

NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2 ROCKY MOUNTAIN/GREAT BASIN COORDINATING GROUPS

NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2 INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK CHAPTER 50 – INTERAGENCY COOPERATIVE RELATIONS

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New Document(s):	NWCG HB2_50	55 Pages
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Digest:

51.2 – Exhibits 01-06 – Update State Agreements

51.2 - Exhibit 07 – Updates Agency Specific Contacts

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 50 – INTERAGENCY COOPERATIVE RELATIONS**

51.2 – Agreements between Federal and State Fire Organizations

Equipment and operating personnel obtained from city, county or rural fire departments are normally ordered and reimbursed in accordance with existing cooperative agreements. The mechanics of each agreement vary considerably; however, there are a few general points to consider when dealing with these state cooperators.

1. The cooperative agreement normally specifies that the cooperator must be reimbursed for their costs. Government agencies, whether they are city, county, or rural, should not be in the profit making business. These costs are outlined in the annual operating plans and cooperators should carry the operating plan with them to an incident.
2. The rates established in Chapter 20, RM/GB Supplement to the Interagency Incident Business Management Handbook are intended for private contractors and normally should not be used for cooperators.
3. The method of tracking equipment use for cooperators varies with each agreement. The most accepted method uses the Emergency Equipment Shift Ticket OF-297 and Emergency Equipment Use Invoice OF-286 for all equipment. The **original** Shift Tickets and Use Invoice are provided to cooperator personnel for billing documentation.
4. Document personnel time on a Crew Time Report SF-261 and Emergency Firefighter Time Report, OF-288. Mark "Other" in Block 4. Give **originals** of the OF-288 to the agency representative.
5. Commonly city, county or rural fire departments have Federal Excess Personal Property (FEPP) available to assist on wildland fires. Equipment in this program is on loan from the US Forest Service to the state, which in turn loans it to city, county or rural departments. This equipment can be identified by a small silver or yellow sticker, or plate, which states that it is federal property under the control of the US Forest Service. This identification is normally found on the dashboard of vehicles and in prominent locations on other pieces of equipment. The renting of FEPP equipment to federal agencies is not authorized. Use charges should include only operating costs (fuel and oil), operator costs if applicable, and possibly transportation costs. Charges should not include amortization, depreciation, replacement costs and related charges for the vehicle. Such charges may be appropriate for special equipment added to the loaned unit, such as tanks or pumps.

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51.2 - Exhibit 01

COLORADO
COLORADO STATE FOREST SERVICE (CSFS)

This information is a general outline of operating procedures for Colorado State Forest Service (CSFS), other State of Colorado agencies, and local government resources when used on state Emergency Fire Fund (EFF) fires (Part I) or other jurisdictional incident assignments, including in-state federal and all out-of-state assignments (Part II).

For further information, contact the CSFS Fire Business Specialist or Fire Division staff in Fort Collins (970) 491-8538 or a local CSFS district office (list attached). An Incident Business Advisor (IBA) may be assigned to any Colorado state EFF fire. The CSFS uses all Incident Command System (ICS) forms, as described in the Interagency Incident Business Management Handbook (IIBMH).

All resources (both personnel and equipment) from CSFS or any county or local agency from within the State of Colorado are covered under the current Colorado Cooperative Fire Management Agreement. Each cooperator responding to an incident should have a copy of their current Cooperator Resource Rate Form (CRRF). This form documents the associated costs that will be submitted to CSFS for reimbursement, based on appropriate incident documentation. New CRRFs have been established for the 2009 and 2010 fire seasons.

PART I – Colorado State EFF Fires

A copy of the current CSFS Emergency Fire Fund (EFF) Fire Business & Administration Operating Guidelines will be provided to an IMT assigned to a state EFF fire. Contact the local CSFS District Forester, assigned Line Officer or CSFS Fire Business personnel (970) 491-8538 if a copy is not provided at the initial briefing.

A. Documentation – A full incident documentation package (both planning and finance documents) will be provided to CSFS for each EFF fire. If a cost-share agreement is negotiated, an incident package may be requested for each agency represented. IIBMH Chapter 40 guidelines will be followed unless specifically directed otherwise.

B. Timekeeping – All personnel time will be documented on the Crew Time Report (SF-261) and Emergency Firefighter Time Report (OF-288). Travel should be recorded separately on the OF-288. State employees are not entitled to hazard compensation. Original OF-288s are given to Colorado State employees and cooperators at the time of demobilization.

All equipment time will be documented using Emergency Equipment Shift Ticket (OF-297) and Emergency Equipment Use Invoice (OF-286). Original Use Invoice with pink copies of Shift Tickets

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COLORADO STATE FOREST SERVICE (CSFS)

should be given to all Colorado State and cooperator resources at demobilization. Equipment Use Invoices created for use of contract resources will be submitted to CSFS Fire Division for payment, unless otherwise directed.

C. Commissary – All CSFS employees are eligible for commissary by payroll deduction.

D. Agency Provided Medical Care (APMC) - The State of Colorado has no authority to establish APMC on state EFF fires. All incident-related injuries and illnesses, as well as any related medical expenses (beyond first aid provided by the Medical Unit), will be handled in accordance with the injured employee's home unit agency workers' compensation procedures. On multiple jurisdictional incidents, APMC may be provided through the representative federal agency.

E. Workers' Compensation - Colorado State University (CSU) carries Workers' Compensation insurance coverage for all CSFS employees for work related injuries/illnesses. Fire departments and other state cooperators not paid through the CSU payroll department are not covered by CSU Workers' Compensation, but must provide workers' compensation insurance for all personnel included under the terms of their CSFS/county agreement and CRRF. Cooperators experiencing injury or illness while assigned to an incident should complete their appropriate department forms and notify their home unit as soon as required.

CSFS employees are required to report work-related injuries and illnesses to their incident supervisor and CSFS State Office within **four (4) calendar days**. The CSU Workers' Compensation Injury Report form includes Parts I and II, which must be completed by the employee, and Part III which must be completed by the employee's supervisor (copy attached). All Workers' Compensation claims must be submitted within **four (4) calendar days** of injury or illness to CSFS, Attn: Barbara Berg, phone (970) 491-6303, fax (970) 491-7736.

F. CSFS-Owned Vehicle and Equipment - Equipment provided by CSFS is covered under the current Colorado Cooperative Fire Management Agreement. A current CSFS Fire Equipment Rate schedule is included in this supplement. The rates are reviewed annually and are effective until revised. These rates are for all CSFS-owned equipment only and are not intended for use with equipment owned by cooperator departments. Standard rates for cooperator departments are included in Section G.

All rates for CSFS equipment are dry (i.e., fuel & oil are provided by the benefiting agency). The Shift Ticket (OF-297) documents daily use. All rates for CSFS equipment are without operator or crew.

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 COLORADO STATE FOREST SERVICE (CSFS)

When CSFS-owned vehicles and equipment are used on incidents (any jurisdiction), **Emergency Equipment Rental Agreements should not be negotiated.** Emergency Equipment Shift Tickets (OF-297) and Equipment Use Invoices (OF-286) should be completed for these resources and Crew Time Reports (SF-261) and Emergency Firefighter Time Reports (OF-288) are used to document time for the equipment operator(s). The original payment copies should be given to state employee or operator at the time of demobilization.

G. Cooperator Resources – All equipment provided by Colorado municipal, county and rural fire departments are covered under the Colorado Cooperative Fire Management Agreement. All established cooperator rates are for equipment only; actual expense of personnel will be reimbursed to the cooperator as well. **When the Colorado Cooperator Resource Rate Form (CRRF) is approved, no other agreement is needed.**

If a local cooperator is assigned to an EFF fire without current, approved CRRF documentation, the local CSFS District Forester or other CSFS representative will assist to complete a CRRF for the duration of that incident only, using current state cooperator equipment rates. If no CSFS representative is available at the incident, contact CSFS Fire Business personnel at (970) 491-8538.

Standard state cooperator rates for 2009 are:

	<u>T1</u>	<u>T2</u>	<u>T3</u>	<u>T4</u>	<u>T5</u>	<u>T6</u>	<u>T7</u>	
Engines	\$120	\$110	\$98	\$98	\$65	\$65	\$60	per hour
Daily Guarantee	\$960	\$880	\$784	\$784	\$520	\$520	\$480	

	<u>T1</u>	<u>T2</u>	<u>T3</u>	<u>T4</u>	
Tactical Tenders	\$110	\$95	\$85	\$75	per hour
Daily Guarantee	\$880	\$760	\$680	\$600	

Any equipment that does not pass a pre-use inspection after arriving at the fire may be rejected and the cooperator will not be compensated for any time or travel expense incurred. Equipment use will be documented on Emergency Equipment Shift Tickets (OF-297) and summarized on the Equipment Use Invoice (OF-286). Equipment operators and single resource personnel use the Crew Time Report (SF-261) and Emergency Firefighter Time Report (OF-288). **Original payment documents are given to cooperators at the time of demobilization.** Cooperators may utilize commissary via payroll deduction if authorized by individual department. Other terms of cooperator incident assignments are found on Page 2 of the CRRF form, which can be found at Incident Business portion of CSFS website: <http://csfs.colostate.edu>.

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Accidental damage to cooperator equipment while assigned to the incident must be reported promptly to incident personnel and documented appropriately for possible claims against the incident. Documentation will be submitted to CSFS for final resolution.

All **federal cooperator** equipment resources assigned to a state EFF fire should be documented by either an equipment list (provided by Ground Support Unit) or Shift Tickets for time on the incident. No payment documents need to be created, but documentation is necessary for state EFF fires.

H. Payments – Whenever possible, all EERA payments will be processed through the CSFS State Office in Fort Collins. On multi-jurisdictional fires, the agencies will determine appropriate payment processing. CSFS can and will make payments based on any current federal agreement.

Payment office address for Colorado state EFF fires is:

Colorado State Forest Service
Fire Division, Building 1053
5060 Campus Delivery
Fort Collins, CO 80523-5060

Contract claim resolutions may be delegated to a federal contracting officer if assigned to an EFF fire.

I. Personal Vehicles (POV) – When authorized for use, state or cooperator personnel using their personal vehicle for incident assignments are reimbursed only for mileage as travel expense. POV mileage should be documented on an Emergency Equipment Shift Ticket (OF-297). POVs are **not** to be signed up using an Emergency Equipment Rental Agreement. Both POVs and agency vehicles should be noted on original resource orders as authorized at time of dispatch. Any damage or claim related to POV use will not normally be charged to the incident.

J. National Guard and Department of Corrections State Wildland Inmate Fire Team (SWIFT) Crews - National Guard and Department of Corrections resources are both state cooperators under the Colorado Cooperative Fire Management Agreement. SWIFT crews are documented on a CRRF and time will be summarized on an Equipment Use Invoice. The crew boss takes the original Invoice and pink Shift Tickets from the incident.

Contact CSFS Fire Business personnel (970) 491-8538 for current National Guard information.

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**COLORADO
COLORADO STATE FOREST SERVICE (CSFS)**

PART II – CSFS Employees and Cooperators on Other Jurisdictional Incidents

A. Timekeeping – All personnel time will be documented on the Crew Time Report (SF-261) and Emergency Firefighter Time Report (OF-288). Travel should be recorded separately on the OF-288. State employees are not entitled to hazard compensation. **Original OF-288s are given to state employees and cooperators at the time of demobilization.**

All equipment time will be documented using Emergency Equipment Shift Ticket (OF- 297) and Emergency Equipment Use Invoice (OF-286). **Original Use Invoices with pink copies of Shift Tickets are given to all state and cooperator resources at demobilization.**

B. Commissary – All CSFS employees are eligible for commissary by payroll deduction. Colorado cooperators may be eligible for payroll deduction commissary if authorized by home department.

C. Days Off – Days off may be granted to CSFS employees and Colorado cooperators when current IIBM criteria are met. When days off are provided at the incident, show “Day Off” on the OF-288. Eligibility for paid days off will be determined by the home unit. Paid days off will only occur on the employee’s regular work days; there will be no compensation on employee’s regular days off.

Days off should not be recorded on the OF-288 for state employees and cooperators when being demobed from an incident; the home units will determine eligibility for days off after return travel to home unit.

CSFS and cooperator equipment are not compensated for days off provided at the incident. The daily guarantee does not apply on mandatory days off.

D. Agency Provided Medical Care (APMC) – All CSFS employees and Colorado cooperators may be treated for incident-related injuries and illnesses under APMC if available on an incident. Any medical expense beyond APMC-eligible treatment, or where APMC is not provided, will be handled in accordance with the injured employee’s home department workers’ compensation procedures. CA-1 and CA-2 forms may be used for documentation if injured employee does not have department specific forms. When necessary, incident personnel should contact employee’s home unit for information and authorization for treatment of workers’ compensation injury or illness.

E. Workers' Compensation – Colorado State University (CSU) carries Workers' Compensation insurance coverage for all **CSFS employees** for work related injuries/illnesses. CSFS employees are

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required to report work-related injuries and illnesses to their incident supervisor and the CSFS State Office within **four (4) calendar days**. The CSU Workers' Compensation Injury Report form (copy attached) includes Parts I and II, to be completed by the employee, and Part III to be completed by the employee's supervisor. All Workers' Compensation claims must be submitted within **four (4) calendar days** of injury or illness to CSFS, Attn: Barbara Berg, phone (970) 491-6303, fax (970) 491-7736.

Fire departments and other **Colorado cooperators** provide workers' compensation insurance for all personnel included under the terms of their CSFS/county agreement and Cooperator Resource Rate Form (CRRF). Cooperators experiencing injury or illness while assigned to an incident should complete their appropriate department forms and notify their home unit as soon as required.

When a CSFS employee or Colorado cooperator is injured on an incident, all arrangements and costs for release from incident and travel home will be made and paid for by the incident and dispatch.

F. CSFS-Owned Vehicles and Equipment - Equipment provided by CSFS is covered under the current Colorado Cooperative Fire Management Agreement. A current CSFS Fire Equipment Rate schedule is included in this supplement. The rates are reviewed annually and are effective until revised. These rates are for all CSFS-owned equipment only and are not intended for use with equipment that is owned by cooperator departments.

All rates for CSFS equipment are dry (i.e., fuel & oil are provided by the benefiting agency). The Equipment Shift Ticket (OF-297) documents daily use. All rates for CSFS equipment are without operator or crew.

When CSFS-owned vehicles and equipment are used on incidents (any jurisdiction), **Emergency Equipment Rental Agreements should not be negotiated**. Emergency Equipment Shift Tickets (OF-297) and Equipment Use Invoices (OF-286) should be completed for these resources and Crew Time Reports (SF-261) and Emergency Firefighter Time Reports (OF-288) are used to document time for the equipment operator/crew.

Rotation of engine crew members will be arranged and paid for through incident management team and incident dispatch center.

The signed **original Equipment Use Invoice with pink copies of all Shift Tickets and original OF-288s** should be given to CSFS employees at the time of demobilization.

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G. Cooperator Resources – All equipment provided by Colorado municipal, county and rural fire departments is covered under the current Colorado Cooperative Fire Management Agreement. Established cooperator rates are for equipment only; actual expense of personnel will be reimbursed to the cooperator as well. Cooperator equipment rates **do not include fuel or oil**, which will be provided by the incident. When the Colorado Cooperator Resource Rate Form (CRRF) has been completed and approved, no other agreement (or EERA) is necessary.

Any equipment that does not pass a pre-use inspection after arriving at the fire may be rejected and the cooperator may not be compensated for any time or travel expense incurred. Equipment use will be documented on Emergency Equipment Shift Tickets (OF-297) and summarized on the Equipment Use Invoice (OF-286). Equipment operators and single resource personnel use the Crew Time Report (SF-261) and Emergency Firefighter Time Report (OF-288) for reporting and recording personnel time.

Rotation of engine crew members will be arranged and paid for through incident management team and incident dispatch center.

The signed **original Equipment Use Invoice with pink copies of all Shift Tickets and original OF-288s** should be given to Colorado cooperator at the time of demobilization.

Cooperators may utilize commissary via payroll deduction if authorized by their home department. Other information regarding cooperator incident assignments are found on Page 2 of the Cooperator Resource Rate Form or CSFS contact as noted on CRRF. Forms available at Incident Business portion of CSFS website: <http://csfs.colostate.edu> .

Not all cooperator resources have department travel cards for assignment-related travel expenses. It may be necessary for the incident agency to make payment arrangements for rental vehicles and/or lodging, rather than require cooperators to use personal credit cards.

Accidental damage to cooperator equipment while assigned to an incident must be reported promptly to incident personnel and documented appropriately for possible claim against the incident. Copies of incident documentation must be submitted to CSFS, with actual expense receipts. Incident personnel may provide documentation regarding validity of claim but final resolution will be made by CSFS Fire Division staff. Contact Fire Business personnel at (970) 491-8538 or fax (970) 491-8438 for further information.

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H. Transportation – Equipment being transported to an incident will be reimbursed at the work rate for the hours in travel status, not to exceed the Minimum Daily Guarantee. Equipment driven to an incident is compensated at the established work rate.

For incident destinations beyond 300 miles from the cooperator's home unit, engine and tender transportation by lowboy is preferred. Lowboy transportation should be requested from the dispatch center when accepting engine assignment. If lowboy is not available through ROSS, request transport authorization on the resource order and arrangements for transport may be made by the department. Copy of paid receipt for hauling must be included with invoice for reimbursement.

If lowboy transportation is not available to the incident, an additional special rate of \$2.00/mile may be claimed for distances over 300 miles from home unit. Odometer readings should be recorded on Shift Tickets to document miles driven. Mileage reimbursement does not apply when traveling between incidents. If mileage information is not tracked to the incident, a printout of map mileage documentation from home unit to incident may be provided for reimbursement.

I. Repairs – When CSFS or Colorado cooperator equipment breaks down or is not in operable condition, it will be covered under the daily guarantee on the first day. Any subsequent days when the equipment is unavailable for use, there will be no compensation for the equipment. The personnel are entitled to the daily guarantee (8 hours) while equipment is being repaired.

J. Payments – All CSFS employees and Colorado cooperators are paid through the CSFS State Office in Fort Collins. Cooperators submit an invoice to CSFS with the original incident documents for payment. Appropriate incident billings will be submitted from CSFS Fire Division to the appropriate agency.

Payment office address to be used for all Colorado resource documents is:

Colorado State Forest Service
Fire Division, Building 1053
5060 Campus Delivery
Fort Collins, CO 80523-5060

K. Personal Vehicles (POV) – When authorized for use, CSFS or Colorado cooperator personnel using their personal vehicle for incident assignments are reimbursed for mileage only as travel expense. POV odometer readings should be documented on an Emergency Equipment Shift Ticket (OF-297) and signed by incident supervisor. POVs are not to be signed up using an Emergency Equipment Rental Agreement. Both POVs and department vehicles should be noted on original

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resource orders as authorized at time of dispatch. Any damage or claim related to POV use will not normally be charged to the incident or reimbursed by CSFS.

L. Department of Corrections State Wildland Inmate Fire Team (SWIFT) Crews - Colorado Department of Corrections crews are state cooperators under the Colorado Cooperative Fire Management Agreement. These resources will provide CRRF documentation when checking in at the incident. SWIFT crew rates are all inclusive. Time will be summarized on an Equipment Use Invoice and all original documents should be provided to crew boss/representative at time of demobilization.

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COLORADO

COLORADO STATE FOREST SERVICE 2009 EQUIPMENT RATES			
EQUIPMENT	DESCRIPTION	WORK RATE (dry)	MINIMUM DAILY GUARANTEE
Engine	Type 4	\$98/hour	\$784
	Type 5	\$65/hour	\$520
	Type 6	\$65/hour	\$520
	Type 7	\$60/hour	\$480
Tender, Support	Type 3 (1,000 to 2,500 gal)	\$51/hour	\$408
	Type 4 (less than 1,000 gal)	\$51/hour	\$408
Support Equipment	4x4 Cargo pickup or carryall (½ - ¾ T) ¹	\$15/day	
	4x2 Cargo pickup (1 T and over) ¹	\$32/day	
	4x2 Cargo pickup or van (½ - ¾ T) ¹	\$15/day	
	Sedan or station wagon ¹	\$9/day	
	4x4 Truck, service/shop	\$39/hour plus parts at cost	\$312
	4x2 Truck stake bed 1T with bumper hitch	\$39/hour	\$312
	Truck, tractor; without trailer, gas, or diesel	\$73/hour	\$584
	Trailer, semi	\$7/hour or	\$85
	Pump, portable; trailer mounted over 100 gpm capacity	\$30/day	
	Pump, portable; gear high speed centrifugal, or multi-staged centrifugal; 75 psi or greater capacity	\$137/day	
	Pump, portable; diaphragm or low pressure centrifugal; less than 75 psi capacity.	\$116/day	
	ATV	\$15/day	
	Trailer, gooseneck 24'	\$30/day	

¹ Rates are estimates for cost purposes; actual agency expense will be charged for vehicle use.

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Colorado State Forest Service
Jeff J. Jahnke, Director/State Forester
Building 1050, 5060 Campus Delivery
Fort Collins, Colorado 80523-5060
(970) 491-6303 (office)
(970) 491-7736 (fax)

ALAMOSA DISTRICT
Colorado State Forest Service
P.O. Box 1137
129A Santa Fe
Alamosa, CO 81101-1137
(719) 587-0915

FORT COLLINS DISTRICT
Colorado State Forest Service
Building 1052
5075 Campus Delivery
Colorado State University
Fort Collins, CO 80523-5075
(970) 491-8660

GRANBY DISTRICT
Colorado State Forest Service
P.O. Box 69
201 E Jasper Ave.
Granby, CO 80446-0069
(970) 887-3121

LA VETA DISTRICT
Colorado State Forest Service
P.O. Box 81
Moore & Poplar Streets
La Veta, CO 81055-0081
(719) 742-3588

BOULDER DISTRICT
Colorado State Forest Service
5625 Ute Highway
Longmont, CO 80503-9130
(303) 823-5774

FORT MORGAN DISTRICT
Colorado State Forest Service
801 East Burlington
Fort Morgan, CO 80701-3638
(970) 867-5610

GRAND JUNCTION DISTRICT
Colorado State Forest Service
State Services Building
222 South 6th Street, Room 416
Grand Junction, CO 81501-2771
(970) 248-7325

MONTROSE DISTRICT
Colorado State Forest Service
102 Par Place, Suite 1
Montrose, CO 81401-4196
(970) 249-9051

CANON CITY DISTRICT
Colorado State Forest Service
515 McDaniel Blvd., Industrial Park
Canon City, CO 81212-4164
(719) 275-6865

FRANKTOWN DISTRICT
Colorado State Forest Service
P.O. Box 485
2068 North State Highway 83
Franktown, CO 80116-0485
(303) 660-9625

GUNNISON DISTRICT
Colorado State Forest Service
P.O. Box 1390
MMRC, 106 Maintenance Dr.
Gunnison, CO 81230-1390
(970) 641-6852

SALIDA DISTRICT
Colorado State Forest Service
7980 West Highway 50
Salida, CO 81201-9571
(719) 539-2579

DURANGO DISTRICT
Colorado State Forest Service
FLC 7233, 1000 Rim Drive
Fort Lewis College Campus
Durango, CO 81301-3908
(970) 247-5250

GOLDEN DISTRICT
Colorado State Forest Service
1504 Quaker Street
Golden, CO 80401-2956
(303) 279-9757

LA JUNTA DISTRICT
Colorado State Forest Service
208 Santa Fe Ave., Suite 21
La Junta, CO 81050-0977
(719) 384-9087

STEAMBOAT SPRINGS DISTRICT
Colorado State Forest Service
P.O. Box 773657
1475 Pine Grove Rd., Suite 201A
Steamboat Springs, CO 80477-3657
(970) 879-0475

WOODLAND PARK DISTRICT
Colorado State Forest Service
P.O. Box 9024
113 South Boundary
Woodland Park, CO 80866-9024
(719) 687-2951

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**51.2 – Exhibit 01--Continued
 COLORADO STATE UNIVERSITY**

WORKERS' COMPENSATION INJURY REPORT

This form is needed when an employee is injured while in the course of employment. Employee should complete Part I and Part II in full; supervisor should complete and sign Part III. If employee is not able to complete form, supervisor should do so. Submit to Barbara Berg, CSFS State Office, fax (970) 491-7736 within 4 (four) days of injury.

PART I – EMPLOYEE MUST COMPLETE THIS SECTION OF THE REPORT										
Employee's Name (First, Middle, Last)					Social Security Number		Sex <input type="checkbox"/> Female <input type="checkbox"/> Male		Home Phone Number	
Employee's Street Address				City		State	Zip Code	Job Title		
Age	Mo	Birthday Day	Yr	Marital Status	How long has employee worked for CSU?		Job assigned: when injured/exposed?		Length of experience at this assignment?	
Years of Education Completed:				Ethnic: <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White <input type="checkbox"/> Do not wish to answer						
Wages: (a) hourly _____ (if paid hourly)			(b) _____ (if salaried) weekly			Course name and # if student intern:				
Employment Classification: (a) Faculty or Admin. Pro. <input type="checkbox"/> (b) State Classified <input type="checkbox"/> (c) Non-Student Hourly <input type="checkbox"/> (d) Work Study <input type="checkbox"/> (e) Student Hourly <input type="checkbox"/> (f) Student intern <input type="checkbox"/> (g) Graduate Student <input type="checkbox"/> (h) Other (Specify) <input type="checkbox"/>										
Do you have health insurance through CSU Human Resource Services office? <input type="checkbox"/> Yes <input type="checkbox"/> No										
PART II – INJURY INFORMATION – EMPLOYEE MUST COMPLETE THIS SECTION OF THE REPORT										
Injury Date Mo. Day Yr.			What happened to cause this injury or illness? Describe employee's activities when injury or illness occurred with details of how event or exposure occurred; include name(s) of other individuals involved, tools, machinery, objects, vapors, chemicals, radiation, unnatural motions of employee, unsafe hazardous conditions, etc. Also specify the items that directly injured the employee and caused the accident or illness (If additional space is needed, use back of this form).							
Injury Time _____ am _____ pm										
Injury Description (state exactly the part(s) of the body affected and the nature of injury or disease):										
Names of Witnesses					Name of Employer Representative Notified					
Place of Accident/Exposure (Bldg. Name and Room Number) City, County, State, Zip Code										
Treatment Received: <input type="checkbox"/> First Aid <input type="checkbox"/> Emergency Room <input type="checkbox"/> Doctor <input type="checkbox"/> None										
Name and Address of Treating Doctor and/or Hospital										
Employee Signature							Date			
PART III – SUPERVISOR MUST COMPLETE THIS SECTION OF THE REPORT										
Employee's Scheduled Work Week When Injured		Hrs. Per Day	Days Per Wk.	Last Day Worked Mo Day Yr			Modified Work Available if Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?		State Classified Leave Balance as Of Date of Injury:	
Employee's Usual Work Schedule		Hrs. Per Day	Days Per Wk.	<input type="checkbox"/> Date Returned to Work <input type="checkbox"/> Estimated Date of Return			Mo	Day	Yr	Sick Leave Bal:
Did injury cause death? <input type="checkbox"/> Yes <input type="checkbox"/> No			Name, Relationship, and Address of Closest Dependent of Deceased if Injury Caused Death							
Date of Death										
Did injury occur because of: <input type="checkbox"/> Intoxication <input type="checkbox"/> Failure to use Safety Devices <input type="checkbox"/> Faulty Equipment <input type="checkbox"/> Other <input type="checkbox"/> N/A										
Work Phone			Department and Work Unit:							
Supervisor's Signature							Date			
Annual Leave Bal:										

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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 national supplement to Chapter 10 in the IIBMH for current rates.

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

Hiring of Casuals (ADs) - 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 - Casual employees must complete an Employee's Withholding Allowance Certificate, W-4. IDL withholds taxes on all employees. Forms are available at state forest protective (district) offices.

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.

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51.7 – Exhibit 02—Continued

IDAHO
IDAHO DEPARTMENT OF LANDS (IDL)

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 MAY be photocopied.

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 hours 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.

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IDAHO
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Procurement - Private fire suppression resources used by IDL may be obtained in several ways. Equipment that has been competitively bid through the RMCG Best Value process may be procured through usual dispatch procedures. Equipment that has not been competitively bid but is available locally can be procured through local EERAs. 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 EERAs that supplements the RMCG Best Value 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 EERAs are forwarded to the dispatch office and remain valid for the remainder of the fire season.

IDL procurement personnel are authorized to execute EERAs 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.

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IDAHO
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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 below 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.

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.

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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.

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.

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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> .

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.

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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: _____

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IDAHO

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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: _____

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51.2 - Exhibit 03

NEVADA

NEVADA DIVISION OF FORESTRY (NDF)

This information is provided in summary and is a general outline for the State of Nevada, NDF incidents or employees. For further information contact the Fire Business Manager in Carson City, Nevada at (775) 684-2522 or (775) 443-7740.

Annual Operating Plan specifies between the Nevada Division of Forestry and the federal wildland fire agencies the billing and payment documentation requirements.

The Nevada Division of Forestry (NDF) uses all Incident Command System (ICS) forms, the same as in the Interagency Incident Business Management Handbook and finance kits. NDF uses the same Administratively Determined (AD) rates adopted by federal agencies when hiring casual firefighters and the AD rates used by the Rocky Mountain/Great Basin geographic areas.

Nevada Division of Forestry Jurisdiction

The Nevada Division of Forestry is charged with the protection of state and private property, including structures, from fire and other threats by Nevada Revised Statutes and through county fire districts in the following counties: Carson, Clark, Elko, Eureka, and Storey.

Personnel Timekeeping

NDF employees complete the NDF Emergency Response Report (ERR) for submittal with time sheets and the Incident Report. NDF employees will also complete the Emergency Firefighter Time Report, OF-288, as described in the Interagency Incident Business Management Handbook. Discrepancies may exist between the two time reporting forms due to specific time reporting requirements of some state positions, such as Conservation Crew Supervisors and 24-hr shift firefighters. There may also be times when there are discrepancies in meal time reporting between the employee's ERR and the OF-288. These are due to state reporting procedures.

Emergency Firefighters (EFF) are the NDF equivalent of casual employees. Emergency firefighters must complete an Emergency Firefighter Employment Agreement, I-9 Employment Eligibility Verification and W4 form prior to being hired. The agreement contains acknowledgment of a Fair Labor Standards Act (FLSA) exemption which must be explained to the EFF. Emergency Firefighters are paid through the Purchase Order System. Emergency firefighter time is tracked by the assigned supervisor or regional accounting personnel. Time must be recorded on an NDF ERR and the federal Emergency Firefighter Time Report, OF-288. EFF employees are assigned an AD rate commensurate with the complexity of the job, position or task assigned.

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NEVADA
NEVADA DIVISION OF FORESTRY (NDF)

Nevada Division of Forestry employees do not receive hazard pay for fire fighting with two exceptions: 1) when personnel work more than 16 feet above the ground, or floor; and 2) for time spent in single engine aircraft or helicopters, when not part of their regular job.

State employees receive shift differential if they work a qualifying shift. As used in this section, "qualifying shift" means a scheduled work period of at least 8 hours, of which 4 hours must fall within the hours from 6:00 p.m. to 7:00 a.m. This is noted on the employees ERR and is not required to be noted on the Emergency Firefighter Time Report. Emergency firefighters are not eligible for shift differential.

Emergency firefighters are eligible for overtime for those hours worked which are in excess of 53 hours in a 7-day work period. State employees work a wide variety of shifts. Overtime regulations are based on FLSA and occupational class contracts. NDF employees receive paid standby for every non-working hour while in a fire camp setting. Standby is reported on the employees ERR and does not need to be noted on the OF-288. NDF Headquarters may on a case-by-case basis approve 24-hour pay for NDF employees and Correctional Officers where incidents cannot provide reasonable "off shift" accommodations within a reasonable timeframe.

Travel does not need to be separated from working time; however, in the interest of consistent timekeeping, if the timekeeper wishes to use the "T" in the hours block, it is acceptable.

State of Nevada employees may purchase from commissary on a cash-only basis. Payroll deductions are not allowed.

Crew time Report SF-261

Crew time Report is used in the same manner as described in this handbook with the following additions. Inmates assigned to crews are paid by the Division of Forestry portal to portal, although only actual line time is reported on the Crew Time Report. An Inmate Crew Time Report must be completed and submitted to the Regional Office at completion of the incident.

Procurement

Generally NDF will operate within the guidelines identified in this handbook. However, Nevada Division of Forestry procurement procedures differ significantly from the federal procurement system. Authorized employees may utilize Emergency Purchase Orders to obtain a wide variety of equipment, services, and supplies as outlined in NDF Policy and Procedures and the State Administrative Manual.

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NEVADA DIVISION OF FORESTRY (NDF)

The Administrative Services Officer (ASO) IV may assign an Incident Business Advisor for complex, multi-agency, and/or Type I incidents within NDF jurisdiction. Contact the ASO IV at (775) 684-2522.

During the time period in which there is an imminent threat to Nevada citizens, visitors, livestock, property, or structures, normal State procurement requirements are temporarily waived and emergency purchase orders (as documented on the emergency purchase order log) may be utilized for immediate fire suppression and protection purposes. Immediately upon recognition that the imminent threat no longer exists, all state procurement requirements contained within the State Administrative Manual, the NDF Fire/Emergency Incident Business Manual, and the Nevada Division of Forestry Policy/Procedure manual, must be adhered to.

Fire Service Organizations, City/County/Volunteer Fire Departments

The Nevada Division of Forestry is the single hiring point for Local Government Fire Service Organizations (FSO) pursuant to the Cooperative Wildland Fire Protection Agreement. All FSO “Assistance-by-Hire” beyond the base of operation contained within a local agreement shall be through the State as the designated single point of contact for local government resource mobilization. For further information contact the Fire Mobilization Coordinator in Carson City, Nevada at (775) 684-2516 or (775) 720-2401. Volunteer Fire Departments are paid a minimum call-out charge of two hours, and a per hour charge for each hour after two hours for each incident call. Volunteer firefighters are paid when called out of their home districts, and may be hired as ADs after eight (8) hours on an incident within their home districts.

State Owned Vehicles and Equipment

When state-owned vehicles and equipment are used on incidents with state or federal jurisdiction, do not initiate Emergency Equipment Rental Agreements.

Emergency Equipment Rental Agreement, OF-294

Equipment used by NDF is usually signed up preseason by the local BLM and/or Forest Service field office and those agreements are included in the service and supply plan. A copy of the service and supply plan may be obtained from the local Dispatch Center, the BLM or Forest Service office or from the Administrative Service Officer at NDF. In the event equipment does not have a preseason agreement, follow procedures in the IIBMH and the geographic supplements to Chapter 20. NDF fiscal staff can execute Emergency Equipment Rental Agreements (EERA) OF-294s for state jurisdiction fires.

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NEVADA DIVISION OF FORESTRY (NDF)

State Fires

Copies of all paperwork including backup documentation sufficient to tie each expenditure to the incident, should be submitted to Nevada Division of Forestry at the address listed at the end of this section. This paperwork should include EERAs (OF-294), Emergency Equipment Use Invoice (OF-286), Emergency Shift Tickets (OF-297), Vehicle/Heavy Equipment Inspection Checklist (OF-296) and the Emergency Fuel and Oil Issue (OF-304).

Agreements initiated by NDF fiscal personnel do not need to be countersigned by Contracting Officers or Procurement Unit Leaders working for a federal agency.

The State receives its procurement authority from State laws, and is, therefore, not subject to Federal procurement laws. Whenever the State is responsible for the management of an incident (including an incident within the direct protection area of a Federal Agency) the State will comply with State laws and regulations covering procurement. Use the address listed at the end of this section on all paperwork.

Use the Employer Identification Number or the Social Security Number in the Contract block. This 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 cannot be made without a completed W-9.

Nevada Division of Forestry
2478 Fairview Drive
Carson City, NV 89701
Office (775) 684-2500
Fax (775) 684-2573 – procurement, contracting & fire billing documents
Fax (775) 684-2572 – personnel & worker's compensation forms

Workers Compensation

The State of Nevada carries Workers Compensation insurance coverage for all State of Nevada employees, emergency firefighters (casuals) hired by NDF, inmates working on wildland fire suppression crews, and volunteer firemen from those Volunteer Fire Departments located in fire protection districts administered by the Nevada Division of Forestry.

If an injury or occupational disease (OD) arises out of, or during, the course of employment, the employee, volunteer, inmate/inmate's crew supervisor or emergency firefighter must provide written notice to the employer as soon as practicable, but not later than seven (7) days after the accident or date

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of the OD. A “Notice of Injury or Occupational Disease Incident Report” (form C-1) must be completed by the injured worker and signed by his/her supervisor. Distribution of the form is noted on the form.

The Supervisor’s Accident Investigation needs to be completed (immediately, if possible, but not later than 48 hours). Obtain written witness statements if applicable. In addition NDF staff must complete the “Employer’s Report of Industrial Injury or Occupational Disease” (form C-3) at the time the employee completes a C-1 form and submit all paperwork (form C-1, C-3 & Investigative Report) to the State Office in Carson City.

If medical treatment is sought, and the injury occurs on a fire in the State of Nevada, a “Claim for Compensation” (form C-4) will be available at the place of the initial treatment. The injured employee, volunteer, crew supervisor of an inmate, or the emergency fire fighter must file a completed “Claim for Compensation” (form C-4) within 90 days after an accident. The treating physician or chiropractor must complete the “Claim for Compensation” form within three (3) working days after the treatment and mail the completed form (employer’s copy) to NDF at the address listed above, and mail a copy of the Nevada Administrators Workers’ Compensation Third Party Administrators to the address listed on the C-4 form.

These forms may be obtained at <http://risk.state.nv.us> or from the NDF State Office in Carson City.

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51.2 - Exhibit 04

SOUTH DAKOTA

SD WILDLAND FIRE SUPPRESSION DIVISION (SD WFS)

The information below is provided in summary and will provide a general outline for SD Wildland Fire Suppression Division's (SD WFS) procedures that have differed from other agencies or the Interagency Incident Business Management Handbook. For further information, contact Brenda Even, Fire Business Accountant in Rapid City, SD at (605) 393-8115, FAX (605) 393-8044, or the Northern Great Plains Interagency Dispatch Center in Rapid City, SD at (605) 393-8017, FAX (605) 393-8030.

The SD WFS uses all Incident Command System (ICS) forms, the same as in the Interagency Incident Business Management Handbook and in the finance kits. With the exception being the Crew Time Report and Equipment Shift Tickets, which we have developed to contain personnel and equipment in one form. See Exhibit 04A.

Currently SD WFS has the ability to hire casual firefighters for Rocky Mountain Team C as state call-when-needed (CWN) seasonal employees. Persons hired must be connected with a rural fire department, State of SD CWN seasonal, or a contractor that is under agreement.

The following paperwork is required to be turned into the SD WFS Fire Business Accountant upon return from an incident either within the State of South Dakota or outside of South Dakota. These guidelines apply to the following resources; Volunteer Fire Departments (Cooperators), SD Wildland Fire Employees (both permanent and seasonal) and Contractors ordered and working under a valid State of SD Contract.

1. Fire Suppression Cost Statement or Original OF-286 Emergency Equipment Use Invoice.
2. When personnel are used as single resources they will need the original OF-288 Emergency Firefighter Time Report.
3. Original CTRs (White Copy). Should be submitting yellow copy at the fire.
4. Emergency Equipment Shift Tickets (OF-297) are not required as the State CTR serves the function.
5. Copies of Initial and Final Equipment Inspections.
6. Resource Order if available.

The following additional methods and information applies when working on fires under State of South Dakota jurisdiction or with State of South Dakota employees while working on other agencies' fires, whether inside or outside the State of South Dakota boundaries. The State of South Dakota has contracts or agreements with Fire Departments (cooperators) and private contractors/businesses, to provide personnel, equipment and supplies for fires.

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SD WILDLAND FIRE SUPPRESSION DIVISION (SD WFS)

Rural/Volunteer Fire Departments - Each Rural/Volunteer Fire Department (RFD or VFD) who wishes to participate in forest fire suppression activities signs a "Forest Fire Suppression Agreement" with the State of South Dakota. Currently the Agreement is set up to expire December 31, 2011. The same agreement is used for assignments in and outside the State of South Dakota. **These RFD/VFDs then become contractors to the State of South Dakota.** Under this contract, the following applies:

Fire Assignments Within South Dakota

Minimum Requirements:

- Be at least 18 years of age.
- No physical disability that would jeopardize health & safety of an individual or others.
- Appropriate clothing & safety equipment.
- Required physical standards, as per agreement.

Personnel Pay Classifications:

SD WFS compensates according to function filled on assignment, utilizing Administratively Determined (AD) Pay Rates, A-M, the same as federal agencies use when hiring casual firefighters. See the national supplement to Chapter 10 in the IIBMH for current rates. For personnel that are manning engines, their pay is part of the hourly rate paid for the engine or tender.

Forms Required:

- Personnel & Equipment Payment - Crew Time Report, SF-261 or crew time report developed in South Dakota, AG-DCF100/95. See Exhibit 04A.
- Injury - State of South Dakota fire: Complete a "First Report of Injury" form. Submit to SD WFS within three (3) days of injury. Federal fire: Complete forms as outlined in Interagency Incident Business Management Handbook.
- Equipment Damage or Accident - State of South Dakota fire: Complete an "Officer's Investigation Summary of Motor Vehicle Accident" form. Federal fire: Complete forms as outlined in Interagency Incident Business Management Handbook.

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Minimum Engine and Tender Standards:

- Fire Engine Equipment - All fire engines shall be equipped with a pump and tank in good operating condition. Each engine shall carry drinking water, food rations, and a basic first aid kit. Each fire engine shall also be equipped with the following fire fighting hand tools: one Pulaski; one McLeod; one fire shovel; one hand operated backpack water pump; and drip torch with fuel or fusees. Additional hand tools may be carried to ensure that each person assigned to the unit shall have an appropriate hand tool.
- Vehicle Inventory - An accurate and current inventory record shall be available with each engine or tender responding to an incident. The Division may inspect any engine or tender, provided by the Contractor and check the inventory record. This may be done when the engine or tender arrives at a staging area, the fire scene, or at any time the unit is assigned to an incident.
- All fire engines and water tenders must meet minimum NWCG or state standards unless otherwise stated. Resource orders will be filled as per NWCG standard.
- Classification Standards - Engines and Tenders will be classified by type according to the following standards:

ENGINE TYPES:

Minimum Standards by Type

Requirements	Engine Type							
	Structure		Wildland					
	1	2	3	4	5	6	7	9*
Tank minimum capacity (gal)	300	300	500	750	400	150	50	50
Pump minimum flow (gpm)	1000	500	150	50	50	50	10	6
@ rated pressure (psi)	150	150	250	100	100	100	100	100
Hose 2½"	1200	1000	-	-	-	-	-	-
1½"	500	500	1000	300	300	300	-	100
1"	-	-	500	300	300	300	200	½"
Ladders per NFPA1901***	Yes	Yes	-	-	-	-	-	-
Master stream 500 gpm min.	Yes	-	-	-	-	-	-	-
Pump and roll	-	-	Yes	Yes	Yes	Yes	Yes	Yes
Maximum GVWR (lbs)	-	-	-	-	26,000	19,500	14,000	
Personnel (min)	4**	3	3	3	3	3	3	3

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- *- State standard not NWCG requirement
- ** - In-State standard is 4 personnel (Out-of-State requires 4 personnel)
- ***-In-State standard is 20 feet of ladder (Out-of-State requires 48 feet)

Common additional needs. Requested as needed:

- All wheel drive
- High pressure pump (250 psi @ ½ flow of Type)
- Foam Proportioner
- Compressed air foam system (CAFS) with minimum 40 cfm compressor
- Additional personnel

WATER TENDER TYPES:

Minimum Standards by Type

Requirements	Water Tender Type						
	Support			Tactical		State Standard	
	S1	S2	S3	T1	T2	4*	5*
Tank capacity (gal)	4000	2500	1000	2000	1000	400+	400+
Pump minimum flow (gpm)	300	200	200	250	250	80+	---
@ rated pressure (psi)	50	50	50	150	150	---	---
Max. refill time (minutes)	30	20	15	---	---	---	---
Pump and roll	---	---	---	Yes	Yes		
Personnel (min)	1	1	1	2	2		

*- State standard not NWCG requirements

- All types shall meet federal, state and agency requirements for motor vehicle safety standards, including all gross vehicle weight ratings when fully loaded.
- Type 3 engines and tactical water tenders shall be equipped with a foam proportioner system.
- All water tenders and engine types 3 through 6 shall be able to prime and pump water from a 10 foot lift.
- Personnel shall meet the qualification requirements of NWCG *Wildland Fire Qualification System Guide, PMS 310-1*.
- Water tenders must carry appropriate hose, clamps, adapters, and tools to be able to fill engines and/or portable tanks. Tenders must also carry a minimum of one shovel and one pulaski. Tenders participating in out of state dispatches must meet minimum federal guidelines for equipment and accessories.

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- General specification for Engines and Tenders:
 - Larger diameter hose may be substituted for smaller hose to achieve total needed length.
 - Hose size is hose coupler size.
 - Engines must carry fittings to connect all hose on the apparatus.

- Ordered Structural Fire Engines - Any engine specifically ordered for the purpose of providing structural fire protection should have the basic gear and safety equipment required by structural fire fighting standards. Each engine must have, at a minimum, the following items for personnel:
 - NFPA approved protective clothing for structural fire fighting.
 - NFPA approved protective hoods.
 - NFPA approved gloves for structural fire fighting.
 - NFPA approved helmets for structural fire fighting.
 - NFPA approved SCBAs for structural fire fighting.
 - NFPA approved footwear for structural fire fighting.
 - 400 ft of 1½” single jacket wildland hose.
 - 200 ft of 1” single jacket wildland hose.
 - 2 – Shovels: 1 – McLeod, 1 – Pulaski
 - The following appliances:
 - 2 – 1½ ” to 1” Forestry “Ts”.
 - 2 – Reducers NST – 1½ ” to 1”.
 - 2 – 1½ ” – 40 GPM nozzles.
 - 2 – 1” – 20 GPM nozzles.
 - 2 – Forestry clamps for single jacket wildland hose.
 - Fire shelters for all engine crew members.
 - Wildland fire personal protective equipment for all engine crew members.

Equipment Rates: The rates for the Engines and Water Tenders are listed below and can be found on the SD Wildland Fire Suppression website, under Fire Business. The Fire Department Personnel should be carrying a copy of their South Dakota State Agreement with them. If they don't have it, the information can be obtained from the SD Wildland Fire Suppression, Fire Business Accountant/Sr. Accountant or by accessing SD Wildland Fire Suppression's Web Page, in the Fire Business portion. The URL is: <http://www.state.sd.us/da/wfs/firebusiness.htm>.

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Add \$20.00/hr to the rates listed below for any engine equipped with a Compressed Air Foam System (CAFS) to cover the cost of foam based on an application rate of three tenths of one percent @ 25 gpm and additional equipment. Foam used at an approved rate of more than three tenths of one percent will be replaced by the approving agency.

Fire Gel or Class A Foam used on wildfires within the state will be replaced on the fire. If the supply unit does not stock gel or class A foam, then the contractor can request replacement through the State supply cache or bill the State for the gel or foam used.

Additional Equipment Rates:

Type 1 Engines (structural)**	\$170.00/hr w/4 personnel
Type 2 Engines (structural)**	\$150.00/hr w/3 personnel
Type 3 Engines**	\$145.00/hr w/3 personnel
Type 4 Engines**	\$145.00/hr w/3 personnel
Type 5 Engines**	\$140.00/hr w/3 personnel
Type 6 Engines**	\$140.00/hr w/3 personnel
Type 7 Engines**	\$87.80/hr w/3 personnel
Type 9 Engines**	\$72.80/hr w/3 personnel
Type 1 Tactical Water Tender **	\$155.00/hr w/2 personnel
Type 2 Tactical Water Tender**	\$140.00/hr w/2 personnel
Type 3 Tactical Water Tender**	\$120.00/hr w/2 personnel
Type 4 Tactical Water Tender**	\$58.28/hr w/2 personnel
Type 5 Tactical Water Tender **	\$42.68/hr w/2 personnel
Power Saws	\$5.00/hour for first 2 hrs. then a flat rate of \$35.00 maximum, until end of shift
Portable Pumps (including suction hose, screen & 100 foot hose & nozzle)	
0-200 gpm	\$30.00/day
200+ gpm	\$40.00/day
Portable Tanks	
Under 1500 gal.	\$20.00/day
1501 gal +	\$25.00/day

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Portable Foam Injection Equipment \$5.00/hour for first 2 hours by request only
\$35.00 Flat Rate max, until end of shift

Crew Rotation Vehicle \$0.485/mile mileage to and from fire only

Strike Team Leader & \$57.00/day plus \$.485/mile
Division/Group Supervisor Vehicle
(radio equipped)

- **1. If Water Tenders are used in a non-tactical or support role, rates will be decreased by \$25.00 per hour. The minimum manning level is 1 person.
2. When Engines and Water Tenders are on Severity and Prescribed Fire Assignments the hourly rate is decreased by 25%.
 3. When Engines and Water Tenders are not manned at the required manning levels the hourly rate is decreased by \$25.00 per hour.

Insurance – In-State:

Vehicle Liability Insurance - Fire Department shall have liability insurance coverage for all "owned", "hired", or "non-owned" fire vehicles with a limit of not less than \$1,000,000 per occurrence.

General Liability Insurance - Fire Department shall have general liability insurance coverage with a limit of not less than \$1,000,000 per occurrence.

Workers' Compensation Insurance - Fire Department shall comply with all state laws and regulations pertaining to Workers' Compensation insurance for contract personnel, when on fires within the State of South Dakota. If injured on fires within the State of South Dakota, Volunteer Firefighters are eligible for Workers' Compensation through the State of South Dakota.

Transportation/Crew Rotation:

The state will pay mileage for one crew rotation vehicle per shift. During this rotation, the state shall not compensate the Fire Department for personnel time or travel expenses related to the rotation of personnel and equipment already committed to the fire. The crew rotation vehicle will be paid \$.485/mile.

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Miscellaneous Information:

- Each fire department will be signed up on a Fire Equipment Rental Agreement.
- No additional pay for hazard duty will be paid.
- Fuel obtained at the fire scene will be deducted from final billing that is submitted to the SD WFS Office, as this is considered a normal maintenance item.
- \$250 deductible will apply to each damage claim submitted.
- Commissary items obtained will be deducted from final billing that is submitted to the SD WFS Office.
- **All payments are made to the fire department, not individual members.**
- **Fire departments submit fire bills to the State of SD WFS for payment after each fire.**

Fire Assignments Outside South Dakota

Minimum Requirements:

- Be at least 18 years of age.
- No physical disability that would jeopardize health and safety of individual or others and successfully pass physical fitness standards.
- Have valid Incident Qualification Card (“Red Card”).
- Appropriate clothing and safety equipment.
- Successfully completed Wildland I fire training or NWCG S-130/190.
- Completed RT-130 for the current year.
- Preseason vehicle inspection with inventory list.
- Meet requirements for the position, as outlined in the *Wildland Fire Qualifications System Guide, PMS 310-1*.

Personnel Pay Classifications:

SD WFS compensates for function filled on assignment, by utilizing Administratively Determined (AD) Pay Rates, A-M, the same as federal agencies use when hiring casual firefighters. See the national supplement to Chapter 10 in the IIBMH for current rates. For personnel that are manning Engines, their pay is part of the hourly rate paid for the Engine or Tender.

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Forms Required:

- Personnel - Emergency Firefighter Time Report, OF-288.
- Equipment - Emergency Equipment Use Invoice, OF-286.
Fuel & Oil Issue Records (if issued), OF-304.
- Injury - Forms outlined in Interagency Incident Business Management Handbook, plus must complete appropriate paperwork to satisfy their Fire Department's or Agency's Work Comp Policy.
- Damage - Forms outlined in Interagency Incident Business Management Handbook.

Minimum Standard for Equipment:

Is treated the same as for in-state assignments.

Equipment Rates:

Is treated the same as for in-state assignments.

Insurance – Out-of-State:

Same as for in-state assignments; Workers' Compensation will comply with their individual department's policy and regulations. The VFD/RFD must have a certificate of Workers' Compensation Insurance coverage (proof of current coverage) on file with WFS.

Transportation/Crew Rotation:

Engine Crew Rotation - The minimum strike team commitment is 14 days, commencing at the time of departure from the assembly point. The minimum commitment for engine crewmembers is 14 days. An engine crew member may be replaced or rotated with a fresh crew person at the end of the commitment period according to the following procedures:

1. The Strike Team Leader will contact the Northern Great Plains Interagency Dispatch Center two days prior to any crew rotation.
2. If a contractor initiates the crew rotation, the Northern Great Plains Interagency Dispatch Center will notify and receive approval from the Incident Management Team (IMT) on the incident.

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3. The contractor plans crew rotation, the Northern Great Plains Interagency Dispatch Center will coordinate the crew rotations with the incident.
4. Once incident approves rotation, contractor will organize crew replacement.
5. If air transport is used for crew rotation, the strike team leader must arrange for transportation from the airport to the incident through the fire camp.
6. No crewmember will be released from an incident until the relief crew arrives and only at shift changes.
7. All personnel leaving an incident will follow normal checkout procedures.

Individual Resource Rotations - Individual resources, including strike team leaders, must commit to a 14-day assignment. They may not be rotated until the end of their commitment period, with the exception of emergencies.

Miscellaneous Information:

When sending single resources or strike teams/task forces on out-of-state assignments, the SD WFS will provide a packet of information that will include the following:

1. State/Fire Department agreement for in and out of state assignments.
2. State/USDA Forest Service agreement.
3. Fire Equipment Rental Agreements for each fire department assigned to the incident.
4. Letter for Finance, explaining State pay procedures.
5. Miscellaneous blank forms that would be utilized by Finance Section.
6. Contractor must pressure wash outside of vehicles no more than 12 hours before leaving SD and no more than 12 hours before returning to SD. This is done to prevent the transport of weed seed.

Employee and Contractor Hiring Guidelines

SD WFS employees use the Emergency Firefighter Time Report, OF-288, as described in the Interagency Incident Business Management Handbook.

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Entitlements:

- SD WFS employees do not receive hazard pay.
- SD WFS employees do not receive any differential, other than overtime for hours worked over 40 per week.
- Overtime need not be computed during the incident, but will be figured by Bureau of Personnel at the State Office in Pierre, SD.
- Travel time need not be separated from working time; however, in the interest of consistent timekeeping, if the timekeeper wishes to use the "T" in the hours block, it is acceptable.
- SD WFS employees are guaranteed an eight (8) hour day.
- State employees may purchase at commissary, and must be recorded on the firefighter time report. Charges are deducted from employee's per diem request, which will be done upon arrival at home unit.

Crew Time Report, SF-261:

The Crew Time Report is used in the same manner as described in the Interagency Incident Business Management Handbook.

State-Owned Vehicles and Equipment:

When state-owned vehicles and equipment are used on incidents (state or federal jurisdiction), Emergency Equipment Rental Agreements are not necessary. Equipment time and mileage will be included on the SD WFS Crew Time Report and fuel issues should be prepared for these units and sent back to the home agency. The host agency will be billed for the services.

Vehicle/Heavy Equipment Inspection Checklist, OF-296:

Complete the same as described in the Interagency Incident Business Management Handbook.

Procurement of Contractor Services

SD WFS utilizes form AG-DF-210/87, a Fire Equipment Rental Agreement to sign up contractor services pre-season or at the fire incident. Persons trained to execute these agreements are Battalion Chiefs/Fire Management Officers, Dispatch Center Manager, clerical staff in field offices, and those trained in finance, such as Time Unit Leaders and Finance/Administration Section Chiefs.

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On state fires, agreements initiated by SD WFS personnel need not be countersigned by Contracting Officers or Procurement Unit Leaders.

When writing Fire Equipment Rental Agreements on state fires, use the local fire field office and address for the "Ordering Office", or use the following address that is the office of payment:

SD Wildland Fire Suppression Division
Fire Business Accountant
4250 Fire Station Road – Suite 2
Rapid City, SD 57703-8722

During the completion of the Contractor's section, the EIN/SSN 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.

Emergency Equipment Shift Tickets, OF-297:

Shift tickets are completed the same as in the Interagency Incident Business Management Handbook. Copies of the shift tickets must accompany the Fire Equipment Rental Agreement. Contractor is then responsible to submit an invoice for services performed, after the incident is over.

Miscellaneous Purchases:

SD WFS does not use Blanket Purchase Agreements, but has a large variety of charge accounts and preseason agreements set up in communities throughout the Black Hills area to cover the needs of an in-state fire incident.

Lodging and restaurant arrangements will be made through the Northern Great Plains Interagency Dispatch Center and the vendor will submit bills direct to the SD WFS office in Rapid City after service is provided. No tax or tips are to be added to these invoices.

Medical Claims:

On state fire assignments, SD WFS employees and Volunteer Firefighters must complete a First Report of Injury Form. Forward completed forms to the SD WFS Office in Rapid City, SD for further processing, and keep a copy in the fire file. On federal fire assignments, SD WFS employees and

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Volunteer Firefighters shall follow guidelines as outlined in the Interagency Incident Business Management Handbook, complete the SD First Report of Injury form and submit it within three (3) days of injury to the Fire Business Accountant.

Agreements:

South Dakota National Guard. Shift hours for guardsmen will be documented by National Guard Liaison personnel, who will give daily cost estimates to Finance Section. Request a copy of agreement for specific information.

Department of Corrections (Inmates): There are approximately 100 trained inmates available for fire duty. Costs involved include: \$1,800/12 hour shift/20 inmate crew. Guards are paid at regular State salary rates. Transportation, meals, lodging and medical costs incurred as a result of the incident are billed to the incident. Request copy of agreement for specific information.

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Crew Time Report, AS-DCF100/95

South Dakota

AG-DCF100/96

**FIRE DEPARTMENT
 CREW/EQUIPMENT TIME REPORT**

CREW NAME (VOL FIRE DEPT)(1)

FIRE NAME (2)		FIRE NUMBER (3)					
4		5		6		7	
NAME OF EMPLOYEE	CLASSIF- ICATION	DATE		DATE			
		MILITARY TIME		MILITARY TIME			
		ON	OFF	ON	OFF		
EQUIPMENT (8)	UNIT (9)	ON	OFF	ON	OFF		
OFFICER IN CHARGE (SIGNATURE) (10)				TITLE OF OFFICER IN CHARGE (11)			
NAME (Person Posting to Emergency Time Report)(12)					DATE (13)		

- White Copy - To accompany the fire suppression cost statement to the South Dakota Wildland Fire Suppression Division.
- Yellow Copy - Retain at the fire scene by agency responsible for the fire (State or Forest Service).
- Pink Copy - Retain by the Fire Department.

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UTAH

UTAH DIVISION OF FORESTRY, FIRE AND STATE LANDS (FFSL)

Utah has agency resources and cooperators available for all-risk incidents under the authority and provisions in the Cooperative Fire Management Agreement (CFMA). Information provided is an abridged version of the State Wide Annual Operating Plan (AOP) for the Division of Forestry, Fire & State Lands (FFSL). The AOP covers information helpful to IMTs managing fires in Utah and instances where Utah resources are ordered for out of state assignments.

UTAH STATE FIRES

Delegation of Authority

A DOA is required for all Type I and II fires. The Jurisdictional Agency Administrator will ensure participation from the state when non-federal lands have burned or are threatened to burn, and will ensure participation from the appropriate federal agencies when federal lands burn or are threatened to burn. Any agencies whose lands have burned or are threatened to burn will participate in preparation of and sign the DOA.

Wildland Urban Interface Fire Protection Planning

Land management agencies have a responsibility to prevent wildfire from spreading into areas where there are structures and to assist local fire agencies in protecting communities and structures from an advancing wildland fire. The first objective is to keep fire fighters and the public safe. Once this can be achieved, all agencies involved will work together to keep the wildland fire away from structures and communities.

Local fire service organizations (FSO) are responsible for all fire suppression within incorporated cities and towns. Cooperating agencies may assist local FSOs when requested. All costs for fire suppression within an incorporated city or town and unincorporated private lands are the responsibility of the county.

The State is responsible for wildland fire suppression on state lands. By statute, the state is also responsible to insure that adequate action is taken to suppress fires on private unincorporated lands when interface areas are involved or threatened. The State will act as liaison with local fire departments.

Working Relationships

Utah National Guard – The Governor of Utah must declare a state of emergency before these resources can become available. To insure all necessary steps are met to use these resources, they must be ordered through the Utah State Fire Management Officer, Division of Forestry, Fire and State Lands.

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UTAH DIVISION OF FORESTRY, FIRE AND STATE LANDS (FFSL)

Department of Natural Resource Law Enforcement – State agency (DNR) law enforcement may be made available for incident security needs. Availability of these resources is controlled by the DNR Law Enforcement Coordinator. Orders must be placed through the State Office of Utah Division of Forestry, Fire and State Lands.

Department of Transportation and Public Safety – The State maintains cooperative agreements with the Department of Transportation for these types of resources. Orders are placed through the State Forester’s office or orders may be delegated to the local State Area representative and are considered state agency equipment.

County and Local Organizations – Local fire departments/districts that respond to fires outside their area of statutory authority will have an established memorandum of understanding with the Division of Forestry, Fire and State Lands. This outlines pay rates for personnel and equipment. Personnel will be required to be certified wildland firefighters and equipment will be inspected to meet NWCG requirements.

FEMA and Utah Department of Emergency Services

In the event a wildland fire threatens a community, it is possible to receive financial assistance through a Fire Management Assistance Grant (FMAG) from the Federal Emergency Management Agency (FEMA) to offset the suppression costs to the state and local communities. The State will be responsible for initiating the process, notifying FEMA and collecting the required documentation. Agency Administrators and/or the delegated IMT will cooperate with the State representatives working the declaration collecting cost data, time and invoice records, and planning documents to support the request for FEMA cost sharing funding.

UTAH AGENCY AND COOPERATOR RESOURCES – OUT OF STATE

State fire costs incurred outside of Utah will be billed directly by FFSL to the Albuquerque Service Center and pre-approved by the USDA Forest Service R-4 or designee.

The initial ROSS resource order and dispatch will provide adequate verification for use and reimbursement on any fire within the IMT’s delegated authority or jurisdictional agency boundary, without a re-assignment requiring a new resource order.

IMTs manage complex fires with additional initial attack zones. Resources may be loaned to other incidents within a complex or on an individual initial attack. Limitations of I-Suite and/or ROSS make

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UTAH

UTAH DIVISION OF FORESTRY, FIRE AND STATE LANDS (FFSL)

it expedient to loan these resources to local IA fires or other fires within a Complex without generating a re-assignment and new order in ROSS. It may be necessary for the Agency Administrator and IMT to track costs for each separate incident number. Therefore state and cooperator resources may have a resource order for one incident but tracked financially to another incident. When these circumstances exist a notation by the IMT or Agency Administrator will be made on the OF-288, CTR or other incident documentation and allow payment for each affected incident.

Medical Treatment

State employees and Utah cooperators are covered for work related injuries or illness under the Workers Compensation Fund of Utah (WCF). Any injury or illness reported to WCF must be accompanied by a form 122 Supervisor's First Report of Injury. Form can be found at: www.laborcommission.utah.gov/IndustrialAccidents/Forms/Form%20122.pdf. This form will be filled out by the employee's supervisor and submitted to WCF by the home unit. The fire may use a copy of this form for documentation in lieu of federal employee injury forms (CA-1, CA-2, and CA-16). This form is also to be used to notify the treating facility of the employee's work related coverage.

Reimbursable Assistance Expense (CFMA Provision 20)

Costs incurred as the result of an incident and documented are reimbursable and include but not limited to:

- Costs incurred for move-up and cover resources.
- Agency costs for salary and benefits including premium pay (hazard, overtime, days off) if and when it is earned according to the policies, laws and rules governing the employees of the supporting agency.
- Agency costs for transportation including but not limited to airline fees, fuel and oil, and agency established mileage fees. Rental vehicles and associated operating supplies when ordered or approved by an issued resource order.
- Agency costs for per diem and lodging of resources assigned to the incident when such services are not supplied by the incident.
- Additional support dispatching services requested through a resource order.
- Operating supplies for equipment assigned to the incident, such as fuel, oil, and equipment repairs when such items are not included in the rate.
- Costs of agency and contract equipment costs in support of the incident.
- Aircraft, airport fees, and retardant costs.
- Agency-owned equipment lost, or damaged, by the supporting agency accompanied by the appropriate agency source documentation to include insurance deductible paid.

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- Charges from the State for State-controlled resources including National Guard resources and county and local resources.
- Cost or replacement of reasonable and prudent supplies expended in support of the incident. What is reasonable and prudent is determined by the protecting and/or jurisdictional agency or the fire team within the limits of their delegated authority or identified in the IIBM.

Re-Supply

Re-supply will be accomplished in accordance through the supply ordering system as described in the National Mobilization Guide Chapter 20, 23.3.4 Incident Replacement of NFES items and in the Interagency Incident Business Management Handbook Chapter 30. The protecting agency and those with the delegated authority for the management of the incident may have more restrictive procedures. Items approved by the incident IMT or incident agency for re-supply by the supporting home unit will be a reimbursable expense as defined in this document and may be verified by source documents. The following order of supply will be: a) through the incident; b) agency caches and warehouse; c) from commercial sources of supply.

- **Consumable goods** used on the incident will be replaced for agencies and their cooperators through the supply unit on the incident. If unable to fill, the home unit may fill through agency caches and warehouses accompanied by the appropriate incident replacement documentation. Petroleum products may be filled by commercial suppliers (i.e., two cycle oil mix, burn fuel, saw bar lubricant).
- **Chainsaw supplies and maintenance** items (filters, sprockets, and bars) are specific to the saw manufacturer and are necessary to keep the saw operating for the benefit of the incident. These are expendable items used to support the incident. If the Supply Unit is unable to fill chainsaw related items at the incident in a timely manner, approved items listed on an OF-315 will be filled at the supporting agency home unit through commercial sources and will be a reimbursable expense.
- **Durable property** that is lost or damaged may be replaced with NFES items with the approval of the incident reported on an OF-289 that was reviewed and signed by the Incident Commander, Logistics Section Chief or Finance Section Chief. Replacement can occur at the incident supply or through the agency cache and warehouse system with an incident replacement form (OF-315).
- **Sensitive property** may be replaced and reimbursed with the incident jurisdictional agency's written approval to the home unit for the replacement of government property items that have been destroyed or rendered otherwise unserviceable while being used on the incident. Sensitive property items may be but not limited to digital cameras, chainsaws, GPS units, communication radios, laptop computers and printers. Replacement will be handled by the home unit.

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Property Damage and Loss (CFMA Provision 20b)

Damage and loss to agency and cooperator equipment assigned to the incident must be reported and documented on appropriate forms. Supply resource orders issued will authorize the reimbursable repair or replacement. Insurance deductible charges to the state will be a reimbursable expense for losses and damage that occur during the incident.

Employee loss or damage of personal items on an incident will be subject to the laws, regulations and rules of the employing agency and may be reimbursed by the protecting agency.

Agency Representatives to Local Cooperators

When five or more engines or tenders are dispatched to an incident, FFSL will furnish an advisor to make sure the fire departments are signed up and made aware of their responsibilities. A signed Cooperative Use and Rate Agreement made with FFSL will accompany these resources.

Demobilization of State Resources

Agency personnel and cooperators will need all original documents at the time of demobilization for state payments and requested reimbursements to be processed.

DOCUMENTS BY REFERENCE

Utah State agreements, operating plans and manuals can be found by following the link:
http://lonepeak.utah.gov/business_mgmt.html

- Cooperative Fire Management Agreement
- Utah State Annual Operating Plan
- Utah Fire Wardens Manual
- Fire Department Manual and Rate Book
- Fire Department MOU with the State

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WYOMING

WYOMING STATE FORESTRY DIVISION (WSFD)

This information is provided in summary and will provide a general outline for WSFD procedures that differ from other agencies or the Interagency Incident Business Management Handbook. For further information, contact Lynda Berckefeldt, Fire Business Manager at (307) 777-7300, Fax (307) 777-5986 or Ray Weidenhaft, Assistant State Forester – Fire Management in Cheyenne, WY, (307) 777-7586, FAX (307) 777-5986.

The WSFD uses all Incident Command System (ICS) forms, the same as in the Interagency Incident Business Management Handbook and in the finance kits. In addition, all state and county resources responding to any incident (private, state, federal) will have a copy of the “Mini Fire Mobilization Plan for Wyoming”, available from WSFD, which contains the established procedures and rates. This information can also be found on the following web site:

<http://slf-web.state.wy.us/forestry/adobe/miniplan.pdf>

The following additional methods apply when working on state or private land incidents or with state or county resources on federal land incidents.

Personnel Timekeeping

Rates for volunteer firefighters and support personnel are “FF” rates described in Exhibit F of the “Mini Mobilization Plan”. Rates for state and county employees will be their established rate in effect at the time of the incident.

FOR BILLING PROCEDURES, THE ORIGINAL COPY AND THE EMPLOYEE COPY OF THE EMERGENCY FIREFIGHTER TIME REPORT (OF-288) WILL BE SENT HOME WITH FEDERAL, STATE, COUNTY, AND VOLUNTEER FIREFIGHTERS. The original Emergency Firefighter Time Report (OF-288) should be signed in other than black ink.

Entitlements

State and county resources do not receive hazard pay.

State and county resources may purchase from the commissary. Charges must be recorded on the Firefighter Time Report for payment purposes.

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Restocking of equipment and supplies from the supply unit is allowed. For items that are not able to be filled at the supply or ground support unit upon demobilization, an “S” number shall be given in order that the item(s) may be purchased at the home unit.

Procurement

Emergency Equipment Rental Agreements, OF-294:

On state land incidents, WSFD personnel can execute OF-294 agreements. On private land incidents, county wardens, or their designee, can execute OF-294 agreements. On state land incidents, agreements initiated by WSFD personnel do not have to be countersigned by Contracting Officers or Procurement Unit Leaders. The same is true on private land incidents when agreements are initiated by the county warden, or designee. On joint ownership incidents, the Unit Administrator Group will give direction.

When writing EERAs on state land incidents, use the following address for the “Ordering Office” which is also the office of payment:

Wyoming State Forestry Division
1100 W. 22nd Street
Cheyenne, WY 82002

When writing EERAs on private land incidents, use the local county’s title for check payment and the county fire warden’s address. It can be found in the “Mini Mobilization Plan”.

Direction may be given by the Unit Administrator Group for EERAs on joint ownership incidents.

For agreement numbers on state land incidents, check with the local district forester to secure a block of numbers. For private land incidents, check with the local county fire warden.

During completion of the CONTRACTOR block, the EIN/SSN number must be filled in. A signed WOLFS-109 or W-9, Request for Taxpayer Identification Number and Certification, must be completed before payment is possible. The WOLFS-109 form can be found as Exhibit D-1 and should be completed when the “Administrative Office for Payment” is Wyoming State Forestry Division. The W-9 form can be found as Exhibit D-2 and should be completed when the “Administrative Office for Payment” is the local jurisdictional county.

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Only prepare an EERA for equipment not covered in Exhibits C, D, and E of the “Mini Mobilization Plan” when state and county equipment is used on incident. Shift tickets, fuel issues, and use invoices should be prepared for these units. The protecting agency will be billed for the services.

Emergency Equipment Use Invoice, OF-286:

Emergency Equipment Use Invoices will be used when hiring any equipment and for miscellaneous expenses. When completing the Emergency Equipment Use Invoice, the preparer must enter the EIN/SSN number for payment processing as explained in the EERA instructions.

Effective Dates of Agreement: 04/15/present year through 04/14/following year

On state land incidents, enter the Cheyenne address in the “Administrative Office for Payment” block. For private land incidents, enter the Local County or fire district address in the block. For joint ownership incidents, the Unit Administrator Group will give direction.

During completion of the CONTRACTOR block, the EIN/SSN number must be filled in. A signed WOLFS-109 or W-9, Request for Taxpayer Identification Number and Certification, must be completed before payment is possible. The WOLFS-109 form can be found as Exhibit D-1 and should be completed when the “Administrative Office for Payment” is Wyoming State Forestry Division. The W-9 form can be found as Exhibit D-2 and should be completed when the “Administrative Office for Payment” is the local jurisdictional county.

As mentioned previously, the rates to be used for state and county department resources are found in the “Mini Mobilization Plan”.

Procedures for the OF-286 invoices at the end of the incident are to ensure all deductions for fuel and oil and repairs are posted and the documents are signed and completed. **FOR STATE AND COUNTY RESOURCES, ALL ORIGINAL SIGNED USE INVOICES (OF-286), SHIFT TICKETS (OF-297) AND FUEL AND OIL TICKETS (OF-304), ARE SENT HOME WITH THE EQUIPMENT FOR BILLING PURPOSES.** The original computerized Emergency Equipment Use Invoice (OF-286) should be signed in other than black ink.

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Miscellaneous Purchases

The OF-286 can be used for miscellaneous expenses in the same manner as hiring equipment. WSFD and counties do not use Blanket Purchase Agreements, but have a large variety of charge accounts set up in communities throughout the state.

As bills for meals, lodging, fuel or other supplies are turned in to finance, an OF-286 is prepared. These can be documented by each transaction or daily. Remember do not include sales tax. Tax can be taken off in the deductions section if it has been added in.

Copies of the vendor's itemized invoice showing name, address, date, incident name, and total amount due, must be attached to the OF-286. The vendor invoices must be signed by the person making the purchase. A maximum 15 percent gratuity may be included on meal invoices (except sack and "to go" lunches).

Agency Provided Medical Care

APMC will be provided on state and private land incidents the same as outlined in the Interagency Incident Business Management Handbook.

Complete all forms as described in the handbook. In addition, on state and private land incidents a "Wyoming Report of Occupational Injury or Disease" must be completed on all non-federal personnel.

This form can be obtained through the local district forester or county fire warden and it needs to be turned in to the district forester or county warden as soon as possible for further processing.

State and county resources are covered by federal agency provided medical care and federal workers compensation while on a federal incident.

Ordering of Wyoming State Forestry Inmate Crews (Smokebusters & Fire Wranglers) and State of Wyoming Exclusive Use Helicopter:

In order to streamline the mobilization of the above mentioned WSFD resources, Northern Great Plains (Rapid City, SD), Northern Utah (Salt Lake City, UT), Teton (Moose, WY) and Rawlins (Rawlins, WY) Interagency Dispatch Centers may order directly from the dispatch center in charge of that resource.

- ❖ The Smokebusters (based out of the Wyoming Honor Conservation Camp in Newcastle, Wyoming) can be ordered directly from Casper Interagency Dispatch Center.

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- ❖ The Fire Wranglers (based out of the Wyoming Honor Farm in Riverton, Wyoming) can be ordered directly from Cody Interagency Dispatch Center.
- ❖ The State of Wyoming Exclusive Use Helicopter (based out of the Casper area) can be ordered directly from Casper Interagency Dispatch Center.

This ordering will be done via the Resource Ordering Status System (ROSS).

These resources are restricted to the State of Wyoming boundaries, with the following exception.

Inmate Hand Crews (Smokebusters and Fire Wranglers)

The Wyoming State Forestry Division operates forestry/firefighting programs at the Wyoming Honor Conservation Camp in Newcastle (the Smokebusters), and the Wyoming Honor Farm in Riverton (the Fire Wranglers). They have approximately 70 NWCG qualified inmates who can be dispatched to both wildland and prescribed fires within the state. They can also be dispatched to wildland fires in the Black Hills of South Dakota. These crews are configured as 5 to 7 man squads with a red carded crew boss from the State Forestry Division. In some instances, a Department of Corrections officer will be sent along with the 20 man crews. In lieu of a correctional officer, the crew supervisors will be responsible for the inmate crew's needs before, during and after shift. This may cause the supervisors to claim work hours in excess of the 2:1 work/rest ratio. The supervisors' "in camp" work hours should not be counted against the work/rest ratio.

Individual Emergency Firefighter Time Reports (OF-288) will be kept on individual crew bosses and correctional officers. Emergency Firefighter Time Reports (OF-288) will not be kept on individual inmate crewmembers.

For Cost portion of I-Suite, an estimated cost of a 7 man squad including supplies, crew bosses and equipment is \$800.00 per day. An estimated cost of a 20 man crew including supplies, crew bosses and equipment runs \$2,400.00 per day.

National Guard Resources

The Wyoming National Guard has an agreement for both suppression and support incident resources with the State Forestry Division. This agreement covers the cost and policy of the dispatched resources. National Guard resources are to be ordered through the appropriate Zone Dispatch center. Available incident resources include: ground transportation, kitchen/food unit, shower unit, Blackhawk helicopters with buckets, dozers and MAFFS unit. When ordered, a liaison from the Guard will accompany the ordered resources.

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Upon being ordered, the National Guard will notify Wyoming State Forestry Division with the equipment identification and a manifest with the personnel responding.

Equipment rates will be provided by Wyoming State Forestry Division.

The following list of personnel rates has been established:

GUARD POSITION	FF CLASSIFICATION	RATE
Communications Chief	FFD	\$31.00
Cook Helper	FFB	\$20.00
Crew Chief	FFG	\$40.00
Driver	FFB	\$20.00
HazMat Specialist	FFG	\$40.00
Head Cook	FFD	\$31.00
Heavy Equipment Operator	FFD	\$31.00
Liaison Officer	FFJ	\$46.00
Mechanic	FFG	\$40.00
Non-Commissioned Officer in Charge	FFG	\$40.00
Officer in Charge	FFH	\$43.00
Pilot	FFK	\$54.00
Shower Helper	FFB	\$20.00
Shower Manager	FFD	\$31.00

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AGENCY SPECIFIC CONTACTS

If there are questions regarding agency specific business management issues contact:

Colorado State Forest Service – Janell K.H. Ray, Fire Division, Building 1053, 5060 Campus Delivery, Fort Collins, CO 80523-5060. Phone (970) 491-1063, Cell (970) 222-0367, FAX: (970) 491-8438. Email: janell.ray@colostate.edu

Idaho Department of Lands – Ken Homik, Bureau of Fire Management, 3780 Industrial Avenue, Coeur d’Alene, Idaho 83815. Phone (208) 666-8648, Cell (208) 755-2924, FAX (208) 769-1524. Email: KHomik@idl.idaho.gov

Kansas Forest Service – Sandy Chandler, 2610 Claflin Road, Manhattan, KS 66502-2798. Phone (785) 532-3313, Cell (785) 313-3863, FAX (785) 532-3305. Email: schandle@ksu.edu

Nevada Division of Forestry – Scott Sisco, 2478 Fairview Drive, Carson City, NV 89701. Phone (775) 684-2522, Cell (775) 443-7740, FAX (775) 684-2573. Email: ssisco@forestry.nv.gov

South Dakota Wildland Fire Suppression Division – Brenda Even, 4250 Fire Station Rd, Suite 2, Rapid City, SD 57703. Phone (605) 393-8115 or (605) 393-8011, FAX (605) 393-8044. Email: Brenda.even@state.sd.us

Utah Division of Forestry, Fire & State Lands - Jane Martinez, Fire Business Management Specialist, 1594 W. North Temple, Suite 3520, Salt Lake City, UT 84114. Phone (801) 538-5427, Cell (801) 541-6764, FAX (801) 533-4111. Email: janemartinez@utah.gov

Wyoming State Forestry Division – Lynda Berckefeldt, 1100 W. 22nd Street, Cheyenne, WY 82002-0600. Phone (307) 777-7300, Cell (307) 631-1025, FAX (307) 777-5986. Email: lberck@state.wy.us

Bureau of Indian Affairs – Diane Cartney, Great Plains Regional Office, Branch of Natural Resources, 115 4th Ave SE, Aberdeen, SD 57401. Phone (605) 226-7621, FAX (605) 226-7358. Email: diane.cartney@bia.gov

US Fish & Wildlife Service – David Lucas, Denver Federal Center, PO Box 25486, Denver, CO 80225. Phone (303) 236-4456, Cell (720) 329-1685, FAX (303) 236-6958. Email: David_C_Lucas@fws.gov

Bureau of Land Management – Carol Salo, Idaho State Office, 1387 S. Vinnell Way, Boise, ID 83709. Phone (208) 373-3852, Cell (208) 631-1625, FAX (208) 373-3850. Email: Carol_Salo@blm.gov

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AGENCY SPECIFIC CONTACTS

Bureau of Land Management – Dave Johnson, Wyoming State Office, P.O. Box 1828, Cheyenne, WY 82003. Phone (307) 775-6305, Cell (307) 286-8689, FAX (307) 775-6098. Email: [Dave Johnson@blm.gov](mailto:Dave.Johnson@blm.gov)

Bureau of Land Management – Beverly Derringer, Colorado State Office, Fire & Aviation, 2850 Youngfield Street, Lakewood, CO 80215. Phone (303) 239-3958, Cell (303) 619-9673, FAX (303) 239-3811. Email: Beverly_Derringer@blm.gov

Bureau of Land Management – LeeAnn Evans, Nevada State Office, 1340 Financial Blvd., Reno, NV 89502. Phone (775) 861-6574, Cell (775) 722-3055, FAX (775) 861-6668. Email: Leeann_Evans@blm.gov

Bureau of Land Management – Vacant, Utah State Office, 400 West 200 South, Suite 500, PO Box 45155, Salt Lake City, UT 84145-0155. Phone (801) 539-4129, FAX (801) 539-4198. Email:

NPS Intermountain Region – Karrie Davin, 12795 West Alameda, Lakewood, CO 80228. Phone (303) 969-2971, Cell (720) 785-4148, FAX (303) 969-2037. Email: karrie_davin@nps.gov

US Forest Service R4 – Tina Ledger, Incident Business Management Specialist, Intermountain Region, 324 25th Street, Ogden, UT 84401. Phone (801) 625-5565, Cell (801) 388-2236, FAX (801) 625-5594. Email: tledger@fs.fed.us

US Forest Service R2 – Denise Tomlin, Incident Business Management Specialist, Rocky Mountain Region, 740 Simms, Golden, CO 80401. Phone (303) 275-5316, Cell (303) 378-0785, FAX (303) 275-5754. Email: dtomlin@fs.fed.us

Buying Team Coordinator – Tina Ledger, Intermountain Region, 324 25th Street, Ogden, UT 84401. Phone (801) 625-5565, Cell (801) 388-2236, FAX (801) 625-5594. Email: tledger@fs.fed.us,

Assistant Buying Team Coordinator – Jeffrey Feeney, USFS, AQM-Contracting Support, 740 Simms, Golden, CO 80401. Phone (303) 275-5261, FAX (303) 275-5453. Email: jfeeney@fs.fed.us