



**NORTHERN ROCKIES COORDINATING GROUP (NRCG)
INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
AMENDMENT**

CHAPTER 50 – INTERAGENCY COOPERATIVE RELATIONS

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Approved:

/s/ Len Dems

**LEN DEMS
Chair**

Posting Instructions: Post by document, remove entire document, and replace with this supplement. Retain this transmittal as first page of document. The last supplement to the Northern Rockies Supplements was NR-2009-4.

New Document	NR 2009-4 (NWCG HB2_Chapter 50)	50 Pages
Superseded Document(s) by Issuance Number and Effective Date	NR-2008-7 (5/28/08)	56 Pages

Digest:

51 - Exhibits 01. Updates Montana Department of Natural Resources (DNRC) for the following:

01.4-4 Rates - Rates for Engines and Water Tenders Adjusted to Current Year Inflation.

01.4-4-1 Local Government Fire Force Ambulances

01.7 Montana Highway Patrol and Law Enforcement

01.8 Montana Sheriff and Peace Officers

01.93 ATV's

51 - Exhibits 02-03. Updates information for the States of Idaho, and North Dakota

51 – COOPERATIVE AGREEMENTS

This supplement outlines incident business management procedures specific to the Montana Department of Natural Resources and Conservation (MT DNRC), the Idaho Department of Lands (IDL) or the North Dakota Forest Service (NDFS) 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: 01 – Montana Department of Natural Resources and Conservation (pages 3-29)
 02 – Idaho Department of Lands (pages 30-37)
 03 – North Dakota Forest Service (pages 38-49)

51 - Exhibit 01
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01.1 MT DNRC GENERAL INFORMATION

This information is intended to provide a general outline of MT 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	(406) 458-3500
Eastern Land Office	Miles City	(406) 232-2034
Northeastern Land Office	Lewistown	(406) 538-7789
Northwestern Land Office	Kalispell	(406) 751-2240
Southern Land Office	Billings	(406) 247-4400
Southwestern Land Office	Missoula	(406) 542-4200

FIRE AND AVIATION MANAGEMENT BUREAU, MISSOULA, MONTANA:

Matt Hedrick (406) 542-4206
Pam Okon (406) 542-4230

FORESTRY DIVISION, MISSOULA, MONTANA: (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.

Rate Adjustment:

The rates contained in this chapter for Engines and Water Tenders were updated for CY2009 using the U.S. Department of Labor, Bureau of Labor Statistic's Consumer Price Index - For Urban Consumers (CPI-U). The rate adjustment is 1.8% for 2009. This rate may be found at the following link <http://www.bls.gov/home.htm>

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

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. 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. 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. See the NRCG supplement to Chapter 10, Section 13.6, Exhibit 01 for the current pay plan.

When EFF's Class A-N work as trainees, 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 Personnel 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://www.dnrc.mt.gov/forestry/fire/business/firefinanceforms.asp> or
http://www.dnrc.mine.mt.gov/policies/policies/travel_policy.pdf

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, telephone credit cards 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, Section 12.6 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. Once the incident is declared controlled, 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, Section 12.7 of the IIBMH. However, compensation for days off given upon return to DNRC home Unit Office (per Section 12.7-2, #3) is contrary to Montana State pay provisions for DNRC permanent, seasonal and EFF personnel. It is the

responsibility of the Incident Commander (IC) to provide days off (if deemed advisable) prior to return to the home unit for these personnel.

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 2009 are: 1/16, 1/30, 2/13, 2/27, 3/13, 3/27, 4/10, 4/24, 5/08, 5/22, 6/05, 6/19, 7/03, 7/17, 7/31, 8/14, 8/28, 9/11, 9/25, 10/09, 10/23, 11/06, 11/20, 12/04, 12/18 & 1/01. 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 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>

- 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 - This carbon copy form is not available on the above website. It must be obtained from a DNRC Land Office or from DNRC Payroll in Helena. 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.
- 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
- 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 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 to the Montana State Fund **within 6 days** of notification or knowledge of a work related injury. 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 a hard copy to 1-406-444-2684 (Attention: DNRC Payroll) is the preferred method of transmitting the completed First Report. DNRC Payroll staff 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 MT State Fund at 1-800-332-6102, and ask for Team 6, to initiate the First Report verbally.

The DNRC workers compensation account 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 cooperators who is not hired as an EFF is not covered by DNRC's account. 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 division. For State of Montana employees including regular employees, seasonal's and EFF's, the claims will be handled through the 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, Section 15.2 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 Kelly Bishop, DNRC Payroll, (406) 444-6673; Carol Loomis, DNRC Payroll, (406) 444-2079; or Division of Worker's Compensation, 1-800-332-6102 - Team 6; or by contacting the local DNRC Area Land or Unit Office.

01.3 PRIVATE FIRE SUPPRESSION RESOURCES – EMERGENCY EQUIPMENT RENTAL

01.3-1 Preferred Hiring Method

The preferred hiring method for EERA's executed by DNRC 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 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 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.

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 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

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.

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. 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.

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.

Travel – All travel and per diem costs associated with LGFF resources responding to/from an incident will be 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.

01.4-2 Possible Hiring Methods

LGFF resources may be hired in one or more of the following options. Each option requires a separate agreement. 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 not to be issued for personnel listed on the equipment. An E-# may be issued for a support vehicle. O-#'s are to be issued for Overhead and Single Resources assigned to an incident.

NOTE: LGFF Administration costs will not be reimbursed.

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. 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.

Travel – All travel and per diem costs associated with LGFF resources responding to/from an incident will be 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.

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.**

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 REGARDLESS OF WHETHER THEY ARE IN JURISDICTION OR OUT OF JURISDICTION FOR PAYMENT.

01.4-3 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 (310-1), 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.

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

LGFF 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 the resource order for use on the incident, it must be hired on an

EERA at the applicable unoperated rate as listed in the IIBMH, Chapter 20 NRCG 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, Section 13.6, Exhibit 01 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 shall possess a CDL **OR** have the knowledge, skills and abilities for the type and class of equipment. 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; 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.

Type 1 Structure Engines	Type 2 Structure Engines	Type 3 - 7 Wildland Engines	Type 1 - 3 Water Tenders	Type 1 - 3 Water Trucks
1 Company Officer EFF-G	1 Company Officer EFF-G	1 Engine Boss EFF-F	1 Driver/Operator EFF-E	1 Driver/Operator EFF-E
1 Driver/Operator EFF-E	1 Driver/Operator EFF-E	1 Firefighter or Advanced Firefighter EFF-C or EFF-D		
2 Firefighters EFF-C or EFF-D	1 Firefighter EFF-C or EFF-D	* see note		

*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

Position*	FFT2*	FFT1*	Driver/Operator*	Company Officer*
Required Training	I-100, L-180, S-130, S-190 Or Equivalent; And Certified as NFPA FF1.**	Same as FFT2	Same as FFT2	Same as FFT2
	Annual Fireline Safety Refresher (RT-130) Is required annually for each of these positions.			

Physical Fitness Work Capacity Test (WCT)	Light	Light	Light	Light
EFF Classification	EFF-C	EFF-D	EFF-E	EFF-G

*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)
Minimum Training Requirements

	FFT2	FFT1	ENGB	STEN
Position	Firefighter	Advanced Firefighter/Squad Boss	Engine Boss	Strike Team Leader Engine
Required Training	I-100, L180, S130, S190 or equivalent	S131, S133	S230, S290	S215, S330
	Annual Fireline Safety Refresher Training (RT-130) is required annually for each of these positions			
Other Training which supports development of knowledge and skills	None	S211, S212	I-200, L280, S231, S234, S260, S270	I-300, L380
Prerequisite Experience	None	Satisfactory performance as FFT2 and Successful position performance as FFT1 on a wildland fire incident	Satisfactory performance as FFT1 and Successful position performance as ENGB on a wildland fire incident	Satisfactory performance as ENGB and Successful position performance as STEN on a wildland fire incident
Physical Fitness	Arduous	Arduous	Arduous	Moderate
Other position assignments that will maintain currency	None	ICT5	ICT4, CRWB, DOZB, FELB, FIRB, HELB, TRPB	STCR, STDZ, STPL
	Any higher position assignment for which listed position is a prerequisite will maintain currency			
EFF Classification	EFF-C	EFF-D	EFF-F	EFF-G

LGFF WATER TENDER / WATER TRUCK
Minimum Training Requirements

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

**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.

01.4-4 Local Government Fire Force (LGFF) Equipment

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 for personnel in non-fire status and 10 ½ hours for equipment 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.

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 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.

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.

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.

LGFF ENGINE RATES

TYPE	Unoperated Hourly Rate	Fully Operated Hourly Rate	Number of personnel*
1	\$104.00	\$184.00	4
2	\$96.00	\$159.00	3
3	\$77.00	\$139.00	3
4	\$62.00	\$109.00	2
5	\$59.00	\$106.00	2
6	\$53.00	\$100.00	2
7	\$34.00	\$79.00	2

- For operational purposes and/or for safety reasons some engines or tenders may operate with an additional crewmember with the approval of the host agency. The additional personnel rate is \$17.85/hr.

NOTE: For engines termed as “Hybrid” Engines in which a County owns the Chassis and the State of Montana DNRC has provided the Fire package including the pump package. The Rates for the Hybrid would be 67% as with FEPP equipment (see 01.9 STATE-OWNED EQUIPMENT) of the applicable rate in the table above for un-operated LGFF Engine rates for in-state 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.

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

*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 \$17.85/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 reducer 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 thief
- 2 ¾ inch ball valve shut off's

LGFF WATER TENDER RATES

TYPE	Unoperated Hourly rate	Fully Operated Hourly rate	Number of Operators**
WT1	\$98.00	\$122.00	1**
WT2	\$84.00	\$108.00	1**
WT3	\$62.00	\$86.00	1**

** For operational purposes and/or for safety reasons some engines or tenders may operate with an additional crewmember with the approval of the host agency. Each additional crew member will be paid at an hourly rate of \$17.85.

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

TYPE	Water Truck Capacity (Gallons)	Unoperated Hourly Rate	Fully Operated Hourly Rate	Number of Operators*
WTR1	5000+	\$53.00	\$85.00	1
WTR2	2500-4999	\$40.00	\$71.00	1
WTR3	1000-2499	\$23.00	\$55.00	1

*Minimum number of operators per single shift.

WATER TENDER AND WATER TRUCK CLASSIFICATION

COMPONENTS	MINIMUM STANDARDS TYPE		
	1	2	3
Pump Capacity (GPM)	300	200	200
Tank Capacity (Gallons)	5,000 +	2500	1,000
Off Load Capacity (GPM)	300	200	200
Maximum Refill Time (Minutes)	30	20	15
Personnel (Minimum Number)	1	1	1
Drafting Capability	Yes	Yes	Yes

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

PORTABLE PUMPS

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

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.

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

LGFF DOZERS

Class	Flywheel Horsepower	Unoperated Hourly Rate	Fully Operated Hourly Rate
1	200-369	\$140.00	\$179.00
2	100-199	\$75.00	\$114.00
3	60-99	\$46.00	\$83.00

LGFF GRADERS

Class	Flywheel Horsepower	Unoperated Hourly Rate	Fully Operated Hourly Rate
G1	201+	\$72.00	\$110.00
G2	126-200	\$58.00	\$96.00
G3	<125	\$41.00	\$78.00
Chains not required on machine, but available at next operational period.			

01.4-4-1 Local Government Fire Force Ambulances

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.

TYPE	RATE TYPE	MINIMUM PERSONNEL	RATES
Ambulance (ALS)	Fully Operated Hourly Rate	2 – (1) ALS and (1) BLS	\$110.00/Hour
Ambulance (ALS)	Unoperated, hired under Option 3 Specified in 01.4-2	2 – (1) ALS and (1) BLS	\$56.00/Hour
Ambulance (BLS)	Fully Operated Hourly Rate	(2) BLS	\$95.00/Hour
Ambulance (BLS)	Unoperated, hired under Option 3 Specified in 01.4-2	(2) BLS	\$51.00/Hour
Patient Transport	Mileage Rate		LGFF normal billing rate. See below**
ALS Chase Unit	Fully Operated Rate	(1) ALS	\$65.00/ per hour
Extra ALS Personnel	Additional Personnel	N/A	\$32.00/per hour
Extra BLS Personnel	Additional Personnel	N/A	\$22.00/per hour

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 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.

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. This is to be documented on a Chief's Certification form or Red Card Qualification.

**** 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. A copy of the transport paperwork showing the incident name and E# of the resource 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.

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.

Applicable state laws and regulations can be found in the Montana Code Annotated Title 50 Chapter 6 http://data.opi.state.mt.us/bills/mca_toc/50.htm and Montana Administrative Rules Title 37 Ch 104 <http://www.mtrules.org/gateway/ChapterHome.asp?Chapter=37.104>.

01.4-5 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 that 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, i.e., 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.

01.4-6 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. EFF rates of pay are determined by the ICS position or nature of the EFF work assigned. See Chapter 10, Section 13.6, Exhibit 01 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.

The DNRC Area, Unit office or Incident Management Team will complete the Crew Time Report – SF-261, Emergency Firefighter Time Report – OF-288, Emergency Equipment Fuel and Oil Use Issue – OF-304, Emergency Equipment Shift Ticket – OF-297 and Emergency Equipment Use Invoice – OF-286 for payment.

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.

Hiring the appropriate number of LGFF personnel (EFF's) to staff a fire station to be prepared to respond to a wildland fire incident that is within DNRC's jurisdictional responsibility (PL 4 or 5) is an option. The LGFF personnel will be in pay status for the duration of the period they are performing DNRC assigned duties. The apparatus must have a pre-

existing Incident Rental Agreement (MT DNRC-IRA) and will be reimbursed at the rates listed in this chapter. Normally, the apparatus will only be in a pay status when actually in use. In this scenario, these individuals may be available to respond to incidents other than wildland fires that are within the LGFF's responsibility, providing that the LGFF and DNRC have agreed on a plan that clearly outlines items such as notification, backfill, and ensures the individuals are removed from pay status for the duration of these types of incidents.

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 backfill with other available resources and has no responsibility to rehire the LGFF.

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>. 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).

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 stand alone 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 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, and Emergency Equipment Use Invoice - OF 286, 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

Use the appropriate daily and mileage rate for the class and size of vehicle from the NRCG supplement to Chapter 20 of the IIBMH.

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.

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

DNRC CAT FINACE/ PLANS TRAILER	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’ table, 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.	Unoperated Daily Rate \$750.00
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

Type	Unoperated Daily Rate
ATV(1 Rider) No Three Wheelers	\$100
<u>UTV Side by Side Seating for 2 or 3 riders (i.e. Polaris Ranger, Kawasaki Mule) or similar.</u>	\$150

- **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 a minimum of 75 and a maximum of 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.

DNRC Kitchen Package	Includes truck, trailer, generator, propane, hot water capability for dishwashing, and up to two support vehicles to provide crew transportation and other support functions	Unoperated Daily rate \$500.00
Additional Incident Costs	Personnel time at applicable EFF rates; reimbursement for food and supplies consumed; rental of dining tents, tables, chairs; rental of refrigerator* trailer at Chapter 20 daily rates; clean and refurb costs; and additional support vehicles if deemed necessary	

*Note: Refrigerator 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

DNRC Handwash Station	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.	Unoperated Daily Rate \$500.00
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01.9-7 Specialized and Miscellaneous Equipment

- A. Chainsaws – At applicable Chapter 20 rates.
- B. Trailbusters – Daily rate \$40.00, does not include operating supplies.
- C. Portable generators and tool sharpeners – Daily rate \$30.00, does not include operating supplies.
- D. Infrared Scanners – Probe-eye, model 650, with accessories and argon recharging equipment, normal maintenance included. Daily rate \$50.00, does not include operating supplies.
- E. Portable Radios – Bendix/King portable, multi-channel radio, with batteries. Rate is actual cost of refurbishment, repairs, and batteries.
- F. Radio Cache – Bendix/King portable, multi-channel radios, with batteries, daily rate \$15.00/ea. plus refurbishment fee \$250.00, plus actual cost of batteries and repairs. (Estimated replacement cost for portable radios if lost or destroyed is \$1,382.00/each.)
- G. 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.

NOTE: Due to the 2009 Legislative session, hourly aircraft rates may increase

Type	Hourly Rate
Fixed Wing	\$150.00
Rotary Wing Type 3	\$475.00
Rotary Wing Type 2	\$1,075.00

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>

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

Size	Daily Rate
300 gallon	\$200.00
600 gallon	\$500.00
2,600 gallon	\$800.00

01.10 CLAIMS

Claims arising on incidents are the responsibility of the incident agency. 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 or to the Incident Management Team. When possible, claims should be settled at the incident. For comprehensive information on handling claims against MT DNRC, see the DNRC 300 Manual - Incident Business Management, or contact the Fire & Aviation Management Bureau, Forestry Division, Department of Natural Resources and Conservation, 2705 Spurgin Road, Missoula, Montana, 59804, (406)542-4204.

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>

01.12 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”.

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

EQU – Equipment Operator

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&WS), 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

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.nodak.edu/ndsu/lbakken/forest/fire/fire_home.htm

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>

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

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 Staging 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 governments; 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.

Entities not eligible as applicants are governmental entities that are not legally responsible for the fire fighting activities, privately owned entities, and volunteer firefighting organizations. However; 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.

51– Exhibit 02

IDAHO

IDAHO DEPARTMENT OF LANDS (IDL)

This information is provided in summary and will give a general outline for IDL incidents or employees. For further information, contact the Fire Business Program Manager, or the Bureau of Fire Management in Coeur d'Alene, ID, 208-769-1525, FAX 208-769-1524.

The IDL uses the same forms as in the Interagency Incident Business Management Handbook (IIBMH) and finance kits.

IDL uses the same Administratively Determined (AD) Rates as federal agencies when hiring casual firefighters. See the geographic area supplements to Chapter 10 in the IIBMH for current rates.

The following additional methods apply when working on fires under State of Idaho protection or with IDL employees on other agencies' fires.

Hiring of Casuals (AD's):

The following additional forms must accompany a casual's Emergency Firefighter Time Report. This paperwork needs to be given/faxed to the local area office by the start of the second shift to meet state regulations:

Employee's Eligibility Verification, I-9 - An I-9 form must be completed on casual employees at the time of hire. Follow instructions and see exhibit in Chapter 10 of the IIBMH. Photocopies of documents being verified should be attached. Per IDL's hiring policy.

Employee's Withholding Allowance Certificate, W-4 - Casual employees must complete an Employee's Withholding Allowance Certificate, W-4. IDL withholds taxes on all employees. Forms are available at IDL fire protective district offices.

Drug and Alcohol Memorandum of Understanding - Casual employees must sign a Memorandum of Understanding that they will abide by the Idaho Department of Lands drug and alcohol free policy as a condition of employment.

Affirmative Action Survey - An Affirmative Action Survey form must be completed on emergency firefighters. Information from the form is needed to assist the department in planning its EEO/Affirmative Action Program.

Selective Service Awareness and Compliance - Casual employees must sign the form and be in compliance with the Selective Service Act.

The last three documents are combined on one two-sided form that is available at IDL field offices and it MAY be photocopied.

51 – Exhibit 02 – Continued
IDAHO
IDAHO DEPARTMENT OF LANDS (IDL)

Entitlements - IDL employees do not receive hazard pay.

State employees (permanent and temporary only) receive shift differential if they work between 6:00 p.m. and 7:00 a.m. for 50 percent or more of the workweek. This is calculated by the home unit payroll, and does not have to be noted on the Emergency Firefighter Time Report.

Employees hired as emergency firefighters (casuals) are eligible for overtime under the Fair Labor Standards Act (FLSA).

Overtime does not have to be computed during the incident, but will be figured when Emergency Firefighter Time Reports are received at the Bureau of Fire Management in Coeur d'Alene.

Travel does not have to be separated from working time; however, in the interest of consistent time recording, if the time recorder enters a "T" in the hour's block, it is acceptable.

State employees can purchase from the commissary, and charges (other than cash or credit card) must be recorded on the firefighter time report for payment purposes.

Emergency Firefighter Time Report, OF-288 - IDL employees (permanent and temporary) and casual employees use the Emergency Firefighter Time Report, OF-288, as described in the Interagency Incident Business Management Handbook.

Crew Time Report, SF-261 - Crew Time Report is used in the same manner as described in the Interagency Incident Business Management Handbook.

State-Owned Vehicles and Equipment - A daily rate or a mileage rate will be used when state-owned vehicles and equipment are used on state or federal incidents. The appropriate mileage rate will be used when the vehicle or equipment is used for transportation of personnel and equipment only. Due to extreme use conditions and additional wear and tear on equipment in fire suppression activities, an hourly rate will be used during all fire suppression operations.

Procurement - Private fire suppression resources used by IDL may be obtained in several ways. Equipment that has been competitively bid through the NRCG competitive solicitation process may be procured through usual dispatch procedures. Equipment that has not been competitively bid but is available locally can be procured through local EERA's. The preferred method is that which reduces mobilization time and/or is most advantageous in meeting fire suppression objectives, as determined by the Area line officer or local Fire Warden. The local dispatch office maintains a list of preseason EERA's that supplements the NRCG competitive solicitation equipment list. This supplemental list serves as a source of supply for equipment on State jurisdiction fires. Equipment that has not entered into a preseason EERA can be procured at the time of the incident. These EERA's are forwarded to the dispatch office and remain valid for the remainder of the fire season.

51 – Exhibit 02 – Continued
IDAHO
IDAHO DEPARTMENT OF LANDS (IDL)

IDL procurement personnel are authorized to execute EERA's when necessary. Equipment that does not have a preseason agreement will follow procedures outlined in the IIBMH and geographic area supplements to Chapter 20. Purchasing authority by these individuals is not based on a specific dollar amount, however, must be used with oversight. Persons trained to execute agreements are Fire Wardens and their assistants, support staff from the districts or associations, and those trained in finance, such as Time Unit Leaders and Finance/Administration Section Chiefs.

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

Emergency Equipment Rental Agreement, OF-294- When writing EERAs on state fires, use the local fire district or association name and address for the ordering office as well as the billing office

Idaho Department of Lands agreement numbers are agency-specific. The number will denote the agency, district, calendar year, and sequential number. (For example, IDL-320-05-015.) Check with the local office to secure a block of numbers for the incident.

During the completion of the contractor block, the EIN/SSN number must be filled in. A signed W-9, Request for Taxpayer Identification Number and Certification, must be completed and attached to the agreement. Payment is not possible without a completed W-9.

Vehicle-Heavy Equipment Inspection Checklist, OF-296 - Complete the same as described in the Interagency Incident Business Management Handbook.

Emergency Equipment Shift Tickets, OF-297 - Shift tickets are used the same as in the Interagency Incident Business Management Handbook. Copies of the shift tickets must accompany the Emergency Equipment Use Invoice for payment.

Emergency Equipment Use Invoice, OF-286 - Invoices will be used when hiring equipment of any kind, and for miscellaneous expenses. (See section on Miscellaneous Purchases.) When completing the Emergency Equipment Use Invoice, the preparer must enter the EIN/SSN number for payment processing as explained in the EERA instructions.

On state fires, enter the state district, association or Coeur d'Alene address in the Administrative Office for Payment block.

Procedures for the OF-286 invoice at the end of the incident are to ensure all deductions for gas and oil, repair, and commissary are posted and the documents signed and completed. The Emergency Equipment Rental-Use Envelope, OF-305, should be given to the specified state office at time of closeout, or forwarded to the Coeur d'Alene address as a payment package.

51 – Exhibit 02 – Continued
IDAHO
IDAHO DEPARTMENT OF LANDS (IDL)

Emergency Equipment Use Invoice, OF-286, Miscellaneous Purchases - The invoice can be used for recording miscellaneous purchases in the same manner as recording equipment. The IDL does not use the same procurement methods as federal agencies. A large variety of charge accounts have been set up in communities throughout the state and these are used to make local purchases in support of the suppression activities.

Some state employees have purchase card authorities. Check with the local district office for use of these cards for fire suppression activities.

A Restaurant and Lodging Authorization form is used when sending people to eat at restaurants or stay in motels. An IDL district or area employee, or an appointed representative such as a Procurement Unit Leader, must complete this form. The form entitles individuals or crews to meals and/or lodging at the state's determined per diem rates. It also gives the vendor authorization to provide meals or lodging, and provides a copy for them for billing purposes. A supply of these forms can be obtained from the local district office.

When bills for meals, lodging, fuel or other supplies are turned in to finance, an Emergency Equipment Use Invoice is prepared. When completing the invoice, list in Item 5 the type of expense, such as Meals. In Block 14 show how many meals, gallons of fuel, and so forth, the rate (or if different rates write "Var." for various), and show the total amount.

These entries can be shown by the day or by meals. Remember: do not include state sales tax. If it has been added to the bill, it can be taken off before the items are listed or in the deduction section of the invoice.

Copies of the vendor's itemized invoices showing name and address of the business, date of purchase, amount due, and total must accompany the invoice for payment. Vendor invoices must be signed by the individual(s), crew boss, or chief-of-party listed on the Restaurant and Lodging Authorization Form authorized to charge, and include the fire name and incident number. A maximum 15 percent gratuity may be included on meal invoices. Gratuities are part of the specified per diem rate. Sack lunches, or "To Go" meals, do not have a gratuity included.

These miscellaneous transactions can also be kept in Emergency Equipment Rental-Use Envelopes and turned in as a package at the end of the incident.

Emergency Equipment Fuel and Oil Issue, OF-304 - Follow the procedures outlined in the Interagency Incident Business Management Handbook.

Idaho Department of Corrections - Through the Human Resource Agreement between Idaho Department of Lands (IDL) and the State of Idaho, Department of Correction (IDOC), crews are available for the following assignments.

51 – Exhibit 02 – Continued
IDAHO
IDAHO DEPARTMENT OF LANDS (IDL)

From St. Anthony, correctional officers and low security inmates can form two Type 2 Hand Crews, called Blazers and Henry Ford, for fire suppression. For fire support there are two project crews, one camp crew, and one food unit with catering trailer referred to as St. Anthony Work Center (SAWC). The crews are normally comprised of 20 inmates, one crew boss, and one correctional officer, while the camp crew has ten inmates and the food unit has six members.

From South Idaho Correctional Institution, for fire suppression inmates can form one Type 2 Hand Crew. The crews are normally comprised of 20 inmates, 18 of which are FFT2s and two are FFT1s, and one correctional officer.

From Idaho Correctional Institution-Orofino, four Type 2 Hand Crews, referred to as Givens Work Crew or ICIO Fire Crew, can be formed for fire suppression. The crews are normally comprised of 20 inmates, one crew boss, and one night security officer.

The crews may be used on any wildland fire incident, regardless of jurisdiction, within the State of Idaho.

All IDOC costs in support of other agencies will be paid through IDL and reimbursed through the Idaho Cooperative Fire Protection Agreement. The IDOC, after release from the incident, will forward

a payment package to their corresponding IDL Area Office. The IDOC will bill IDL for the personnel costs of correctional officers and inmates per the Annual Operating and Financial Plan for each Institution.

All necessary medical attention, including first aid, for correctional officers and inmates will be provided by IDOC. IDOC shall provide written instructions for procedures concerning a serious injury or illness. Correctional officers and inmates are not allowed commissary privileges.

Fire Service Organizations (City, County and Rural Fire Departments) - It is the Idaho Department of Lands' responsibility to be the single hiring point for equipment and personnel obtained from fire service organizations throughout the state when used on wildland incidents by any agency. The only exception is local initial attack mutual assistance agreements.

When five or more engines/tenders are dispatched to an incident, the Idaho Department of Lands will furnish, upon request, a Fire Service Organization Advisor to make sure the departments are signed up and made aware of their responsibilities. Incident management teams are responsible for keeping time on city, county, and rural fire departments in the same manner as if they were a private contractor; however, ***all payment packages are to be returned to the Idaho Department of Lands for audit and payment.***

Procedures for sign up, equipment rates, and paying city, county, and rural fire departments can be found in the Fire Organization Rate Book. These booklets may be obtained from state fire district offices, or the Bureau of Fire Management, Coeur d'Alene, or call 208-769-1525. They are also available online at <http://www.idl.idaho.gov/index.htm> .

51 – Exhibit 02 – Continued
IDAHO
IDAHO DEPARTMENT OF LANDS (IDL)

State of Idaho Claims - Settlements arising under the jurisdiction of the State of Idaho can be negotiated by the incident Agency Administrator (Area Supervisor) up to \$2,500. Settlements exceeding \$2,500 must be referred to the Idaho Department of Lands, Bureau of Fire Management, 3780 Industrial Avenue, Coeur d'Alene, ID 83815.

Agency Provided Medical Care (APMC) - APMC will be provided on IDL fires under the same provisions as outlined in the Interagency Incident Business Management Handbook.

Complete all forms as described in the Handbook. In addition, a First Report of Accident or Injury form must be completed on all state employees (including casuals). The First Report form should be in the regional finance kits or can be obtained through the state fire districts. These need to be sent to the fire district office as soon as possible for further processing.

51 – Exhibit 02—Continued

IDAHO
IDAHO DEPARTMENT OF LANDS (IDL)

AFFIRMATIVE ACTION SURVEY

The following information is needed to assist the Department in planning its EEO/Affirmative Action Program. This information will be used only for statistical purposes.

Name _____ Job Classification _____

(Check below where appropriate)

_____ Handicapped. Please specify type of physical or mental impairment and, if applicable type of accommodations made or needed.

_____ Veteran or Vietnam era (any duty between 8/5/64 through 5/7/75). Discharge must be other than dishonorable.

_____ Disabled veteran (30 percent or more disability).

RACE/ETHNIC GROUP

_____ White--includes persons of European descent, including Pakistan, East Indian, and North African.

_____ Black--includes persons of African descent as well as those identified as Jamaican, Trinidadian, and West Indian.

_____ Hispanic--includes all persons of Mexican, Puerto Rican, Cuban, Latin American or Spanish descent.

_____ American Indian--includes persons who identify themselves or are known as such by virtue of tribal association. Also includes Eskimos and Aleuts.

_____ Asian American--includes persons of Japanese, Chinese, Korean or Filipino descent. Also includes Malayans and Thais.

_____ Other -- includes those not covered by the above categories.

SELECTIVE SERVICE AWARENESS AND COMPLIANCE

Idaho Code states that "...no male person who has attained the age of 18 years who fails to be in compliance with the federal selective service act shall be eligible for employment by or service for the state of Idaho..." It further states "...it shall be the duty of all official having charge of and authority over hiring of employees by the state...to assure themselves that applicants are in compliance with the federal military selective service act. The hiring authorities are authorized to develop the necessary form to allow the applicant to certify compliance with the selective service act."

I certify that I am in compliance with the provisions of the Selective Service Act (50 U.S.C. Appendix, War and National Defense Sections 451-473) and Idaho Code (Sections 49-501 et seq.).

Name: _____ Date: _____

51.7 – Exhibit 02—Continued

IDAHO
IDAHO DEPARTMENT OF LANDS (IDL)

ALCOHOL AND DRUG-FREE MEMORANDUM OF UNDERSTANDING

It is the Idaho Department of Lands policy to maintain an alcohol and drug-free workplace. The consumption of alcohol on the job is prohibited; employees may not work if their performance is impaired by the use of alcohol. Unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace. Violations of this policy will result in corrective action up to and including dismissal or referral to treatment as the situation warrants.

Alcohol and drug abuse in the workplace has many detrimental effects on any organization and its employees. It impacts morale, lowers productivity and increases health care costs. The Department of Lands is committed to maintaining a work environment free from illegal drugs and alcohol and drug abuse.

As a condition of employment, you must:

1. Abide by the alcohol- and drug-free policy.
2. As an employee you must notify your supervisor within five days if you have been convicted of any criminal drug statute for a violation occurring in the workplace.
3. As a supervisor you must notify your superior within five days of any criminal drug statute conviction for a violation occurring in the workplace of any of your employees. Additionally, supervisors must notify their superiors within five days of any violations of the Alcohol and Drug-Free Workplace Policy.

I have read and understand this policy.

Name: _____ Date: _____

51 – Exhibit 03
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 701-328-9944.

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 where 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 NREG. 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 demobed. 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:

http://www.ndsu.edu/ndsu/police_safety/safety/Forms/INCIDENTForm.pdf.

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 demobilization
- 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

Class		Unoperated Hourly Rate	Fully Operated Hourly Rate	Number of personnel*
E1	Structural Engine I	\$104	\$184	4
E2	Structural Engine II	\$96	\$159	3
WE3	Wildland Engine III	\$77	\$139	3
WE4	Wildland Engine IV	\$62	\$109	2
WE5	Wildland Engine V	\$59	\$106	2
WE6	Wildland Engine VI	\$53	\$100	2
WE7	Wildland Engine VII	\$34	\$79	2

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.

COMPONENTS	MINIMUM STANDARDS FOR TYPE						
	1*	2*	3	4	5	6	7
Pump Capacity ** gpm @ psi	1000+ @ 150	500 @ 150	150 @ 250	50 @ 100	50 @ 100	50 @ 100	10 @ 100
Tank Capacity (Gallons) Minimum Maximum	400 None	400 None	500 None	750 None	400 750	150 400	50 200
Hose, 2½ inches (feet)	1,200	1,000					
Hose, 1½ inch (feet)	400	500	500	300	300	300	
Hose, 1 inch (feet)	-0-	-0-	500	300	300	300	200
Ladder (feet)	***48'	***48'					
Master Stream (GPM)	500						
Personnel (minimum number)	4	3	3	2	2	2	2

*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
- 2 adapters ¼ turn to 1 inch NPSH (1 female/1 male)
- 1 double male 1 inch NPSH threads
- 1 double female 1 inch NPSH threads
- 1 double male 1½ inches NH threads
- 1 double female 1½ inches NH threads
- 1 fire hose clamp
- 1 5-gallon container for drinking water
- 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 and engine for 12 hours
- 1 pump for water fill or have drafting capabilities
- 2 adapters ¼ turn to 1½ inch NH (1 female/1 male)
- 300 feet of ¾-inch synthetic garden hose – 50 foot sections
- 1 reducer 1 inch NPSH to ¾ inch GH
- 2 Adjustable nozzles ¾ inch
- 1 Mop up wand ¾ inch receptor for hose
- 1 Gated wye ¾ inch
- 5 Inline ball valves ¾ inch

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

Class	Unoperated Hourly rate	Fully Operated Hourly rate	Number of Operators**
WT1	\$98	\$122	1**
WT2	\$84	\$108	1**
WT3	\$62	\$86	1**

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

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

Class	Water Truck Capacity (Gallons)	Unoperated Hourly Rate	Fully Operated Hourly Rate	Number of Operators*
WTR1	5000+	\$53	\$85	1
WTR2	2500-4999	\$40	\$71	1
WTR3	1000-2499	\$23	\$55	1

*Minimum number of operators per single shift.

WATER TENDER AND WATER TRUCK CLASSIFICATION

COMPONENTS	MINIMUM STANDARDS TYPE		
	1	2	3
Pump Capacity (GPM)	300	200	200
Tank Capacity (Gallons)	5,000 +	2500	1,000
Off Load Capacity (GPM)	300	200	200
Maximum Refill Time (minutes)	30	20	15
Personnel (minimum number)	1	1	1
Drafting Capability	yes	Yes	yes

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

Class	Flywheel Horsepower	Unoperated Hourly Rate	Fully Operated Hourly Rate
1	200-369	\$140	\$179
2	100-199	\$75	\$114
3	60-99	\$46	\$83

GRADERS – ND Local Government Fire Force (LGFF) Equipment

Class	Flywheel Horsepower	Unoperated Hourly Rate	Fully Operated Hourly Rate
G1	201+	\$72	\$110
G2	126-200	\$58	\$96
G3	<125	\$41	\$78

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.

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.

Equipment	Unoperated Daily Rate
Command trailer, tandem axle – modified for office use	\$100
12'-14' covered utility trailer	\$50
6-8' covered utility trailer	\$30

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 \$63.00 per hour, type 4 engines and type 3 water tender is \$71 per hour. This rate can vary as mandated by the ND Department of Transportation.

Portable Pumps

Class	Unoperated Daily Rate (\$)	Remarks
1	64.00	Small low-volume/high-pressure portable pumps with intake hose, capable of being transported by one or two people. Pumps in this category are the Mark 26, Mark III and Gorman Rupp, or similar type pumps.
2	37.00	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.

All-terrain Vehicles

Type	Unoperated Daily Rate
ATV(1 Rider) No Three Wheelers	\$100
<u>UTV Side by Side Seating for 2 or 3 riders (i.e. Polaris Ranger, Kawasaki Mule) or similar.</u>	\$150

- **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 – At applicable Chapter 20 rates
- 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