

**SOUTHWEST FIREFIGHTERS TYPE 2 CREW MANAGEMENT
HANDBOOK (ver. 5-9-08)**

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CHAPTER 10

OVERVIEW

10.1 Policy and Scope

The purpose of this handbook is to provide direction for the management and administration of Southwest Firefighter (SWFF) fire and camp crews. SWFF activities represent a cooperative effort between USDI Bureau of Indian Affairs, USDI Bureau of Land Management, USDI Fish and Wildlife Service, USDI National Park Service, USDA Forest Service, Arizona State Forestry, and New Mexico State Forestry. This plan sets the policy guidelines for SWFF management as agreed to by these agencies. Updates to this SWFF handbook will be completed by March 1st of each year.

All tribal crews will be under the guidance of the Southwest Firefighter Crew Management Handbook. The Handbook requires that the crews and management will meet the requirements of National Wildfire Coordination Group 310-1 Standards. This is interpreted to mean all tribal based crews will be governed by these requirements regardless of the sponsorship agency. Any positions hired for crew management by the Forest Service would be required to meet Forest Service requirements FSH 5109.17.

10.2 Authority

The authority, which establishes these standards, is covered by the Memorandum of Understanding for Operation of the Southwest Coordinating Group. The Southwest Area and National Interagency Coordination Center will manage SWFF fire and camp crews in accordance with these procedures.

The Interagency Business Management Handbook will provide uniform application to interagency policies and guidelines. Agencies will follow the directions set forth in this handbook in all incident business management functions except where specific agency legal mandates, policies, rules, or regulations direct otherwise. The Pay Plan for emergency workers (AD Pay Plan) and other governing regulations will be adhered to.

10.3 Objectives

1. To establish a system to ensure that the interagency Southwest fire management program has trained and qualified fire and camp crews.
2. To ensure the standardization of policies and guidelines for SWFF crews.
3. To provide administrative and supervisory direction for the management of all SWFF crews.
4. To provide equality in management of the SWFF program.

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CHAPTER 20

ORGANIZATIONAL RESPONSIBILITIES

20.1 Administration

The SWFF crew configuration will meet the minimum standards set forth per crew typing located in the Crew Matrix, PMS 410-1 Fireline Handbook, Appendix A, page A-37. The Type II Crew Committee will annually review and update the SWFF Crew Management Handbook.

The following standards for national mobilization will be met by and adhered to by each SWFF organization:

Minimum Standards	Type 2 with IA Capability	Type 2
Fireline Capability	Can be broken up into separately working squads for fireline construction, firing to include burnout, initial attack, etc.	Initial attack, fireline construction, firing to include burnout
Crew Size	18-20	18-20
Leadership Qualifications	CRWB and 3 ICT5	CRWB and 3 FFT1
Experience	60% 1 season or more	40% 1 season or more
Full Time Organized Crew	No	No
Communications	4 programmable radios	4 programmable radios
Sawyers	3 agency qualified	0
Training	Basic firefighter training and/or annual firefighter safety refresher	Basic firefighter training and/or annual firefighter safety refresher
Fitness	Arduous	Arduous
Logistics	Not self-sufficient	Not self-sufficient
Maximum Weight	5100 lbs	5100 lbs
Dispatch Availability	Variable	Variable
Production Factor	0.8	0.8
Transportation	Transportation needed	Transportation needed
Tools & Equipment	Not equipped *1	Not equipped
Personal Gear	Arrives with: Crew First Aid kit, personal first aid kit, headlamp, 1 qt canteen, web gear, sleeping bag	Arrives with: Crew First Aid kit, personal first aid kit, headlamp, 1 qt canteen, web gear, sleeping bag
PPE	Arrives with: Hardhat, fire resistant shirt/ pants, 8" leather boots, leather gloves, fire shelter, hearing/ eye protection	Arrives with: Hardhat, fire resistant shirt/ pants, 8" leather boots, leather gloves, fire shelter, hearing/ eye protection

*1- Within the Southwest Area, an incident may order a SWFF T2 IA crew with chainsaws. Chainsaws will not be transported outside of the Southwest Area unless ordered.

1.2 Home Unit

Home units have the responsibility for recruitment, hiring, training, and administrative matters relating to Southwest fire and camp crews. Home units are required to ensure that their crews meet the minimum standards found in this handbook. Home units may establish their own Annual Operating Plan to meet agency specific standards and guidelines. It is the responsibility of the home unit to ensure that Agency Official has approved the AOP.

Home units are responsible for maintaining records regarding the qualifications, performance, training and experience of each SWFF member under their jurisdiction.

Home units will designate trainees for Squad Boss and Crew Boss positions. If designated by an agency this information may be provided to the assigned Crew Representative.

Home units may establish SWFF Crew Associations. Home units may delegate certain responsibilities to these associations.

Home units must verify that each crewmember is carrying a photo identification card (for air travel).

The home unit is responsible to outfit crewmembers - this is not the responsibility of the receiving unit.

1.3 Servicing Dispatch Centers

Servicing dispatch centers will be used within the Southwest area for the mobilization and demobilization of crews. Servicing dispatch centers will notify the Southwest Coordination Center of availability, commitment, and release of all SWFF crews within their sphere of influence.

Servicing dispatch centers and home units shall maintain in-house crew management systems that insure rotational call-up of crews within the zone.

1.4 Southwest Coordination Center (SWCC).

The Southwest Coordination Center assists in the mobilization and demobilization of crews for assignments outside the local zone of the on-going incident.

20.2 Crew Management

2.1 Interagency Resource Representative (IARR)

The Southwest Coordination Center may designate and dispatch an Interagency Resource Representative when four or more SWFF crews are assigned to an out-of-GACC incident. The IARR works for the SWCC. The IARR assists the crews and serves as an advisor on matters that relate to SWFF fire and camp crews. The IARR serves as liaison between crews, the incident management team, and the home unit(see Appendix C, Interagency Resource Representative Information Package)

2.2 SWFF Fire Suppression Crews

a. Fire Crew Composition

SWFF fire suppression crews will be composed of the following; one Crew Boss, three Squad Bosses, and 16 crew members or one Crew Representative, one Crew Boss, three Squad Bosses, and 15 crew members. Crew size, including the crew representative and any trainees, cannot exceed 20 persons. When total crew size drops below 16, the crew may, at the discretion of the Incident Management Team, be returned home. In no instance will a crew consisting of less than 18 persons be dispatched to an incident. No more than six inexperienced (usually less than one fire season experience) crew members should be considered for each crew. The experience should include at least one shift of hot line exposure. One standby or mop up assignment should not count.

b. Crew Representative

It is the discretion of the sponsoring agency on whether to assign a Crew Representative to a Type 2 crew.

c. Crew Boss

A qualified Crew Boss will accompany each SWFF Crew. The Crew Boss is directly responsible for work effectiveness, safety, conduct, welfare, organization, briefings, and discipline of the crew at all times.

The Crew Boss will join the crew at the assembly point and accompany the crew to that same location on return. The Crew Boss will complete the Crew Boss Mobilization Checklist(see Appendix E, Crew Boss Information Package). A Crew Boss trainee may be assigned.

d. Squad Boss

Each SWFF crew will have three Squad Bosses with five crew members assigned to each squad. Squad Bosses serve as work leaders, working for the Crew Boss, and are responsible for the work effectiveness, safety, conduct, welfare, leadership and discipline of their assigned squad.

Squad Bosses will join the crew at the assembly point and accompany the crew to that same location on return. If a Squad Boss trainee is assigned, report this trainee to the Crew Boss.

e. Crew Member

Each crew member will join the crew at the assembly point and accompany the crew to that same location on return.

2.3 SWFF Camp Crews.

a. Camp Crew Composition.

A SWFF camp crew may be composed of one Crew Leader and nine crew members (or one Crew Leader, one Crew Leader Trainee and eight crew members, if approved by SWCC).

b. Camp Crew Leader

Each SWFF camp crew will have one Camp Crew Leader. The Camp Crew Leader is responsible for the work effectiveness, safety, conduct, welfare, discipline, and leadership. The Camp Crew Leader will report to the logistics section at the incident.

c. Camp Crew Member

Each SWFF camp crew member will join the crew at the assembly point and accompany the crew to that same location on return.

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QUALIFICATIONS AND TRAINING

30.1 Qualifications

1.1 Physical Requirements

Annually, based upon information provided by the candidate or other information made available to the agency, the hiring official may require further medical examination prior to employment.

1.2 Fitness Test

- a. Fireline and prescribed burning crews
-Candidates must meet the arduous fitness requirement. However, the Crew Representative fitness standard is at the moderate fitness requirement. If the CREP is accompanying the crew on the fireline, an arduous fitness rating is required.
- b. Camp Crew Leader and camp crews
-Camp crew candidates must meet the moderate fitness requirement.

Fitness ratings can be found in the "Wildland and Prescribed Fire Qualification Systems Guide" (310-1). The above fitness tests are minimum standards. Each home unit at their discretion and approval process can require fitness tests beyond the above minimum standards.

30.2 Training

2.1 Training Requirements: PMS 310-1, April 2006

	Course	FFT2	FFT1	CRWB	CREP	Camp Crew Member	Camp Crew Leader
I-100	Intro to the ICS	XX	XX	XX	XX	X	X
I-200	Basic ICS			X	X		
RT-130	Annual Refresher Training	XX	XX	XX	XX	XX	XX
L-180	Human Factors on the Fireline	XX	XX	XX	XX		
S-130	Firefighter Training	XX	XX	XX	XX		
S-131	Firefighter Type 1		XX	XX	XX		
S-190	Intro to Wildland Fire Behavior	XX	XX	XX	XX		
S-133	Look up, Look Down, Look Around		XX	XX	XX		
S-211	Portable Pumps and Water		X	X	X		
S-212	Power Saws		X	X	X		
S-230	Crew Boss			XX	XX		
S-234	Ignition Operations			X	X		
S-260	Fire Business Mgmt Principles			X	X		
S-270	Basic Air Operations			X	X		
L-280	Followership to Leadership			X	X		
S-290	Intermediate Fire Behavior			XX	XX		

See current PMS 310-1 for required firefighter training
XX = Required Training. X = Recommended Training

Crew Member (FFT2): First year members must complete a minimum of 24 hours of Basic Training.

Squad Boss (FFT1): Must have a minimum of one assignment in the last five years as a fire crew member and demonstrated leadership qualities. Prerequisite experience must include satisfactory performance as a Fire Crew Member (FFT2) and satisfactory performance as a Squad Boss (FFT1) on a wildland fire incident. The home unit will select Squad Bosses.

Crew Boss (CRWB): Must have satisfactory performance as a qualified Squad Boss and maintain currency by performing in an assignment as a Crew Boss, Single Resource Boss Dozer, Engine, Felling, Tractor Plow or Incident Commander Type 4 once for the last five years.

Camp Crew Leader: Leaders must successfully complete two assignments as camp crew member and demonstrate leadership abilities. The home unit will select Camp Crew Leaders.

30.3 Sawyers

If the Incident Management Team desires and the qualified personnel are available on the SWFF crew, the crew can be provided and use chainsaws on the incident. At a minimum, SWFF members designated as sawyers will have successfully completed power saw training (S-212) and have demonstrated to the home unit they have attained appropriate chainsaw use experience. Designating and qualifying sawyers will be the responsibility of the home unit. Qualifications shall be documented in the individual crew member record and in the qualifications section of the SWFF identification card.

- 3.1 FALA Class A. Qualified to cut 0" to 8" in diameter size trees.
- 3.2 FALB Class B. Qualified to cut 8" to 24" in diameter size trees.
- 3.3 FALC Class C. Qualified to cut 24" in diameter and larger size trees.

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RECRUITMENT

40.1 General

1.1 Employment Eligibility

Members, upon being hired, must complete an Employment Eligibility Verification Form I-9. Employees are required to prove employment eligibility in the United States. Failure to present this form for inspection to officers of the Immigration and Naturalization Service or Department of Labor is a violation of the law.

1.2 Application

Information on application forms is voluntary and is used to determine and certify qualifications of the individual firefighters. Applicants must certify that all the information is correct to the best of their knowledge and authorize the release of medical information to verify physical fitness and qualifications for firefighting and camp duties.

40.2 Enrollment

2.1 Candidates for SWFF enrollment must:

- a. Be 18 years of age or older.
- b. Provide documentation supporting satisfactory completion of Immigration and Naturalization Service Form I-9, Employment Eligibility Verification (see Appendix A.)
- c. Complete all forms, requirements, etc., included within the "Employment Recruitment Packet" (see Appendix A).

2.2 Dates of recruitment, training and fitness test.

- a. Home units will establish their own schedule for recruiting, training, and fitness testing.
- b. Fitness test qualifications are valid from one year of the testing date.

40.3 Equal Employment Opportunity.

EEO practices will be followed during all phases of crew management, including selection, training, hiring, use and evaluation of crew personnel. The policy is to provide equal employment opportunity for all qualified persons regardless of race, creed, color, sex, national origin, age, or handicap.

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MOBILIZATION

50.1 Dispatch Procedures

1.1 Servicing Dispatch Center

When a Servicing Dispatch Center (SDC) needs to go outside their zone for crews, the ordering will be coordinated through SWCC. The process is as follows:

- a. ROSS resource order request will be processed per the neighborhood ordering policy as stated in the SWCC Mobilization Guide, Chapter 20, Section 21.3.
- b. SWCC will process the request utilizing the closest forces concept and date/time the requested resource is needed.
- c. SWCC forwards the resource order through channels to the SDC to fill.
- d. The SDC will determine the crew and its availability. The out of GACC dispatches will be done by the SDC rotation.
- e. SDC/home unit will provide transportation and logistic routing as requested on the resource order.
- f. Home units have one hour to respond from the time of initial contact as to whether or not a crew can be mobilized.
- g. Crews have a maximum of 3 hours after call-up to mobilize at the point of hire, and be ready for transportation to staging and/or the incident for which the crew has been assigned.
- h. If the crew is required to travel by aircraft, SDC logistics coordinator must schedule the commercial flight(s) to allow for the proper amount of time for crews to mobilize and be ready for pickup. If they are traveling by a charter aircraft, SWCC will relay the pick up times to the SDC.
- i. It is the responsibility of the home unit to maintain and determine their crew's availability. Each home unit will keep their SDC informed. Crews will be statused appropriately in ROSS, i.e., "Available" "Local", "GACC" or "National". If the Crew is unavailable, the crew will be "Unavailable".

1.2 Home Unit Dispatch Center

Coordination of crew use is the responsibility of the home unit. The home unit will maintain a list of crews available, and will update their list daily. This list will be made available to the Zone. The home unit will coordinate crew hiring based on rotation and on agency work/rest guidelines.

- a. Resource order received from SDC.
- b. Home unit assigns next available crew from a rotation list, considering closest forces and time restrictions.
- c. Home unit has one hour to respond to initial contact as to whether or not a crew can be provided.
- d. Contact designated crew and designate assembly point.
- e. Arrange or coordinate arrangements for meals and transportation.
- f. Provide for crew sign-up.
- g. Insure that all items on the crew dispatching checklists are accomplished at the time of crew hire.
- h. Notify the Servicing Dispatch Center at time of crew departure.

1.3 Crew Mobilization

At the SDC level, each SWFF crew will be rotated, giving all SWFF crews an opportunity for assignment. SDC's will annually establish a zone crew rotation for assignments out of the Southwest area. This rotation will be established and maintained at the SDC level.

If a crew cannot be mobilized within the allowed 3-hour time limit, the dispatch will be declined. If a crew can mobilize but their dispatch is cancelled, they will remain as the number one crew for the next SDC dispatch. The Zone Board representatives will administer crew rotation management.

1.4 Crew/Individual Preparedness Guidelines

Crew members must be familiar with both mobilization/demobilization procedures.

- a. SWFF crew members will not be assigned to SWFF crews or organized camp crews unless they have a current red card.
- b. SWFF crew members will not possess or be under the influence of alcohol or drugs at any time during the entire assignment. This includes all time (travel, work, R&R, on and off shift) from the point of hire until returned to point of hire and employment is ended.
- c. SWFF crew members should be in good mental and physical condition (no one is sick, injured, or recovering from a recent injury or illness).
- d. SWFF crew members should not carry expensive personal items (radio, camera, tape recorder, jewelry, etc.). Management will not be responsible for lost, stolen, damaged, or destroyed personal items not essential to the job.
- e. Individuals accepting an assignment agree that, under ordinary circumstances, they will remain with the crew for the duration of the crew assignment. Examples of extraordinary circumstances

include illness, injury, or disciplinary actions. Return transportation will normally be provided for individuals who quit or are fired while on assignment; however, the cost of the transportation may be deducted.

- f. Crews will follow the National Interagency Mobilization Guide standards for length of assignment.
- g. Normal work shifts for crews on fires are intended to be 12 hours duty time per shift and a minimum of 8 hours non-duty time between shifts. Any shifts in excess of 16 hours will require a written justification by the Incident Commander.

1.5 Personal Equipment

All firefighters should keep a fire pack with personal gear ready at all times. This will cut down on get-away time and reduce the chances of forgetting something.

Firefighters and camp crew members will be allowed two bags (one personal gear bag, < 45 pounds, and one web gear bag, <20 pounds) weighing a maximum total of 65 pounds per individual. All gear and personal items will be carried inside the bags and not attached outside. No aluminum frames will be allowed.

Each firefighter and camp crew members should furnish the following personal items:

- a. Boots; minimum 8-inch, all leather tops; lace-up type with vibram rubber lug soles.
- b. Work shirt; all cotton, long sleeve (at least one).
- c. Work trouser; all cotton, without cuffs (at least one).
- d. Coat, jacket (or sweatshirt), wool cap and gloves.
- e. Underclothes - cotton. Thermal underwear is recommended.
- f. Socks - heavy wool or heavy cotton.
- g. Handkerchiefs.
- h. Ground cloth; plastic or rubber.
- i. Personal items - toothbrush, toothpaste, shaving gear and sanitary napkins or tampons, prescription medications (at least a 21-day supply), etc.
- j. Rain parka or poncho.

Keep informed of the present and potential weather conditions where the fires are occurring. Planning for the worst weather conditions is your responsibility.

1.6 Government Equipment

The following items are government property and will be issued to each individual prior to every assignment. All government property will be turned in to the home unit upon return, even if an item is damaged beyond repair. The following items will be worn by all firefighters and camp crew members when they depart from their home unit.

- a. Hard hat
- b. Fire shelter (fire line crews only)
- c. Flame resistant shirt (2 each)
- d. Flame resistant trousers (legs are not to be cut to fit your size - 2 each)
- e. Belt first aid kit (Crew Boss and one Squad Boss)
- f. Personal pack
- g. Canteens (fire line crews only)
- h. Headlamp
- i. Work gloves, all leather
- j. Individual first aid kit (crew members)
- k. Day pack (fire line crews only, standardized at home unit option)
- l. Sleeping bags
- m. 2-person tent (recommended)

All personnel when on fire assignments shall wear flame resistant shirts and pants. Fire shelters will be provided to all SWFF crews when they are dispatched and will be carried at all times when on the fireline.

Individuals may be billed and or placed on probation or suspension if all government property is not returned to the home unit after each fire assignment.

50.2 Home Unit Responsibilities

Home units will be responsible for recruiting, outfitting, training, administration, and determining the assembly point and will arrange for support activities during mobilization and demobilization of crews.

Home units are responsible for:

- a. Issuing government gear, providing meals if necessary (including sack lunches), transportation, and all crew supervision prior to departure.

- b. Checking all personnel to see if they have red cards or SWFF identification cards and all the proper gear necessary for a 14-day assignment.
- c. Specify that crew on-shift time will begin only when the entire crew is assembled and ready for departure. All Fire Time Reports (FTR's) must be initiated and the beginning time posted.
- d. Issue Crew Representative kits to assigned personnel if hired locally. Home units are responsible for maintaining sufficient numbers of complete Crew Representative Kits.
- e. If required overhead positions (Crew Representatives, Crew Bosses, etc.) are not available for the home unit crew(s), each home unit must coordinate with their SDC for available overhead personnel within their Zone. If no available overhead personnel are found within the Zone, a resource order will be implemented to SWCC for available overhead personnel. This resource order should allow sufficient time for designating personnel to serve as overhead for the affected home unit crew.
- f. Coordinate information with SDC on crew readiness. ETD's from assembly point and final pick-up as well as ETA's to mobilization center or fire assignment will be accomplished to facilitate final transportation arrangements.
- g. Provide 10 completed crew manifests to the Crew Boss and/or Crew Representative.
- h. Ensure that Crew Bosses provide a final pre-travel briefing to their crews prior to departure.
- i. Provide Crew Boss and/or Crew Representative with copies of the resource order.
- j. Ensure that bus drivers transporting their crew do not exceed 10 hours of driving in a 15-hour duty period, with 8 hours off between shifts. This adheres to the Federal Motor Carriers Safety Regulations, Part 393.3, and state laws which restrict drivers whose assignment requires a commercial drivers license (vehicles over 26,001 lbs. And all buses).

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CHAPTER 60

PERSONNEL

60.1 General Policies

1.1 Rules of Conduct

Unsatisfactory performance or conduct will not be tolerated. Every firefighter is important to the overall effectiveness of their crew. Firefighters will obey and follow the instructions issued by their supervisors. Organization and discipline will be maintained from the time a crew leaves their point of hire until they return. Disciplinary action for unsatisfactory performance or conduct en-route to, from, or on the fire, or duty station is the responsibility of the Crew Boss and/or Crew Representative.

Crews are expected to complete work assignments given and to maintain orderly conduct during the entire period of employment, from point of hire through the assignment and return to point of hire and release of employment.

Rules of Conduct - SWFF members will:

- a. Abide by the "Conditions-of-Hire," whether on-shift or off-shift, from the time of hire to the time of release.
- b. Fight fire aggressively and safely. Follow safe working practices at all times. Ensure LCES is practiced. Observe the 10 Standard Firefighting Orders and 18 Situations that Shout Watch Out, and use safety equipment provided to them.
- c. Complete work assignments within given time frame. Identify and discuss difficult or challenging assignments; develop mitigation to overcome any obstacles.
- d. Conduct themselves in an orderly manner while on the fire line, in fire camp, on R&R, in travel status, and during ordered standby duty. Crew members will not violate sexual harassment policies outlined for federal workers.
- e. Maintain assigned government equipment and tools in good, serviceable condition and, at the end of the assignment, return this equipment in good condition to the place or person designated.
- f. Report for duty at the place and time designated, ready to begin the assignment. This will include the possession of the proper tools, equipment and supplies needed for the assignment.
- g. Carry out instructions from supervisors unless otherwise prevented by unsafe conditions or situations.
- h. Maintain clean, orderly living areas; including fire camps. Garbage, tools, and equipment will be picked up and disposed of or stored property at all times. Observe camp bear safety protocols when in bear country.

- i. Maintain compatible working relationships with fellow workers, other crews, and supervisors. An attitude of cooperation will be expected from all crew members and will make a more pleasant assignment.

Socializing should be appropriate. Your focus should be on your assignment. Sexual or ethnic harassment will not be tolerated. Conduct of this nature will be considered grounds for immediate termination.

Possession of firearms, intoxicating beverages, marijuana, and any form of controlled substance not prescribed by a physician is prohibited. Possession of any evidence of usage constitutes grounds for immediate discharge. This applies from the time of dispatch until returned to point of hire. Local jurisdictional ordinances and laws will be adhered to and determine protocols for citations and violations committed by SWFF personnel.

All employees have the responsibility to see that these rules are followed and to take action to prevent violations. Violation of any of the above rules of conduct can result in the immediate removal of the individual(s) involved from the fire and camp. Violations by individual crew members may result in the entire crew being sent home. All violations will be reported to the home unit for possible disciplinary action.

1.2 Closed Camp Policy

An officially "closed" fire camp may be the exception rather than the rule. However, SWFF crews are required, as a condition of hire, to remain in camp while in off-shift status. The primary reasoning behind this condition of hire is the demonstrated safety requirements of a 2-to-1 work/rest cycle.

1.3 Rest and Recuperation (R&R) Policy

Rest and recuperation (R&R) may be provided as determined necessary by the Incident Commander. Time provided for R&R is official duty time and must be spent at the facilities provided. Section 12.6 of the Interagency Incident Business Management Handbook will govern R&R.

The IARR will negotiate the terms of R&R for SWFF crews under his/her control with the Logistics Section Chief or other designated official on the fire.

- a. Crew Boss and/or Crew Representative will arrange R&R with the appropriate R&R coordinator on the overhead teams.
- b. The crew must stay together as a crew with their assigned Crew Boss and/or Crew Representative while on R&R.
- c. Crew Boss and/or Crew Representative will inform the crew that they are still under employment status and will abide by standard of hire. No alcohol or controlled substance will be purchased and used while on R&R.
- d. The R&R site should be a quiet location away from towns, noise and distraction (such as a campground or some other peaceful location). R&R may include a supervised tour or other scheduled activity. Discretion is advised to the Crew Boss and/or Crew

Representative for tours or activities if there is a potential for violations of the Rules and Conduct standards.

- e. The R&R site may be at the Incident Base if it will provide a restful experience in a relatively noise and smoke free environment.
- f. Crews should have the opportunity to do laundry during R&R.
- g. Crew members should have the opportunity to call home during R&R.

1.4 Injury Compensation

- a. Individuals must disclose any and all existing ailments or injuries before being sent out on assignment. Dental work that is not directly a cause of working on the fireline will be paid by the firefighter (fillings that have fallen out, abscess conditions, toothaches, etc.).
- b. All injuries or illnesses are to be reported to the work supervisor (Crew Boss or Camp Crew Leader) immediately. Injuries or illnesses requiring medical treatment should be reported to the Compensation Injury Specialist as soon as possible. The crew member, Crew Boss, Crew Leader, and/or Crew Representative must complete all appropriate accident reporting forms. As appropriate, for medical treatment, the Compensation Injury Specialist will complete authorization forms.
- c. The Federal Employees Compensation Act provides for compensation for periods of disability and medical care for casual firefighters who sustain fire related injuries or illnesses while in the performance of duties. The completed forms (b above) shall be forwarded to the home unit for processing and coordination with OWCP for follow-up treatment. Crew Boss and/or Crew Representative are responsible for completing these forms for the crew member prior to the crew's return to their home unit. The Crew Boss and/or Crew Representative are responsible for these forms to be sent to the home unit. Upon return to home unit Crew Boss, Crew Representative, or agency Official is responsible for inputting CA-1 into SHIPS data base.
- d. Decisions as to whether or not to retain personnel who have sustained injuries or illnesses will be based on the advice provided by the medical personnel providing treatment.
- e. In cases of death or serious injury requiring a period of hospitalization, the government has no authority to transport or to provide subsistence to the family members to/at the convalescence location. The IARR and other government officials can, and will, assist in local transport of family members after they arrive at the convalescence location. However, many organizations, including the Wildland Firefighters Foundation, National Fallen Firefighters, the Red Cross, and local churches are willing to help. Contact the Coordinator on Duty at SWCC about getting assistance.

1.5 Pay and Timekeeping

a. Pay

1. Firefighters will be paid in accordance with the Pay Plan for Emergency Workers, Appendix F, and The Interagency Business Management Handbook, Chapter 10.
2. Any individual identified as claiming compensation under an assumed name (i.e., using another person's identification card) will not receive compensation for any time worked.
3. Income tax will be withheld from firefighter's paychecks. Pay as a firefighter must be included as gross income for federal income tax purposes and reported on state income tax forms in accordance with instructions. A W-2 is issued for emergency pay, normally in February or March.
4. Payment may be distributed at the home unit after all government issued property is accounted for upon return to the home unit. If this is not the case, the home unit will inform employees of the method of payment. See Section VII, Demobilization, for additional information.

b. Timekeeping

1. The Crew Boss and/or Crew Representative will submit OF-288's, (Emergency Fire Fighter Time Report) to the Incident Finance Section for the crew. All shift time will be recorded on Crew Time Reports (SF-261) signed by the immediate supervisor, and submitted to the Finance Section at the end of each shift.
2. Prior to departure from each incident, the OF-288's (FTR's) should be reviewed to ensure that time posted and commissary deductions are correct. The employee's signature indicates agreement. ANY DISAGREEMENT MUST BE SETTLED AT THIS TIME. COMPLAINTS GIVEN LATER, SUCH AS DURING THE ADO PROCESS, WILL NOT BE ACCEPTED.

1.6 Commissary

Commissary, if available, is provided to meet the extended on scene needs of personnel assigned to fire suppression duties. Commissary will be limited to personal items necessary for employees to remain productive workers in remote areas. SWFF crew personnel are expected to bring necessary personal items with them as a condition of hire and will not rely on commissary to fill these needs immediately. Commissaries are being utilized less frequently on large fires. Items such as film, batteries, radios, tape recorders, etc., are not considered necessary personal gear.

If commissary is not provided, crew members can work with their Crew Boss, Crew Representative, and/or IARR to negotiate with the IMT or local agency purchasing authority to purchase necessary items. This may be a difficult or lengthy process, so the best procedure is for FF's to come prepared. All commissary items will be purchased through payroll deductions posted to the employee's fire time report.

The Crew Boss and/or Crew Representative will be responsible for contacting the Incident Finance Section to determine appropriate procedures to be followed to provide commissary for the crew during each assignment.

1.7 Performance Ratings

When "deficient" ratings are noted, the home unit will be notified immediately by telephone by the Crew Boss, Crew Representative, or IARR. The home unit may determine if the evaluation changes the status of the crew (suspension, etc.) and notify the Servicing Dispatch Center of any changes affecting the crew's availability.

Crew Bosses and/or Crew Representatives must obtain performance evaluations so that the home unit will have a record of the crew performance. Evaluations for a crew will be maintained by the home unit and be part of the crew's records. Evaluations will be reviewed and used for determining training effectiveness, crew performance, crew overhead performance and crew member potentials.

60.2 Disciplinary Procedures

2.1 Responsibilities

- a. The Crew Boss and/or Crew Representative will provide a written, complete, accurate, unbiased documentation of all offenses. The documentation will include supporting statements and all facts pertinent to the commission of the offense (See Appendix A, No. 8, Disciplinary Guidelines).
- b. The IARR will assist and support the actions of the Crew Boss and/or Crew Representative as outlined.
- c. If crew overhead personnel are hired at the home unit, these individuals will complete their disciplinary reports prior to becoming available for another assigned dispatch.
- d. The home unit will handle violations of the Rules and Conduct standards. Decisions by the home unit's disciplinary procedures are enacted and final. Violations resulting in termination may require the home unit to permanently remove red card.
- e. Disciplinary Review Boards (as established by the home unit) may establish standards which are more stringent than this handbook, but they must be in writing and available for distribution along with this handbook.

Within 15 days, the home unit will send a letter to the affected individual(s) or crew which:

1. States the nature of the offense.
2. States the additional disciplinary action imposed, if any, beyond the initial action, and when such disciplinary action is to begin and end.
3. Suggests what the individual, or crew, should do to correct the offense, or prevent future termination, probation, or suspension.

4. States the name and address to whom the individual(s), or crew, may appeal.
5. States that the affected parties must give written notice of their desire to appeal.
6. States that the written notice of appeal must be hand-delivered or postmarked within thirty (30) days of receipt of the letter.
7. Sends copies of the letter:

In the case of an individual, to the:

- Individual
- Crew Boss
- Tribal or other community entity having vested interest in the action
- Chairperson, SWFF Crew Management Board

In the case of a crew, to the:

- Crew Boss (with instructions to inform the other crew members).
- Tribal or other community entity having vested interest in the action
- Chairperson, SWFF Crew Management Board

Letters should be sent via Certified Mail, Return Receipt Requested.

SOUTHWEST FIREFIGHTERS (SWFF) TYPE II CREW MANAGEMENT HANDBOOK

CHAPTER 70

DEMOBILIZATION

70.1 Demobilization

In order to provide safe, efficient, and effective support to wildland fire operations, the National Mob Guide policy on length of assignments is established and will be adhered to by the SWFF organization. R&R and work/rest guidelines as outlined in the Interagency Incident Business Management Handbook will also be adhered to by each SWFF organization. Exceptions to the rule may include all-risk assignments. The length of these assignments could be subject to change depending on the circumstances.

1.1 Responsibilities

a. Incident Management Team

The Section Chief or Incident Commander will identify the need for assignment extension and will obtain the affected resource's concurrence. The section chief and affected resource will acquire and document the home unit supervisor's approval, following the procedures in the SW Mob Guide.

The Incident Commander approves the extension. If a convened geographic or national multi-agency coordinating group (GMAC/NMAC) directs, the Incident Commander approves only after GMAC/NMAC concurrence.

The resource's sending GACC Center Manager or his/her designated person needs to approve the extension, too.

If the potential exists for reassignment to another incident during the extension, the home unit supervisor and affected resource will be advised and must concur prior to reassignment.

(See Incident Business Management Handbook, Section 12.7-2 - Length of Assignment)

b. Coordination Centers

Coordination Centers may be involved in demobilization either on a local, regional, or national level. Coordination Centers are responsible for establishing demobilization schedules and travel methods based on tentative releases by the Incident Management Teams.

c. Home Unit

Home units are responsible for insuring that a local representative is present to meet the crew upon their return. The home unit will review the Crew Boss and/or Crew Representative reports and all crew performance evaluation forms.

d. Crew Representative

The Crew Representative, if assigned by the sponsoring agency, will accompany the crew to the mobilization staging area and remain with the crew until the crew completes the release process. The Crew Representative cannot be given, or accept, other fireline assignments until relieved of the duties of the Crew Representative. The Crew Representative will provide to the home unit representative a completed Crew Representative report. The Crew Representative Report will consist of:

1. Copies of ICS-Unit logs.
2. Special/specific documentation regarding significant performance or major offenses
3. Originals of CA-1's, CA-2's, CA-16's, AD-278's, DI-134's, Crew Performance Ratings, and any other required forms.
4. Any other information the home unit may be able to use in management of crews.

1.2 Payment of Crews

a. Policy

The receiving unit will brief crews on the time records, including on-duty and non-duty status. Casuals have 3 ways to receive payment: Direct Deposit, Electronic transfer Account (ETA), or by check in the mail.