire/agreements-plans-guides) and on file at the Fire Protection Bureau, Forestry Division, Missoula.

Among the provisions of this agreement is the designation, by name, of those Montana DNRC officials who are authorized as the Governor's Authorized Representative (GAR) or Alternate GARs to place requests for assistance to FEMA. These are presently listed as:

- Shawn Thomas, Administrator, Forestry & Trust Lands Division, Helena (AGAR)
- Wyatt Frampton, Deputy Administrator, Forestry & Trust Lands Division, Missoula (AGAR)
- Matt Hall, Bureau Chief, Fire Protection Bureau, Missoula (AGAR)
- Cory Calnan, Deputy Chief, Fire Protection Bureau, Havre (AGAR)
- Lindsey Greene, Fire Finance & Incident Business Supervisor, Forestry Division Office, Missoula (AGAR)
- Karen Zarbolias, Fire Financial Specialist, Forestry Division Office, Missoula (AGAR)

300 MANUAL APPENDIX

Fire Meal Authorization Form

Governor's Emergency Declaration

Governor's Disaster Declaration

Supervisor's Incident Investigation Report

Electronic Fire Payment Packet Processing

EERA Instructions

Contracted Resource Payment Procedures

Service & Supply Plan

Severity Justification and Resource Request Form

- Severity Estimating Tool Example

Duty Officer Pay Chart

DNRC INBA Operating Procedures

DNRC INBA Direction Template

DNRC INBA Job Aid

Guidelines for Incident Claims Handling

Contract Claims - Filing Worksheet

Contract Claims - Determination & Findings

Employee Claim Form - DNRC-382

Items Required, Permitted or Not Recommended

Fire Management Assistance Grant Program

- FEMA FMAG Declaration Process Graphic

FEMA Request for FMA Declaration (Formerly Form 078-0-1)

FEMA Decision Checklist

Food Truck Guidance

DNRC Incident Acquisition Manual