

940 PERSONNEL

941 FEDERAL CREWS

A. JOB CORP CREWS

The Anaconda Unit **only** may utilize the Anaconda Job Corps organized fire suppression crew as a local resource. Any requests by MDC for use of the Anaconda Job Corps crew off the Anaconda Unit are not authorized unless coordination has gone to the Dillon Dispatch Center.

942 OVERHEAD AND TEAM INFORMATION

A. DNRC COUNTY ASSISTANCE INCIDENT MANAGEMENT TEAM--TYPE III POOL PERSONNEL

The personnel identified are qualified and approved to fill the listed positions for the County Assistance Team (CAT). Reference the red card qualifications for personnel approved to fill the various positions on the CAT. Individual home offices have agreed to allow their personnel to fill various positions, upon request, on the County Assistance Team. (For more detail see the CAT Annual Operating Plan.)

B. QUALIFIED PERSONNEL FOR COUNTY FIRE ADVISOR, AGENCY REPRESENTATIVE AND DNRC LINE OFFICER REPRESENTATIVE

The following definitions are listed within the Fire Administration Manual (100) and have been repeated and expanded on here for quick reference.

1. County Fire Advisor

The DNRC County Fire Advisor (CFA) will work with the county incident commander in an advisory capacity, making specific recommendations as to manpower and equipment needs on fires and providing advice on how to better organize and utilize existing forces. The advisor is required to be familiar with the county cooperative fire program and have prior training and experience in both timber and grassland fire behavior. The minimum fire qualification for the CFA is Division/Group Supervisor/ICT3.

2. Agency Representative

An individual assigned to an incident from an assisting or cooperating agency that has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Reports to the incident liaison officer.

3.

4. Line Officer

The Line Officer Representative is to be cognizant of all activities on the incident, with the on-ground responsibility to request cost efficiency changes and direction for the Agency Line Officer after communication to the Incident Commander during major fire suppression activities. It should be noted that some Federal agencies refer to this position as the “Agency Administrator”.

On all incidents within DNRC jurisdiction, the Area Manager will be the Line Officer.

For Type 2 - 5 incidents occurring on DNRC jurisdiction, the Unit Manager may be delegated the Line Officer duties. For County Coop jurisdictional incidents, the Area Manager will be in joint operations with the County Commissioners.

Standard--The Agency Line Officer is the official responsible for administrating policy on an Area and having full authority for making decisions and providing direction to the incident organization. The DNRC Area Manager is the Agency Line Officer for all DNRC direct protection incidents and the Unified Line Officer with the County Commission on county-assist incidents. The DNRC Area Manager may elect to delegate Line Officer responsibility to a Unit Manager on the Area for Type 2-5 incidents. In performing the duties of a Line Officer, the Area/Unit Manager may request the assistance of a Line Officer Representative.

Guidelines & Duties

- a. Oversees the legal and efficient use of funds and resources including materials, equipment and personnel.
- b. Oversees and provides advice relative to the efficiency and effectiveness of accomplishing business administration duties.
- c. Arranges for assistance in applying state policy for activities such as law enforcement, public safety, property administration and accountability, civil rights claims, systems needs, fiscal and personnel management.
- d. Attends planning sessions to keep informed on planned incident actions and provides assistance as needed.
- e. Provides daily briefings to the Forestry Division as needed.
- f. Advises the incident commander of major business administration issues; advises alternatives for corrective action.
- g. Participates in the initial briefing of the incident command team, providing information on conditions affecting business management

activities, and outlines expectations to the Agency Line Officer regarding business administration activities.

- h. Suggests ways to eliminate waste, duplication and unnecessary expenditures.
- i. Arranges for agency advice on legality of proposed agreements, contracts and unusual transactions involving the expenditure of funds and use of materials, equipment and personnel.
- j. Advises the Incident Commander (IC) on unusual transactions or activities that are area-specific (e.g., specific county co-op agreement requirements).
- k. Monitors activities at expanded dispatch, R&R areas, logistics support centers, airports, air tanker bases and similar sites that support the incident.
- l. Participates in the Incident Command Team close out meeting and provides an evaluation of business administration performance of the team. This evaluation will include the identification of specific strengths and weaknesses of the team and overall business management administration.
- m. Provides advice on acceptable usage of appropriations for emergency rehabilitation work.
- n. Prepares a checklist of items that the Finance Section Chief (FSC) and Incident Command Team need to be aware of (including local policy and practices).
- o. Provides written critiques of business management practices to the Agency Line Officer, agency business management office, and IC upon completion of the assignment. This critique should include the identification of strengths and weaknesses in the finance organization/individuals.
- p. Provides financial and tactical input to the initial preparation and the updates of the Incident Situation Assessment or the Wildfire Decision Support System (WFDSS)
- q. Reviews dispatch operations to ensure local agreements are utilized, state procedures are understood, and closest qualified resources are utilized. Monitor need for expanded dispatch operations.

Areas of Review

- a. Business management activities to assure compliance with legal and fiscal requirements and efficient use of resources.

(Note: Business management activities can and should include property management, law enforcement, computer services and civil rights as well as the functions under the control of the Finance Section Chief.)

- b. Job responsibilities and assignments to assure compliance with approved standards, including agency policy.
- c. Operations on incident to identify waste, duplication and unnecessary expenditures.
- d. Indicated need for Incident Business Advisor (IBA) and order as necessary.
- e. Request justification when selecting suppression alternatives other than the least costly alternative.

Recommended Line Office Representative Minimum Qualifications

- a. Division/Group Supervisor or Type 2 IC/Chief.
- b. Complete Department Fire Finance Training (S-260).
- c. RT-130 Annual Refresher and Light Pack Test.
- d. Local Fire Management Leadership
- e. Line Officer Training

C. DNRC LINE OFFICER AND LINE OFFICER'S REPRESENTATIVE TICKLER LIST FOR ICs & IMTs

1. Put the fire out! Safety first, but all actions should put the fire out!!!
2. Actions on a fire must not stop with the transfer of command.
3. Best control time is early and late in the day. Not the time to stand around waiting for the plan.
4. Defending structures takes resources out of production (protect vs. work).
5. Pre-attack plans are worthless if you don't know where the plan is when the bell rings.
6. Local knowledge--no substitution.
7. Don't outlaw firefighting at night. It can be done safely under the right conditions.
8. Consider working three shifts (day/afternoon/night). Major workforce should be on duty during peak burning periods.
9. More training for folks who work in the woods and on the range/farm land. Must get back to people defending their own space.
10. Computers don't put out fires, pulaskies put out fires.
11. \$\$ Watch-Out Situations (Is it needed?)
 - No National Guard liaison
 - Type 1 helicopters
 - National caterers
 - Contract GIS trailers
 - Military battalion
 - Type I and II engines
 - Air tankers on large incidents
 - Taj Mahals or office trailers
 - The Operations Section is < 75% of the total operation
 - Infra-red flight(s)
 - Resources sitting for > 24 hours (staging areas)
 - Incident willing to initial attack other fires
 - Engines providing crash fire rescue at airports/heliports
 - Strike teams of law enforcement
 - Golf cart or equivalent in fire camp
 - Rental cars
 - MAFFS
 - Long teams

- Snacks available in camp
- Major supplemental food ordering
- Orders for overhead going out of Region (e.g., Texas check-in recorders)
- No local personnel assigned to dispatch
- Downsizing IMTs as functions are completed

D. INTERAGENCY FIRE TEAM COMMITMENT

DNRC has agreed to participate in the Northern Rockies Incident Management Teams (IMTs). DNRC includes local government personnel who participate on IMTs. The level of participation by DNRC needs to be based on the use of teams by DNRC on its protection (Direct and County Co-op Protection). Table 1 shows DNRC utilized 13 percent of the IMT assignments from 2007-2016. Table 2 depicts a ten-year average for the number of DNRC team members deployed with in the Northern Rockies Geographical Area.

Table 1
 2007- 2016 Year Totals
 Northern Rockies Team Assignments within
 the Northern Rockies G.A. by Using Agency

Incident #'s	Agency	Percentage
12	BIA	8.3%
2	BLM	1.4%
21	DNRC	14.6%
0	FWS	0%
15	IDS	10.4%
8	NPS	5.6%
85	USFS	59%
1	Preposition	0.7%
144	TOTAL	100%

Table 2
Northern Rockies Type 1 & 2 Team Member participation for a 10-
Year Average within the Geographical Area by Agency

Agency	2007-2016 No. of Team Members	10-Year Avg. Percent of Team Members
BIA	74	1.6%
BLM	431	9.6%
DNRC	397	8.8%
IDS	229	5.1%
FWS	62	1.4%
NPS	67	1.5%
USFS	2152	47.7%
OTHER	1101	24.3%
	4513	100.0%

The following information reflects what DNRC estimates its fair share should be in providing qualified personnel to interagency fire incident teams. This fair share is based on the amount of business DNRC requires from the existing fire teams.

Position Types	AC/Type 1	Type 2	Total DNRC
Team Member*	16	15	31
Alternate/Trainee*	5	5	10
Total:			41

*Local government forces are counted in these numbers

The goal that DNRC will try for in sharing the number of nominations to teams is as follows:

	<u>Qualified</u>	<u>Developmental</u>
• Forestry Division	3	2
• Northwestern Land Office	5	5
• Southwestern Land Office	4	3
• Central Land Office	2	1
• Eastern Land Offices	1	1
• Cooperative Counties	<u>2</u>	<u>2</u>
Total	17	14

E.

E. KEY MANAGEMENT POSITION TABLES (CONSISTS OF QUALIFIED AND CAREER DEVELOPMENT INDIVIDUALS).
(All tables edited per Land Office input.)

FORESTRY DIVISION

DNRC LIAISON/ AGENCY REP	COUNTY FIRE ADVISOR	AREA ASSISTANT FMO	AREA OR UNIT LINE OFFICER	AREA FIRE MANAGEMENT OFFICER (FMO)	INCIDENT BUSINESS ADVISOR	PUBLIC INFORMATION OFFICER	ZONE MAC GROUP REP.
Klemann	D.Williams				Clark		Suenram
Suenram	Klemann						Monzie
Monzie	Suenram						
	Crosmer						
	Monzie						

* Denotes developmental position.

NORTHWESTERN LAND OFFICE

DNRC LIAISON/ AGENCY REP	COUNTY FIRE ADVISOR	AREA ASSISTANT FMO	AREA OR UNIT LINE OFFICER	AREA FIRE MANAGEMENT OFFICER (FMO)	INCIDENT BUSINESS ADVISOR	PUBLIC INFORMATION OFFICER	ZONE MAC GROUP REP.
Turman	Poukish		Poncin	Cassidy	Goode	Pris	Poncin
Pris	Merriman		Turman	Turman	Dowler	Ulwelling	Cassidy
Best	Minemyer		Cassidy	Best	Branine*	Cassidy	Best
Branine	Branine		Poukish	Pris	D. Jones*		Poukish
Jones	Carr		McMahon				Pris
Cassidy	Truman		Seigmund				
	Cassidy		Olsen				
			Branine				

* Denotes developmental position.

SOUTHWESTERN LAND OFFICE

DNRC LIAISON/ AGENCY REP	COUNTY FIRE ADVISOR	AREA ASSISTANT FMO	AREA OR UNIT LINE OFFICER	AREA FIRE MANAGEMENT OFFICER	INCIDENT BUSINESS ADVISOR	PUBLIC INFORMATION OFFICER	ZONE MAC GROUP REP.
O'Herron	Meyer		O'Herron	Hall	Rupkalvis	Koppen	Hall
Hansen	Calnan		Hansen	Williamson	*Farmer	Super	Williamson
Robbins	Clark		Hall	Hansen	*Mullins	Baker	Meyer
Storer	Burwick		Baker	Meyer	*Bucklin	Hall	Hansen
Hayes	*Williamson		Storer	Hayes	*K. Vaughn	O'Herron	Calnan
Baker	*C Hansen		Hayes	Calnan			Hayes
Nelson	Storer		Robbins	Burwick			Burwick
Hall	Hayes		Nelson(u)				
Calnan (u)			Calnan (u)				
Cyr (u)			Meyer (u)				
Meyer (u)			Cyr (u)				
*Clark (u)			*Clark (u)				
*Helena (u)			*Helena (u)				
*Jacques (u)			*Jacques (u)				

* Denotes developmental position.

(u) Denotes Unit.

CENTRAL LAND OFFICE

DNRC LIAISON/ AGENCY REP	COUNTY FIRE ADVISOR	AREA ASSISTANT FMO	AREA OR UNIT LINE OFFICER	AREA FIRE MANAGEMENT OFFICER (FMO)	INCIDENT BUSINESS ADVISOR	PUBLIC INFORMATION OFFICER	ZONE MAC GROUP REP.
Egan	Hamilton	Hamilton	Richards	Archie	McKay	Multiple EFF's	Archie
Campbell	Kroll	Lemon	Burgoyne	Huston	Svoboda		Hamilton
Archie	Archie	Walters	Eneboe	Copple			Huston
Eneboe	Campbell		Campbell	Hamilton			Copple
Burgoyne	Eneboe		Egan				
Balukas*	Huston		Archie				
	Copple		Balukas*				
	Lemon						
	Walters						

* Denotes developmental position.

SOUTHERN LAND OFFICE

DNRC LIAISON/ AGENCY REP	COUNTY FIRE ADVISOR	AREA ASSISTANT FMO	AREA OR UNIT LINE OFFICER	AREA FIRE MANAGEMENT OFFICER (FMO)	INCIDENT BUSINESS ADVISOR	PUBLIC INFORMATION OFFICER	ZONE MAC GROUP REP.
Hermanns	Brown	Metivier	Wolcott	Yeager	Bennett	Yeager	Yeager
Wolcott	Yeager	Brown	Yeager	Metivier	T. Ryan*	Bollman	Wolcott
Yeager	Metivier		Hermanns	Brown			
	T. Ryan						
	B. Francis						
	K. Johnson						

* Denotes developmental position.

****Duty Officers****

Primary: Percy Metivier

Secondary: Derek Yeager

Alternate: Jeff Brown

As Needed: Matt Wolcott, Kevin Johnson

NORTHEASTERN LAND OFFICE

DNRC LIAISON/ AGENCY REP	COUNTY FIRE ADVISOR	AREA ASSISTANT FMO	AREA OR UNIT LINE OFFICER	AREA FIRE MANAGEMENT OFFICER (FMO)	INCIDENT BUSINESS ADVISOR	PUBLIC INFORMATION OFFICER	ZONE MAC GROUP REP.
Pyrah	Pyrah	Gerber	Rooney	Pyrah	Shepard	Rooney	Rooney
D. Williams	Crosmer		B. Smith	Gerber*	N. Hulett	Pyrah	Pyrah
H. Gerber	Hultin		Poole				
T Crosmer	D. Williams		McNally				
	Gerber		Pyrah				

* Denotes developmental position.

EASTERN LAND OFFICE

DNRC LIAISON/ AGENCY REP	COUNTY FIRE ADVISOR	AREA ASSISTANT FMO	AREA OR UNIT LINE OFFICER	AREA FIRE MANAGEMENT OFFICER (FMO)	INCIDENT BUSINESS ADVISOR	PUBLIC INFORMATION OFFICER	ZONE MAC GROUP REP.
	Sanders	Raisler	Pileski	Sanders		Pileski	Pileski
	Raisler		Sanders	Raisler		Sanders	Sanders

* Denotes developmental position.

DEPARTMENT HQ

DNRC LIAISON/ AGENCY REP	COUNTY FIRE ADVISOR	AREA ASSISTANT FMO	AREA OR UNIT LINE OFFICER	AREA FIRE MANAGEMENT OFFICER (FMO)	INCIDENT BUSINESS ADVISOR	PUBLIC INFORMATION OFFICER	ZONE MAC GROUP REP.
						Grassy	

943 PERSONNEL MANAGEMENT

A. AREA FIRE DUTY OFFICER ROLES & RESPONSIBILITIES

Fundamentally, the role of the Area Fire Duty Officer is to represent the Area Manager within the fire program. Representation of the Area Manager within the fire program is necessary to provide adequate decision-making authority in a timely manner when the need arises. This position is necessary to meet the needs of the potential 24hour/7days per week nature of the emergency responsibilities within the fire program. At higher preparedness levels or when other indicators necessitate, there is a critical need for a DNRC contact 24 hours per day. As the need for a State contact and decision maker increases (defined by our Preparedness Level scale or other indicators), the availability of a Duty Officer should also increase. Examples of decisions that may be asked of the Area Fire Duty Officer include:

- Policy questions related to the fire management program or state laws. (This may range from what fire number we use, to what are the procedures when we have a fatality in the line of duty.)
- Fire priority setting in a multiple fire scenario with limited suppression resources.

- DNRC assistance to cooperating counties.
- Incident complexity analysis.
- Appropriate response assured for all levels of incidents.

A key area of responsibility for the Area Fire Duty Officer is communication. Along with keeping informed on fire activity throughout the Land Office protection/support area, the duty officer will need to coordinate with the various cooperating agencies and the private sector. The Duty Officer also provides information and acts as a liaison with the State Fire Coordinator, the State Forester, the Department Director, and sometimes even the Governor.

There are several general areas of focus for the Fire Duty Officer. The following list is not an inclusive list but provides examples of the many areas that may need attention.

1. **DNRC Direct Fire Protection:** The Duty Officer will need to set and/or adjust the Land Office Preparedness Level in the absence of the Deputy Area Manger-Forestry/Area Fire Program Manager. The Duty Officer must assure adequate readiness at all locations, monitor and advise suppression efforts for needed assistance, and maintain communication with Unit Duty Officers and Dispatch centers, as well as Assist as needed with priority setting of shared resources, especially the helicopters and patrol planes, and assure adequate and accurate public information related to fire incidents.
2. **Support:** Assistance on completion of the Incident Situation Assessment or the Wildfire Decision Support System (WFDSS), IMT briefings and writing Delegations of Authority are usually needed for large fire support. Additionally, there may be a need to implement restrictions and closures, activate a MAC group, and increase our Fire Prevention efforts. The Area Fire Duty Officer may perform any or all of these duties, or need to recruit, designate and brief an individual to fill these roles.
3. **County Co-op Assistance:** DNRC maintains an agreement for fire suppression assistance with each of the 56 counties in the state. When all the criteria are met for assistance (basically the county is fully committed on a fire within county protection that has exceeded their capability), DNRC will provide assistance at no cost to the counties. The Fire Duty Officer will usually need to assure that the necessary formal requests are made, that the county retains their responsibility for the incident, and that we assign a qualified County Fire Advisor.
4. **Non-Fire Emergency:** Assistance provided for non-fire emergencies such as floods, earthquakes, or hazardous material spills needs to be approved by the State Forester or his designee. Requests for this type of assistance must normally go through the state DES channels to our state offices, but the Land Office Fire Duty Officer may be the first contact for this request.

Job aids For the Land Office Duty Officer:

1. Area Mobilization Plans.

2. County Fire Plans; each Co-op County has a specific plan with contact names and numbers.
3. Fire Program Manuals: The policy direction for the program is contained in a series of manuals, 100-1500.
4. DNRC State Fire Coordinator at the Northern Rockies Coordination Center (NRCC).
5. Annual Operating Plans with cooperators.

B. UNIT LEVEL DUTY OFFICER ROLES & RESPONSIBILITIES

The fundamental role of the Unit Duty Officer is to represent the Unit Manager. In addition, the Duty Officer will act as a contact point for cooperators, employees, and the public. This is often required 24 hours per day during fire season. Representing the Unit Manager means making necessary decisions until the Unit Manager can be contacted to confirm or change the existing decision.

Key responsibilities:

1. After hours contact point for dispatch centers, cooperators, employees, and the public.
2. Assuring an adequate fire response given current and expected fire conditions.
3. Assuring appropriate level of command for the given fire situation.
4. Providing for timely and complete fire complexity analysis to assure adequate response.
5. Assist dispatch or the IC with local knowledge or prioritization for multiple fire situations.
6. Communicating work schedules, resource status, and contact means for Unit resources.
7. Coordination of extension of hours for crews with dispatch centers.
8. Contact point for Co-op. County for fire suppression assistance.
9. Notification of Unit Manager and/or Unit Fire Management Officer of fire activity.
10. Communication with the Land Office Duty Officer for assistance needs, resource status, or simply for fire activity updates.

Job aids for Unit Duty Officers:

1. Unit Mobilization Plan and Chart.
2. Unit Duty Officer Kit or Notebook.
3. County Fire Plans.
4. Fire Program Manuals, 100-1500.
5. Applicable Annual Operating Plans with cooperators.

C. DNRC SEASONAL FIREFIGHTER GENERAL DUTIES

These guidelines will apply to all crew members. They will provide crew members with an understanding of what is expected of them by the State.

1. Proper work clothes will be worn while on the job. (See Seasonal Employee Clothing Guidelines.)
2. While on patrol crew members are expected to:
 - a. Clear and brush out roads and trails.
 - b. Check state signs for corrections, repair, or replacement. Brush out for visibility.
 - c. Establish new signs, tags and make proper records to be logged in files at the appropriate dispatch office.
 - d. Report road closures, bridge repairs, etc., and request materials needed to complete repairs.
 - e. Repair roads, bridges, culverts and ditches for proper draining and traveling access. Request materials needed to do the job.
 - f. If feasible, eat lunch on advantage lookout points for better observation of an area. Do not plan to eat lunch at quarters.
 - g. Communicate with the public and help educate them about fire prevention, Montana fire rules and regulations, and public responsibility.
 - h. Learn road system, names, location of landmarks, etc. in your area.
3. Vehicles will be maintained to manual specifications and checked daily. Any problems should be reported to your immediate supervisor or dispatcher to initiate corrective action.

4. There will be **NO** , games, rifles, pistols, fishing gear, bows and arrows, etc., carried in State vehicles. No loitering in public places during working hours. You are a state employee, and the public is always ready to criticize anything of this nature.
5. You are the Montana Department of Natural Resources and Conservation contact with the public in local areas. Deal with the public in a businesslike, but courteous manner. Do not antagonize or argue with the public. If violations of State fire regulations are observed, contact the Unit Manager or the Unit Fire Management Officer for instructions. Check all observed burning for appropriate burning permits. Keep current records of burning permits in your area.
6. Abusing state-owned or leased equipment is grounds for appropriate disciplinary action and/or dismissal.
7. If you don't know, ask!

D. FIRE AVAILABILITY GUIDELINES

1. **Authority**

The Department considers it to be a normal requirement of the job to periodically be required, during off-duty hours, to be:

a. Accessible by the Department and/or public.

b. Ready to serve in fire suppression efforts.

The determination as to whether this time is to be compensatory is dependent on a variety of factors and circumstances that the following guidelines will assist in defining. State law, Montana Code Annotated (MCA) 76-13-104. Functions of department -- rulemaking. (1) (a) The department has the duty to ensure the protection of land under state and private ownership and to suppress wildfires on land under state and private ownership. MCA 76-13-202. Means by which department may provide protection. The department may provide for wildfire protection of any wildlands through the department or by contract or any other feasible means, in cooperation with any federal, state, or other recognized agency. Title 39 of the MCA contains Statutes 39-31-303, 39-2-404 and 39-2-405 authorizing the Department to direct the affairs of its employees and for employees to comply with the directives of the Department. MCA Statute 39-4-107 authorizes the normal eight-hour work day and 40-hour work week to be extended in the event of fire emergencies. Department and Division policies address "On -Call/Standby Availability for Wildland Fires" (P-DNRC-HR- 8, 8A), "Compensation for Emergency Fire Duty Officers" (P-DNRC-HR-8B) and "Exempt Employee Overtime/Emergency Response" (P-DNRC-4R-40).

2. **Definitions**

On Call--non-paid status used to designate DNRC employees who are required to respond to wildfire or other emergency situations. For the purpose of these guidelines, on call is synonymous with call out. Call out is further defined in most union contracts.

Response Time--amount of time it takes the employee to arrive at a designated location to begin assigned duties.

Standby--a paid status used to maintain personnel and equipment in a readiness mode for immediate response or duty.

Work Scheduling--management practice used to establish an employee's normal work week.

3. **Response Requirements**

The requirements of the fire suppression function make it necessary to contact personnel as quickly as possible to respond to a fire request. The response time requirements may vary with the degree of the fire danger present, which in turn is dependent upon the time of year or weather conditions. During extremely low fire danger conditions, response requirements may be extended. This is obviously true during the winter months when snow or significant moisture has occurred throughout the State. As fire conditions build, the Department network for contacting personnel must expand accordingly. This network may include cooperators where formal agreements have been established. The time allowable for response by Department employees decreases as the fire danger increases. It will be a normal practice of the Department to define the response requirements of off-duty employees in order to allow them to plan their personal time more effectively and reduce unnecessary hardships.

4. **Response Time**

Initial attack dispatch offices have the current conditions at hand, and they vary according to the existing fire danger. Individual fire mobilization plans should include response time and level requirements as determined by fire danger, fuel types, etc., to ensure that 95% of all fires do not exceed 10 acres in size. A response time for an on-call employee should allow sufficient time for the employee to disengage from personal affairs and safely travel to the assigned duty station.

5. **Personnel Availability**

- a. Work Scheduling--This management practice should be the first option considered to resolve availability problems. Duty hours can be adjusted to give the maximum amount of available contact coverage at a duty station. Factors such as current fire danger, number of personnel, and other functional requirements will need to be considered in scheduling.

Work hours should be adjusted to ensure coverage of critical fire periods, while inconveniencing employees as little as possible. Reference Department and Division policies on Compensatory and Overtime (P-DNRC-4R-40, P-DNRC-HR-8,8A & 8B) and Alternate Work Schedule (P-DNRC-HR-26). Standby--Standby is used to keep personnel at a designated location for immediate contact and dispatch for fire duty. Normally the response time is immediate and notification for fire duty is imminent. It may be considered standby when personnel are placed in a work status and **directed** to remain at a specified location to await notification for dispatch to a specific fire. Employees will not be directed to remain at a specified location and told to expect to go to work prior to their next normally scheduled work period without being placed on standby and in a pay status. Standby status is used to ensure that needed employees are accessible and ready to serve at a moment notice. It may be necessary, in some instances, to request certain employees to remain at their work area or home during evenings or weekends in order to be available to receive reports of wildland fires from the public. Imposing restrictions to the extent that precludes the employee from using their time for some types of personal pursuits requires that they must be considered to be working and paid accordingly.

b. On Call--On call status is used to designate individuals who will be available during their off-duty time for possible fire duty. On call status is not considered work time for the employee, and the employee is not placed in a pay status. When possible, personnel should be made aware of their on call status well in advance so that it provides minimal interference with personal pursuits. This will allow the employee to schedule those types of personal activities that can be conducted around the limitations imposed by the on call status. Weekend on call status during the fire season should be rotated between affected personnel and scheduled well in advance to minimize disruptions to planned family events and to maintain fairness. Personnel will not be placed in on call status when standby is more appropriate. Employees are free to do as they wish as long as they make appropriate provisions to receive notification and report for fire suppression duty within the allotted response time. On call status should be rotated among employees so no employee is overburdened. Employee requests to volunteer for on call status should be considered.

c. Personnel Contact

- 1) Each Unit Office will determine how to contact personnel using any effective means of communication that is available. .
- 2) Pagers and portable two-way radios allow the employee to extend what is considered to be their home contact range before a call in is required. Pagers have the advantage of being lightweight and easy to carry, but depend on other communication means for response to a call. Portable radios are normally much more bulky, but have the

definite advantage of providing the capability of immediate verbal response to a call.

These guidelines will be followed unless they conflicts with negotiated labor contracts that shall take precedence to the extent applicable.

E. WORK CAPACITY STANDARDS

1. **Refer to Wildland Fire Management Training Manual (1100 Manual) 1180.8 – Work Capacity Test Requirements for Fire Activities**

2. **Personnel Required to Meet Standards**

All DNRC permanent and seasonal employees who are expected to be involved in fire control activities will be expected to achieve and maintain the necessary aerobic fitness score for the wildland fire job they fill per the NWCG Wildland Fire Qualification System Guide (NWCG 310-1). Refer to the Wildland Fire Management Trainingmanual (1100) section 1163.3.

Personnel involved in on-line fire control activities, primarily Operations Section personnel, will be required to meet the physical fitness requirements for **ARDUOUS** working conditions. (See NWCG 310-1 for a complete list)

Newly hired, to-be-hired or returning personnel (i.e., seasonal) should be informed in advance of the fire season that physical fitness will be a requirement for their position as appropriate. Notification should include the physical fitness requirement for the position and emphasize that studies have shown it takes most people approximately six weeks to regain good physical conditioning if they have not maintained a regular exercise program.

3. **Personnel That Do Not Meet Fitness Requirements**

Personnel that do not or cannot meet physical fitness requirements:

- a. Will be given adequate time to improve physical conditioning (10 working days) to meet necessary requirements for their fire job. During this time employees who do not meet physical fitness requirements should only be used for fire activities commensurate with their physical fitness testing scores.
- b. If still unable to meet physical fitness requirements for a given function, be moved to a position with lower physical fitness requirements, if available.
- c. Seasonal and temporary fire suppression personnel who cannot meet required physical fitness standards for their position are to be terminated or transferred, in strict accordance with Department of Administration Montana Operations Manual discipline policy (2.21.6505. Seasonal

personnel may be considered for other vacant positions with lower physical fitness standards, if they meet other required qualifications (i.e., a lookout, a radio operator, etc.).

- d. DNRC permanent personnel are asked to perform initial attack duties at various times throughout the year. If personnel have not met physical fitness requirements for arduous working conditions, they will not be required to perform fire suppression duties requiring an arduous fitness score. Personnel should be fully cognizant of their physical fitness condition and work within the limits of that condition.

F. DNRC FIRE AND AVIATION MANAGEMENT PHYSICAL FITNESS TRAINING POLICY

The current fitness and work capacity standards require all fireline qualified personnel to meet one of three levels of fitness: arduous, moderate, or light. These standards were established by the National Wildfire Coordination Group, the University of Montana's Human Performance Laboratory, and Missoula Technology and Development Center and have been adopted by Montana DNRC.

Workout programs for wildland firefighters are published in the Fitness and Work Capacity 2009 Edition and online at the FireFit website. These exercise programs are divided into three modules: pre-season, fire season, and post-season fitness, and incorporate all aspects of fitness and wellness. Each year the qualified employee will pass the appropriate level work capacity test. State employees that are fireline qualified are encouraged to participate in a health-related fitness program including aerobic, flexibility, and muscular fitness.

In order to have a balanced work-out program and ensure mitigation of injuries, purchasing of exercise equipment by Area and Unit offices, is highly recommended. Examples of appropriate exercise equipment may include:

treadmills, step benches, stepping machines, stationary bicycles, rowing machines, arm cycling ergometers, cross-country ski machines, and heart-rate monitors. Strength exercise equipment may include: pull-up bars, dip bars, and free-weights such as barbells, dumbbells, and supine or adjustable incline bench press with safety pins, and stack -type machines

The aim of this physical fitness policy is to encourage fitness by providing some time for exercising in order for employees to improve performance of physically demanding tasks, and to reduce and manage injuries. Up to one hour for physical training may be provided each work day for employees who are required to meet the arduous level of fitness for their wildland fire qualifications. All physical fitness training is dependent upon work load and fire activity. The fitness program should include appropriate activities which will improve aerobic conditioning and muscular strength, core strength, stability, and flexibility.

All fitness training programs must be reviewed and approved by the employee's immediate supervisor. The prudent purchasing of exercise equipment needs **Area Manager** and or, **Bureau Chief** approval.

DNRC Positions Covered by this policy:

- a. Unit Fire Management Officers
- b. Fire Team Leaders/Fire Operations Specialist
- c. Fire Foresters/Assistant Unit Fire Management Officers
- d. Engine Bosses
- e. Firefighters
- f. Helicopter Managers and Crew members
- g. Aviation Managers
- h. DNRC Pilots
- i. Any DNRC employee with an **Arduous Level** on an Incident Qualification Card

G. VEHICLE OPERATION REQUIREMENTS

1. Driver's License

a. Federal Requirements

The Federal Motor Carrier Safety Act requires each state to begin licensing drivers of "commercial" vehicles. These vehicles are defined at 49 CFR-Subtitle B-Chapter 111-Subchapter B-Part 383-Subpart F-383.91 as a self-propelled or towed vehicle used on the highways in commerce principally to transport passengers or cargo, if the vehicle has a gross vehicle weight rating or a gross vehicle weight of at least 10,001 lbs., whichever is greater; is designed to transport 10 passengers or more (including the driver); or is used in transporting hazardous materials in quantities requiring placarding pursuant to regulations prescribed by the Secretary of Transportation. The Montana Code Annotated, at 61-1-101(9), defines a commercial motor vehicle as "a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle: (i) has a gross combination weight rating or a gross combination weight of 26,001 pounds or more, whichever is greater, inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; (ii) has a gross vehicle weight rating or a gross vehicle weight of 26,001 pounds or more, whichever is greater; (iii) is designed to transport at least 16 passengers, including the driver; (iv) is a school bus; or, (v) is of any size and is used in the transportation of hazardous materials as defined in 61-1-101 (9)(a)(v)."

In addition, the Motor Carrier Safety Act of 1986, PL99-150, requires each state to begin licensing drivers of "commercial" vehicles. These vehicles are defined as all vehicles with a gross vehicle weight rating of 26,001 lbs. or more, all buses designed to haul 15 passengers or more (including the driver) and all vehicles hauling hazardous materials of any size (FMCSR Title 49, Subtitle B, chapter 111, Subchapter B, part 383-383.5 (Commercial Motor Vehicle)).

b. Montana State Requirements

Montana Code Annotated (MCA), Title 61 (61-5-102), Motor Vehicles contains revised language which implements the provisions of the Federal Act. The law changed the basic definitions of licensing by doing away with the terms operator and chauffeur, and substituting the term "driver's license." The "driver's license" entitles the holder to operate all vehicles except those mentioned above (commercial vehicles and motorcycles). Persons wishing to operate a commercial vehicle must possess a commercial driver's license, while a person wishing to operate a motorcycle will be required to get an "endorsement" to their

driver's license authorizing them to do so. An endorsement is a notation placed on the driver's license indicating that the driver is qualified to operate the type of vehicle that the endorsement covers.

Section 61-5-112 of the MCA sets forth the types and classes of commercial driver's licenses. Also refer to FMCSR 383.91 (Commercial Motor Vehicle Groups).

Interstate Commercial Driver's License (Nationwide) - Authorizes operation of a Commercial Motor Vehicle in interstate commerce. To get an Interstate Commercial Driver's License, a medical certificate is required by federal regulations and must be submitted with your application. The certificates are available from authorized medical doctors. This certificate must be updated every two years, and a commercial vehicle may not be operated in interstate commerce unless the driver has in their possession a current medical certificate.

Intrastate Commercial Driver's License (Montana Only) - A Type 2 commercial driver's license is for those who operate only in Montana (intrastate). It authorizes operation of a Commercial Motor Vehicle within the State of Montana but does not include vehicles operated solely within the State of Montana which are engaged in "interstate commerce." Refer to MCA 61-5-112 (a) (b) (c) &(f).

c. Age

To apply for an Interstate license, you must be at least 21 years old and be able to meet the qualifications to obtain a Commercial Driver's License.

To apply for an Intrastate license, you must meet the Montana qualifications and be at least 18 years old.

d. Classifications

Each Interstate or Intrastate license will be classified as to the type of vehicle driven as follows:

Combination Vehicle (Group A) -- any combination of vehicles with a Gross Combination Weight Rating (GCWR) of 11,794 kilograms or more (26,001 pounds or more) provided the GVWR of the vehicle(s) being towed is in excess of 4,536 kilograms (10,000 pounds).

Heavy Straight Vehicle (Group B) – any single vehicle with a GVWR of 11,794 kilograms or more (26,001 pounds or more) or any such vehicle towing a vehicle not in excess of 4,536 kilograms (10,000 pounds) GVWR.

Small Vehicle (Group C) – Any single vehicle, or combination of vehicles, that meets neither the definition of Group A nor that of Group B as contained in this section, but that either is designed to transport 16 or more passengers including the driver, or is used in the transportation of materials found to be hazardous for the purpose of the Hazardous Materials Transportation Act and which requires the motor vehicle to be placarded under the Hazardous Materials Regulations.

Non-Commercial Vehicle (Group D) - Any noncommercial vehicle authorized to be driven with a regular driver's license (Class D).

e. Endorsement

Authorization to an individual's Commercial Drivers License required to permit the individual to operate certain types of Commercial Motor Vehicles. All persons who operate or expect to operate the type of motor vehicle described in the endorsement shall take and pass specialized tests.

Double/Triple Trailers – Endorsement is required for drivers who pull double or triple trailers in Vehicle Group A, B, or C.

Passenger Vehicles – Endorsement is required in Group A, B, or C vehicles that are designed to transport sixteen (16) or more passengers including the driver.

Tank Vehicle – Any Commercial Motor Vehicle that is designed to transport any liquid or gaseous materials within a tank that is either permanently or temporarily attached to the vehicle or the chassis. Such vehicles include, but are not limited to, cargo tanks and portable tanks as defined in CFR 383.5. The endorsement is applicable to commercial vehicles in Vehicle Group A, B, or C; however, this definition does not include portable tanks having a rated capacity less than 1,000 gallons.

Hazardous Materials - Endorsement is required of placarded hazardous materials haulers operating commercial vehicles in Vehicle Group A, B, or C. Drivers wishing to obtain or renew a Hazardous Materials Endorsement must submit to Transportation Security Administration's (TSA) Security Threat Assessment (STA), which includes, but is not limited to, fingerprinting and a criminal background check. Out-of-state transfers who have previously completed a STA may not be required to complete another at the time of transfer.

School Bus – Endorsement is required for a Commercial Motor Vehicle, or any bus regardless of size, used to transport pre-primary, primary, or secondary school students from home to school, from school to home, or to and from school-sponsored events. School bus does not include a bus used as a common carrier. School bus drivers must also have a passenger endorsement.

Air Brake Restriction – A restriction placed on a Commercial Driver’s License prohibiting the operation of airbrake-equipped vehicles unless the driver has passed the required examinations (written, pre-trip, and driving) to show that they are qualified to operate an airbrake-equipped vehicle.

f. DNRC Requirements

DNRC employees will be required to have a commercial vehicle driver's license for in-state operation in order to legally drive passenger buses carrying 16 or more passengers including the driver, 1,000 gallon tenders, lowboys, 100 person fire caches, 3-ton trucks, or any other vehicle with a GVWR of 26,001 pounds or more.

1) Recommendations

- a) Supervisors need to identify the classes of vehicles to be driven by each individual employee, i.e., up to 26,001 lbs. GVWR. If an employee will be required to drive a passenger bus or van carrying 16 or more passengers (including the driver), that employee will need at least a Group B, Intrastate Commercial license.
- b) Driver’s license qualifications should be added to the redcard.
- c) Fire support and initial attack dispatch centers should keep an index of license qualifications and explore possible contracts with commercial carriers prior to the fire season.
- d) New hires, when being licensed, will be provided with a vehicle of the largest class they are to operate in accordance with their position description. The Department should provide this vehicle.
- e) Supervisors should inform employees that the State **will pay** for an individual's driver license or medical exam when the special license is a requirement of employment. Each work unit will need to identify those employees that will need to hold a CDL to drive in non-emergency situations. Managers should limit the number of employees holding CDLs to a level that will adequately meet their operational needs on the work unit. Presently, Montana law requires a medical certificate for anyone operating a vehicle that has a gross weight of 26,001 pounds or greater whether interstate or intrastate. A medical certificate is required for anyone operating a vehicle that weighs 10,001 pounds or greater and crosses state lines for commercial purposes (Interstate).

- f) Specialized license requirements should be included in updates or revisions to position descriptions as needed. Specialized license requirements must also be included in all future position announcements. It is the applicant's responsibility to obtain the proper licensing prior to making application for a position that requires a special license.
- g. Questions and Answers that May Help Clarify the License Requirements
- 1) Do I need a commercial license?
 - a) If you drive any single vehicle (dump truck, stake-side, etc.) that has a manufacturer's gross vehicle weight (GVWR) of 26,001 or more; or any such vehicle towing a vehicle not in excess of 10,000 GVWR; or any bus capable of carrying more than 15 passengers, including the driver, you will be required to have a Class B commercial license.
 - b) If you drive any combination of two or more vehicles (tractor-trailer) or any single vehicle with 26,001 GVWR or more towing a vehicle in excess of 10,000 GVWR you will be required to have a Class A commercial license.
 - c) For any single vehicle not in excess of 26,001 GVWR, except buses included in Class B and motorcycles (which require a Class M), you will be required to have a Class D noncommercial license.
 - 2) Which Type (1 or 2) endorsement should I get if I need a Class A or B commercial license?
 - a) If you're going to drive out of the State, you will be required to have a Type 1 endorsement. If you are only going to drive within the State, you will need a Type 2 endorsement.
 - b) If you're only required to have a Class D or M license, no Type 1 or 2 endorsement is required.
 - 3) Do I need a Tanker or Hazardous Materials endorsement?
 - a) If you drive any vehicle with 26,001 GVWR or more and the primary cargo is any liquid or gaseous material transported within a tank attached to the vehicle, you will be required to obtain a Tanker endorsement.
 - b) If you drive a vehicle with 10,000 GVWR or more and transport any hazardous materials requiring placarding, you will be

required to have a hazardous materials endorsement (e.g., helitenders).

- 4) Is there a cost associated with new license?

Yes, if you are required to obtain a Class A or B commercial license, a Type 1 endorsement and a Type 2 endorsement have set costs in addition to the regular license fees.

h. Commonly Asked Questions and Answers That May Help Clarify the License Requirements and Their Application to Personnel Within the Fire Function

- 1) Will any exemptions be allowed for firefighters?

Yes! The CDL requirement is waived during an emergency response.

- 2) What is a good driving record?

If you do not presently have a probationary license, you are assumed to have a good driving record.

- 3) Do I need a commercial license to drive a 200-gallon engine, a 500-gallon engine or a 1,000-gallon tender?

Only if the vehicle has a GVWR of 26,001 or more and you are not responding to a fire emergency. If it exceeds 26,001 pounds and you are not responding to a fire emergency you will also need a Tanker endorsement. Natural Resources and Conservation 200-gallon engines have a GVWR of 10,000 to 11,000 lbs.

- 4) If I'm a volunteer firefighter (not being paid), do I still need a commercial license to drive vehicles over 26,001 GVWR?

No, NRCG members have agreed that they will accept the Chief of the department's certification that his/her driver/operators meet or exceed NFPA Standards.

- 5) If I drive a busload of firefighters just over the Idaho border, do I need a Type 1 endorsement?

Yes, you will be required to have a Class B license with passenger endorsement if the capacity is over 15 passengers and a Type 1 endorsement if this commercial vehicle is driven out of State.

- 6) If I haul a placarded load of hazardous materials in a half-ton pickup, do I need an H endorsement?

Yes, any placarded amount of hazardous material requires a "Hazardous Material" endorsement.

- 7) What is meant by Type and Class?

Type defines where and Class defines what. Type is either in-State or out-of-State driving. Class is the kind of vehicle (Class A combination vehicles - Class B single vehicles over 26,001 GVWR) driven.

- 8) Must I give up any licenses from other States?

Yes, you must return all such licenses and sign a form stating you have only one license.

i. Common Examples of the Types of Vehicles Operated Within the Department and the License Required

- 1) A tractor-trailer unit which is operated in and out of the State. NEED: Class A, Type 1 endorsement.*
- 2) A three (3) ton stake side operated in and out of the State. NEED: Class B, Type 1 endorsement.**
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- 3) 75- or 100-person fire cache tractor-trailer unit operated within the State only. NEED: Class A, Type 2 endorsement.
- 4) Three (3) ton (26,001 GVWR) stakeside trucks operated within the State only. NEED: Class B, Type 2 endorsement.**
- 5) 50-person fire caches (under 26,001 GVWR) van type truck. NEED: Class C.***
- 6) Most 1 to ½--ton flatbed and stake side trucks (under 26,001 GVWR). NEED: Class C.****

* To load or unload larger (26,001 GVWR) water tenders, a tanker endorsement would also be required.

** If towing a vehicle over 10,000 GVWR, a Class A would be required.

*** Any Class C vehicle (under 26,001 GVWR and not a bus under Class B) towing a trailer over 10,000 GVWR, the driver is still only required to have a Class C.

**** Any amount of placarded hazardous material will need an H endorsement. Possible example would be a ½ ton helicopter fuel tender.

- 7) Water tenders (1000-1200 and larger). NEED: Depends on the GVWR; if over 26,001, the driver needs a Class B license with a "T" endorsement plus the Type 2 endorsement if operated within the State. If the tender is a tractor-trailer rig, the required license would be Class A with a "T" and Type 2 endorsement.
- 8) Dump trucks (most of the newer Dodges are over 28,000 GVWR). NEED: Class B, Type 2.
- 9) All lowboys and other tractor-trailers driven within the State. NEED: Class A, Type 2.*
- 10) Light engines (200-750 gallons). NEED: Class C.
- 11) Buses, 15 passenger or more, and operated within the State. NEED: Class B, Type 2.
- 12) Class C vehicle (single vehicles not in excess of 26,001 GVWR) towing a trailer over 10,000 GVWR. NEED: Class C.

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* To load or unload larger (26,001 GVWR) water tenders, a tanker endorsement would also be required.

** If towing a vehicle over 10,000 GVWR a Class A would be required.

*** Any Class C vehicle (under 26,001 GVWR and not a bus under Class B) towing a trailer over 10,000 GVWR, the driver is still only required to have a Class C.

**** Any amount of placarded hazardous material will need an H endorsement. Possible example would be a ½ ton helicopter fuel tender.

3. **Seat Belts**

The following is a quotation of the Department of Natural Resources and Conservation seat belt policy (P-DNRC-HR-19) and will be strictly adhered to by all DNRC personnel involved in fire or non-fire duties:

“It is the policy of the Department of Natural Resources and Conservation to ensure that all Natural Resources & Conservation employees wear a seat belt while either operating or riding as a passenger in a State-owned vehicle. It is the responsibility of the operator of a State vehicle to ensure that all persons are using seat belts.

It is the responsibility of each supervisor to ensure that all appropriate State vehicles under their supervision have seat belts and are in good working order.

It is the responsibility of all Natural Resources and Conservation employees who operate or ride as a passenger in a State-owned vehicle to ensure that this policy is enforced.

This policy shall apply to full time employees, part time employees, permanent, temporary and/or seasonal employees.”

4. **Drug and Alcohol Testing for Commercial Driver’s License (CDL)**

The following is a quotation of the Department of Natural Resources and Conservation Drug and Alcohol Testing Policy (P-DNRC-HR-6 & 6A) and will be strictly adhered to by all DNRC personnel required to have a CDL.

Emergency Firefighters (EFFs) are exempt from this policy. Department mechanics holding a CDL are covered under union contracts. Drug and alcohol testing is done randomly on a State pool of personnel holding CDLs. The State pool, in which random testing will be conducted, includes **all** State agencies. Each department is responsible for costs associated with drug and alcohol testing on its employees holding a CDL.

The following is a quotation from a memo dated December 5, 1995, to Gary Willis, Personnel Director from Dick Thweatt, Agency Counsel. This memo is also in regards to “Drug and Alcohol Testing for Drivers of Commercial Motor Vehicles”.

“A question has been raised about a definition of “commercial motor vehicle” under State law that differs from the definition of that term under federal law. Section 61-1-134, Montana Code Annotated (1995), excludes from the definition of “commercial motor vehicle” “a vehicle exempt from taxation, used for firefighting, and bearing Montana tax-exempt plates”. It is asked whether this definition in Montana statutes would exempt drivers of DNRC fire vehicles or volunteer fire department vehicles from federal drug and alcohol testing requirements.

“To answer this question, I returned to the applicable federal regulations and consulted a Montana Assistant Attorney General who works with motor vehicle laws. The answer to the question is “no”, because federal regulations govern the application of this requirement, and this definition in Montana’s statutes has no application to federal drug and alcohol testing requirements.

“The federal regulations imposing drug and alcohol testing requirements state that the testing requirements apply “to every person who operates a commercial motor vehicle in interstate or intrastate commerce, and is subject to the commercial driver’s license requirements of part 383 of this subchapter”. 49 CFR 382.103(a).

“In part 383 of the referenced subchapter, “commercial motor vehicle” is defined as “a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle - (a) has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds;.....” 49 CFR 383.5. The term “commerce” is broadly defined to include any traffic or transportation in the United States which affects interstate traffic or transportation. ID.

“As discussed in my August 15, 1995 memo on this subject, the federal drug and alcohol testing regulations do provide an exception for operation of fire trucks during emergencies. Neither a commercial driver’s license nor drug and alcohol testing is required for “The operation of fire trucks and rescue vehicles while involved in emergency and related operations;. . . .” 49 CFR 390.3 (f)(5).

“I have since discovered that “emergency” is also a defined term as used in these regulations and that it is limited to situations that are officially declared to be an emergency by authorized federal, State, or local authorities. 49 CFR 390.5. Thus, the exemption from testing requirements for drivers of fire trucks is much narrower than I described in my August 15, 1995 memo.”

5. **Hours of Service for Vehicle Operators**

a. **Incident Operations Driving**

These standards address driving by personnel actively engaged in wildland fire or all-risk response activities, including driving while assigned to a specific incident or during initial attack fire response (includes time required to control the fire and travel to a rest location). In the absence of more restrictive agency policy, these guidelines will be followed during mobilization and demobilization as well. Individual agency driving policies shall be consulted for all other non-incident driving.

- 1) Agency resources assigned to an incident or engaged in initial attack fire response will adhere to the current agency work/rest policy for determining length of duty day.
- 2) No driver will drive more than 10 hours (behind the wheel) within any duty-day.
- 3) Multiple drivers in a single vehicle may drive up to the duty-day limitation provided no driver exceeds the individual driving (behind the wheel) time limitation of 10 hours when alone or carrying passengers. When drivers are transporting only property or materials, they may drive 11 hours and have a total duty day of 15 hours.
- 4) A driver shall drive only if they have had at least 8 consecutive hours off duty before beginning a shift.

Exception: Exception to the minimum off-duty hour requirement is allowed when **essential** to:

- a) Accomplish **immediate** and **critical** suppression objectives, or
 - b) Address **immediate** and **critical** firefighter or public safety issues.
- 5) As stated in the current agency work/rest policy, documentation of mitigation measures used to reduce fatigue is required for drivers who exceed 16-hour work shifts. This is required regardless of whether the driver was still compliant with the 10-hour individual (behind the wheel) driving time limitations.

H. USE OF DEPARTMENT (CAPITOL-BASED) PERSONNEL IN FIRE SUPPRESSION

1. General Guidelines

- a. Department personnel will be utilized on a volunteer basis for non-emergency situations.
- b. All Department personnel may be called upon during emergency situations, unless exempted by the Director.
- c. Department personnel will be pre-trained and suitably equipped prior to fire duty. Physical testing will also be done when similar positions in the field call for these measures.

- d. The Forestry Division will annually supply a listing of skills needed, for Department review and sign-up.
- e. Department personnel will be utilized normally in a support role, with the attempt to use these individuals in jobs closely associated to their present assignments.
- f. Forestry Division and/or Land Office will interview all volunteers to determine degree of experience and training, and to establish position qualifications.
- g. All volunteers will be given “Standards for Survival” or refresher requirements by the Forestry Division prior to any fire-related assignment.
- h. The Division will maintain fire suppression experience and training records for all volunteers.
- i. The current salary and wage regulations for firefighting for exempt and covered employees would apply to Department volunteers.
- j. Fire support by volunteers will be considered an incidental part of the individual position description unless actual use over a period of time proves otherwise.
- k. Department assistance will be obtained by Land Offices through the Northern Rockies Coordination Center, unless specified otherwise in the Annual Operating Plan. To utilize State employees that do not work for DNRC refer to Montana Operation Manual Policy 317 (Disaster and Emergency Expenses – Loan of Employee).

2. Annual Operating Plan--Firefighting Support--DNRC

- a. This Annual Operating Plan is to outline the procedure for the use of capitol-based Department personnel, by land offices, during regular and emergency firefighting operations as defined below:
 - 1) Regular Firefighting Operations--fire control is normally accomplished by the Land Offices with Department volunteer support.
 - 2) Emergency Firefighting Operations--fire control cannot be accomplished by the Land Offices with Department volunteer support.
- b. Availability of Department Personnel

Department personnel will be made available in the following categories:

- 1) **Firefighting Support**--Department personnel who volunteer and receive their Division Administrator's consent to allow them to serve, will be used in the following support functions:

Firefighter
Timekeeping
Finance Team
Law Enforcement & Investigation
Cartography and Mapping
Personnel Processing
Fire Information Officer
Federal Disaster Assistance Team
Land Rehabilitation
Warehousing and Supply
Vehicle Operators
Radio, Telephone,
Fire Training Assistance
Fire Closures
State Liaison with Other Departments

- 2) **Emergency Fire Operations**--all Department personnel not specifically exempted by the Director may be available for emergency fire operations. Fire duties may vary, but normally will parallel those listed above. Department personnel may be used to support other agencies than the State during emergency operations.

3. **Selection of Department Personnel**

- a. Listing of Needs--the Forestry Division will annually, by April 1, supply the Department with a requested listing of types of manpower support. This list will be circulated within the Department and returned to the Forestry Division by April 20. The listing will indicate the availability of personnel under 2.b.1) and 2.b.2). The Forestry Division will then be allowed to work through normal channels to interview, train and equip the listed individuals for specific firefighting positions.
- b. Availability of Department personnel for Initial Attack and Volunteer Duty personnel must be approved by the various administrators within the Department prior to submitting the listing to the Forestry Division.
- c. Assignment of Personnel--the final assignment of personnel will be made by the State Fire Coordinator, based on the education, experience and skills and training levels of the individual volunteers. (Initial attack personnel must also complete the fire physical fitness testing.)

4. **Pay Procedures**

- a. Covered Employees--covered employees will be paid their regular rate of pay for normal work hours in actual firefighting and support duties.

Overtime will be paid at the time and one-half for all overtime hours worked. Training time will normally be held within the regularly scheduled work week and will be considered part of the employee's normal duties.

- b. Exempt Employees--exempt employees will be paid their regular rate of pay for normal work hours, in actual firefighting and support duties. Division administrators may grant compensatory time for overtime during regular firefighting operations. Overtime may be paid at the rate of time and one-half during emergency firefighting operations.
- c. Regular time and overtime earned while performing fire suppression/incident management duties will be charged to the incident. Compensatory time is not available for fire suppression/incident management duties. Refer to DNRC policy P-DNRC-HR-8,8A &8B.