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To: Great Basin Incident Business Committee
Great Basin Coordinating Group
Great Basin Operations Committee
Great Basin Incident Commander Council
Great Basin Interagency Dispatch Centers

From: Chair, Great Basin Coordinating Group

Subject: ATV/UTV Guidance for Use on Fires within the Great Basin

In 2014 the Great Basin Coordinating Group (GBCG) issued procedures for ordering All-Terrain (ATV) and Utility Terrain (UTV) Vehicles on large fires. This memo supersedes that original correspondence dated 6/3/2014.

All fires within the Great Basin shall adhere to the following authorization, ordering, inspection and accountability controls for these machines and their accessories.

Incident agencies shall brief all incoming buying teams, Incident Management Teams (IMTs), and expanded dispatch resources on the Great Basin ATV/UTV Guidance. Subordinates of those groups shall, in turn, be briefed by their parent groups.

Authorization

In order to provide oversight of these types of resources at the incident, Incident Commanders only may authorize ATV/UTV use on Great Basin incidents. Safety Officers shall provide assurance that operator(s) possess the appropriate agency licensing and personal protective equipment (PPE) prior to operation of the machine. A Great Basin ATV/UTV Authorization Form is included as Attachment 1 and will be utilized to authorize rental/use of UTVs and authorization of ATVs. Authorization forms shall be retained in the Finance section files. On incidents where a Finance section is not in place, authorization forms shall be kept in a centralized location and ultimately placed with the final incident records.

With some federal agencies enacting new and more restrictive policy in regards to ATVs and the decreased requests for them, the rental of ATVs shall be discontinued. UTVs only may be procured as rentals. However, if there is a need for an ATV rental, a request may be submitted for AA consideration and approval. Agency ATV use may still be authorized per employee agency policy. Agency employees shall follow their respective agency policy on the operation of these machines and PPE.

High performance machine types of UTVs are not necessarily intended for the use that is being required of them on incidents. Suggested prohibited makes/models of high performance machines include, but are not limited to:

- Polaris RZR models
- Can-Am Maverick models
- Kawasaki Teryx models
- Yamaha YFZ and YXZ models
- Artic Cat Wildcat models

Requests for rentals of these types of UTVs must be justified by the incident and approved by the Agency Administrator of the incident prior to ordering/use. Operators of these types of machines must adhere to their agency policy regarding operation and PPE.

Ordering

UTVs shall be ordered through normal dispatch procedures upon approval by the Incident Commander (IC). Ordering forms shall be complete when submitted to expanded dispatch/buying team. Equipment shall not be ordered without complete forms/signatures. All information shall be legible. The Great Basin UTV Order Form is included as Attachment 2.

UTVs that are ordered for an incident shall be filled and identified in ROSS (on the resource order) with the make, model and VIN number. Accessories such as trailers, helmets, etc. shall also have identifying information noted on the resource order (i.e., trailer (NV License #890 BPP) with tie down straps, loading ramps, and 4 large helmets). This will allow buying teams and IMTs to track those items more accurately and return them to the proper vendor.

Crews, overhead or other personnel who arrive at an incident with an ATV or UTV without approval (documentation on initial resource order) and wish to operate their equipment must have the equipment placed on a resource order either in documentation or through a Support Request after receiving approval from the IC on the Great Basin ATV/UTV Authorization Form.

Inspections

All ATV/UTVs (including agency machines) will be inspected upon approval of use. The Great Basin ATV/UTV Inspection Form is included as Attachment 3.

Daily inspections by operators shall be performed for all ATVs/UTVs. Inspections may be performed visually and any damages shall be documented on the form listed below. This will

ensure any damage that has occurred in the previous shift has been identified and reported. Changes in operators shall be documented during the daily inspection. If this does not occur, it is possible the last known operator may be held responsible for machine damages. The supervisor of the equipment shall make a determination if the damaged equipment will be requested to be released, repaired or replaced. Documentation shall be noted on Property Loss and Damage form OF-289 with Great Basin Attachment and reported as soon as the damage is identified. All statements shall be detailed and complete as to the knowledge of how the damage occurred. Documentation of the damage and appropriate supervisor notes/contact information shall be legible. Photos of the damage and the OF-289 shall be submitted to the Finance section or the Incident Agency where there is no Finance section in place.

Upon transition of IMTs, new inspections shall be performed in order to provide the incoming team with a baseline of any damages to existing equipment. Incoming teams shall make a determination of whether or not the damaged equipment can continue to be utilized or should be released or requested to be replaced. It is preferable to perform these inspections on a team transition day.

Accountability

Accountability of the machines and their accessories (i.e., trailers/receivers/balls, tie down straps, loading ramps, helmets, etc.) is the responsibility of the operator and incident management teams. Lack of accountability has resulted in numerous claim payments to vendors on past incidents. Items that are not properly identified by the incident make it difficult to track and return the property to the appropriate vendor.

All equipment and accessories will be identified with the appropriate resource order number on the item. This includes, but is not limited to, helmets, tie down straps, loading ramps and trailers, as well as the actual machine. Identification shall not be removed by operators. Identification will not be made with paint markers on surfaces where the identification cannot be removed by the incident or vendor upon release of the equipment (i.e., plastic surfaces).

Equipment shall be signed out to the approved operator on an appropriate resource-tracking document (i.e., t-card, sign out sheet, property transfer form).

Emergency Equipment Shift Ticket forms (OF-297) shall be completed daily for all rental UTVs. This will ensure that fire operations personnel have acknowledged the use of the machines and the current operator(s) are being identified.

Upon demobilization of the operator, the tracking document shall be reviewed for equipment accountability/return. The Ground Support unit shall ensure a final inspection has been performed and damage documentation is complete prior to finalization of the Demobilization Check-Out form (ICS-221) and the resource being released from the incident.

If the equipment is transferred to another operator, the Safety Officer must ensure that the new operator is qualified and possesses the appropriate PPE prior to operation of the equipment. The transfer shall be noted on the agency tracking document(s).

ATV or UTV equipment that incurs damages on incidents without proper order/documentation for the incident is not covered by the incident and the home unit is responsible for costs.

Forms

All forms for rental UTVs shall be kept in the buying team envelope that is delivered to the incident with the equipment/accessories and maintained in the Finance records. On incidents where a Finance section is not present, the records shall be contained in a centralized location by the incident agency.

Whenever IMTs transition, the authorization and inspection forms for rental machines shall be provided to the incoming IMT.

If you have any questions, please contact the Great Basin Incident Business Chair, Karren Haslam at 801-539-4248.



Jessica Wade
Chair, Great Basin Coordinating Group

Attachment 1 – Great Basin ATV/UTV Authorization Form

Attachment 2 – Great Basin UTV Order Form

Attachment 3 – Great Basin ATV/UTV Inspection Form