

# INCIDENT BUSINESS MANAGEMENT MANUAL

## 2022 Amendment to 300 Manual

July 2022

We will update the manual every 2 years unless there is something substantial that needs to be updated in an off year. Overall, current version will be good to 2023 once published, except for chapter 341 due to the Code Generator change.

### Chapter 310

Added direction regarding electronic EFF Hiring Packet processing.

A meal break is **no longer required** to be noted on the shift ticket **when not completely relieved of duty**. (If a meal break is taken, it should be noted. If one was not taken, it should be noted.)

Fire Meal rate has been updated effective June 1, 2022, to follow the GSA Continental U.S. (CONUS) meal rate structure, excluding incidentals. Currently the rate is \$54.00/day.

### Chapter 320

Added language regarding the hiring of employee, including EFF, personal owned vehicles on an incident. If hired for use on the incident, follow chapter 50 language. *Vehicle insurance coverage is at a minimum of what the law requires.*

### Chapter 341

This chapter is under revision due to the Fire Code Generator change.

### Chapter 370

New fillable Employee Claim Form – DNRC-382.pdf. Available on the website at:

<http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/forms-and-information>