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/s/ Patricia L. Koppenol

PATRICIA L. KOPPENOL

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2 **Exhibit NR8-**

Updates Montana Department of Natural Resources (DNRC) for the following:

Reformatted to match current Interagency Incident Business Management Handbook (2012):

01.2-7 Workers Comp Process change for State of Montana

01.4-1 Crew change out language added

01.4-4 Local Government Fire Force (LGFF) Personnel language clarified

01.4-5 Local Government Fire Force (LGFF) Equipment- 2012 Severity Interim Directive incorporated, Tactical Water Tenders added and Engine and Tender Rates adjusted with CPI-U.

01.4-5-1 Local Government Fire Force Ambulances & Medical Equipment- BLS & ALS Kits added. Clarified EMS WCT & RT-130 Language.

01.9-1 Strike Team Leader/Division Sup. /Off Road Line Vehicle- Vehicle Rate added
Agreements between Federal and State Fire Organizations

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

Exhibits:  
NR8 – Montana Department of Natural Resources and Conservation (pages 3-37)  
NR9– Idaho Department of Lands (pages 38-48)  
NR10– North Dakota Forest Service (pages 49-60)  
NR11– South Dakota Wildland Fire Suppression (pages 61)
01.1 MT DNRC General Information
01.2 Emergency Firefighters (EFF’s) and other State Employees
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   01.11-1 NRCG Mobilization of Local Government Firefighting Resources
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   01.11-3 DNRC 900 Manual – Wildland Fire Suppression
   01.11-4 DNRC Operating Guidelines / DNRC IBA Job Aid
   01.11-5 DNRC LGFF Incident Rental Agreement IRA
01.12 Abbreviations and Definitions
01.13 FEMA Guidelines
01.1 Montana DNRC General Information

This information is intended to provide a general outline of DNRC and Local Government Fire Force (LGFF) operating procedures. For further information contact one of the six Area Land Offices, the Forestry Division or the Fire and Aviation Management Bureau:

LAND OFFICES:

- Central Land Office, Helena, MT (406) 458-3500
- Eastern Land Office, Miles City, MT (406) 232-2034
- Northeastern Land Office, Lewistown, MT (406) 538-7789
- Northwestern Land Office, Kalispell, MT (406) 751-2240
- Southern Land Office, Billings, MT (406) 247-4409
- Southwestern Land Office, Missoula, MT (406) 542-4200

FIRE AND AVIATION MANAGEMENT BUREAU:

- Matt Hedrick, Missoula, MT (406) 542-4206
- Pam Okon, Missoula, MT (406) 542-4230

FORESTRY DIVISION:

- Missoula, MT (406) 542-4300

BILLING:

DNRC will use applicable LGFF equipment rates and actual personnel costs for purposes of billing other agencies and private entities for fire suppression services. Rates for on-road vehicles will be billed according to rates found in the Northern Rockies Ch 20 Supplement (also see section 1.9-1 of this chapter). For off-road 4x4 SUVs and Pickups the applicable rates will be billed according to section 1.9-1 of this chapter.

Rates for T1-7 Engines & T1-3 Water Tenders & Water Trucks:

The rates contained in this chapter for T1-T7 Engines were updated for CY2013 using the Consumer Price Index obtained from the United State Department of Labor Bureau of Labor Statistics. [http://www.bls.gov/cpi/](http://www.bls.gov/cpi/)

The CPI-U for 2012 was issued at 1.7%. The original rates were derived from a formula calculating an average replacement cost for the equipment. This formula is representative of the actual cost of replacing the equipment in the future. The new 2013 rates for engines & tenders will stay static until 2016 (3 Years). After the 3rd year, the rates will be re-evaluated and adjusted as needed. If a significant market change occurs during the 3 year period the rates may be re-evaluated.

01.2 EMERGENCY FIRE FIGHTERS (EFF’s) AND OTHER STATE EMPLOYEES

DNRC has six Area Offices and the Fire & Aviation Management Bureau that engage in statutorily-mandated wildland fire suppression and all hazard incident activities. In some areas, DNRC hires seasonal positions each year to fight fire for approximately 65 days during June to August. As needed, DNRC also hires temporary, Emergency Fire Fighters (EFFs) for individual emergency operations that require more personnel than are already on staff.

A DNRC EFF is an individual hired of necessity to cope with a sudden and unexpected emergency, actual or potential, which threatens damage to DNRC protected property. EFFs are hired without a competitive interview process. While individuals may complete all necessary 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 particular incident. EFF employment is sponsored for an individual wildfire or other hazard incident basis. Employment terminates when the EFF’s work on the incident is complete. Employment as an EFF is not guaranteed. Hiring and dispatching EFF’s for incidents impacts the limited resources at the DNRC offices that sponsor the EFF’s, limiting how many EFF’s 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. Trust
and responsibility are critical criteria for all DNRC incident personnel in dealing with wildfire command structure, agency cooperators, local governments and the public. DNRC is not obligated to red card, hire, sign up, or mobilize personnel or equipment, and will determine which (if any) personnel or equipment will be carried and mobilized by DNRC.

DNRC does NOT use the same Administratively Determined (AD) pay plan rates as federal agencies when hiring casual firefighters. DNRC hires casuals (EFF’s) as state employees using the EFF Pay Plan. EFF rates of pay are determined by the nature of the EFF work assigned. See the NRCG supplement to Chapter 10, Exhibit NR02 for the current pay plan.

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

**01.2-1 Entitlements**

EFF employees do not earn sick or annual leave and are not required to participate in the state retirement plan. EFF’s who are currently participating in a PERS state retirement plan through previous employment must participate in the retirement plan. Questions should be directed to DNRC Human Resource Bureau (406) 444-4942 or the responsible Land Office.

DNRC employees, including EFF’s, are covered under the provisions of the State of Montana Workers’ Compensation Insurance Program (known as Montana State Compensation Insurance Fund or Montana State Fund).

DNRC employees, including EFF’s, have State and Federal withholding taxes deducted from gross earnings and state unemployment insurance is paid by the state. Federal Social Security (FICA) taxes are not deducted from EFF earnings.

DNRC employees, including EFF’s, are granted commissary privileges. Commissary deductions will be accounted for in accordance with instructions in this handbook.

DNRC employees, including EFF’s, do NOT receive hazard pay, nor any other form of differential except overtime. EFF’s receive the base rate for the first eight hours of work per calendar day, and 1½ 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. Other state employees receive 1½ times the base rate for all hours worked beyond the forty-hour base in the work week. Overtime does not need to be calculated at the incident, but will be figured when Emergency Firefighter Time Reports (OF-288’s) are processed by Payroll.

DNRC employees, including EFF’s, may occasionally be in situations where meals or lodging may need to be paid out-of-pocket when in travel status or when meals at fire camp are not available. Reimbursement for such expenses will be in accordance with the Travel & Reimbursement Policies, State Per Diem rates and the DNRC Fire Meal Policy, regardless of the location of the incident.

For current travel reimbursement policies and state per diem rates for travel, see the following website:

- [http://doa.mt.gov/doatravel/default.mcpx](http://doa.mt.gov/doatravel/default.mcpx)

During a declared *State of Emergency*, non-DNRC employees, with the exception of rostered IMT members, shall be mobilized through the Department of Emergency Services (DES).

Telephones and cell phones provided by the State of Montana are for the conduct of state business only. Personal long distance calls may not be made from or charged to state telephones.
01.2-2 Meal Periods

The guidelines of Chapter 10 of the IIBMH conflict with Montana Law and the Fair Labor Standards Act (FLSA); therefore, the following shall apply to DNRC employees, including EFF’s.

DNRC employees are to be paid for meal breaks when in a fire suppression mode (on the fire line) unless they are completely relieved of duty during the break. Fire camp duty, traveling to and from the fire line, or any other duty that is not actual work on the fire line will not be paid for meal breaks, as long as the employee is completely relieved of duty during the break. If personnel cannot be completely relieved of duty, their supervisor must document why the crew was required to continue in a work status during a scheduled meal period. This documentation shall be part of the incident record but does not need to be forwarded to the person’s home unit.

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

01.2-3 Work/Rest, Length of Assignment, and Days Off

DNRC subscribes to the guidelines for work/rest, length of assignment, and days off as outlined in Chapter 10 of the IIBMH. However, compensation for days off given upon return to DNRC home Unit Office (per IIBMH) is contrary to Montana State pay provisions for DNRC permanent, seasonal and EFF personnel. If deemed advisable, it is the responsibility of the Incident Commander (IC) to provide days off during an incident assignment.

Seasonal employees may be entitled to compensated R&R days per direction in DNRC 300 Manual. [http://dnrc.mt.gov/Forestry/Fire-Manuals/manuals.asp](http://dnrc.mt.gov/Forestry/Fire-Manuals/manuals.asp)

01.2-4 Payroll

DNRC payroll occurs every other week throughout the year. Copies of payment documents for permanent and seasonal employees should be transmitted to home units in order to meet payroll deadline dates. Pay period ending dates for 2013 are: 1/11, 1/25, 2/08, 2/22, 3/8, 3/22, 4/05, 4/19, 5/03, 5/17, 5/31, 6/14, 6/28, 7/12, 7/26, 8/09, 8/23, 9/06, 9/20, 10/04, 10/18, 11/01, 11/15, 11/29, 12/13 & 12/27. It is the responsibility of each employee to ensure that their payroll documents are transmitted to their home unit.

EFF employees are normally paid upon completion of the fire assignment via direct deposit if elected or by check mailed to the address shown on the W-4. Payment is made directly from the completed Emergency Firefighter Time Report, (OF-288). At the time of demobilization from an incident, the completed original OF-288 and signed crew time reports (CTR’s) MUST be transferred to the responsible Land Office or DNRC Unit Office for processing, preferably by hand with the demobing resource. On long duration incidents consideration should be given to biweekly transmission of EFF payroll documents; however, this must be prearranged with the responsible Area Land or Unit Office.

01.2-5 Hiring Documents

The following documents must be completed and kept on file at the responsible Land Office / Unit Office for each EFF employee hired. These forms are available from DNRC Unit Offices, Land Offices, and the following website: [http://www.dnrc.mt.gov/Forestry/fire/business/forms.asp](http://www.dnrc.mt.gov/Forestry/fire/business/forms.asp)

1) Emergency Firefighter Employment Form
2) W4 – Employee Withholding Allowance Certificate
3) Decedent’s Warrant - Must be fully completed, including SS numbers and dates of birth.
4) Employment Eligibility Verification (IRCA Form I-9) - If possible a photocopy of the documents reviewed should be included.

5) Public Employees’ Retirement System (PERS) Optional Membership Election - The ORIGINAL copy must be submitted for processing.
   A. Membership Card - Public Employees’ Retirement System - This form is only required if the EFF elects to be a member of PERS on the Membership Election form above. It is not available on the above website. It must be obtained from a DNRC Land Office or from DNRC Payroll in Helena.

6) Statement of Selective Service Registration Status

7) Confirmation of Receipt of DNRC Policies by EFF’s

8) SSA-1945 Statement concerning your employment in a job not covered by Social Security

9) Incident Behavior Form

10) Certification for Local Government Fire Forces (LGFF) Equipment and Operators (page 2 being the Incident Rental Agreement (MT DNRC IRA))
   A. Chief Certification is only required where the fire chief is attesting to individual knowledge, skills and abilities for training and type and class of equipment operated.

01.2-6 Payment Document Requirements

Equipment (Original pink copies for the payment office, blue copies for the file. NOTE: I-Suite copies will all be white.)

1) Emergency Equipment Use Invoice (OF-286)
   a) Fuel/Oil tickets (OF-304)
   b) Shift tickets (OF-297)

2) Emergency Equipment Rental Agreement (OF-294) OR MT DNRC Incident Rental Agreement (IRA), if applicable

3) Certification for Local Government Fire Forces (LGFF) Equipment and Operators, if applicable

4) Inspection Form (pre/post) if available (OF-296)

5) Resource Order

6) Invoice, if required for the hiring option

Emergency Firefighter (white copies for the payment office. NOTE: I-Suite copies will all be white.)

1) Emergency Firefighter Time Report (OF-288)
   a) Crew Time Reports (SF-261)

2) Resource Order

3) Certification for Local Government Fire Forces (LGFF) Equipment and Operators, if applicable

Emergency Firefighter Time Reports, Crew Time Reports, Emergency Equipment Shift Tickets and supporting documentation will be filled out, a copy retained at the incident, and the signed original packet returned with the designated representative when demobed. This designated representative would normally be the Engine Boss, Strike Team Leader, Crew Boss or single resource. Any questions should be directed to the local DNRC Land or Unit Office. Packets should be submitted to DNRC within one month of the demob date.

01.2-7 Compensation for Injury/Illness

Compliance with Montana State Insurance Compensation Fund instructions pertaining to physicians and facilities to be used is the responsibility of the Finance/Administration Section Chief or Incident Commander.

The injured Montana State employee, or a person acting on behalf of the injured employee, is responsible for reporting the injury to the immediate supervisor. The immediate supervisor is responsible for the preparation of the First Report of Injury Form. The First Report form must be transmitted via fax or e-mail to the DNRC Safety Officer within 24 hours of notification or knowledge of a work related injury. The Safety Officer will review the First Report form and must submit the claim to the Montana State Fund within 24 hours. This form is available in Northern Region Finance Kits, from DNRC offices or on the Internet at: http://www.montanastatefund.com under Employer, Report an Injury.
The Finance Section is responsible for transmitting the First Report, complete with attending physician’s information and the employee’s signature. Faxing or E-mailing a hard copy to Rnorwood@mt.gov or fax #: 1-406-444-1357 (Attention: DNRC Safety Officer) is the preferred method of transmitting the completed First Report. The DNRC Safety Officer will ensure the report is completed correctly, and then forward it on to Montana State Fund. The report should be submitted as soon as the information is obtained. Note the date and time of transmittal (faxing) on the completed First Report and include the signed original with the employee’s payroll documents for return to the home unit. The form should be filled in as completely as possible, including the DNRC tax ID # of 81-0302402. If the form is not available or cannot be transmitted within 6 days, call the DNRC Safety Officer at 406-444-2079 or cell 406-438-7228, to initiate the First Report verbally.

The DNRC workers compensation insurance does not cover operators of equipment hired “fully operated,” other government agency employees or Local Government Fire Forces (LGFF) which qualify and choose to use their own payroll. Generally speaking, any cooperator who is not hired as an EFF is not covered by DNRC’s insurance. DNRC’s responsibility, in such cases, is limited to arranging for prompt emergency or other medical treatment if necessary. The attending physician must be advised that the private individual(s) involved have their own worker’s compensation coverage.

All employees that require medical care beyond what can be provided at the camp must be handled through the appropriate employees’ workers comp insurance. For State of Montana employees including regular employees, seasonal’s and EFF’s, the claims will be handled through MT State Fund.

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

If medical care is not available at the fire or there is a minor injury that needs acute minor medical attention to return an employee to work please contact the local Unit or Land Office for approval for APMC. Please reference Chapter 10 of the Interagency Incident Business Management Handbook (IIBMH) APMC guidelines.

IN NO SITUATION SHALL CARE BE DELAYED!!

Assistance with claims for compensation for work related injury or illness may be obtained by contacting Ryan Norwood, DNRC Safety Officer. If the DNRC Safety Officer is not available, assistance with claims for compensation for work related injury or illness may be obtained by contacting Carol Nelson, DNRC HR Specialist, (406) 444-0513 or Kelly Bishop, DNRC Payroll (406) 444-6673. If no contact can be made to the above people please contact the local DNRC Area Land or Unit Office.

01.3 PRIVATE FIRE SUPPRESSION RESOURCES – EMERGENCY EQUIPMENT RENTAL

01.3-1 Preferred Hiring Method

In the course of wildland fire suppression, DNRC offices may utilize any fire resource to aid in the suppression of any fire on lands protected by the State of Montana. This includes, but is not limited to 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 best, closest and most logical source as determined on the basis of urgency (date & time needed), availability, delivery time, reasonable cost, and operational impact on the agency & incident. This allows DNRC to select resources that will allow the fastest, most effective and of most importance safe suppression of fires occurring on state protection.

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

The preferred hiring method for EERA’s executed by DNRC is “Fully Operated” (see Section 01.4-3 of this supplement) and is in accordance with the procedures established in the IIBMH and the NRCG supplements to Chapter 20 of the IIBMH. Private contractors must provide proof of Workers Compensation coverage for their employees, and either proof of coverage or an exemption issued after 4/28/05 for themselves. Failure on the part of equipment owners to provide this documentation does not constitute justification to hire the equipment “unoperated” in a preseason sign-up. The contractor must also provide documentation of payment of coverage of unemployment insurance for their employees.

Private contractors hired on a fully operated basis are responsible for providing their own operating supplies (fuel, oil, foam, etc.). Repairs and normal maintenance are the contractor’s responsibility.

**01.3-2 During-Incident Sign-up**

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

EERA’s for equipment covered under the competitively solicited process where the contractor did not participate must show that the agreement is applicable only for the duration of the single incident and will not be eligible for interagency dispatch.

**01.4 LOCAL GOVERNMENT FIRE FORCES (LGFF)**

**01.4-1 General Information**

The guidelines in this document apply when Local Government Fire Forces (Rural Fire Districts, Fire Service Areas, Volunteer Fire Companies, and Municipal City Fire Departments) are hired for use by NRCG agencies. Hiring practices for other Municipal City, County and State resources are also addressed in this section. Detailed equipment and personnel standards, mobilization and dispatch procedures are included in the NRCG Mobilization of Local Government Firefighting Resources guide. The document may be found at the following website: [http://www.fs.fed.us/r1/fire/nrcg/ops_plans_index.htm](http://www.fs.fed.us/r1/fire/nrcg/ops_plans_index.htm)

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

Procurement of equipment and personnel from LGFF will follow the procedures established by the State of Montana DNRC Fire & Aviation Management Bureau and local Land or Unit offices. All rates and responsibilities have been established between the State of Montana and representatives of the LGFF. For current rates refer to section 01.4-4 Local Government Fire Force Equipment. Renegotiation of rates and responsibilities shall not happen at emergency incidents. If there are compelling reasons for renegotiation, the responsible Land or Unit Office must be involved in the negotiations and documented on the payment cover sheet. Normally, LGFF apparatus, equipment and personnel
will be signed up prior to the incident by the local DNRC Area Land or Unit office. If it is necessary to sign up equipment at the incident, contact the responsible Land or Unit Office.

The term Local Government Fire Forces in this document refers to:

a. Local Government:

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

b. Local Government Fire Forces:

1) County or municipal (e.g. town or city) equipment and personnel,  
2) volunteer and paid personnel from Local Government Fire Forces, and  
3) county and fire services organization equipment and apparatus

c. Local Government Fire Forces refers to any fire department (volunteer or paid), rural fire district, volunteer fire company, fire service area, or county rural fire department, organized and administered as per Montana State Law, Title 7 MCA and in this document interchangeable with the term Local Government Fire Forces.

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

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

Mutual Aid- Mutual Aid resources may be converted to paid status after the initial response if the Land/Unit Office deems it in the best interest of the State to do so. Mutual aid will not be paid without Land/Unit Office approval. Mutual aid responses will be paid according to the requesting jurisdictions’ Annual Operating Plan (AOP). In absence of an AOP a standard of 8 hours mutual aid is in effect. 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. The following conditions and criteria must be met to be placed in pay status:

- IC and DNRC Land/Unit or Federal Agency approval
- Equipment and Personnel must meet Agency Standards put forth in this Chapter of the IIBMH
- Have a Resource Order or Initial Attack Justification
- Be inspected or have signed the “No Damages/No Claims” statement of the OF-286 upon demob
• If a pre-season rental agreement is not currently in place, the LGFF should contact the local Land or Unit Office to create an Incident Rental Agreement.

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

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

**Crew Swap/Crew Change Out** - Travel expenses & travel time incurred swapping out LGFF crews is compensable at the end of a crews’ tour of duty (i.e. at the end of a 14 day assignment) if the resource (i.e. engine) is extended and there is a need to re-crew the equipment. Travel expenses & travel time for crew swaps that occur within the tour of duty to meet LGFF department staffing needs are done so at the cost of such departments.

**01.4-2 Within Local Government Fire Force Legal Jurisdiction**

To qualify for payment within its legal jurisdiction, not including severity, the local government force 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 Area/Unit involved.

When LGFF resources are dispatched to an incident within their legal jurisdiction, rostered *volunteer LGFF personnel* may be hired as EFF’s and paid for their time commencing 24 hours after the first initial attack resources are dispatched, unless otherwise designated in the local Annual Operating Plan (AOP), beginning with the time of dispatch from the respective dispatching center. Rostered department members, as listed on the annual roster to the County Clerk & Recorder or Secretary of State, means firefighters who are readily available to that Department to respond to incidents within its own jurisdiction on a daily basis. Mobilization, including continued mobilization for hire is subject to DNRC approval, since DNRC carries the expense of every mobilization.

Personnel certifications and qualifications will be in accordance with NWCG 310-1 established minimums or the equivalents with the knowledge, skills and abilities to perform at the LGFF certified position. NWCG 310-1 information can be found at [http://www.nwcg.gov/pms/docs/docs.htm](http://www.nwcg.gov/pms/docs/docs.htm). National direction is for agencies to accept each other’s standards. In some circumstances the Chief Officer of the LGFF can certify that provided resources have the knowledge, skills and ability to perform at those same levels. The incident commander will determine the priority of demobilization of resources subject to direction of the appropriate line officer(s).

EFF rates of pay are determined by the ICS position or nature of the EFF work assigned. See Chapter 10, Exhibit NR02 for the current Pay Plan. Hiring documentation for LGFF personnel is the same as for other DNRC EFF personnel; see section 01.2-5 above for information on hiring documentation for DNRC EFF’s. These documents should be completed preseason and copies kept on file at the hiring DNRC Area Land or Unit Office.

**LGFF equipment** will not be hired when the incident occurs within its legal jurisdiction, but approved operating supplies (fuel, oil and foam) may be covered beginning 24 hours after the initial attack resources are dispatched. Repairs and normal maintenance will be the LGFF’s responsibility.

In areas of DNRC Direct Protection with overlapping jurisdiction, the LGFF may be reimbursed for their expenses, as needed, and/or hired within the first 24 hours on an incident, if specifically provided for in the Annual Operating Plan (AOP), Initial Attack (IA) Agreement, Mutual Aid Agreement (MAA) or other formal contract.

Local Government Fire Force (LGFF) personnel are responsible for completing the Crew Time Report – SF-261, and the Emergency Equipment Shift Ticket- OF-297; these documents will be turned into the DNRC Area, Unit office or...
Incident Management Team. The Office or Finance section will post and complete the Emergency Firefighter Time Report – OF-288, and Emergency Equipment Use Invoice – OF-286 for payment.

**Severity**

LGFF resources (personnel and equipment) may be hired to bolster DNRC capabilities for pre-suppression severity (as per rates listed in this chapter), providing these resources are under the control of DNRC and are performing DNRC’s mission. These resources may be released to respond to incidents that are the responsibility of the LGFF. DNRC may move-up resources or preposition with other available resources and has no responsibility to rehire the LGFF.

Pre-suppression severity may be approved when the planning level requires a measured increase of the available resources required to respond in a timely manner to avert loss to life and natural resources. LGFF’s may be hired for pre-suppression severity within their jurisdiction when the LGFF is clearly performing DNRC’s mission.

01.4-3 Possible Hiring Methods

LGFF resources may be hired in one or more of the following options. Each option requires a separate agreement. Upon approval by the local Land/Unit office, one piece of equipment may be hired on more than one Montana DNRC Incident Rental Agreement (MT DNRC-IRA) if the LGFF wishes it to be available on both an unoperated and fully operated basis. Procurement officials on incidents should consult the hiring DNRC Area Land or Unit Office for more information regarding specific agreements. (see MT DNRC General Information listed above, Section 01.1)

In order for the LGFF to be eligible to accept assignments outside the Northern Rockies Geographic Area, LGFF equipment and personnel must be hired Fully Operated (Option #2) or under a separate agreement (Option #3), and be operated by LGFF employees, not EFF’s.

**Resource Orders** - E-#’s are to be issued for equipment and personnel staffing that equipment. O-#’s are to be issued for Overhead and Single Resources assigned to an incident. O-#’s are not to be issued for personnel listed on the equipment. An E-# may be issued for a support vehicle.

**NOTE:** LGFF Backfill will not be reimbursed using fire suppression funds and administration costs will not be reimbursed.

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

**DOUBLE SHIFT** - There will be no compensation for a double shift unless a separate operator(s) and or crew(s) is/are ordered in writing for the second shift. Double shift (DS) equipment is normally staffed with two operators or crews (one per shift) and must be ordered and documented on a resource order. If a resource order is not issued, detailed written documentation must be provided by the incident supervisor. A normal shift is 12-16 hours long. The DS rate will apply any calendar day the DS was under hire. The appropriate double shift rate can be found in the matrix located in section 1.4-5. The double shift rate covers the number of persons contained in the specification table for the
applicable piece of equipment (i.e. T6 engine 2 people, T3 engine 3 people). The provision that is listed for an additional person at the rate of $21.00/hr does not apply to the DS rate unless an extra person is ordered above the required persons to operate the equipment.

Travel for the LGFF crew(s) is only valid on the first and last day of the double shift. No additional travel will be paid for the interim days and crews are expected to stay in camp. If crews decide not to stay in camp, permission from the IC is required to leave camp and any travel time and fuel used is not compensable. Additional crew change out is the responsibility of the LGFF.

**Travel** – All travel and per diem costs associated with LGFF resources responding to/from an incident will be paid according to Chapter 10 guidelines and reimbursed according to the policies of the LGFF payroll entity. All LGFF expenses must be paid through the employing agency and submitted to DNRC for reimbursement with the agency invoice.

**Option 1)** Unoperated – Under this method, LGFF personnel will be hired as EFF’s, temporary employees of the State of Montana, and the equipment will be hired on a MT DNRC-IRA at the unoperated rate as listed in this supplement. Rental agreements for LGFF engines, water tenders and water trucks hired unoperated are not valid outside the Northern Rockies Geographic Area; this fact shall be stated on the equipment rental agreement in block 14, Special Provisions.

**Option 2)** Fully Operated – Under this method, LGFF personnel are not hired as EFF’s, they remain LGFF employees; the personnel and equipment are paid at fully operated rates as listed in this supplement, Section 01.4-4. LGFF equipment hired fully operated are responsible for their own payroll costs, including taxes and workers compensation insurance, as required under state law.

LGFF equipment hired on a fully operated basis is eligible to accept assignments outside of the Northern Rockies Geographic Area. Any out of region assignment with a piece of equipment that is over 26,000 lbs GVW will require an Interstate Commercial Drivers License (CDL) with all applicable endorsements. MT DNRC remains the mobilization and payment agency for LGFF resources on out of region assignments. Rates set forth in this Chapter, Section 01.4-4 below, are based on NWCG typing standards. All staffing requirements meet NWCG standards. For operational purposes and/or for safety reasons some engines or tenders may operate with an additional crewmember with the approval of the ordering entity. Each additional crew member will be paid at an hourly rate of $17.85.

**Option 3)** At the discretion of the local DNRC Area Land or Unit Office, an exception may occur when salaried or union fire departments or other municipal city or county government departments or divisions elect to provide their normal payroll and contract their services to DNRC. This is acceptable (with confirmation of worker’s compensation coverage) and may be a more agreeable way of meeting the requirements of collective bargaining. Under these circumstances, the LGFF is resource ordered through the national dispatch system and considered an agent of the State. The LGFF will bill DNRC travel and per diem expenses, normal payroll, including overtime, for permanent employees, and if applicable, the unoperated rate for the equipment, per the Cooperative Agreement executed between the DNRC Land or Unit Office and the fiscal authority for the LGFF. Backfill costs will not be reimbursed using fire suppression funds. LGFF administration costs will not be reimbursed. This Cooperative Agreement provides acceptance by both parties of the IIBMH and NRCG supplements. Questions regarding this agreement should be directed to the hiring Land or Unit Office.

LGFF equipment hired under this option is eligible to accept assignments outside of the Northern Rockies Geographic Area. MT DNRC remains the mobilization and payment agency for MT LGFF on out of region assignments.

**Other Municipal City or County Government Agencies:** Resources from other Municipal City or County Departments or Divisions may occasionally be ordered through the national dispatch system and hired by DNRC. Preferred hiring method is fully operated at the LGFF rates listed in this supplement, Section 01.4-4. If equipment is hired unoperated, the operator may be hired as a state EFF at applicable rates as listed in the EFF Pay Plan in the NRCG Supplement to Chapter 10, IIBMH. The Municipal City or County Government Agency will bill DNRC.
normal payroll, including overtime, for permanent employees, and if applicable, the unoperated rate for the equipment, per the Cooperative Agreement executed between the DNRC Land or Unit Office and the fiscal authority for the LGFF. Backfill costs will not be reimbursed using fire suppression funds.

Resources from other Municipal City or County Departments or Divisions shall meet the appropriate equipment and personnel standards. In emergency circumstances, operators that do not meet the appropriate standards may only remain on the fire if escorted by qualified line personnel.

FOR ALL PERSONNEL IN PAY STATUS, A RED CARD CERTIFICATION OR LGFF CHIEF’S CERTIFICATION FORM MUST BE IN PLACE WHETHER THEY ARE IN OR OUT OF JURISDICTION FOR PAYMENT.

01.4-4 Local Government Fire Force (LGFF) Personnel

NOTE: All LGFF volunteer personnel that are mobilized MUST be rostered volunteers of their fire department to be placed in pay status.

Under “unoperated” MT DNRC-IRA’s as detailed in Option 1) in section 01.4-2 above, LGFF personnel are hired as state EFF’s. Hiring documentation for LGFF personnel is the same as for other DNRC EFF personnel; see section 01.2-5 above. These documents are normally completed preseason and copies kept on file at the hiring DNRC Area Land or Unit Office. The certifications and qualifications are in accordance with NWCG Wildland Fire Qualifications System Guide (PMS 310-1 October 2012), as shown on the following charts. Personnel certified by a LGFF Chief on the Montana DNRC Chief’s Certification form MUST meet agency standards for training or equivalents with the knowledge, skills and abilities for the position. The local Land or Unit Office has the option to inspect training records for any LGFF personnel converted into pay status. DNRC may, at its discretion, inspect training records for any firefighter hired.

DNRC will not issue Red Cards to Local Government below the level of Strike Team/Task Force Leader or Unit Leader positions. The chief officer of each Local Government Fire Force is responsible for certifying that Local Government firefighters meet NWCG, NRCG, NFPA, or appropriate standards for the positions in which they are operating. Chief certifications are intended for rostered department members for which that Chief is responsible. Rostered department members, as listed on the annual roster to the County Clerk & Recorder or Secretary of State, means firefighters who are readily available to that Department to respond to incidents within its own jurisdiction on a daily basis. Mobilization, including continued mobilization for hire is subject to DNRC approval, since DNRC carries the expense of every mobilization.

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

FOR ALL PERSONNEL IN PAY STATUS, A RED CARD CERTIFICATION OR LGFF CHIEF’S CERTIFICATION FORM MUST BE IN PLACE WHETHER THEY ARE IN OR OUT OF JURISDICTION FOR PAYMENT.

LGFF single resource personnel may be hired as EFF’s or hired under Option #3 above, independent of LGFF equipment and be dispatched as single resources. These individuals may accept assignments in and out of region. EFF’s may be assigned to any position which they are red carded to perform under NWCG 310-1 and within individual agency requirements. During travel to an incident, single resource EFF’s may operate passenger vehicles (i.e.: pickups, sedans) belonging to a LGFF, a private individual, or DNRC. In the case of a LGFF or private passenger vehicle, if the vehicle is not specifically ordered on the resource order for use on the incident, it will be considered to be providing transportation to and from the incident only, and will be paid mileage according to the employing agency rates. Reimbursement for mileage must be requested through a DNRC or employing agency travel reimbursement voucher. All LGFF expenses must be paid through the employing agency and submitted to DNRC for reimbursement with the agency invoice. If the vehicle is ordered on a resource order for use on the incident, it must be...
hired on an EERA at the applicable unoperated rate per section 1-9.1 of this supplement and meet all equipment
inspection standards and requirements. EFF’s may also be hired as single resources to staff DNRC engines.

For current personnel pay rates see the EFF Pay Plan, Chapter 10, Exhibit NR02
of the NRCG Supplement to IIBMH. Each position has a minimum training requirement as shown below.

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

Drivers of LGFF equipment are recommended to possess a commercial driver’s license (CDL) and all drivers
should have the knowledge, skills and abilities for the type and class of equipment being operated. For any out of state
incidents, equipment over 26,000 lbs GVW requires an Interstate CDL with applicable endorsements. The chief
officer of each LGFF is responsible for certifying that local government firefighters have the knowledge, skills and
abilities for the type and class of equipment operated, as referenced in the NRCG IIBMH and the NRCG Mobilization
of Local Government Firefighting Resources Guide. Certification of drivers will be made using the “Certification for
Local Government Fire Forces Equipment and Operators” form. This form is required for all equipment requiring a
CDL and is available on the website at: http://www.dnrc.mt.gov/forestry/Fire/Business/EERAforms.asp. A copy of
this certification shall be carried by LGFF personnel during incident assignments. This certification is required as part
of the payment package. No payment will be made for the equipment unless the driver is certified by the chief officer
and listed on this form. Updated information may be added to the form as needed. The form will be kept on file at
each local Land or Unit Office and a copy submitted with the final payment package.

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

<table>
<thead>
<tr>
<th>Type 1 Structure Engines</th>
<th>Type 2 Structure Engines</th>
<th>Type 3 - 7 Wildland Engines</th>
<th>Type 1-2 Tactical Water Tender</th>
<th>Type 1 - 3 Water Tenders</th>
<th>Type 1 - 3 Water Trucks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Company Officer</td>
<td>1 Company Officer</td>
<td>1 Engine Boss</td>
<td>1 Driver Op/FFT1</td>
<td>1 Driver/Operator</td>
<td>1 Driver/Operator</td>
</tr>
<tr>
<td>EFF-G</td>
<td>EFF-G</td>
<td>EFF-F</td>
<td></td>
<td>EFF-E</td>
<td>EFF-E</td>
</tr>
<tr>
<td>1 Driver/Operator</td>
<td>1 Driver/Operator</td>
<td>1 Firefighter or</td>
<td>1 Firefighter or</td>
<td>1 Firefighter or</td>
<td>1 Firefighter or</td>
</tr>
<tr>
<td>EFF-E</td>
<td>EFF-E</td>
<td>Advanced Firefighter</td>
<td>Advanced Firefighter</td>
<td>Advanced Firefighter</td>
<td>Advanced Firefighter</td>
</tr>
<tr>
<td>2 Firefighters</td>
<td>1 Firefighter</td>
<td>EFF-C or EFF-D</td>
<td>* see note</td>
<td>EFF-C or EFF-D</td>
<td>EFF-C or EFF-D</td>
</tr>
<tr>
<td>EFF-C or EFF-D</td>
<td>EFF-C or EFF-D</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: If a third person is requested for unoperated Types 4-7 engines and listed on the resource order, the additional
firefighter will be paid at either EFF-C or EFF-D, depending on qualifications.
**LGFF STRUCTURAL ENGINE (TYPE 1-2)**

## Minimum Training Requirements

<table>
<thead>
<tr>
<th>Position*</th>
<th>FFT2*</th>
<th>FFT1*</th>
<th>Driver/Operator*</th>
<th>Company Officer*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Training</td>
<td>I-100, L-180, S-130, S-190 Or Equivalent; And Certified as NFPA FF1.**</td>
<td>Same as FFT2</td>
<td>Same as FFT2</td>
<td>Same as FFT2</td>
</tr>
<tr>
<td>Physical Fitness Work Capacity Test (WCT)</td>
<td>Light</td>
<td>Light</td>
<td>Light</td>
<td>Light</td>
</tr>
<tr>
<td>EFF Classification</td>
<td>EFF-C</td>
<td>EFF-D</td>
<td>EFF-E</td>
<td>EFF-G</td>
</tr>
</tbody>
</table>

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

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

---

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

## Minimum Training Requirements

<table>
<thead>
<tr>
<th>Position</th>
<th>FFT2</th>
<th>FFT1</th>
<th>ENGB</th>
<th>STEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firefighter</td>
<td>Advanced Firefighter/Squad Boss</td>
<td>Engine Boss</td>
<td>Strike Team Leader Engine</td>
<td></td>
</tr>
<tr>
<td>Required Training</td>
<td>I-100, L180, S130, S190 or equivalent</td>
<td>S131, S133</td>
<td>S230, S290</td>
<td>S215, S330</td>
</tr>
<tr>
<td>Other Training which supports development of knowledge and skills</td>
<td>None</td>
<td>S211, S212</td>
<td>I-200, L280, S231, S234, S260, S270</td>
<td>I-300, L380</td>
</tr>
<tr>
<td>Prerequisite Experience</td>
<td>None</td>
<td>Satisfactory performance as FFT2 and Successful position performance as FFT1 on a wildland fire incident</td>
<td>Satisfactory performance as FFT1 and Successful position performance as ENGB on a wildland fire incident</td>
<td>Satisfactory performance as ENGB and Successful position performance as STEN on a wildland fire incident</td>
</tr>
<tr>
<td>Physical Fitness</td>
<td>Arduous</td>
<td>Arduous</td>
<td>Arduous</td>
<td>Moderate</td>
</tr>
<tr>
<td>Other position assignments that will maintain currency</td>
<td>None</td>
<td>ICT5</td>
<td>ICT4, CRWB, DOZB, FELB, FIRB, HELB, TRPB</td>
<td>STCR, STDZ, STPL</td>
</tr>
<tr>
<td>EFF Classification</td>
<td>EFF-C</td>
<td>EFF-D</td>
<td>EFF-F</td>
<td>EFF-G</td>
</tr>
</tbody>
</table>
**LGFF WATER TENDER / WATER TRUCK**

**Minimum Training Requirements**

<table>
<thead>
<tr>
<th>Position</th>
<th>Water Tender Type 1-3 Driver / Operator</th>
<th>Water Truck Type 1-3 Driver / Operator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Training</td>
<td>Basic Wildland Firefighting (includes S130, S190, or equivalent)</td>
<td>Annual Fireline Safety Refresher Training (RT-130)</td>
</tr>
<tr>
<td>Annual Fireline Safety Refresher Training (RT-130)</td>
<td>Annual Fireline Safety Refresher Training (RT-130)</td>
<td></td>
</tr>
<tr>
<td>Physical Fitness</td>
<td>Light</td>
<td>None</td>
</tr>
<tr>
<td>EFF Classification</td>
<td>EFF-E</td>
<td>EFF-E</td>
</tr>
</tbody>
</table>

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

**01.4-5 Local Government Fire Force (LGFF) Equipment**

**NOTE: LGFF equipment will remain in paid status during meal periods.**

**Severity**

Severity rates for LGFF equipment will be paid at 50% of the established hourly rate when in non-fire status. If the resource is mobilized to an incident, the payment will revert to the full hourly suppression rate for the entire shift. Equipment being transported (via heavy transport) to a severity assignment shall be paid per the “While in Transport” paragraph below at 50% of the full hourly rate. See also 01.4-2 Severity.

**While in Transport**

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

**Equipment Down for Maintenance**

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

**Operating Supplies**

LGFF equipment will be reimbursed for fuel & oil used to and from an incident and while assigned to a fire. Costs will be reimbursed with proper documentation (e.g. detailed receipt). Normal wear & tear and normal maintenance usually will be the LGFF’s responsibility. LGFF engines may be reimbursed normal maintenance expenses (e.g., oil changes, tires etc) at the discretion of the DNRC Area office if deemed appropriate (equipment was used excessively on fire above normal wear and tear or in lieu of paying the equipment (e.g., county co-op equip). This must be approved by the DNRC office and will be reimbursed on actual costs expended documented on a receipt.

**Replacement Equipment**

Equipment off of an LGFF engine that are standard cache items used, damaged, destroyed or left on the line can be replaced at the incident. Non-standard cache items may be replaced at the incident if the incident has a method of procurement. If no buying team or other method of procurement is available, LGFF personnel may obtain an S# for resupply to purchase the item when they return to their home unit. The costs of the replacement item can be billed back to the incident. All items for replacement are subject to host agency approval and appropriate documentation must accompany and claim for lost, damaged or destroyed equipment.

**Classification / Inspection of Equipment and Personnel**

When classifying equipment, all of the requirements for both equipment and personnel, set forth in this Chapter must be met to be acceptable. Equipment lacking certification especially by not meeting the minimum requirements shall be used only when certified equipment is unavailable. Personnel not meeting the minimum requirements shall not be used.
NOTE: All Type 1 and Type 2 Structure Engines must meet minimum NWCG Specs set forth in this chapter AND the minimum NFPA requirements for the year in which it was manufactured.

Basic and advanced equipment and inspection workshops sponsored by the NRCG Equipment Committee cover the necessary safety systems, the mechanical soundness, compliance with transportation safety rules, laws and other codes. Compliance with applicable standards, rules, regulations, laws and other codes is the responsibility of the LGFF.

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

<table>
<thead>
<tr>
<th>TYPE</th>
<th>Unoperated Hourly Rate</th>
<th>Fully Operated Hourly Rate*</th>
<th>Fully Operated Double Shift Hourly Rate</th>
<th>Number of personnel*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$106.00</td>
<td>$191.00</td>
<td>$315.00</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>$101.00</td>
<td>$165.00</td>
<td>$272.00</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>$87.00</td>
<td>$152.00</td>
<td>$250.00</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>$73.00</td>
<td>$116.00</td>
<td>$191.00</td>
<td>2</td>
</tr>
<tr>
<td>5</td>
<td>$61.00</td>
<td>$104.00</td>
<td>$171.00</td>
<td>2</td>
</tr>
<tr>
<td>6</td>
<td>$57.00</td>
<td>$100.00</td>
<td>$164.00</td>
<td>2</td>
</tr>
<tr>
<td>7</td>
<td>$36.00</td>
<td>$78.00</td>
<td>$129.00</td>
<td>2</td>
</tr>
</tbody>
</table>

*For operational purposes and/or for safety reasons some engines or tenders may operate with an additional crewmember with the approval of the host agency. For a Fully Operated apparatus the additional personnel rate is $21.00/hr.

Hybrid Engines- “Hybrid” means - Engines in which a County owns the Chassis and the State of Montana DNRC has provided the Fire package including the pump package.

IN AREA- The rates for the Hybrid Engine would be 67% of the applicable rate in the table above for unoperated LGFF Engine as for in-state assignments.

OUT OF THE NORTHERN ROCKIES- If a department has a hybrid engine and they are eligible to be hired under Option 2 in 01.4-3 Possible Hiring Methods as Fully Operated and take an out of the Northern Rockies geographic area assignment the rate shall be 100%. Only engines eligible to be hired fully operated are able to accept and take of out of geographic area assignments.
ENGINE STANDARDS FOR TYPE

MINIMUM STANDARDS - The following guide is to aid in the typing of engines. When typing equipment, all of the standards must be met to qualify the equipment. Failure to meet any standard places the equipment in a lower type or disqualifies the equipment in its entirety.

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

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>MINIMUM STANDARDS FOR TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1*</td>
</tr>
<tr>
<td>Pump Capacity **</td>
<td>1000+</td>
</tr>
<tr>
<td>Gpm @ Psi</td>
<td>@</td>
</tr>
<tr>
<td>Tank Capacity (Gallons)</td>
<td>300/</td>
</tr>
<tr>
<td>Minimum/Maximum</td>
<td>None</td>
</tr>
<tr>
<td>Hose, 2½ inches (feet)</td>
<td>1,200</td>
</tr>
<tr>
<td>Hose, 1½ inch (feet)</td>
<td>500</td>
</tr>
<tr>
<td>Hose, 1 inch (feet)</td>
<td>-0-</td>
</tr>
<tr>
<td>Ladder (feet)</td>
<td>***48'</td>
</tr>
<tr>
<td>Pump and roll</td>
<td>-</td>
</tr>
<tr>
<td>Maximum GVWR (lbs)</td>
<td>-</td>
</tr>
<tr>
<td>Master Stream (GPM)</td>
<td>500</td>
</tr>
<tr>
<td>Personnel (minimum number)</td>
<td>4</td>
</tr>
</tbody>
</table>

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

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

***This includes 24’ extension ladder, 14’ roof ladder and 10’ attic ladder for a total of 48’.

**** Each additional crew member will paid at a rate of $21.00/hr. This must be approved by the host agency and ordered through the resource process.

NOTE: Engines specifically designed for on-road and structure work may not be signed up as a wildland engine.

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

MINIMUM REQUIRED COMPLEMENT FOR ENGINES

- 2 nozzles, combination fog/straight stream, 1 inch NPSH female
- 2 nozzles, combination fog/straight stream, 1½ inch NH female
- 20 feet, suction hose with strainer or screened foot valve
- 2 shovels, size 0
- 2 Pulaski
- 1 spanner wrench, combination 1 inch to 1½ inches
- 2 gated wyes, 1½ inches National Hose (NH) threads
- 4 reducers, 1½ inches NH female to 1 inch National Pipe Straight Hose (NPSH) male
- 1 adapters 1 inch NH female to 1 inch NPSH male
- 1 adapters 1 inch NPSH female to 1 inch NH male
- 2 increasers 1 inch NPSH female to 1½ inches NH male
• 1 double male 1½ inches NH threads
• 1 double female 1½ inches NH threads
• 1 fire hose clamp
• 1 first aid kit (five person)
• 1 set of three (3) reflectors
• 1 fire extinguisher (5BC or better)
• 1 set of wheel chocks
• 5 gallons (minimum), fuel to operate pump for 12 hours
• 1 pump for water fill or have drafting capabilities
• 300 feet of ¾-inch synthetic garden hose – 50 foot sections
• 4 reducers, 1 inch NPSH to ¾ inch GH
• 2 adjustable nozzles ¾ inch
• 1 mop up wand ¾ inch receptor for hose
• 4 gated Wye ¾ inch
• 5 inline ball valves ¾ inch
• 1 1 inch gated Wye NPSH
• 1 1½ inch to 1 inch inline T or 1½ inch to 1 inch water thieve
• 2 ¾ inch ball valve shut off’s

WATER TENDER AND WATER TRUCK CLASSIFICATION

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>MINIMUM STANDARDS TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Pump Capacity (GPM)</td>
<td>300</td>
</tr>
<tr>
<td>Tank Capacity (Gallons)</td>
<td>5,000 +</td>
</tr>
<tr>
<td>Off Load Capacity (GPM)</td>
<td>300</td>
</tr>
<tr>
<td>Maximum Refill Time (Minutes)</td>
<td>30</td>
</tr>
<tr>
<td>Personnel (Minimum Number)</td>
<td>1</td>
</tr>
<tr>
<td>Drafting Capability</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Most water tenders meet and exceed the requirements for a water truck. Replacement of a water truck operator with a fully qualified water tender operator does not solely constitute justification for payment of the water tender rate.

MINIMUM REQUIRED COMPLEMENT FOR WATER TENDERS

• 1½ inch nozzle, NH-combination; fog/straight stream (plastic is acceptable)
• 1½ inch NH female to 1 inch NPSH male reducer
• 20 feet suction hose (minimum) with strainer or screened foot valve
• Shovel, size 0
• Pulaski
• Frame or Self Standing Portable water tank 1000 gallon minimum (Porta-Tank)
• Spanner wrench, combination, 1½-2½
• Adjustable hydrant wrench
• 2 adapters, 1½ inches NPSH female to 1½ inches NH male
• 2 adapters, 1½ inches NH female to 1½ inches NPSH male
• 2 reducers, 2½ inches NH female to 1½ inches NH male
- 1 double male, 1½ inches NH
- 1 double female, 1½ inches NH
- 1 gated Wye, 1½ inches NH
- 1 Forestry hose clamp - 2½ inches
- 1 first aid kit (five person)
- Reflectors (1 set of 3)
- Fire extinguisher (5 BC or better)
- Wheel chocks (meets industry, standards for wheel chocks)
- Fuel to operate pump for 12 hours (minimum 5 gallons)
- 2 each, portable hand lights
- 100 feet of 1½ inches, cotton/synthetic hose, NH thread
- 50 feet of 2½ inches cotton/synthetic hose, NH thread
- Discharge outlets: 2 each 1½ inches NH thread
- Discharge outlet, 1 each 2½ inches NH thread
- Tire Tread Depth equal to DOT Standards

**LGFF WATER TENDER RATES**

<table>
<thead>
<tr>
<th>TYPE</th>
<th>Unoperated Hourly rate</th>
<th>Fully Operated Hourly rate</th>
<th>Double Shift Rate Fully Operated</th>
<th>Number of Operators**</th>
</tr>
</thead>
<tbody>
<tr>
<td>WT1</td>
<td>$106.00</td>
<td>$125.00</td>
<td>$209.55</td>
<td>1 **</td>
</tr>
<tr>
<td>WT2</td>
<td>$95.00</td>
<td>$115.00</td>
<td>$158.00</td>
<td>1 **</td>
</tr>
<tr>
<td>WT3</td>
<td>$68.00</td>
<td>$91.00</td>
<td>$150.00</td>
<td>1 **</td>
</tr>
</tbody>
</table>

** For operational purposes and/or for safety reasons some engines or tenders may operate with an additional crewmember with the approval of the host agency. For Fully Operated tenders each additional crew member will be paid at an hourly rate of $21.00/hr

**TACTICAL WATER TENDER MINIMUM STANDARDS FOR TYPE**

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pump Capacity (GPM)</td>
<td>250</td>
<td>250</td>
</tr>
<tr>
<td>@ rated pressure (psi)</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Tank Capacity (Gallons)</td>
<td>2,000 +</td>
<td>Minimum 1000 Max 1999</td>
</tr>
<tr>
<td>Hose mounted on Live hose reel - 3/4” I.D.</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Pump and roll</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Personnel (Minimum Number)</td>
<td>2**</td>
<td>2**</td>
</tr>
<tr>
<td>Foam Proportioner system</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

** Each additional crew member will paid at a rate of $21.00/hr. This must be approved by the host agency and ordered through the resource process.
NRCG MINIMUM REQUIRED COMPLEMENTS FOR
TACTICAL WATER TENDERS

- 1 – Live hose Reel Minimum 100’ of 1” hose non-collapsible w ¾” inside diameter
- 1 – Handheld Programmable Radio
- 1 – Nozzles, comb fog/straight stream, 1 ½” NH Female
- 2 – Shovels, size 0 or 1
- 2 – Pulaskis
- 1 – Spanner Wrench, combination 1 ½” to 2 ½ “
- 1 – Adjustable Hydrant Wrench
- 2 – Adapters 1 ½” NPSH Female to 1 ½” NH Male
- 2 – Adapters 1 ½” NH Female to 1 ½” NPSH Male
- 2 – Reducers 2 ½” NH Female to 1 ½” NH Male
- 1 – Reducer, 1 ½” NH female to 1” NPSH Male
- 1 – Double Male 1 ½” NH
- 1 – Double Female 1 ½” NH
- 1 – Gated Wye 1 ½” NH
- 1 – Fire Hose Clamp 2 ½”
- 300’ – 1 ½” cotton/synthetic hose NH thread
- 100’ – 2 ½” cotton/synthetic hose NH thread
- 10 – Fusee’s (fire starter)
- 2 – Line Gear (Day Pack)
- 20’ Suction hose with strainer or screened foot valve
- 1 first aid kit (five person)
- Reflectors (1 set of 3)
- Fire extinguisher (5 BC or better)
- Wheel chocks (meets industry, standards for wheel chocks)
- Fuel to operate pump and engine for 12 hours (minimum 5 gallons)
- 2 each, portable hand lights
- Discharge outlets: 2 each 1 ½ inches NH thread
- Discharge outlet, 1 each 2½ inches NH thread
- Tire Tread Depth equal or better than DOT Standards
  (4/32” on steering tires and 2/32” on remaining tires)
- Monitor
- Foam Proportioner
- Minimum 4” Dump Valve at bottom of tank (min. 34” from ground)
- Back up Alarm (87 Decibels measured at 5 feet) & back up lights (2)
- Baffled Tank

LGFF TACTICAL WATER TENDERS RATES

<table>
<thead>
<tr>
<th>TYPE</th>
<th>Unoperated Hourly rate</th>
<th>Fully Operated Hourly rate</th>
<th>Fully Operated Double Shift Hourly rate</th>
<th>Number of Operators**</th>
</tr>
</thead>
<tbody>
<tr>
<td>TWT1</td>
<td>$100.00</td>
<td>$142.00</td>
<td>$234.00</td>
<td>2**</td>
</tr>
<tr>
<td>TWT2</td>
<td>$95.00</td>
<td>$137.00</td>
<td>$226.00</td>
<td>2**</td>
</tr>
</tbody>
</table>
MINIMUM COMPLEMENT LIST FOR WATER TRUCKS

- Baffled Tank
- Wheel Chocks (Meet Industry Std.)
- Fire Extinguisher (5BC or better)
- Drafting Hose (20 ft w/strainer)
- First Aid Kit (five person)
- Tire Tread Depth equal to DOT Standards
- Back-up Alarm

LGFF WATER TRUCK RATES

<table>
<thead>
<tr>
<th>TYPE</th>
<th>Unoperated Hourly Rate</th>
<th>Fully Operated Hourly Rate</th>
<th>Number of Operators*</th>
</tr>
</thead>
<tbody>
<tr>
<td>WTR1</td>
<td>$57.00</td>
<td>$78.00</td>
<td>1</td>
</tr>
<tr>
<td>WTR2</td>
<td>$42.00</td>
<td>$63.00</td>
<td>1</td>
</tr>
<tr>
<td>WTR3</td>
<td>$30.00</td>
<td>$51.00</td>
<td>1</td>
</tr>
</tbody>
</table>

*Minimum number of operators per single shift.

PORTABLE PUMPS

<table>
<thead>
<tr>
<th>Type</th>
<th>Unoperated Daily Rate ($)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1</td>
<td>137.00</td>
<td>Trailer-mounted low-pressure/high-volume pumps producing a minimum volume of 500 GPM. LGFF provides intake and discharge hose.</td>
</tr>
<tr>
<td>P2</td>
<td>64.00</td>
<td>Small low-volume/high-pressure portable pumps with intake hose, capable of being transported by one or two people. Pumps in this category are the Mark 26, Mark III and Gorman Rupp, or similar type pumps.</td>
</tr>
<tr>
<td>P3</td>
<td>37.00</td>
<td>Small low-pressure/high-volume portable pump that can be transported by one or two people. These pumps are similar to a Homelite or Honda trash pump.</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Capacity</th>
<th>Unoperated Daily Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,000-1,999 gallons</td>
<td>$33.00</td>
</tr>
<tr>
<td>2,000-3,000 gallons</td>
<td>$39.00</td>
</tr>
</tbody>
</table>

LGFF DOZERS

<table>
<thead>
<tr>
<th>Class</th>
<th>Flywheel Horsepower</th>
<th>Unoperated Hourly Rate</th>
<th>Fully Operated Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>200-369</td>
<td>$140.00</td>
<td>$179.00</td>
</tr>
<tr>
<td>2</td>
<td>100-199</td>
<td>$75.00</td>
<td>$114.00</td>
</tr>
<tr>
<td>3</td>
<td>60-99</td>
<td>$46.00</td>
<td>$83.00</td>
</tr>
</tbody>
</table>
01.4-5-1 Local Government Fire Force Ambulances & Medical Equipment

Advanced Life Support (ALS)
Basic Life Support (BLS)

**THIS SECTION APPLIES TO LOCAL GOVERNMENT AMBULANCES ONLY. IF USING PRIVATE AMBULANCE COMPANIES PLEASE REFER TO CH 20 of the IIBMH NRCG SUPPLEMENT.**

**NOTE:** Ambulances should only be hired if the incident is in such a remote location that local EMS or an area medical helicopter is not available. Ambulances will be under hire for incident use only and will be required to be available during off-shift hours if needed for emergency transport. No additional compensation will be allowed for this availability. 2:1 work/rest guidelines will be maintained.

<table>
<thead>
<tr>
<th>TYPE</th>
<th>RATE TYPE</th>
<th>MINIMUM PERSONNEL</th>
<th>RATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulance (ALS)</td>
<td>Fully Operated Hourly Rate</td>
<td>2 – (1) ALS and (1) BLS</td>
<td>$110.00/Hour</td>
</tr>
<tr>
<td>Ambulance (ALS)</td>
<td>Unoperated, hired under Option 3 Specified in <strong>01.4-2</strong></td>
<td>2 – (1) ALS and (1) BLS</td>
<td>$56.00/Hour</td>
</tr>
<tr>
<td>Ambulance (BLS)</td>
<td>Fully Operated Hourly Rate</td>
<td>(2) BLS</td>
<td>$95.00/Hour</td>
</tr>
<tr>
<td>Ambulance (BLS)</td>
<td>Unoperated, hired under Option 3 Specified in <strong>01.4-2</strong></td>
<td>(2) BLS</td>
<td>$51.00/Hour</td>
</tr>
<tr>
<td>Patient Transport</td>
<td>Mileage Rate</td>
<td></td>
<td>LGFF normal billing rate. See below**</td>
</tr>
<tr>
<td>ALS Chase Unit</td>
<td>Fully Operated Rate</td>
<td>(1) ALS</td>
<td>$65.00/Hour</td>
</tr>
<tr>
<td>ALS Chase Unit</td>
<td>Unoperated, hired under Option 3 Specified in <strong>01.4-3</strong></td>
<td>(1) ALS</td>
<td>$30.00/Hour</td>
</tr>
<tr>
<td>Extra ALS Personnel</td>
<td>Additional Personnel</td>
<td>N/A</td>
<td>$32.00/Hour</td>
</tr>
<tr>
<td>Extra BLS Personnel</td>
<td>Additional Personnel</td>
<td>N/A</td>
<td>$22.00/Hour</td>
</tr>
<tr>
<td>BLS KIT</td>
<td>Replacement of Disposables</td>
<td>N/A</td>
<td>Replacement of Disposables</td>
</tr>
<tr>
<td>ALS Kit</td>
<td>Daily Rate + Replacements of Disposables</td>
<td>N/A</td>
<td>$50/Day + replacement of disposables</td>
</tr>
</tbody>
</table>

**Equipment**

The resource order must specify whether ordering an ALS or BLS ambulance, or an ALS Chase Unit. ALS ambulances come equipped with the state requirements for ambulances of that type including a Montana licensed
paramedic or EMT-I99 and an EMT-Basic, cardiac monitoring equipment, advanced airway management tools, medications for pain control, cardiac emergencies, and other drugs as required by the state. BLS ambulances come equipped with the state minimum requirements for BLS ambulances and two Montana licensed EMT-Basics.

An ALS Chase Unit comes staffed with a Montana licensed Paramedic or EMT-I99 with a vehicle equipped with oxygen, backboard, transport litter, basic bandaging and splinting materials, cardiac monitoring equipment, advanced airway management tools, medications for pain control, cardiac emergencies, and other drugs as required by the Administrative Rules of the State of Montana. Equipment shall be stored in a manner that makes it easily transportable by helicopter. The vehicle for the chase unit must be 4x4 capable and must be able to drive in typical fire line conditions.

ALS/BLS Kits- THIS IS NOT THE PREFERED METHOD OF HIRE
The preferred method for obtaining a BLS or ALS kit is through the Northern Rockies Fire Cache. IF ALS or BLS kits are unavailable through the cache kits may be hired using the methodology contained in this section. A BLS or ALS kit ordered must contain the items listed below as well as each kit ordered must be documented on a resource order and requested by the incident. Each Kit must contain a complement list with the kit contents listed. For ALS kits, personnel using such kits must be under the medical direction of their sponsoring medical director per Montana Administrative Rules, Montana Codes, and the Montana EMS protocols.

Personnel
Personnel must hold a current Montana licensure which includes registration with the National Registry of Emergency Medical Technicians. Additionally, all personnel must complete the annual Fire Line Safety Refresher RT-130. For personnel who are not line qualified and those assigned to stay in camp, they must be escorted to and from the fireline with a line qualified person.

Line EMT’s- Personnel that are fireline-going or are assigned as a fireline EMT or paramedic must be qualified at the Firefighter Type 2 level (FFT2) or above and have the following minimum training:

- Introduction to ICS (I-100)
- Human Factors in the Wildland Fire Service (L-180)
- Firefighter Training (S-130)
- Introduction to Wildland Fire Behavior (S-190)
- NIMS: An Introduction (IS-700)
- Annual Fireline Safety Refresher (RT-130)*
- Current Work Capacity Test (WCT, Pack Test ) at the Moderate Level. 2-mile hike with 25-pound pack in 30 min or less

The training and qualifications above can be documented on a Red Card or a LGFF Chief’s Certification Form. The LGFF Chief’s Certification form is **NOT USED** to certify an individual as an EMT but is utilized to certify that the individual has the above listed minimum fire line qualifications per NWCG PMS-310-1 Wildland Fire Qualification System Guide or meets the intent of 310-1.

**NOTE:** Personnel working as an Advanced EMT (AEMT), EMT-Intermediate (EMT I-99), or as a Paramedic must have proof of documentation from their sponsoring medical director allowing them to practice outside of their normal jurisdiction.

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

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

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

Ambulance and personnel may be hired under hiring Option #3 in section 01.4-2 above.


<table>
<thead>
<tr>
<th>BLS Kit Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bleeding Control &amp; Bandaging</strong></td>
</tr>
<tr>
<td>• Tourniquet</td>
</tr>
<tr>
<td>• 2 Quick clot, Blood stopper</td>
</tr>
<tr>
<td>• 4 pk. 2” gauze blood stopper</td>
</tr>
<tr>
<td>• Gauze bandages, 3” X 5” yds</td>
</tr>
<tr>
<td>• Gauze bandages 4X4</td>
</tr>
<tr>
<td>• Gauze bandages 2X2</td>
</tr>
<tr>
<td>• Non-adhering Pads</td>
</tr>
<tr>
<td>• Band-Aid, Knuckle, Cloth</td>
</tr>
<tr>
<td>• Band-Aid, cloth, 1” X 3”</td>
</tr>
<tr>
<td>• Band-Aid, cloth, 2” X 3”</td>
</tr>
<tr>
<td>• 2 rolls tape, surgical 1”</td>
</tr>
<tr>
<td>• 2 rolls tape, waterproof, 1”</td>
</tr>
<tr>
<td>• Mole skin</td>
</tr>
<tr>
<td>• 1 Sam splint</td>
</tr>
<tr>
<td>• 1 roll Coban 3”</td>
</tr>
<tr>
<td>• 3 Ace wraps, 3”</td>
</tr>
<tr>
<td><strong>Airway Management</strong></td>
</tr>
<tr>
<td>• 2 Triangular bandages</td>
</tr>
<tr>
<td>• 2 Trauma dressings, 10x12</td>
</tr>
<tr>
<td>• 2 Cold packs</td>
</tr>
<tr>
<td>• 1 Bag valve mask</td>
</tr>
</tbody>
</table>
## INTERAGENCY COOPERATIVE RELATIONS
### CHAPTER 50

#### ALS ADDITIONS TO THE BLS KIT

<table>
<thead>
<tr>
<th>Advanced Airway</th>
<th>I.V. &amp; Vascular Access Supplies</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 1 ea Laryngoscope/mac blades</td>
<td>• 2 ea IV Start Kit</td>
</tr>
<tr>
<td>o ET tubes/ stylet – 7, 7.5, 8, 8.5</td>
<td>• 2 ea Normal saline, 1000 ml x 2</td>
</tr>
<tr>
<td>• King Airway kit 1 ea. of Size 3,4,5 Include Lubricant &amp; syringe</td>
<td>• 2 ea Macro drip sets</td>
</tr>
<tr>
<td>• 1 ea CO2 Detector (color change)</td>
<td>• 2 ea IV needles – f20, 18, 16, 14 gauge</td>
</tr>
<tr>
<td>• 1 ea Gum elastic bougie</td>
<td>• 4 ea Syringes – 1, 3, 5, 10 ml</td>
</tr>
<tr>
<td>• 1 ea Quicktrach</td>
<td>• 4 ea Needles – 22, 25 gauge</td>
</tr>
<tr>
<td>• 1 ea Retrograde kit (wire, scissor, hemostat, 14 g needle)</td>
<td>• 1 ea Interosseous (IO) needle</td>
</tr>
<tr>
<td></td>
<td>• 1 ea Sharps container</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Medications</th>
<th>Misc</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 2 ea Benadryl 50 mg</td>
<td>• 2 ea Chest decompression needle (14 g x 3.5&quot;&quot;)</td>
</tr>
<tr>
<td>• 1 ea D50</td>
<td>• 1 ea Glucometer with test strips</td>
</tr>
<tr>
<td>• 2 ea Epinephrine 1:10,000**</td>
<td>• Pulse Oximeter</td>
</tr>
<tr>
<td>• 2 ea Epinephrine 1:1000</td>
<td></td>
</tr>
<tr>
<td>• 1 ea Glucagon kit</td>
<td></td>
</tr>
<tr>
<td>• 3 ea Atropine 1 mg**</td>
<td></td>
</tr>
<tr>
<td>• 1 ea Lidocaine 100 mg**</td>
<td></td>
</tr>
<tr>
<td>• 2 ea Nitroglycerine,</td>
<td></td>
</tr>
<tr>
<td>• 1 ea Nebulizer mask</td>
<td></td>
</tr>
<tr>
<td>• 3 ea Albuterol nebules</td>
<td></td>
</tr>
<tr>
<td>• 3 ea Atrovent nebules</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Epinephrine 1:10,000, Lidocaine 100 mg, Atropine 1 mg should not be carried unless a cardiac monitor is also available and carried.
01.4-6 Agency Assistance with Local Government Fire Forces

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

Technical Specialist Position Responsibilities:

- Advise the Agency Administrator, Incident Business Advisor, and the IMT of the area LGFF jurisdictional responsibilities, including mutual aid responsibilities.
- Review contract specifications (such as Operating Agreements, MOUs, IA Agreements, and/or DNRC Incident Rental Agreements, etc.) regarding pay (equipment and personnel).
- Review business management activities to assure compliance with legal and fiscal requirements and efficient use of resources. Includes property management, law enforcement, and civil rights.
- Prepare a checklist of items that the Finance/Administration Section Chief (FSC) and the IMT need to be aware of - include terms and conditions of operating plans or agreements.
- Review job responsibilities and assignments for Local Government Fire Forces personnel.
- Monitor local jurisdictional agency responses in meeting jurisdictional responsibilities.
- Attend incoming briefing with the IMT if possible; make contact with the FSC.
- Attend planning sessions and make known the availability of Local Government Fire Force resources, e.g., length of commitment, rotating personnel, and impacts to local government operations.
- Through the Finance/Administration Section Chief (FSC), provide information on use of equipment and personnel. Coordinate with the Logistics Section Chief (LSC) to identify problem areas for the Local Government Fire Forces such as interaction with the IMT and logistical support.
- Coordinate with the FSC and the LSC to assure timekeeping and recording is being completed. Provides assistance to appropriate personnel on timekeeping, commissary, travel, accidents, injuries, personal problems or emergencies and other administrative needs.
- Check for compliance with equipment specifications, certification, engine typing, and Federal Excess equipment use guidelines.
- Ensure safety, personal protective equipment, other equipment, and actions of the Local Government Fire Forces personnel are consistent with approved standards.
- Assist the IMT in providing for the well being and safety of assigned Local Government Fire Forces resources.
- Assist the IMT in the demobilization (if necessary) of Local Government Fire Forces resources.
- Provide direction for distribution of pay documents.

01.5 MONTANA NATIONAL GUARD

All time is kept by the National Guard designated member and will be forwarded to Department of Military Affairs (DMA) according to their rules and regulations. Mark any timekeeping documents clearly as National Guard and include military rank of individual. The DMA will bill DNRC for all federal and state supported fires. DNRC reimburses DMA through a No-Warrant Transfer of Funds; DNRC then bills the federal agencies for the support of their fires.

National Guard personnel are paid a daily rate. National Guard personnel do not receive hazard pay or any other pay differential. National Guard personnel are covered under Montana’s workers compensation through Montana State Fund. National Guard personnel are reimbursed for travel per diem expenses according to state of Montana regulations. National Guard personnel will not be granted commissary privileges in the same manner as EFF’s; commissary must be on a cash or credit card basis.
In administrative dealings with National Guard personnel the chain of command should be respected. Disputes or discussions with individual National Guard personnel should include the individual’s superior ranking supervisor.

**Responsibility for payment**

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

### 01.6 MONTANA DEPARTMENT OF CORRECTIONS

Through the cooperative agreement between the Montana DNRC, the Montana Department of Corrections (DOC) and Montana State Prison (MSP), correctional officers and low security inmates form a Type 2 Hand Crew referred to as the Deer Lodge Crew. The Deer Lodge Crew is normally comprised of 15 inmates (FFT2’s), 3 correctional officers (FFT1’s) and supervised at all times by a DNRC crew boss (CRWB). The crew may be used on any wildland fire incident, regardless of jurisdiction, within the State of Montana.

The Deer Lodge Crew is a resource of the DNRC - Southwestern Land Office (SWLO) and is dispatched through the Missoula Interagency Dispatch Center (MDC). All costs in support of other agencies will be paid through DNRC and reimbursed through the Montana Cooperative Fire Protection Agreement. DNRC will forward timekeeping documents to the Department of Corrections after release from the incident. The Department of Corrections will bill DNRC for the personnel costs of overtime hours for correctional officers and regular hourly rates for inmates (no overtime) per this cooperative agreement. Correctional officers and inmates do not receive hazard pay or any other pay differential. Correctional officers and inmates are covered under the Montana Workers’ Compensation Insurance Program, known as the Montana State Fund (see also Section 01.2-6 in this supplement); by the Department of Corrections. Correctional officers may use the commissary on a cash or credit card basis. Inmates are not allowed commissary privileges.

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

### 01.7 MONTANA HIGHWAY PATROL

Currently there is no standing agreement with the Montana Highway Patrol (MHP) for assignment during emergency incidents. If the MHP is utilized outside of their normal job duties (see below), an agreement must be negotiated between the host incident agency and MHP, *except when there is a declared State of Emergency*. If a State of Emergency has been declared, MHP must be mobilized through the Department of Emergency Services (DES). A Montana Incident Rental Agreement (IRA) or EERA may be used for this incident specific hiring. All rates must be negotiated at the time of hiring. If the MHP is requested by the local law enforcement agency, that agreement would be a standalone agreement between the MHP and the local law enforcement agency or DES, not the host incident agency.

Normal job duties include: law enforcement duties, incident related road closures, assisting county sheriffs within their jurisdiction, traffic control on all Montana roadways, and mutual aid to other law-enforcement agencies within the State of Montana.
01.8 MONTANA SHERIFF AND PEACE OFFICERS

There is an agreement between the State of Montana DNRC and the Montana Sheriff and Peace Officers for mobilizing law enforcement to an incident. Please refer to the MSPOA agreement attached to the Mobilization of Local Government Fire Forces Guide, or located online at: http://www.dnrc.mt.gov/forestry/Fire/Business/Agreements.asp.

01.9 STATE-OWNED AND OTHER EQUIPMENT

The DNRC shall be reimbursed for use of State equipment in support of other agency incidents unless the master agreement with the cooperating agency states otherwise. The use of the equipment is billed at the negotiated rates, except Federal Excess Personal Property (FEPP) should show a use rate of 67 percent of the standard rate on use invoices (does not apply to FEPP aircraft). The using agency will provide operating materials and supplies (fuel & oil). DNRC equipment will remain in paid status during meal breaks. In the event the equipment breaks down and is repaired at the using agency’s expense, the cost of the repair shall be deducted from the bill for its use. Copies of repair bills shall be submitted to the responsible DNRC Area Land Office, at the termination of DNRC support activity, for inclusion in the fire bill calculation.

The Emergency Equipment Shift Ticket - OF 297, the Emergency Equipment Use Invoice - OF 286, and the Resource Order provide the required documentation on the use of DNRC equipment. Copies should be forwarded to the responsible Land Office or sent home with the operator. The OF-286 for this purpose should be filled out in the following manner. Block 22 (remarks) enter: “For Fire Record Only, per Region 1 Cooperative Fire Management Agreement”.

The following rates are also used to determine agency costs used in billing suppression costs of all fires within DNRC protection areas.

01.9-1 Sedans, Passenger Vans, Utility Vehicles, Pickups, and Stake Side Trucks

Rates used for local government LGFF and agency vehicles such as sedans, passenger vans, sport utility vehicles (SUV), pickups and stake-side trucks for on-road use are found in the Northern Rockies Ch 20 “Acquisition” blue page supplement to the Interagency Business Management Handbook IIMBH. Use the appropriate daily and mileage rate for the class and size of vehicle from Ch 20.

Off-Road Vehicle for Line Personnel- $100/Day + Fuel, NO Mileage.

Vehicles for off road use for line personnel as listed but not limited to: Strike Team Leader, Task Force Leader, Division Supervisor, Heavy Equipment Boss, or any other position that could require that a vehicle be taken off road. Vehicle must be a 4x4 SUV or 4x4 Pickup that is off-road capable typically with 10-ply or load range E tires. The vehicle must be equipped with a digital programmable mobile radio (i.e. BK Mobile Radio). Fuel and operating supplies will be reimbursed but NO MILEAGE will be paid. Notation must be made on the daily shift tickets that the vehicle was used as an Off Road capacity.

Command vehicles- Command vehicles should be hired using the rate above for an Off-Road Vehicle. A rate maybe negotiated for extra equipment used depending on the capability and the use of the vehicle if used beyond the basic function of transportation.
01.9-2 Trailers and Transports

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

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Unoperated Daily Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>32’ command trailer including: A/C or heat, awning, 4 – 6’ aluminum tables, 8500W, portable generator, wired for 6 telephones, 7 laptops, BK mobile radio, 3 - 4’ tables, LaserJet printer, inkjet printer, all in one Fax/printer/copier, full sized copier/sorter, 2 storage cabinets, Thunderbolt Lighting Detector, satellite phone, PA system, GPS unit.</td>
<td>$750.00</td>
</tr>
</tbody>
</table>

Additional Incident Costs | Haul in cost for vehicle may be charged at the 1-ton truck rate in Ch 20.

01.9-3 All-terrain Vehicles

<table>
<thead>
<tr>
<th>Type</th>
<th>Unoperated Daily Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATV( 1 Rider) No Three Wheelers</td>
<td>$100</td>
</tr>
<tr>
<td>UTV Side by Side Seating for 2 or 3 riders (e.g., Polaris Ranger, Kawasaki Mule or similar.)</td>
<td>$150</td>
</tr>
</tbody>
</table>

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

01.9-4 Agency Owned Engines and Water Tenders

Agency Engines and Tenders will be billed at the rates in the LGFF table above in section 01.4-4.

01.9-5 Kitchens

The DNRC kitchen package as shown below provides the basic ability to prepare and serve meals for approximately 75 to 350+ people per day. Additional incident costs charged separately to the incident are noted below. The Food Unit Leader will track costs and make available to the finance unit upon request. The incident is also responsible to provide a potable water source and grey water disposal. In the event a DNRC kitchen is in need of a potable water truck or hand washing station, DNRC will utilize the solicitation for potable water trucks or hand washing stations for the incident.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Unoperated Daily Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-person Cache trailer w/ mobile office – includes generator, lights, command room with computer, printer, copier, plotter, phones, radio</td>
<td>$250.00</td>
</tr>
<tr>
<td>5th-wheel trailer, tandem axle – 20’ to 28’ flatbed</td>
<td>$50.00</td>
</tr>
<tr>
<td>Flatbed snowmobile trailer</td>
<td>$30.00</td>
</tr>
</tbody>
</table>
### DNRC Kitchen Package

<table>
<thead>
<tr>
<th>DNRC Kitchen Package</th>
<th>Includes pantry truck, kitchen trailer, generator, propane transport and storage, Prep trailer/Area, hot water capability for dishwashing, and one support vehicle.</th>
<th>Unoperated Daily rate $500.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Incident Costs</td>
<td>Personnel time at applicable EFF rates; reimbursement of actual cost for food and consumable supplies (propane &amp; fuel, condiments, plates, cups, cutlery etc.); rental of refrigeration trailer* at Chapter 20 daily rates; 1 ton flatbed truck; crew transport/additional support vehicles; portable toilets and Hand wash units for kitchen crew; and cleaning and refurbishment costs.</td>
<td></td>
</tr>
</tbody>
</table>

*Note: Refrigeration truck/trailer to support kitchen may be provided by DNRC at Chapter 20 daily rates, or if not available from DNRC, may need to be obtained commercially.

### 01.9-6 DNRC Hand Wash Station

<table>
<thead>
<tr>
<th>DNRC Handwash Station</th>
<th>Includes a self-contained 6 sink trailer with propane hot-water, 450 gallon internal tank, 750 gallon gray-water bladder, paper towel dispenser, and mirrors. If the unit is hauled in with a DNRC kitchen vehicle no additional transport cost is added. If utilized separately from the kitchen, applicable vehicle rates in this chapter will apply for transport in and out. The incident will supply potable water and haul the gray water.</th>
<th>Unoperated Daily Rate $500.00</th>
</tr>
</thead>
</table>

### 01.9-7 Specialized and Miscellaneous Equipment

A. **Chainsaws** – Unoperated daily rate $45.00/day.
   Minimum saw size - 3.75+ cubic inch saw. Each sawyer will only be compensated for one chainsaw. No compensation for backup saws.

B. **Boats** may be hired at a commercial rate or a negotiated rate. The rate should be based on the type, specifications and usage of the boat.

C. **Trailbusters** – Daily rate $40.00, does not include operating supplies.

D. **Portable generators and tool sharpeners** – Daily rate $30.00, does not include operating supplies.

E. **Infrared Scanners** – Probe-eye, model 650, with accessories and argon recharging equipment, normal maintenance included. Daily rate $50.00, does not include operating supplies.
F. Portable Radios – Bendix/King portable, multi-channel radio, with batteries. Rate is actual cost of refurbishment, repairs, and batteries.

G. Radio Cache – Bendix/King portable, multi-channel radios, with batteries, daily rate $15.00/each plus refurbishment fee $250.00, plus actual cost of batteries and repairs. (Estimated replacement cost for portable radios if lost or destroyed is $1,370.00/each.)

H. Portable Repeater/Transpeater – Daily rate $50.00 plus actual cost of refurbishment and repairs, does not include personnel for setup or battery costs, but unit comes with initial set of batteries. (Estimated replacement cost if lost or destroyed is $6,000.00/each.)

01.9-8 Aircraft

A. State-owned Aircraft – Unoperated rate, based on flying time, does not include operating supplies or support vehicles. Rates are set by Montana Legislature. Currents rates are as of the 2013 Legislative Session. Rates remain in effect until changed by the Legislature.

<table>
<thead>
<tr>
<th>Type</th>
<th>Current Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Wing</td>
<td>$175.00</td>
</tr>
<tr>
<td>Rotary Wing Type 3</td>
<td>$515.00</td>
</tr>
<tr>
<td>Rotary Wing Type 2</td>
<td>$1,225.00</td>
</tr>
</tbody>
</table>

Tail Numbers for State of Montana DNRC Owned Aircraft are as follows:
- Fixed Wing 9067M, 6312B and 391M
- Helicopters T2: 387M, 388M, 394M, 395M, and 398M
- Helicopters T3: 384M and 392M

B. Montana National Guard Aircraft – rates per annual agreement with DNRC, which may be found at the following website: [http://www.dnrc.mt.gov/forestry/fire/business/agreements.asp](http://www.dnrc.mt.gov/forestry/fire/business/agreements.asp)

C. Fuel Trucks (aviation support) – Unoperated daily rate.

<table>
<thead>
<tr>
<th>Size</th>
<th>Daily Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>300 gallon</td>
<td>$200.00</td>
</tr>
<tr>
<td>600 gallon</td>
<td>$500.00</td>
</tr>
<tr>
<td>2,600 gallon</td>
<td>$800.00</td>
</tr>
</tbody>
</table>

01.10 CLAIMS

Claims arising under the jurisdiction of the State of Montana are negotiated by the responsible line officer or Agency Administrator. These individuals may delegate this authority to other DNRC employees. With coordination of the line officers, and when possible, claims should be settled at the incident. For comprehensive information on handling claims against DNRC, see the DNRC 300 Incident Business Management Manual, or contact the Business Management Bureau, Forestry Division, Department of Natural Resources and Conservation, 2705 Spurgin Road, Missoula, Montana 59804; office phone: (406) 542-4300.
01.11 OTHER REFERENCE MATERIALS FOR MONTANA

01.11-1 NRCG Mobilization of Local Government Firefighting Resources

The guidelines in the Mobilization of Local Government Firefighting Resources apply when LGFF’s are hired by NRCG agencies within Montana. Detailed mobilization and dispatch procedures are included. The document may be found at the following website: http://www.fs.fed.us/r1/fire/nrcg/ops_plans_index.htm

01.11-2 DNRC 300 Manual - Incident Business Management

This internal manual provides incident business management guidance to DNRC employees and cooperating agency personnel on managing DNRC wildland fire incidents according to state specific policies and procedures. It may be obtained from DNRC Fire and Aviation Management Bureau or any DNRC Land Office. This document may be found at the following website: http://dnrc.mt.gov/Forestry/Fire/Manuals/manuals.asp

01.11-3 DNRC 900 Manual - Wildland Fire Suppression

This internal manual provides guidance to DNRC employees and cooperating agency personnel on wildland fire suppression policies and procedures within Montana. It may be obtained from DNRC Fire and Aviation Management Bureau or any DNRC Land Office. This document may be found at the following website: http://dnrc.mt.gov/Forestry/Fire/Manuals/manuals.asp

01.11-4 DNRC Operating Guidelines / DNRC IBA Job Aid

These documents provide guidance to DNRC employees and cooperating agencies on the State’s general operating guidelines relating to fire business management and the role of DNRC Incident Business Advisors. They may both be found at the following website: http://www.dnrc.mt.gov/forestry/fire/business/Firefinanceforms.asp

01.11-5 DNRC Local Government Fire Force (LGFF) Incident Rental Agreement

a) Local Government Fire Force (LGFF) Equipment will be hired on the DNRC Incident Rental Agreement (IRA). Equipment must meet the accepted typing standards set forth in the NRCG Ch 50 Supplement to the Interagency Incident Business Management Handbook. This Chapter (Ch 50), NRCG Supplement to the Interagency Incident Business Management Handbook is the governing document for the LGFF IRA. Year-to-Year agreements (single year) is the preferred method but a land or unit office may decide to initiate a multi-year agreement for up to a three (3) year period. This agreement is valid outside the Northern Rockies Geographic Area.

01.12 Abbreviations and Definitions

The specific meanings of terms may be found in the Glossary of Terms of the Fireline Handbook, NWCG Handbook 3; PMS 410-1; NFES 0065, and any other prevailing current NWCG publication unless otherwise defined herein:

AGENCY – See “Government”.

APMC- Agency Provided Medical Care

COOPERATOR – Local Government entities available through agreement to assist the Federal and State Government agencies.
CREW PERSON – Basic wildland firefighter used to control and extinguish wildland fires and works as a member of an engine crew under the supervision of a higher qualified individual.

DES – Department of Emergency Services

DNRC – Department of Natural Resources and Conservation [http://www.dnrc.mt.gov/forestry/Fire/default.asp]

ENGB – Single Resource Engine Boss

EQUP – Equipment Operator

FEPP – Federal Excess Property Program.

GACC – Geographic Area Coordination Center

GAWR – Gross Axle Weight Rating

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

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

GVAW – Gross Vehicle Axle Weight

GVWR – Gross Vehicle Weight Rating

HYBRID ENGINE- Engines in which a County owns the Chassis and the State of Montana DNRC has provided the Fire package including the pump package.

ICS – Incident Command System

IDL – Idaho Department of Lands [http://www.idl.idaho.gov/index.htm]

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

NDSF – North Dakota State Forestry [http://www.ndsu.edu/ndfs/wildland_fire_resources/]

NRCC – Northern Rockies Coordination Center [http://gacc.nifc.gov/nrcc/index.htm]

NRCG – Northern Rockies Coordinating Group [http://www.fs.fed.us/r1/fire/nrcg/index.html]


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

OPERATIONAL PERIOD – Equal to one shift, an operational period is defined by the Incident Action Plan.
ROSS – Resource Ordering and Statusing System

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

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

UNDER HIRE – Refer to Clause 2 of General Clauses to Emergency Equipment Rental Agreement Form OF-294.

01.13 FEMA GUIDELINES

Montana DNRC may request that a fire threatening lives, property, and critical infrastructure that would have potential for a major presidential disaster; be declared a FEMA fire.

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

The request is approved or denied based on:
1. The conditions that existed at the time of the state’s request.
2. Whether the fire or fire complex threatens to cause a major disaster.

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

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

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

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

Examples of eligible fire management costs:
- Firefighting and support services
- Equipment and supplies
- Evacuations
- Sheltering
- Traffic control/barricading
- Security
- Emergency Operations Centers
- Temporary repairs of damage caused by firefighting activities, *not by the fire itself.*
If a fire is a FEMA declared fire, DNRC will continue to pay according to the guidelines in the Interagency Incident Business Management Handbook (IIBMH). Local government or tribal entities may request reimbursement for eligible costs not normally paid by DNRC. Examples would be:

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

MT DNRC may request an additional fire package of the host agency for FEMA declared fires.
Exhibit NR9

IDAHO
IDAHO DEPARTMENT OF LANDS

The Idaho Department of Lands (IDL) utilizes the standard forms contained in the Interagency Incident Business Management Handbook (IIBMH). In cases where IDL policy varies from those established in the IIBMH, the policies summarized below shall be followed. Additional information regarding IDL specific policies are contained within the Idaho Department of Lands Incident Business Operating Guide (IBOG). The IBOG will be provided to Incident Management Team (IMT), Buying Team, and extended dispatch personnel assisting on incidents under the jurisdiction of IDL. The IBOG, and additional resources, may be found under Fire Management on the IDL public web page available at http://www.idl.idaho.gov/bureau/firemgt.htm#incident.

For further information and clarification, please contact:

Wendy J. Walter
Fire Business Program Manager
Phone: 208-666-8648

or

Debbie Godfrey
Financial Technician
Phone: 208-666-8639

Bureau of Fire Management
3284 West Industrial Loop
Coeur d'Alene, ID 83815-6021
Phone: 208-769-1525
Fax: 208-769-1524
1. STATE AND COOPERATOR PERSONNEL AND EQUIPMENT

A. Idaho Department of Lands (IDL) Employees

IDL personnel are government employees, employed by the state of Idaho Department of Lands and will be treated as “agency” personnel. They should not be confused with private contractors.

1. Personnel Time

All IDL personnel and crews will complete an SF-261, Crew Time Report, for all compensable time. Upon demobilization, Finance will provide the original OF-288, Emergency Firefighter Time Report, to the employee. IDL personnel costs are reimbursed based on actual wages and benefits.

2. Vehicle/Equipment Time

IDL personnel will use the OF-297, Emergency Equipment Shift Ticket, for documenting vehicle and equipment time. They are not required to provide this to Finance. It is done strictly for documentation purposes at the home unit. Cost Unit Leaders can estimate IDL vehicle/equipment costs utilizing the IIBMH rate found in Chapter 80 listing State agency rates. If the State agency rate is not available in Chapter 80, the federal agency rates should be used. Privately Owned Vehicle (POV) rates shall be in accordance with state of Idaho policy and procedures. IDL vehicle rates include operating supplies (wet) and general maintenance.

3. Travel

IDL personnel are expected to be self-sufficient during mobilization and demobilization.

B. IDL Casual Employees

IDL Forest Protective Districts and Areas are responsible for hiring Casual employees and processing all necessary paperwork. 

IDL Casuals should be treated as regular agency employees while on incidents. IDL Casual’s rate of pay shall not be changed after initial employment except as authorized by the Bureau of Fire Management. If an IMT has a need to hire Casual employees on IDL jurisdictional fires, the local IDL office will hire the Casuals for the incident in accordance with IDL policy and procedures.
1. Personnel Time

IDL Casual employees will complete a SF-261, Crew Time Report, for all compensable time. Upon demobilization, Finance will provide the original OF-288, Emergency Firefighter Time Report, to the employee. IDL Casual personnel costs are reimbursed based on actual wages and benefits.

2. Vehicle/Equipment Time

IDL Casual employees will use the OF-297, Emergency Equipment Shift Ticket, for documenting vehicle and equipment time. They are not required to provide this to Finance. It is done strictly for documentation purposes at the home unit. Cost Unit Leaders can estimate IDL vehicle/equipment costs utilizing the IIBMH rate listed in Chapter 80 for State agency rates. If the State agency rate is not available in Chapter 80, the federal agency rates should be used. Privately Owned Vehicle (POV) rates shall be in accordance with state of Idaho policy and procedures.

3. Travel

IDL Casual employees are typically not issued government credit cards. Therefore, it may be necessary for a Casual employee to be self-sufficient with personal funds for regular expenses such as meals, lodging, and baggage fees. Dispatch centers and host agencies should make every effort to provide for IDL Casual employees. If an IDL Casual is utilizing a POV, it should only be used for travel to and from an incident. POV rates shall be paid in accordance with State policy and procedures.

C. Timber Protective Associations

Timber Protective Association (TPA) personnel shall receive the same courtesy as IDL and federally employed personnel. They are considered “agency” personnel and should not be confused with private contractors.

1. Personnel Time

All TPA personnel and crews will complete an SF-261, Crew Time Report, for all compensable time. Upon demobilization, Finance shall provide the original OF-288, Emergency Firefighter Time Report, to the employee. TPA personnel costs are reimbursed based on actual wages and benefits.

2. Vehicle/Equipment Time

TPA personnel shall use the OF-297, Emergency Equipment Shift Ticket, for documenting vehicle and equipment time. They are not required to provide this to Finance. It is done strictly for documentation purposes at the home unit. Cost Unit Leaders can estimate TPA vehicle/equipment costs utilizing the IIBMH rate listed in Chapter 80 for State agency rates. If the State agency rate is not available in Chapter 80, the federal agency rates should be used. POV rates shall be in accordance with TPA policy and procedures.
3. Travel

TPA personnel are expected to be self-sufficient during mobilization and demobilization.

D. Fire Service Organizations

It is the IDL’s responsibility to be the single hiring point for equipment and personnel obtained from Idaho Fire Service Organizations (FSOs). The only exception is local initial attack mutual assistance agreements.

1. Check-In

At check-in at an incident, the FSO will provide Finance a copy of the Idaho Cooperator Certification Form (CCF) which outlines payment terms.

2. Demobilization

At demobilization, Finance will provide the FSO all original payment documents, including the original OF-297, Emergency Equipment Shift Tickets (pink), and the original OF-286, Emergency Equipment Use Invoice, for equipment. Single resource and personnel working on equipment hired at the unoperated rate shall be provided the original OF-288, Emergency Firefighter Time Report. When hired under the unoperated rate, the FSO will bill actual payroll and benefit costs to IDL.

For details regarding the agreement and CCF, see the current Idaho Fire Service Organization Rate Book. If the FSO does not provide one to Finance, they are available on the IDL public website under Fire Management at www.idl.idaho.gov.

E. Idaho Department of Correction

Idaho Department of Correction (IDOC) resources may be used on any wildland fire incident. IDOC resources are made available through IDL. The resources include Type 2 crews, camp crews, and one food unit catering trailer.

Mobilization of IDOC resources is coordinated between the Liaison Officers, institutions, and dispatch centers as per the agreement.

Specific direction regarding the use of these resources can be found in the Annual Operating and Financial Plan between IDOC and IDL. It is available on the IDL public website under Fire Management at www.idl.idaho.gov.

All IDOC costs are paid through IDL.

2. EMERGENCY MEDICAL SERVICES

Emergency Medical Services (EMS) are available in the state of Idaho through the regular ordering process at interagency dispatch centers. The preferred method of hiring EMS personnel and equipment/vehicles in Idaho is: 1) Idaho Fire Service Organization; 2) Idaho local government; and 3) Idaho private-owned.
ALL EMS providers working within the state of Idaho must meet minimum license standards, as determined by the Idaho Department of Health and Welfare, EMS Bureau.

When an IMT is assigned to an incident it is their responsibility to follow the procedures as described below. When an IMT is not assigned to an incident, it is the host agency’s responsibility to ensure the following procedures are followed.

A. IMT or Host Agency Responsibilities

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

1. Contact the Idaho EMS Bureau at: Telephone 208-334-4000, Fax 208-334-4015 or Email EMSAgencyLicensure@dhw.idaho.gov to establish a direct communication for incident support. The EMS Bureau provides written approval to the IMT for EMS providers working on incidents.

2. Forms to be obtained and kept on file at the incident for Idaho EMS Bureau review:

   a. Letter from the EMS provider’s medical director, giving them authority to work on the wildfire incident.

   b. Copy of EMS License for personnel

   c. Copy of License and Cover Letter, if applicable for EMS agency.

   d. **Out-of-state EMS providers** must complete the “Limited Recognition Request Form”. The form can be found and submitted online to the Idaho EMS Bureau at:


   e. **In-state Licensed EMS providers** who are not acting under an Idaho licensed EMS agency deployed at the incident must complete the “Planned Deployment Declaration Form”. The form can be found and submitted online to the Idaho EMS Bureau at:


   f. Licensed EMS personnel working for a Licensed Idaho EMS agency deployed at the incident should complete an affiliation change for that agency. The form can be found and submitted online to the Idaho EMS Bureau at:

      http://healthandwelfare.idaho.gov/Portals/0/Medical/EMS/EMS_Agency_Personnel_Affiliation_Status_Form.pdf
The Idaho EMS Bureau typically responds to the IMT during business hours Monday through Friday. There may be delays in responses to IMTs on weekends and after business hours.

3. When bringing EMS providers from other jurisdictions, whether from within Idaho or outside the State, to an incident, as a courtesy to the local EMS jurisdiction, the IMT shall contact the local medical facility Emergency Room who can direct them to the Medical Director who has local jurisdiction authority to let them know the status of EMS providers on the incident. This can be done through the Idaho EMS Bureau if necessary.

B. EMS Personnel/Staff License Levels

EMT – Emergency Medical Technician
AEMT – Advanced Emergency Medical Technician
Paramedic

When an incident is ordering EMS providers as a single resource with nontransport equipment/vehicles, they should specify if the need is for a license above the basic EMT.

C. Equipment/Vehicles **Minimum** Staffing for Wildfire Use

Advanced Life Support (ALS) Ambulance – 1 Paramedic, 1 EMT
Intermediate Life Support (ILS) Ambulance – 1 AEMT, 1 EMT
Basic Life Support (BLS) Ambulance – 2 EMT
Nontransport – 1 EMT

The minimum staffing listed above is for wildland fire incidents and meets or exceed the minimum standard for licensing in the state of Idaho.

Ambulances hired at an incident are hired “wet” at a daily rate with EMS providers supplying fuel, supplies, and medical personnel. Ambulances are under hire for the incident use only and will be required to be available during off-shift hours if needed for emergencies. Since the incident may need an ambulance at any time of the day or night the rates established for ambulances shall be based on a 24-hour period. Patient transports are included in the established daily rates. When transporting a patient to a medical facility, they are still under hire by the incident and shall not bill the patient. When ordered for 24-hour coverage, a second crew must be ordered to meet work/rest requirements.

Licensed EMS providers must furnish medical supply inventory upon arrival at the incident and maintain minimum equipment standards established by the Idaho Department of Health and Welfare throughout the deployment and for reimbursement purposes at the end of the incident. Ambulance and EMT Kit supplies used on the incident shall be restocked at the incident or the cost of those supplies will be added to final invoice in accordance with Chapter 20 of the IIBMH. Refer to the current Idaho Fire Service Organization Rate Book for supply reimbursement requirements for FSO resources.

D. Local Government and Private-Owned
Local government and private-owned EMS providers are available to the federal and state agencies. If not under a current agreement, the provider may be hired as an incident only resource.

Rates for local government and private-owned EMS providers shall be in accordance with Chapter 20 of the IIBMH. If a rate is not available, it will be negotiated at the time of hire. FSO rates are established in the current Idaho Fire Service Organization Rate Book.

E. Fire Service Organizations

Method of hiring Fire Service Organization (FSO) resources is fully-operated rates that include vehicle/equipment and personnel, or unoperated rates. When hired under the unoperated rate, the FSO shall bill actual payroll and benefit costs to IDL.

FSO resources are the preferred method for hiring EMS resources. FSO resources are made available through preseason agreements with IDL. Rates for FSO resources are established in the current Idaho Fire Service Organization Rate Book.

1. Check-In
At check-in at an incident, the FSO will provide Finance a copy of the Idaho Cooperator Certification Form (CCF) which outlines payment terms.

The current Idaho Fire Service Organization Rate Book should be provided at check-in by the FSO. It is also available on the IDL public website under Fire Management at www.idl.idaho.gov.

2. Demobilization
At demobilization, Finance will provide the FSO all original payment documents, including the original OF-297, Emergency Equipment Shift Ticket (pink) and the original OF-286, Emergency Equipment Use Invoice, for equipment. Single resource and personnel working on equipment hired at the unoperated rate shall be provided the original OF-288, Emergency Firefighter Time Report. When hired under the unoperated rate, the FSO shall bill actual payroll and benefit costs to IDL.

F. Payment

Payment to local government and private contracted EMS resources shall be made by the host agency unless otherwise directed in the agreement or contract.

Payment to Idaho Fire Service Organizations shall be made by IDL, as outlined in the current Idaho Fire Service Organization Rate Book.

IF AN INCIDENT REQUESTS AN EMS RESOURCE FOR WORKING NEAR THE FIRELINE, THE RESOURCE SHALL BE NWCG QUALIFIED IN A FIRELINE POSITION AND HAVE IN THEIR POSSESSION A CURRENT RED CARD (QUALIFICATION CARD).

3. COMPENSATION INJURY/ACCIDENT AND ILLNESS (Ref. IIBMH, Chapter 10)
A. **Agency Provided Medical Care (APMC)**

IDL, cooperator, and Timber Protective Association employees may utilize APMC while performing suppression duties. Under this program, hosting agencies pay for limited first aid costs for minor injury or illnesses that occur on an incident and require only one treatment.

The use of APMC is appropriate for first aid cases involving treatment received on the day of the injury or illness and do not require any additional follow-up. Use of APMC will not include authorization for therapy, stitches, x-rays, etc. On Incidents managed by an IMT, a Report of Traumatic Injury and Claim for Continuation of Pay/Compensation, CA-1, or a Notice of Occupational Disease and Claim for Compensation, CA-2, are acceptable forms. Refer to the IIBMH, Chapter 10, for further direction.

1. **IDL Employees while on an Incident under IDL jurisdiction**

   The Supervisor’s Accident Report Form, HR-1303, should be filled out as soon as possible following an injury/illness. This is an Idaho State form and is the preferred form of documentation when injuries/illnesses occur to State employees while conducting official business. This form can be obtained from any IDL office. Treatment rendered under these conditions at the home unit will be paid for by the IDL payment process (credit card or direct bill).

B. **Workers’ Compensation Insurance (when APMC is not used)**

1. **IDL Personnel**

   All employees of the Idaho Department of Lands, including full-time, part-time, temporary/seasonal, and Administratively Determined (AD or Casual) employees are covered by Workers’ Compensation Insurance through the Idaho State Insurance Fund while in the course and scope of employment.

   If an employee requires treatment not covered by APMC, a First Report of Injury should be completed. The Idaho State specific Form “First Report of Injury” may be printed from the Idaho State Insurance Fund website at [http://www.idahosif.org/DownloadDocument.aspx](http://www.idahosif.org/DownloadDocument.aspx). If the Idaho form is not available, the Report of Traumatic Injury and Claim for Continuation of Pay/Compensation, CA-1, or a Notice of Occupational Disease and Claim for Compensation, CA-2, are acceptable forms. Refer to the IIBMH, Chapter 10, for further direction.

2. **Timber Protective Associations**

   Timber Protective Association employees are covered by Workers’ Compensation Insurance through the Idaho State Insurance Fund.

   If an employee requires treatment not covered by APMC, a First Report of Injury should be completed. The Idaho State specific Form “First Report of Injury” may be printed from the Idaho State Insurance Fund website at [http://www.idahosif.org/DownloadDocument.aspx](http://www.idahosif.org/DownloadDocument.aspx). If the Idaho form is not available, the Report of Traumatic Injury and Claim for Continuation of Pay/Compensation, CA-1, or a Notice of Occupational Disease and Claim for Compensation, CA-2, are acceptable forms. Refer to the IIBMH, Chapter 10, for further direction.
3. **State Cooperators**

State cooperators are required to carry Workers’ Compensation Insurance on all employees and volunteers. If an injury or illness occurs, follow their agency-specific guidelines.

*All work-related injuries must be reported to the home unit at quickly as possible. The home unit may assist with notification and documentation. Failure to report a work-related accident is a serious matter and may preclude an employee’s coverage under Workers’ Compensation insurance.*

4. **ACQUISITION**

A. **Emergency Equipment Rental Agreements**

There is flexibility in procurement methods for equipment on IDL jurisdiction fires. Equipment that has been competitively bid through the federal contracting process may be procured through usual dispatch procedures. Equipment that has not been competitively bid, but is available locally, can be procured through local OF-294, Emergency Equipment Rental Agreements (EERAs). The local dispatch office maintains a list of preseason EERAs that supplements the equipment available through federal contracts.

If equipment is available locally, but has not been signed up preseason, it may be signed up at the time of the incident. IMT procurement personnel, and designated IDL employees, are authorized to execute EERAs when necessary. Procedures will follow those outlined in the IIBMH and its geographic area supplements to Chapter 20. IDL EERAs do not need to be incident-only agreements. Procurement personnel should consult with the District Fire Warden to determine the appropriate ending dates. Purchasing authority is not based on a specific dollar amount; however, it must be used with oversight.

In all cases, the preferred procurement method is that which reduces mobilization time and/or is most advantageous in meeting fire suppression objectives, as determined by the Line Officer.

On State fires, agreements initiated by IDL personnel (or by personnel representing IDL) do not have to be countersigned by Contracting Officers or Procurement Unit Leaders working for a federal agency.

If the IMT elects to retain equipment that meets their needs, and it is already on the fire, an order will be placed with Expanded Dispatch (with a notation that the equipment is already on the fire). The procurement personnel will execute an EERA, ensure inspections are complete, and that OF-297, Emergency Equipment Shift Tickets are up-to-date. Immediately after completing the paperwork, the IMT will send the completed EERAs to the host agency, who will forward the completed package to the Bureau of Fire Management for prompt processing. Any EERAs used on IDL fires will have the most current EERA clauses found on the NWCG web site attached to the EERA.

B. **Local Procurement/Contracts**
Upon arrival at an IDL incident, the Finance Section will be given a list of local vendors and resources that may be used in support of the incident. The following may be included in these lists:

1. Preseason agreements with restaurants. Use of the preprinted Restaurant and Lodging Authorization Forms is required. These forms are available from the IDL host agency.

2. Procurement contacts for the Idaho Department of Lands.

3. Preseason Emergency Equipment Rental Agreements.

4. Preseason Land Use Agreements, Fire Service Organization Agreements, and any other preseason local agreements.

5. IDL Incident Business Operating Guide.

C. Buying Team Procedures

Procurement decisions should be based on sound judgment considering cost and the most expeditious source of supply to meet the needs of the suppression effort. IDL has flexibility in its procurement methods and is not bound by federal competitive solicitations. However, federal contracts should be used when most advantageous in meeting suppression objectives. Additional information regarding buying team procedures can be found in the IDL Incident Business Operating Guide (IBOG).

5. CLAIMS

A. IDL Jurisdiction Incidents

1. IMT Assigned Incidents

Claims against the state of Idaho for incidents under IDL jurisdiction, while managed by an IMT, will be submitted to the Finance Section or their designee. The IMT will ensure documentation will be filed in accordance with Chapter 70 of the IIBMH. The IMT cannot resolve claims for the state of Idaho. All documentation must be submitted to the host agency. The host agency shall submit the claim documentation to the Fire Business Program Manager, Bureau of Fire Management, who will settle the claim or forward it to Risk Management for final determination.

Claims against the state of Idaho for incidents under IDL jurisdiction where an IMT is not assigned will be submitted to the host agency. The host agency will ensure documentation will be filed in accordance with Chapter 70 of the IIBMH. The host agency (District) cannot resolve claims for the state of Idaho. The host agency (District) shall submit the claim documentation to the Fire Business Program Manager, Bureau of Fire Management, who will settle the claim or forward to Risk Management for final determination.

B. IDL Claims Against Another Jurisdiction
IDL personnel filing a claim against an incident or other jurisdiction on behalf of the State shall follow the guidelines for that jurisdiction and/or as outlined in Chapter 70 of the IIBMH while at the incident. The IMT will ensure IDL is provided a copy of all documentation related to a claim for submittal to the home unit before demobilization. If the claim is not resolved at the incident, the home unit will follow up with the host agency as quickly as possible to bring it to resolution. The IDL Fire Business Program Manager will assist the home unit if necessary.

All IDL claims against another jurisdiction will be reviewed with the Fire Business Program Manager, Bureau of Fire Management, before any billing is submitted to the agency having jurisdiction.

6. NATIONAL GUARD

All orders for Idaho National Guard (IDNG) resources for use on wildfires shall go through the Idaho Department of Lands, Bureau of Fire Management. For costs that are the responsibility of the Federal agencies, the Federal agencies shall upon receipt of the State’s billing, reimburse the State for the cost of assistance.

IDNG resources can only be utilized when all other potential sources have been exhausted. To initiate an order for the IDNG, contact the IDL Duty Officer.

7. FIRE MANAGEMENT ASSISTANCE GRANT

In the event a wildland fire threatens a community, the local government and Governor may make a disaster declaration. When a declaration is in place, the State or local government may receive financial assistance through a Fire Management Assistance Grant (FMAG) from the Federal Emergency Management Agency (FEMA) to offset the suppression costs to the applicant agencies, typically the State and local communities.

A. Responsibility/Role

1. Bureau of Homeland Security

The state of Idaho Bureau of Homeland Security (BHS) is responsible for initiating the process, notifying FEMA and collecting the required documentation.

2. Idaho Department of Lands

Idaho Department of Lands (IDL) may assist BHS once a declaration is made. IDL may work in a technical advisory role to local government, assisting with cost share agreements, cost tracking procedures, and liaison between the IMT, and Federal agencies managing the incident.

3. Incident Management Team

Incident Management personnel shall ensure cost accounting procedures meet the needs of the agencies and communities for the FMAG application process.
Exhibit NR10

NORTH DAKOTA
North Dakota Forest Service (NDFS)

GENERAL INFORMATION

This information is intended to provide a general outline of State of North Dakota, NDFS, and Local Government Fire Forces’ operating procedures. For further information, contact the North Dakota Forest Service at 701-228-5422.

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

EFF’s AND OTHER STATE EMPLOYEES

NDFS does NOT use the same Administratively Determined (AD) Rates as federal agencies when hiring casual firefighters. NDFS hires casuals as state employees instead. A NDFS Emergency Firefighter (EFF) is an individual hired of necessity to cope with a sudden and unexpected emergency, actual or potential. EFF employment is of uncertain or temporary duration and shall terminate as soon as the emergency has sufficiently abated. EFF rates of pay are determined by the nature of the EFF work assigned.

When EFF’s Class A-N work as trainees, they shall be paid one EFF class below the fully qualified EFF class. North Dakota EFF rates are contained in Chapter 10.

Entitlements

EFF employees and seasonals do not earn sick or annual leave and are not required to participate in the state retirement plan.

NDFS employees, including EFF’s, are covered under the provisions of the state of North Dakota Workforce Safety Insurance Program.

NDFS employees, including EFF’s, do NOT receive hazard pay, nor any other form of differential except overtime. NDFS employees and EFF’s receive the base rate for the first forty hours of work per week starting on Sunday at 0001 and ending on Saturday at 2400, and 1½ times the base rate for all approved time worked beyond forty hours per work week. Overtime does not need to be computed at the incident, but will be figured when Emergency Firefighter Time Reports are processed by Payroll.

NDFS seasonal employees may be compensated above their previously established employment rate in the event that the seasonal has been ordered to temporarily fill a higher level position on an incident. This must be documented on their resource order or other official documentation and requires incident supervisor approval prior to initiating the position. Following completion of this assignment, the seasonal will resume his/her previously hired position. Exemptions to this policy include Single Resource Bosses and below.

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

Meal Periods
North Dakota Forest Service employees and Emergency Firefighters will be paid for meal breaks during uncontrolled fire assignments, unless they can be completely relieved of duty. If the employee must work during the meal break once the fire is controlled, this must be documented on the employee’s crew time report. Non-operational assignments will not be compensated for meal breaks unless documented and signed by the supervisor and should only be used under extraordinary circumstances.

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

**Work/Rest, Length of Assignment, and Days Off**

The North Dakota Forest Service subscribes to the guidelines for rest and recuperation as outlined in Section 12.7 of the IIBMH and to all work/rest and length of assignment standards applicable to the NWCG and NRGC. Where the Incident Commander has deemed necessary to provide paid rest and recuperation, permanent full time and seasonal state employees will be granted these privileges unless the rest and recuperation period falls on the employees regularly scheduled days off.

**Engine Staffing**

The North Dakota Forest Service normal operating procedures requires engine mobilization with three personnel due to safety concerns (one engine boss and two firefighters). The North Dakota Forest Service will mobilize engines with a crew of three regardless of what is stated on the resource order; the decision to mobilize with a staffing of two personnel is at our discretion.

**Payroll**

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

EFF employees are normally paid upon completion of the fire assignment by check mailed to the address shown on the W-4. Payment is made directly from the completed Emergency Firefighter Time Report, OF-288. At the time of demobilization from an incident, the completed original OF-288 and signed crew time reports (CTR’s) MUST be transferred to the NDFS Bismarck Field Office for processing, preferably by hand with the demobing resource. On long duration incidents consideration should be given to transmission of EFF payroll documents on the 16th and the 1st of the month; however, this must be prearranged with the NDFS Bismarck Field Office.

**Payment Document Requirements**

**Equipment (Pink copies for the payment office, blue copies for the file)**

1) Emergency Equipment Use Invoice (OF-286)
   a) Fuel/Oil tickets (OF-304)
   b) Shift tickets (OF-297)
2) Emergency Equipment Rental Agreement (OF-294), if applicable
3) Certification for Local Government Fire Forces (LGFF) Equipment and Operators, if applicable
4) Inspection Form (pre/post) if available (OF-296)
5) Resource Order
6) Invoice, if required for the hiring option

**Emergency Firefighter (White copies for the payment office)**

1) Emergency Firefighter Time Report (OF-288)
   a) Crew Time Reports (SF-261)
2) Resource Order
3) Certification for Local Government Fire Forces (LGFF) Equipment and Operators, if applicable
4) Invoice, if required for the hiring option

Emergency Firefighter Time Reports, Crew Time Reports, Emergency Equipment Shift Tickets and supporting documentation will be filled out, a copy retained at the incident, and the signed original packet returned with the designated representative when demobilized. This designated representative would normally be the Engine Boss, Strike Team Leader or Crew Boss. Any questions should be directed to the local NDFS Office. Packets should be submitted to NDFS within one month of the demobilization date.

Compensation for Injury/Illness

If one of our employees is injured while on assignment, the North Dakota State University Safety Office must be notified of the injury within 24 hours by contacting either Jolean Pederson or Jennifer Baker at (701) 231-6740 for forms and procedures. The injured North Dakota State employee, or a person acting on behalf of the injured employee, is responsible for reporting the injury to the immediate supervisor. The immediate supervisor is responsible for the preparation of the NDSU Risk Management Employee Incident Report form. The Incident Report form must be transmitted to the North Dakota State University within 24 hours of notification or knowledge of a work related injury. This form is available from NDFS offices or on the Internet at:


The Finance Section is responsible for transmitting the NDSU Risk Management Employee Incident Report to (701) 231-6739. All employees are covered by the North Dakota Risk Management Program.

Hiring Method

The hiring method for EERA’s executed by NDFS is “Fully Operated” and is in accordance with the procedures established in the IIBMH and the NRCG supplements to Chapter 20 of the IIBMH.

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

Private contractors hired on a fully operated basis are responsible for providing their own operating supplies (fuel, oil, foam, etc.). Repairs and normal maintenance are the contractor’s responsibility.

During-Incident Sign-up

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

EERA’s for equipment covered under the competitively solicited process where the contractor did not participate must show that the agreement is applicable only for the duration of the single incident and will not be eligible for interagency dispatch.

LOCAL GOVERNMENT FORCES - Equipment Rental

General Information
The guidelines in this document apply when Local Government Fire Forces are hired by NRCG agencies. Detailed equipment and personnel standards, mobilization and dispatch procedures are included in the NRCG Mobilization of Local Government Firefighting Resources guide. The document may be found at the following website:

http://www.fs.fed.us/r1/fire/nrcg/ops_plans_index.htm

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

Procurement of fire apparatus, equipment and personnel from LGFF will follow the procedures established by the NDFS. Current rates are listed below. Renegotiation of rates and responsibilities shall not happen at incidents. If there are compelling reasons for renegotiation, the NDFS must be involved in the negotiations. Normally, LGFF apparatus, equipment and personnel will be signed up prior to the incident by the NDFS. If it is necessary to sign up equipment at the incident, contact the NDFS.

**Mutual Aid** - Mutual Aid resources may be converted to paid status after the initial response if the NDFS deems it in the best interest of the State to do so. Mutual aid responses will be paid according to the requesting jurisdictions’ Annual Operating Plan (AOP). In absence of an AOP, a standard of 8 hours mutual aid is in effect. When the requesting agency releases the mutual aid resources, the mutual aid resources may request to remain on the fire. It is the responsibility of the resource to contact the IC and request to remain on the fire. If the resource remains on the fire beyond the mutual aid period without going through the IC approval and sign up process, the resource will not be paid. The following conditions and criteria must be met and to be placed in pay status:

- IC Approval
- Equipment and Personnel must meet Agency Standards put forth in this Chapter of the IIBMH
- Be Inspected or have signed a No Damages/ No Claims upon demobmolization
- Have a Resource Order

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

**Local Government Fire Force (LGFF) Equipment**

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

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

**SEVERITY**

Severity rates for LGFF equipment will be paid at 50% of the established hourly rate when in non-fire status. Shifts exceeding 10 hours in non-fire status will be paid at 100% or the full hourly rate if the resource is mobilized to an incident, the payment will revert to the full hourly suppression rate for the entire shift.

LGFF equipment will remain in paid status during meal periods when personnel are off time.

**While in Transport**

When LGFF equipment is in transport status (via heavy transport, not being driven), equipment will be paid at the severity rate of 50% and does not revert to the 100% or full hourly rate for transports that are over 10 hours in a day.
Operating Supplies

LGFF equipment will be reimbursed for fuel used to and from an incident and while assigned to a fire. Costs will be reimbursed with proper documentation (e.g. detailed receipt). Repairs and normal maintenance will be the LGFF’s responsibility.

### Engine Rates – ND Local Government Fire Force Equipment

<table>
<thead>
<tr>
<th>Class</th>
<th>Unoperated Hourly Rate</th>
<th>Fully Operated Hourly Rate</th>
<th>Number of personnel*</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1</td>
<td>$104</td>
<td>$188</td>
<td>4</td>
</tr>
<tr>
<td>E2</td>
<td>$99</td>
<td>$162</td>
<td>3</td>
</tr>
<tr>
<td>WE3</td>
<td>$86</td>
<td>$149</td>
<td>3</td>
</tr>
<tr>
<td>WE4</td>
<td>$72</td>
<td>$114</td>
<td>2</td>
</tr>
<tr>
<td>WE5</td>
<td>$60</td>
<td>$102</td>
<td>2</td>
</tr>
<tr>
<td>WE6</td>
<td>$56</td>
<td>$98</td>
<td>2</td>
</tr>
<tr>
<td>WE7</td>
<td>$35</td>
<td>$77</td>
<td>2</td>
</tr>
</tbody>
</table>
**CLASSIFICATION FOR ENGINES**

**MINIMUM STANDARDS** - The following guide is to aid in the classification of engines. When typing equipment all of the standards must be met to qualify the equipment. Failure to meet any standard places the equipment in a lower type or disqualifies the equipment in its entirety.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>MINIMUM STANDARDS FOR TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1*</td>
</tr>
<tr>
<td>Pump Capacity **</td>
<td>1000+</td>
</tr>
<tr>
<td>gpm</td>
<td>@</td>
</tr>
<tr>
<td>psi</td>
<td>150</td>
</tr>
<tr>
<td>Tank Capacity (Gallons)</td>
<td>Minimum</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
</tr>
<tr>
<td>Hose, 2½ inches (feet)</td>
<td>1,200</td>
</tr>
<tr>
<td>Hose, 1½ inch (feet)</td>
<td>400</td>
</tr>
<tr>
<td>Hose, 1 inch (feet)</td>
<td>-0-</td>
</tr>
<tr>
<td>Ladder (feet)</td>
<td>***48'</td>
</tr>
<tr>
<td>Master Stream (GPM)</td>
<td>500</td>
</tr>
<tr>
<td>Personnel (minimum number)</td>
<td>4</td>
</tr>
</tbody>
</table>

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

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

***This includes 24’ extension ladder, 14’ roof ladder and 10’ attic ladder for a total of 48’.

****Engines specifically designed for on-road and structure work may not be signed up as a wildland engine.

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

**NRCG MINIMUM REQUIRED COMPLEMENTS FOR ENGINES**

- 2 nozzles, combination fog/straight stream, 1 inch NPSH female
- 2 nozzles, combination fog/straight stream, 1½” NH female
- 20 feet, suction hose with strainer or screened foot valve
- 2 shovels, size 0
- 2 pulaskis
- 1 spanner wrench, combination 1 inch to 1½ inches
- 2 gated wyes, 1½ inches National Hose (NH) threads
- 4 reducers, 1½ inches NH female to 1 inch National Pipe Straight Hose (NPSH) male
- 2 adapters 1½ inches NH female to 1½ inches NPSH male
- 2 adapters 1½ inches NPSH female to 1½ inches NH male
- 2 increasers 1 inch NPSH female to 1½ inches NH male
1. 2 adapters ¼ turn to 1 inch NPSH (1 female/1 male)
2. 1 double male 1 inch NPSH threads
3. 1 double female 1 inch NPSH threads
4. 1 double male 1½ inches NH threads
5. 1 double female 1½ inches NH threads
6. 1 fire hose clamp
7. 1 5-gallon container for drinking water
8. 1 first aid kit (five person)
9. 1 set of three (3) reflectors
10. 1 fire extinguisher (5BC or better)
11. 1 set of wheel chocks
12. 5 gallons (minimum), fuel to operate pump and engine for 12 hours
13. 1 pump for water fill or have drafting capabilities
14. 2 adapters ¼ turn to 1½ inch NH (1 female/1 male)
15. 300 feet of ¾-inch synthetic garden hose – 50 foot sections
16. 1 reducer 1 inch NPSH to ¾ inch GH
17. 2 Adjustable nozzles ¾ inch
18. 1 Mop up wand ¾ inch receptor for hose
19. 1 Gated wye ¾ inch
20. 5 Inline ball valves ¾ inch

**Water Tender Rates – ND Local Government Fire Force (LGFF) Equipment**

<table>
<thead>
<tr>
<th>Class</th>
<th>Unoperated Hourly Rate</th>
<th>Fully Operated Hourly Rate</th>
<th>Number of Operators**</th>
</tr>
</thead>
<tbody>
<tr>
<td>WT1</td>
<td>$100</td>
<td>$121</td>
<td>1**</td>
</tr>
<tr>
<td>WT2</td>
<td>$85.50</td>
<td>$106.50</td>
<td>1**</td>
</tr>
<tr>
<td>WT3</td>
<td>$63</td>
<td>$84</td>
<td>1**</td>
</tr>
</tbody>
</table>

**Additional Personnel may be justified and approved by the NDFS.**

**Water Truck Rates – ND Local Government Fire Force (LGFF) Equipment**

<table>
<thead>
<tr>
<th>Class</th>
<th>Water Truck Capacity (Gallons)</th>
<th>Unoperated Hourly Rate</th>
<th>Fully Operated Hourly Rate</th>
<th>Number of Operators*</th>
</tr>
</thead>
<tbody>
<tr>
<td>WTR1</td>
<td>5000+</td>
<td>$54</td>
<td>$75</td>
<td>1</td>
</tr>
<tr>
<td>WTR2</td>
<td>2500-4999</td>
<td>$41</td>
<td>$62</td>
<td>1</td>
</tr>
<tr>
<td>WTR3</td>
<td>1000-2499</td>
<td>$23.50</td>
<td>$44.50</td>
<td>1</td>
</tr>
</tbody>
</table>

*Minimum number of operators per single shift.
## WATER TENDER AND WATER TRUCK CLASSIFICATION

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>MINIMUM STANDARDS TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Pump Capacity (GPM)</td>
<td>300</td>
</tr>
<tr>
<td>Tank Capacity (Gallons)</td>
<td>5,000 +</td>
</tr>
<tr>
<td>Off Load Capacity (GPM)</td>
<td>300</td>
</tr>
<tr>
<td>Maximum Refill Time (minutes)</td>
<td>30</td>
</tr>
<tr>
<td>Personnel (minimum number)</td>
<td>1</td>
</tr>
<tr>
<td>Drafting Capability</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Most Water Tenders meet and exceed the requirements for a Water Truck. Replacement of a Water Truck operator with a fully qualified Water Tender operator does not solely constitute justification for payment of the Water Tender rate.

### NRCG MINIMUM REQUIRED COMPLEMENTS FOR WATER TENDERS

- 1½ inch nozzle, NH-combination; fog/straight stream (Plastic is acceptable)
- 1½ inch NH female to 1 inch NPSH male reducer
- 20 feet suction hose (minimum) with strainer or screened foot valve
- Shovel, size 0
- Pulaski
- Spanner wrench, combination, 1½-2½
- Adjustable hydrant wrench
- 2 adapters, 1½ inches NPSH female to 1½ inches NH male
- 2 adapters, ¼ turn to 1½ inches NH (1 female and 1 male each)
- 2 adapters, 1½ inches NH female to 1½ inches NPSH male
- 2 reducers, 2½ inches NH female to 1½ inches NH male
- 1 double male, 1½ inches NH
- 1 double female, 1½ inches NH
- 1 gated wye, 1½ inches NH
- 1 Forestry hose clamp - 2½ inches
- 1 first aid kit (five person)
- Reflectors (1 set of 3)
- Fire extinguisher (5 BC or better)
- Wheel chocks (meets industry, standards for wheel chocks)
- Fuel to operate pump and engine for 12 hours (minimum 5 gallons)
- 2 each, portable hand lights
- 100 feet of 1½ inches, cotton/synthetic hose, NH thread
- 50 feet of 2½ inches cotton/synthetic hose, NH thread
- Discharge outlets: 2 each 1½ inches NH thread
- Discharge outlet, 1 each 2½ inches NH thread
- Tire Tread Depth equal to DOT Standards
**DOZERS – ND Local Government Fire Force (LGFF) Equipment**

<table>
<thead>
<tr>
<th>Class</th>
<th>Flywheel Horsepower</th>
<th>Unoperated Hourly Rate</th>
<th>Fully Operated Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>200-369</td>
<td>$140</td>
<td>$179</td>
</tr>
<tr>
<td>2</td>
<td>100-199</td>
<td>$75</td>
<td>$114</td>
</tr>
<tr>
<td>3</td>
<td>60-99</td>
<td>$46</td>
<td>$83</td>
</tr>
</tbody>
</table>

**GRADERS – ND Local Government Fire Force (LGFF) Equipment**

<table>
<thead>
<tr>
<th>Class</th>
<th>Flywheel Horsepower</th>
<th>Unoperated Hourly Rate</th>
<th>Fully Operated Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>G1</td>
<td>201+</td>
<td>$72</td>
<td>$110</td>
</tr>
<tr>
<td>G2</td>
<td>126-200</td>
<td>$58</td>
<td>$96</td>
</tr>
<tr>
<td>G3</td>
<td>&lt;125</td>
<td>$41</td>
<td>$78</td>
</tr>
</tbody>
</table>

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

**NORTH DAKOTA NATIONAL GUARD**

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

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

Responsibility for payment:

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

**STATE-OWNED EQUIPMENT**

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

The Emergency Equipment Shift Ticket - OF 297, and Emergency Equipment Use Invoice - OF 286, provide the required documentation on the use of NDFS equipment. Copies should be forwarded to the responsible Land Office or sent home with the operator.

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

**Sedans, Passenger Vans, Utility Vehicles, Pickups, and Stake side Trucks**

Use the appropriate daily and mileage rate for the class and size of vehicle from the North Dakota Department of Transportation and supplemental necessary equipment provided by the NDFS. This rate information can be found at
http://www.dot.nd.gov/divisions/fleet/docs/rentlrate.pdf. An additional $0.18/mile will be added for all vehicles equipped with the fire response package.

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

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Unoperated Daily Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Command trailer, tandem axle – modified for office use</td>
<td>$100</td>
</tr>
<tr>
<td>12'-14' covered utility trailer</td>
<td>$50</td>
</tr>
<tr>
<td>6-8’ covered utility trailer</td>
<td>$30</td>
</tr>
</tbody>
</table>

**Engines and Water Tenders**
Agency Engines and Tenders will be billed out at the appropriate North Dakota Department of Transportation rate plus the additional rate for supplemental equipment provided by the NDFS. The current rate for the NDFS type 5/6 engines are $125.00per hour, type 4 engines and type 3 water tender is $145.00per hour. This rate can vary as mandated by the ND Department of Transportation.

**Portable Pumps**

<table>
<thead>
<tr>
<th>Class</th>
<th>Unoperated Daily Rate ($)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>64.00</td>
<td>Small low-volume/high-pressure portable pumps with intake hose, capable of being transported by one or two people. Pumps in this category are the Mark 26, Mark III and Gorman Rupp, or similar type pumps.</td>
</tr>
<tr>
<td>2</td>
<td>37.00</td>
<td>Small low-pressure/high-volume portable pump that can be transported by one or two people. These pumps are similar to a Homelite or Honda trash pump.</td>
</tr>
</tbody>
</table>

**All-terrain Vehicles**

<table>
<thead>
<tr>
<th>Type</th>
<th>Unoperated Daily Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATV( 1 Rider) No Three Wheelers</td>
<td>$100</td>
</tr>
<tr>
<td>UTV Side by Side Seating for 2 or 3 riders (e.g., Polaris Ranger, Kawasaki Mule) or similar.</td>
<td>$150</td>
</tr>
</tbody>
</table>

- All riders must wear an approved helmet while Operating an ATV or UTV
- Does not include operating supplies and water handling system. This system (on the UTV) is an additional $15.00 per hour.

**Specialized and Miscellaneous Equipment**

A. Chainsaws – Unoperated daily rate $45.00/day.
   Minimum saw size- 3.75+cubic inch saw. Each sawyer will only be compensated for one chainsaw. No compensation for backup saws.
B. **Portable Radios** – Bendix/King portable, multi-channel radio, with batteries. Rate is actual cost of refurbishment (or daily rate of $15/ea if not sent in for refurbishment at NDFS determination), repairs, and batteries.

C. **Radio Cache** – Bendix/King portable, multi-channel radios, with batteries, daily rate $15/ea. plus refurbishment fee $250, plus actual cost of batteries and repairs. (Estimated replacement cost for portable radios if lost or destroyed is $1,382/each.)

D. Other Cache equipment will be compensated at regular cache refurbishment
SOUTH DAKOTA
SD WILDLAND FIRE SUPPRESSION DIVISION (SD WFS)

1. Cooperative Agreements. SDWFS has formal agreements with its working partners. City, county, and rural fire service organizations are considered State resources and are subject to the conditions in the Cooperative Fire Management Agreement and Operating Plans.

   a. SD National Guard - The Governor of SD must declare a state of emergency before these resources can become available. To insure all necessary steps are met to use these resources, they must be ordered through the SD State Fire Management Officer, Division of Wildland Fire Suppression. Time, for guardsmen will be documented by National Guard Liaison Personnel, who will give daily cost estimates to the Finance Section.

   b. Department of Corrections (Inmates) - There are approximately 100 trained inmates available for fire duty. Costs involved include: $2,420 /12 hour shift/20 inmate crew. Guards are paid at regular State salary rates. Transportation, meals, lodging and medical costs incurred as a result of the incident are billed to the incident. Request copy of agreement for specific information.

   c. County and Local Organizations - Local fire departments / districts that respond to fires outside their area of statutory authority will have an established Wildland Fire Suppression Agreement or County Rangeland Agreement with the Division of Wildland Fire Suppression. Personnel will be required to be certified wildland firefighters and equipment will be inspected to meet NWCG requirements.

2. State Fire Management Assistance (FMAG). In the event a wildland fire threatens a community it is possible to receive financial assistance through a Fire Management Assistance Grant (FMAG) from the Federal Emergency Management Agency (FEMA) to offset the suppression costs to the state and local communities.

   a. The State will be responsible for initiating the process, notifying FEMA and collecting the required documentation.

   b. Agency Administrators and/or the delegated IMT will cooperate with the State representatives working the declaration, collecting cost data, time and invoice records, and planning documents to support the request for FEMA cost sharing funding.

   c. Incident management personnel may be asked to help State personnel or the Principal Advisor to obtain information in support of the state's reimbursement claim request.

   d. The State and IMT work together to assure existing agreements are understood and cost accounting procedures are adequate to provide a clear, supportable record of the state's share of incident costs. In most cases, the costs need to be identified by operational period.