



**GREAT BASIN COORDINATING GROUP
INTERAGENCY INCIDENT BUSINESS MGMT HANDBOOK
SUPPLEMENT**

This document provides direction for the Great Basin and supplements the NWCG Standards for Interagency Incident Business Management, PMS-902.

CHAPTER 50 - INTERAGENCY COOPERATIVE RELATIONS

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Table of Contents

AGREEMENTS BETWEEN FEDERAL AND STATE FIRE ORGANIZATIONS	4
Exhibits	5
IDAHO – IDAHO DEPARTMENT OF LANDS	6
State and Cooperator Personnel and Equipment	6
Emergency Medical Services	7
IMT or Host Agency Responsibilities	7
EMS Personnel/Staff License Levels	10
Local Government and Private-Owned	10
Fire Service Organizations	11
Agency Provided Medical Care (APMC)	11
Idaho National Guard	11
NEVADA - NEVADA DIVISION OF FORESTRY (NDF)	12
Nevada Division of Forestry Jurisdiction	12
State and Cooperator Personnel (Ref: Chapter 10 SIIBM)	13
Nevada Cooperative Resources	15
Compensation Injury and Illness (Chapter 10 SIIBM)	16
Acquisition (Ref: Chapter 20 SIIBM)	17
State or Local Fires	20
Emergency Medical Services:	20
Fire Management Assistance Grant	21
UTAH – UTAH DIVISION OF FORESTRY, FIRE AND STATE LANDS (FFSL)	22
State and Cooperator Personnel (Ref: Chapter 10 SIIBM)	22
Compensation Injury and Illness (Ref: Chapter 10 SIIBM)	22
Travel (Ref: Chapter 10 SIIBM).	23
Acquisition (Ref: Chapter 20 SIIBM)	24
Property Management (Ref: Chapter 30 SIIBM)	25
Business Coordination (Ref: Chapter 40 SIIBM)	26
Cooperative Relations (Ref: Chapter 50 SIIBM)	27
Claims (Ref: Chapter 70 SIIBM)	29
Cost Accounting (Ref: Chapter 80 SIIBM)	29

GREAT BASIN RELATIONS

CH50 - INTERAGENCY COOPERATIVE

WYOMING	31
Wyoming Firefighter Personnel (Ref: Chapter 10 SIIBM)	32
Compensation Injury and Illness (Ref: Chapter 10 SIIBM)	32
Travel (Ref: Chapter 10 SIIBM)	33
Acquisition (Ref: Chapter 20 SIIBM)	34
Property Management (Ref: Chapter 30 SIIBM)	36
Business Coordination (ref: Chapter 40 SIIBM)	37
Cooperative Relations (ref: Chapter 50 SIIBM)	37
Claims and Accident Reporting (Ref: Chapter 70 SIIBM)	40
Cost Accounting (Ref: Chapter 80 SIIBM)	40

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 and rate agreement with them to an incident.
2. City, county or rural fire departments like other governmental entities are subject to the policies and guidance that govern incident replacement of government property.
3. The method of tracking equipment use for cooperators varies with each state cooperative agreement. The most common 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. When equipment rates do not include personnel costs, 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 cooperator personnel.
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.

States are governed by their own procurement statutes, rules, policies and procedures. Commonly, States have procurement latitude during the fire season to use contracts competitively solicited or signed up as incident only by federal agencies on state jurisdictional fires. States will have resource lists for equipment and services under contract through their procurement system. Generally these can be used on multijurisdictional fires when the state is the payment agency and federal agency (s)

guidelines and business practices are followed for contracted resources on federal managed fires.

Exhibits

Exhibit 1 – Idaho Department of Lands (IDL)	6
Exhibit 2 – Nevada Division of Forestry (NDF)	12
Exhibit 3 – Utah Division of Forestry, Fire and State Lands (FFSL)	22
Exhibit 4 – Wyoming Division of Forestry	31

IDAHO – IDAHO DEPARTMENT OF LANDS

The Idaho Department of Lands (IDL) utilizes the standard forms contained in the NWCG Standards for Interagency Incident Business Management (SIIBM). Additional information regarding IDL specific policies are contained within the Idaho Department of Lands Incident Business Operating Guide (IBOG). The IBOG will be provided to Incident Management Team (IMT), Buying Team, and expanded dispatch personnel assisting on incidents under the jurisdiction of IDL. The IBOG, Idaho Cooperative Mobilization Agreement (ICMA), and additional IDL agreements and resources, may be found on the IDL Incident Business web page under Fire Management on the IDL public web site at <https://www.idl.idaho.gov/fire-management/>

For further information and clarification, please contact:

Wendy J. Walter
Fire Business Program Manager
Phone: 208-666-8648
Cell: 208-755-2924
Fax: 208-769-1524

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Fire Business Program Specialist
Phone: 208-666-8644
Cell: 208-416-3791
Fax: 208-769-1524

Bureau of Fire Management
3284 West Industrial Loop
Coeur d'Alene, ID 83815-6021
Phone: 208-769-1525
Duty Officer: 208-416-3406
Fax: 208-769-1524

State and Cooperator Personnel and Equipment

Refer to the IDL IBOG, ICMA, and other agreements that can be found at:
<https://www.idl.idaho.gov/fire-management/incident-business/>

Emergency Medical Services

ALL EMS providers working within the state of Idaho must meet minimum license standards, as determined by the Idaho Department of Health and Welfare, Emergency Medical Services (EMS) Bureau.

To provide Emergency Medical Service (EMS) in the state of Idaho, there are three (3) requirements:

1. Individual must hold an EMS license issued by the state of Idaho, and
2. Affiliated with an Agency that holds an EMS license issued by the state of Idaho, and
3. Affiliated with a Medical Director that holds a license to practice medicine in Idaho, issued by the state of Idaho

Emergency Medical Services (EMS) is available in the state of Idaho through the regular ordering process at interagency dispatch centers. The preferred priority of hiring EMS personnel and equipment/vehicles in Idaho is:

1. Local EMS Jurisdiction;
2. Agency personnel licensed in Idaho;
3. Idaho Fire Service Organizations or Idaho local government;
4. Private-owned EMS under contract or available for Incident Only Agreement;
5. Out-of-state resources provided through Recognition of EMS Personnel Licensure Interstate CompAct (REPLICA); and
6. Out of state resources authorized under the Limited Request for Recognition.

The EMS Compact, enacted by legislation in states, protects the public and enhances the Emergency Medical Services system in the United States. The EMS Compact facilitates the day to day movement of EMS personnel across state boundaries in the performance of their EMS duties as assigned by an appropriate authority. The EMS personnel licensed in another member state.

The EMS compact is not a form of EMS licensure reciprocity. The EMS Compact extends a privilege for EMS personnel from member states to practice on a short-term, intermittent basis under approved circumstances in other member states.

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

IMT or Host Agency Responsibilities

GREAT BASIN

Exhibit 1 - IDAHO

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

1. Contact the Idaho EMS Bureau at: Telephone 208-334-4000, Fax 208-334-4015 or Email EMSProvLic@dhw.idaho.gov to establish a direct communication for incident support. The EMS Bureau provides written approval to the IMT for EMS providers working on incidents. For incidents occurring outside of normal business hours, contact Idaho State Communications at 208-846-7610, who will facilitate direct contact with the EMS Bureau.
2. Keep the following forms on file at the incident for Idaho EMS Bureau review:

GREAT BASIN

Exhibit 1 - IDAHO

- a. Letter from the EMS provider's medical director, giving them authority to work on the wildfire incident.
- b. Copy of EMS license (referred to as "certification" in some states) for personnel.
- c. Copy of license and cover letter, for EMS agency.
- d. Out-of-state EMS personnel must complete the "*Limited Request for Recognition*" unless they are participant REPLICA state. <http://www.emsreplica.org/>

The *Limited Request for Recognition* form can be found online at the Idaho EMS Bureau website at:

<https://healthandwelfare.idaho.gov/Medical/EmergencyMedicalServicesHome/AgencyLicensure/tabid/1602/Default.aspx?QuestionID=307&AFMID=17625>

Per the Idaho Administrative Procedures Act (IDAPA) 16.01.07.140, an individual possessing an EMS license (or certification) from another state must have prior recognition before providing EMS patient care in Idaho. This may be accomplished under the conditions of an interstate compact with Idaho when one is in place from the state where the provider is licensed, or limited recognition is granted by the EMS Bureau .

The provider can apply for limited recognition through an Idaho licensed EMS agency or a Medical Unit Leader (MEDL) who has established a Medical Unit in Idaho for specific event coverage (such as wildland fire support) where patient care is provided under the supervision of an Idaho licensed physician. The provider may not provide EMS until recognition is granted by the EMS Bureau.

This form is not an application for licensure or reciprocity, only recognition. A National Registry of Emergency Medical Technicians (NREMT) card does not authorize EMS personnel to provide EMS patient care in the State of Idaho.

Only a current license (or certification) document/card issued by a state or U.S. territory EMS office will be accepted as proof of EMS license/certification.

It is the responsibility of the MEDL to complete and submit the "Limited Request for Recognition" form as soon as possible, on behalf of all licensed personnel when utilizing licensed out-of-state EMS providers. This form may be printed and filled out, or filled out electronically, and submitted prior to the event, as personnel may not practice until they

receive recognition from the EMS Bureau. A new form must be completed for each incident and updated when new EMS personnel assigned to the Medical Unit arrive or move from incident to incident within the state.

The EMS Bureau will acknowledge receipt of the form and provide recognition to the MEDL after validating the EMS licenses of listed personnel. If the EMS Bureau is unable to validate an EMS license or a license has been revoked or suspended in Idaho or any other state, the MEDL will be notified. EMS personnel without valid state EMS licenses will not be granted limited recognition and will not be authorized to provide EMS.

The MEDL should contact the EMS Bureau by phone at (208) 334-4000, by fax at (208) 334-4015 or by email at EMSProvLic@dhw.idaho.gov to submit their form or for further information.

- e. In-state licensed EMS personnel who are not acting under an Idaho licensed EMS agency deployed at the incident must complete the Planned Deployment Declaration. The form can be found and submitted online to the Idaho EMS Bureau at:
<http://healthandwelfare.idaho.gov/Portals/0/Medical/EMS/PlannedDeployment.pdf>
- f. Licensed EMS personnel working for a licensed Idaho EMS agency deployed at the incident should be added to the agency roster in IGEMS (Idaho's Gateway for EMS website):

<https://www.idahoemslicense.net/public/idaho/portal#/login>
- g. Patient Care Integration Agreement-- It is the responsibility of the EMS personnel at the incident to ensure the agreement is completed upon assignment to the incident. The IMT medical unit leader or the host agency has responsibility to follow up to ensure compliance.

The Idaho EMS Bureau typically responds to the IMT during business hours Monday through Friday. There may be delays in responses to IMTs on weekends and after business hours.

When mobilizing EMS personnel outside their jurisdictions, whether from within Idaho or outside the State, as a courtesy to the local EMS jurisdiction, the IMT shall contact the local medical facility emergency room who can direct them to the Medical Director who has local jurisdiction authority to let them know the status of

EMS personnel on the incident. This can be done through the EMS Bureau if necessary.

EMS Personnel/Staff License Levels

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

Local Government and Private-Owned

EMS personnel from local government and private-owned EMS agencies are available to the federal and state agencies. If not under a current agreement, the provider may be hired as an incident only resource.

Rates for incident only agreements for EMS personnel shall be in accordance with Chapter 20 of the SIIBM. Local government rates are established in the current Idaho Cooperative Mobilization Agreement found at <https://www.idl.idaho.gov/fire-management/incident-business/>

Fire Service Organizations (FSO)

Refer to the IDL Idaho Cooperative Mobilization Agreement found at:
<https://www.idl.idaho.gov/fire/business/index.html>

FSO documentation requirements at demobilization from an incident includes, but is not limited to:

- **Unoperated Agreement**
 - Emergency Equipment Use Invoice, OF-286, with original signatures
 - Emergency Equipment Deductions and Additions (attachment to OF-286)
 - Emergency Equipment Shift Tickets, OF-297, original (pink)
 - Emergency Equipment Fuel & Oil Issue, OF-304, if applicable
 - Vehicle/Heavy Equipment Pre and Post Inspection Checklist, OF-296
 - Incident Time Report, OF-288, or original Crew Time Report, SF-261 if OF-288 is not created at incident
 - Incident Evaluation
 - Claim documentation, if applicable
- **Operated Agreement (single resources see below)**
 - Emergency Equipment Use Invoice, OF-286, with original signatures
 - Emergency Equipment Deductions and Additions (attachment to OF-286)
 - Emergency Equipment Shift Tickets, OF-297, original (pink)
 - Emergency Equipment Fuel & Oil Issue, OF-304, if applicable
 - Vehicle/Heavy Equipment Pre and Post Inspection Checklist, OF-296
 - Incident Evaluation
 - Claim documentation, if applicable
- **Operated Agreement, Single Resources**
 - Documentation requirements are the same as the “Unoperated Agreement” listed above

EMS Kit/Supplies for incidents shall meet the requirement by the medical licensure. NWCG recommended items are NOT required, however, if an incident wants the EMS provider to come with the NWCG recommended items, it shall be requested at the time of order and documented on the Resource Order.

Agency Provided Medical Care (APMC)

Agency Provided Medical Care (APMC)

Agency Provided Medical Care (APMC): APMC is not authorized on state of Idaho

Idaho National Guard

Idaho National Guard

Refer to the IDL Incident Business Operating Guide found at <https://www.idl.idaho.gov/fire-management/incident-business/>

Idaho Water Rights

Under Title 42, Chapter 2 of Idaho State Code

“...water may be diverted from a natural watercourse and used at any time, with or without a water right:

(a) To extinguish an existing fire on private or public lands, structures, or equipment, or to prevent an existing fire from spreading to private or public lands, structures, or equipment endangered by an existing fire;”

<https://legislature.idaho.gov/statutesrules/idstat/Title42/T42CH2/SECT42-201/>

NEVADA - NEVADA DIVISION OF FORESTRY (NDF)

Nevada Division of Forestry (NDF) utilizes the standard forms contained in the NWCG Standards for Interagency Incident Business Management (SIIBM). In cases where NDF policy varies from those established in the SIIBM, the policies summarized below shall be followed. Additional information regarding NDF specific policies are contained within the Nevada Division of Forestry Incident Business Manual. The Incident Business Manual will be provided to Incident Management Team (IMT), Buying Team, and expanded dispatch personnel assisting on incidents under the jurisdiction of NDF.

For further information and clarification, please contact:

Thelesa Montoya-Neves
Incident Business Specialist
2478 Fairview Dr.
Carson City, NV 89701
(775) 684-2516
(775) 443-7759
Tmneves@forestry.nv.gov

Or

Matt Brown
Incident Accounting Specialist
2478 Fairview Dr.
Carson City, NV 89701
(775) 684-2523
(775) 443-7634
mbrown@forestry.nv.gov

Nevada Division of Forestry Jurisdiction

Nevada Division of Forestry is charged with the protection of state and private lands from fire and other threats by Nevada Revised Statutes 472, 527 and 528.

Nevada Division of Forestry has agency resources available under the authority and provisions of the Master Cooperative Wildland Fire Management and Stafford Act Response Agreement, information provided is from the State Wide Annual Operating Plan. The AOP covers information helpful to IMT's managing fires in Nevada and instances where Nevada resources are ordered for out of state assignments.

This information is provided in summary and is a general outline for the State of Nevada, NDF incidents or employees.

State and Cooperator Personnel (Ref: Chapter 10 SIIBM)**1. Nevada Division of Forestry (NDF) Employees**

NDF personnel are government employees, employed by the state of Nevada Division of Forestry and will be treated as “agency” personnel. They should not be confused with private contractors.

a) Personnel Time:

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

b) NDF employees receive paid standby for non-working hours when they meet the criteria in the NDF Payroll Manual. Standby is reported on the employee’s Emergency Response Report (ERR) and does not need to be noted on the OF-288.

c) 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 1800 to 0700. This is noted on the employee’s timesheet and is not required to be noted on the OF-288.

d) NDF employees are entitled to hazard pay when: 1) working more than 16 feet above the ground or floor and/or 2) time spent in a single engine aircraft or helicopter, when not part of their regular job (i.e., pilot).

e) Travel – NDF personnel are expected to be self-sufficient during mobilization and demobilization.

1. 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.

2. Per Diem – The state follows the SIIBM definition for incident provided meals and lodging. When not provided by the incident reimbursement for food and lodging is based on State Travel Policy.

3. Car Rental – The State of Nevada does not rent vehicles for employee use on assignment.

2. Emergency Fire Fighters and Casuals

No longer sponsors casual hires (EFF/AD).

3. Nevada Division of Forestry Vehicles/Equipment

- a. State owned vehicles and equipment used on incidents should be treated as “agency” vehicles/equipment. Do not initiate an Emergency Equipment Rental Agreement.
- b. Cost Unit Leaders can estimate NDF vehicle/equipment costs utilizing the SIIBM rate found in Chapter 80 listing of State agency rates. If the State agency rate is not available in Chapter 80, the federal agency rates should be used. Privately Owned Vehicle (POV) rates shall be in accordance with state of Nevada policy and procedures. NDF vehicle rates include operating supplies (wet) and general maintenance.

4. Nevada Wildland Fire Protection Program

The Nevada Department of Conservation and Natural Resources, Division of Forestry developed the Wildland Fire Protection Program to defend the people and lands of Nevada against wildland fire through collaborative and comprehensive use of expertise and fire suppression, prevention and restoration resources available throughout the state.

Counties and/or Fire Districts pay an annual assessment to help fund the program based on Wildland risk. County participation allows the State to provide financial assistance with wildland fire costs and use of Division of Forestry resources.

The Division will reimburse the contracted counties/districts expenses prior to invoicing the Federal Agencies. For costs that are the responsibility of the Federal agencies, the Federal agencies shall upon receipt of the Division of Forestry’s invoicing, reimburse the Division for the cost of assistance.

NDF will pay the FPA’s volunteer fire departments an agreed upon hourly rate per fire engine or tender for wildland fire suppression responses.

Under Nevada’s Wildland Fire Protection Program, NDF and the participating Fire Protection Agency (FPA) will utilize the “closest force” concept for all wildland fire responses. NDF will assume an active role in the development of any cost share agreements and must ratify the agreement in order for any

expenses incurred through the agreement to qualify under the WFPP. The following FPA's are members of the WFPP program:

Carson City, Central Lyon County, Churchill County, East Fork FPD, Elko County, Esmeralda County, Eureka County, City of Henderson, Humboldt County, Lander County, Las Vegas Fire and Rescue, Lincoln County, Mason Valley, Mesquite Fire and Rescue, North Lake Tahoe, North Lyon County, Nye County, Pershing County, Reno FD, Smith Valley, Sparks FD, Storey County, Tahoe Douglas FPD, Truckee Meadows FPD, Washoe County, White Pine County.

5. Nevada Department of Corrections

Nevada Department of Correction (NDOC) resources may be used on any wildland fire incident. NDOC resources are made available through NDF. The resources include Type 2 crews, camp crews, and Mobile Kitchen Units (MKU).

Mobilization of NDOC resources is coordinated between the NDF State Crew Duty Officers, Camps, and dispatch centers as per the agreement.

All NDOC costs are paid through NDF.

- Inmates assigned to crews are paid portal to portal, the Crew Boss will notate only the total number of inmates on the Crew Time Report (CTR).
- Crew Bosses and Correctional Officers are reimbursed for their actual hours worked, and will report their time on a CTR.

5. Nevada National Guard

Nevada National Guard (NNG) resources can only be utilized when all other potential sources have been exhausted. To initiate an order for the NNG, contact the NDF State Duty Officer.

All orders for (NNG) resources for use on wildland fires shall go through Nevada Division of Forestry. The Division of Forestry will reimburse the NNG prior to invoicing the Federal Agencies. For costs that are the responsibility of the Federal Agencies, the Federal Agencies shall upon receipt of the Division of Forestry's invoice, reimburse the Division for the cost of assistance.

Nevada Cooperative Resources

For Nevada cooperative resources, the following invoicing documents will be required for payment:

Personnel: Incidents will provide resources with original OF-288s upon demobilization for personnel time. OF-288s will be marked as "Other". To avoid the possibility of duplicate payments, no OF-288s are to be mailed from the incident to a payment agency.

Equipment: No OF-286, Emergency Equipment Use Invoice is required for equipment (i.e., fire engines, support vehicles).

Incidents within the State - Nevada cooperators will invoice NDF, if they are members of the WFPP. If they are not members of the WFPP they will invoice the appropriate incident agency based on their cooperative agreement.

Out of State assignments - The Cooperator will invoice the appropriate federal agency based on their cooperative agreement.

Compensation Injury and Illness (Chapter 10 SIIBM)

1. Worker Compensation Insurance.

The State of Nevada carries Workers Compensation insurance coverage for all State of Nevada employees and inmates working on wildland fire suppression crews.

- Employee's Responsibility:
 - Employees are required to immediately report all injuries and accidents to their supervisor, regardless of the degree of injury. They must complete a **Notice of Injury (C-1 form)** within 7 days of any injury, illness or accident that occurs on the job for which immediate medical treatment is not obtained as per **NRS 616C.015**. Along with the C-1, the employee shall turn in the **Employee Responsibility Form** and the **Leave Choice Option Form**. All three of these forms are required by the Third Party Administrator in order to process a claim. Failure to complete this forms in the required time frame will result in the possibility of any claim submitted for an injury thereafter to be denied
- Supervisor's Responsibility:
 - Supervisors are required to submit the **Employer's Report of Injury (C-3 form)** and the **Accident Investigation Report (AIR)** for all C-1's; this includes inmates and employees. These two forms are to be filled out by the supervisor, not the injured worker, and submitted along with the employee's paperwork. The supervisor will need to sign all of the forms: *C-1, Employee Responsibility Form, Leave Choice Option Form, C-3, and the Accident Investigation Report.*

- Supervisor must confirm that all paperwork is filled out completely and on the correct forms. When this is completed, the supervisor will then forward all documents to the Personnel Workers' Comp Liaison; even if no medical treatment is sought at the time of notification of injury/illness.
- All required forms (*C-1, Employee Responsibility, Leave Choice Option, C-3, and Accident Investigation Report*) must be completed and turned in at the time of notification of injury/illness. This will ensure that the agency meets all State and Federal deadlines.
- 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, or crew supervisor of an inmate, 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: **Nevada Division of Forestry 2478 Fairview Dr. Carson City, NV 89701 Attention Carol Nelson**, 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.

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

Acquisition (Ref: Chapter 20 SIIBM)

1. Procurement

- a. Generally, NDF will operate within the guidelines identified in this handbook. However, NDF 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.
- b. Agreements initiated by NDF fiscal personnel do not need to be countersigned by Contracting Officers or Procurement Unit Leaders working for a federal agency.
- c. 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 below on all paperwork.

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

d. Hired Equipment

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

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

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

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

If the IMT elects to retain equipment that meets their needs, and it is already on the fire, an order will be placed with Expanded Dispatch (with a notation that the equipment is already on the fire). The procurement personnel will execute an

EERA, ensure inspections are complete, and that OF-297, Emergency Equipment Shift Tickets, are complete, legible and signed by the line supervisor. Immediately after completing the paperwork, the IMT will send the completed EERAs to the Division of Forestry for prompt processing. Any EERAs used on State/Local Government jurisdictional fires will use the most current EERA clauses found on the NWCG web site attached to the EERA.

All vendors, EERA or VIPR hired, must register with the Nevada State Controller's Office using this link:

<http://controller.nv.gov/Buttons/ElectronicVendorReg/>

They also need to register in the Nevada EPro program following this link:

<https://nevadaepro.com/bsa/>

If the vendor has already registered in these programs, there is no need for them to register again unless there is a change in their mailing address or banking information.

Payments cannot be processed until vendors have registered.

2. Land and Facilities Use Agreement Form

The State of Nevada will use the Great Basin standard Land Use Agreement form.

3. Fire Service Organizations. City/County

The Nevada Division of Emergency Management (NDEM) is the designated dispatch center for the mobilization of, generating resource orders for, and tracking of local government resources statewide. For more information contact the State Fire Coordinator at 775-687-0498.

4. Backup Documentation

Copies of paperwork sufficient to tie each resource to the incident should be submitted to Nevada Division of Forestry at the address listed above. This paperwork should include the Resource Order, OF-288, CTR, and any Emergency Fuel and Oil Issue Tickets.

PROPERTY LOSS OR DAMAGE

1. The State complies with the Great Basin Incident Replacement Guidelines.
 - a. All claims to replace/repair damaged property will be reported on the Property Loss or Damage Report (OF-289) with the Great Basin Attachment. Include any pictures or other documentation that supports the claim.
2. Tire Replacement – The State follows the Great Basin Tire Replacement Guidance

3. Items which need to be replaced due to **normal wear and tear** (e.g. worn out tire tread, worn out chain saw bar, 5yr old GPS that stops working, etc.) should be accomplished using home unit funds, not incident funds.

State or Local Government Fires

1. Incident Business Advisor

The Incident Business Specialist or the Incident Accounting Specialist will be the Incident Business Advisor for complex, multi-agency, and/or Type I or Type II incidents within State/Local Government jurisdictions.

2. Imminent Threat

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 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 Incident Business Manual, and the Nevada Division of Forestry Policy/Procedure manual, must be adhered to.

Emergency Medical Services:

The State of Nevada EMS Services are governed by NRS 450B and NAC 450B, though counties may have heightened requirements due to agreements and contracts.

ALS and BLS Ambulances Requirements:

NAC 450B.574 Service or agency's vehicle: Required personnel. ([NRS 450B.120](#)) A vehicle used by a service or fire-fighting agency to provide emergency care at the scene of an emergency, when in operation as such, must have at least one attendant licensed at the level for intermediate or advanced emergency medical care.

NAC 450B.575 Ambulance or agency's vehicle: Requirements for basic, intermediate and advanced emergency care. ([NRS 450B.120](#), [450B.130](#))

1. An ambulance that is used to provide basic emergency care must be:
 - (a) Equipped with a two-way voice radio capable of operating on the state radio system for emergency medical services, except that an agency's vehicle may be equipped with a cellular telephone which is capable of providing communication to the hospital; and

- (b) Staffed by licensed attendants.
2. An ambulance or agency's vehicle that is used to provide intermediate emergency care must be:
 - (a) Equipped with a two-way voice radio which is capable of operating on the state radio system for emergency medical services, except that an agency's vehicle may be equipped with a cellular telephone which is capable of providing communication to the hospital; and
 - (b) Staffed by licensed attendants, at least one of whom is licensed as an intermediate emergency medical technician.
 3. An ambulance or agency's vehicle that is used to provide advanced emergency care must have the following equipment and staff:
 - (a) A two-way voice radio which is capable of operating on the state radio system for emergency medical services, except that an agency's vehicle may be equipped with a cellular telephone which is capable of providing communication to the hospital; and
 - (b) Licensed attendants, at least one of whom is licensed as an advanced emergency medical technician or a registered nurse who is qualified to provide advanced emergency care under the regulations of the State Board of Nursing.

Patient Transport:

Nevada statutes allow for an ambulance to cross geographical boundaries and state lines. However some counties may have heightened regulations in regards to patient transport. In all cases where an incident only ambulance is in use the local county EMS Coordinator should be contacted to confirm the regulations for transport within their county.

Fire Management Assistance Grant

In the event of a major wildland fire, the local government agency and the Governor may decide to request assistance from FEMA through the Fire Management Assistance Grant Program (FMAG).

A. Responsibility/Role

1. Nevada Division of Forestry
The State of Nevada, Division of Forestry (NDF) is responsible for initiating the FEMA contact, processing the application, collecting all required documentation and maintaining all records.
2. Incident Management Team
Incident Management personnel shall ensure cost accounting procedures meet the needs of the agencies and communities applying for the FMAG.

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 Master Cooperative Wildland Fire Management Agreement (Master Agreement). The Statewide Operating Plan (OP) with the Division of Forestry Fire & State Lands and federal agencies covers information helpful to IMT's managing fires in Utah and instances where Utah resources are ordered for out of state assignments. All agencies entering into and agreeing to the OP must take every precaution to abide by and adhere to each agency's policies regarding "code" level response when responding to a wildfire, while also staying within their own training and certifications regarding "code" response. This is for the safety of all parties and the public. Information contained herein is from the OP and organized by SIIBM chapters and other reference documents are cited.

State and Cooperator Personnel (Ref: Chapter 10 SIIBM)

1. Emergency Fire Fighters. Employees and cooperators are hired under their agency specific pay plans or rate agreements.
2. Length of Assignment. FFSL employees and cooperators are authorized administrative days off based on length of assignment which will be charged to the incident.
3. Pay Plans. State employee costs are reimbursed based on their wage and benefits. Cooperators are reimbursed based on rate agreements with FFSL. Career full time fire departments may be reimbursed at wage and benefits for full time, career personnel. Cooperators will provide a copy of their rate agreement at check-in.
4. Personnel Timekeeping. Personnel time will be documented on the Crew Time Report (SF-261). Emergency Firefighter Time Report (OF-288) are not required. **Original documents are given to the state resource at time of demobilization. Copies will be retained by the incident.**
5. Hazard Pay. FFSL employees are entitled to hazard pay as per State policy.
6. Commissary. State employees and cooperators are not allowed payroll deduction for commissary. Cash and personal credit card may be used.

Compensation Injury and Illness (Ref: Chapter 10 SIIBM)

1. APMC. The State is not authorized to provide and pay for APMC on State jurisdictional fires. State employees and cooperators may receive APMC on other jurisdictional fires following guidelines in the SIIBM.

2. Worker Compensation Insurance. State employees and state cooperators are covered for work related injuries or illness through various workers compensation insurance plans. Federal CA reporting forms should not be used.
 - a. State employees are covered by the Workers Compensation Fund of Utah (WCF). Injury or illness reporting will be initiated by the employee and their supervisor who will submit information to their home unit HR office where it is submitted electronically to WCF within 7 days of the injury or illness. Utah Department of Natural Resource form titled WORK RELATED INJURY/ILLNESS REPORT FORM (HR-6) is used to collect initial information. The treatment facility will need the WCF claims address. The WCF claims address is:
 - i. Workers Compensation Fund,
 - ii. 100 West Towne Ridge Parkway
 - iii. Sandy, UT 84070.

 - iv. Questions can be directed to Utah Department of Natural Resource; Forestry, Fire and State Lands, Christine Kilpack (o) 801-538-7318, (fax) 801-538-7219, email: ckilpack@utah.gov
 - b. Cooperator Coverage. State cooperators are required to carry workers compensation insurance on all employees and volunteers. Utah has several Government Associations or Trusts that provide insurance including WCF to the local fire department organizations. Cooperator employees will provide contact information and reporting procedures for their worker's compensation provider.

Travel (Ref: Chapter 10 SIIBM).

1. Per Diem and Lodging. Employees and cooperators are self-sufficient when assigned to an incident. When not provided by the incident, reimbursement for food and lodging is based on State travel policy or specified in cooperator agreements or cooperator's agency policy.
2. State Car Rental. State vehicle rental agreements provide for damage and liability coverage when the terms and conditions of the agreement are followed, (e.g., operating the vehicle on paved, or graded roads regularly maintained by a governmental entity). If the incident assignment requires operation of the vehicle outside these parameters, the rental vehicle will be covered by the State's Risk Management Division with a \$1000 deductible. The deductible is an eligible expense for reimbursement from the host agency as per Utah's State Operating Plan.

Acquisition (Ref: Chapter 20 SIIBM)

1. Procurement Authority. The State is subject to its own procurement statutes, rules, policies and procedures. FFSL is authorized by special purchasing delegation to use federal solicited I-BPA and other federal service and supply contracts.
2. Local Procurement/Contracts. State Agency Cooperative Contracts and contracts established by a special purchasing delegation to the Division of Forestry, Fire and State Lands are a means to procure services and supplies and negotiate land and facility use agreements. Invoices will be submitted to the State for payment. When State procurement instruments were used on federal jurisdictional fires in Utah a IRS W-9 form must be attached. Costs will be reconciled through the consolidated billing process for in-state incidents.

FFSL has established some pre-season equipment or service contracts. These can be found in the local service and supply plan. Local dispatch may have a State resource preferred provider list for state jurisdictional fires.

- a. State Fire Wardens have services and equipment listed in County Mobilization Plans. Some listings will have pre-season agreements.
 - b. Utah State Division of Purchasing has competitively bid Cooperative Contracts. These are commonly ordered products and services used by all state agencies. Vendors will not be familiar with fire management operations and needs. FFSL should be the purchaser if State Cooperative Contracts are used to guarantee pricing and proper documentation for payment.
 - c. Agreements and contracts initiated by FFSL under its special purchasing delegation do not have to be countersigned by federal Contracting Officers when the State is the payment agency.
3. Land and Facility Use Agreement. Utah State will use a LUA template that complies with State statute and purchasing policy and procedures. Utah State has agreed to facilitate and execute Land and Facility Use Agreements for multi-jurisdictional fires in Utah. Division of Forestry, Fire and State Lands will be the payment agency in most cases.
 4. State Owned Vehicles and Equipment. The State is self-insured through Utah Division of Risk Management. Vehicle rates include insurance, operating supplies and general maintenance. Normal maintenance and repairs are covered by State Fleet Management authorized vendors for all State owned vehicles (excluding added equipment).

- a. Invoices are not required and should not be processed at the incident for state owned equipment. Engine use shall be billed hourly and time will be documented in block 11 of the Crew Time Report SF-261 or an Emergency Equipment Shift Ticket SF-297.
 - b. State vehicles for agency overhead and crew transport reimbursed by a mileage rate will record use on fleet documents at the home unit and recorded on incident time documents i.e. SF-261 or SF-297.
5. Cooperator Equipment. FFSL is the single hiring point for Local Government Fire Service Organizations. Cooperators are signed up through a Cooperative Fire Rate Agreement and follow operating guidelines as specified in the current year Fire Department Manual and Rate Book.
- a. Cooperators are required to carry a copy of their rate agreement. Equipment rates are considered “wet” and include personnel costs at a minimum staffing level. Changes in staffing levels affect the equipment class and /or rate.
 - b. Equipment time for cooperators will be recorded using the Equipment Shift Ticket OF-297. The shift ticket must list personnel by name each day to account for shift changes and authorized number of personnel. An equipment use invoice, OF-286 is recommended for incident documentation but is not required for State payment. Original documents are given to the cooperator at time of demobilization. Copies are retained by the incident.
 - c. Cooperators submit an invoice to FFSL with the original incident documents. Incident billings will be submitted by FFSL to the appropriate jurisdictional / protecting agency.
6. County Owned Equipment. County equipment and services have established use rates through County administrative services or State rate agreements. Contact the State Area Manager or County Fire Warden for rate schedules when using County equipment. Equipment Shift Ticket OF-297 is required to document use. The original OF-297 will be given to the operator or Fire Warden at the time of demobilization. The County will bill FFSL for reimbursement through County Agreements with the State Forester. Incident billings will be submitted by FFSL to the appropriate jurisdictional / protecting agency.

Property Management (Ref: Chapter 30 SIIBM)

1. Incident Base Security. FFSL can provide law enforcement through State partners for incident security. Contact Brett Ostler (385) 251-0144 or Wade Snyder (801) 554-6121 for additional information.

2. Property Accountability Controls. The State and cooperators are entitled to incident replacement for government items consumed and agency property damaged or lost. Replacement of government and state cooperator property will be accomplished through the supply ordering system as described in the National Mobilization Guide chapter 20, Interagency Standards for Fire & Fire Aviation Operations chapter 11, NWCG Standards for Interagency Incident Business Management chapter 20 and 30 and the Great Basin Mobilization Guide chapter 20. Guidance referenced herein related to charging purchases to an incident is listed at <https://gacc.nifc.gov/gbcc/business.php>. Damage to rolling equipment in excess of normal wear and tear will be documented at the incident and follow Property Management guidelines (Chapter 30) and vehicle accident incident reporting procedures. All claims for damage to cooperator rolling stock must be approved by the State Fire Management.
3. Vehicle Accidents - State. Utah is self-insured for all motor vehicles and licensed equipment. State equipment rates include insurance coverage through State Division of Risk Management. The employee will use a web-app to report accidents to Utah Division of Fleet Services. There is a \$1000 dollar deductible for vehicles and \$1,000 dollar deductible placed on equipment (e.g. trailers and chippers and AUX mounted equipment).

Business Coordination (Ref: Chapter 40 SIIBM)

1. Names with office and cell phone numbers of incident agency contacts for each function.

INCIDENT BUSINESS CONTACTS

Title	Name	Office Phone	Cellular Phone	E-Mail
Fire Business Manager	Ben Huntsman	801-538-5413	385-222-0513	benhuntsman@utah.gov
Asst. Incident Bus. Specialist	Wes Ashton	801-538-5427	385-260-0157	washton@utah.gov
Injury/Illness Specialist State-DNR	Christine Kilpack	801-538-7318	N/A	ckilpack@utah.gov

STATE AGENCY CONTACTS

Title	Name	Office Phone	Cellular Phone	E-Mail
State Fire Management Officer	Brett Ostler	801-538-5389	385-251-0144	brettostler@utah.gov
Asst. Fire Management Officer	Wade Snyder	801-538-5501	801-544-6141	wadesnyder@utah.gov
Logistics	Murl Rawlins	435-962-1148	801-560-7783	murlrawlins@utah.gov
Fire Investigation & PIO	Jason Curry	801-538-5555	801-703-0225	jasoncurry@utah.gov

State Administrative Payment Office:

Division of Forestry, Fire and State Lands
1594 West North Temple, Suite 3520
Salt Lake City, Utah 84114

2. Incident Business Operation Guidelines for the Great Basin will be followed and supplemented by Utah State or Local Area Specific Business Guidelines.
3. Incident Business Advisor. A State INBA may be assigned to any State hosted fire or assist when state and private lands have burned on multi-jurisdictional fires.
4. Incident Finance Package (IFP). A full incident documentation package (both planning and finance documents) will be completed for each State jurisdictional fire. Incident Management Record guidelines and SIIBM Chapter 40 guidelines will be followed unless specifically directed otherwise. <https://www.nwcg.gov/sites/default/files/publications/pms902.pdf>. Chapter 40 Exhibit 39-43
5. Buying Team. The State may provide (if available) FFSL personnel with State issued Visa credit cards and access to State Wide Purchasing Contracts within their purchasing authority.
6. Incident Information Technology – Personally Identifiable Information
 - a. In accordance with E-ISuite standard operating procedures, the E-ISuite database is uploaded to the E-ISuite repository upon Incident Management Team (IMT) demobilization from an incident. If the incident database is not complete, then an interim copy of the database is uploaded to the repository and the master database is transferred to the host agency. The repository file is encrypted and automatically purges Tax ID numbers (TIN) and social security numbers. The database and all backups are then deleted from any team devices. A copy of the database and last back-up file along with the password and administrative account will be provided on electronic media and placed in the Finance package given to the hosting agencies.

Cooperative Relations (Ref: Chapter 50 SIIBM)

1. Cooperative Agreements. FFSL has formal agreements with its working partners. City, County, and rural fire service organizations are considered State resources and are subject to the conditions in the Master Agreement and Operating Plans.
 - a. Utah National Guard / Highway Patrol / State EOC services 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.

- b. Department of Natural Resource (DNR) Law Enforcement - State agency law enforcement may be made available for incident security needs. Availability of this resource 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.
- c. Department of Transportation and Public Safety - The state maintains cooperative agreements with the Department of Transportation for equipment. 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. Examples of equipment include variable message board, road grader, truck-transport, loaders and water tanks.
- d. County and Local Organizations - Local fire departments / districts that respond to fires outside their area of statutory authority have a memorandum of understanding with the Division of Forestry, Fire & State Lands and cooperators fire rate agreements. Personnel are required to be certified wildland firefighters and equipment has been inspected to meet NWCG requirements, unless assigned as 'developmental' State classification. County equipment and the County Sheriff Department are available through an agreement / MOU with the State Forester. County resources may be ordered through the Area State Fire Management Officer or designated representative.
- e. Documents By Reference – The following documents are available at the Division of Forestry, Fire and State Lands website;
<https://ffsl.utah.gov/resources-for-fire-departments/>
 - 1. Master Cooperative Wildland Fire Management Agreement
 - 2. Utah State Annual Operating Plan
 - 3. Utah Fire Wardens Manual
 - 4. Fire Department Manual and Rate Book (cooperator)
 - 5. Fire Department MOU (example)
 - 6. County MOU with Utah State Forester (Template)
 - 7. Utah National Guard Agreement
 - 8. Utah Department of Transportation Agreement
 - 9. Utah Incident Business Operating Guidelines
 - 10. Utah State Cost Share Template
 - 11. Great Basin Standard Cost Spreadsheet (CH. 80)
 - 12. Utah Land and Facility Use Agreement
 - 13. FBS "How to..." Documents

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

- a. The State will be responsible for initiating the process, notifying FEMA and collecting the required documentation.
- b. Agency Administrators and/or the delegated IMT will cooperate with the State representatives working the declaration; collecting cost data, time and invoice records, and planning documents to support the request for FEMA cost share funding.
- c. Incident management personnel may be asked to help State personnel or the Principal Advisor to obtain information in support of the state's reimbursement claim request.
- d. The State and IMT work together to assure existing agreements are understood and cost accounting procedures are adequate to provide a clear, supportable record of the state's share of incident costs. In most cases, the costs need to be identified by operational period.

Claims (Ref: Chapter 70 SIIBM)

1. Contractor Claim Resolution. Claims not resolved at the incident and adjusted on the OF-286 invoice, will be adjudicated by FFSL at the State Office Level.
2. State Personal Property Claims. Employee loss or damage of personal items on an incident will be subject to the laws, regulations and rules of the State and may be reimbursable by the protecting agency. Absence of any State forms, a federal employee claim form can be used for documentation and determination of the claim at the employee's home unit.
3. Land and Facility Use Claims. FFSL will make claims determination and settle all LUA claims executed by FFSL.

Cost Accounting (Ref: Chapter 80 SIIBM)

1. Cost Share Agreement. The host Agency Administrator is responsible to initiate a cost share agreement on multi-jurisdictional fires. Include names and contact information of principle authors when using the Utah State Cost Share template. The template and methodologies can be found at: <https://ffsl.utah.gov/resources-for-fire-departments/>.
2. State Owned Equipment and Resources. State fixed assets usually generate a reimbursable expense to the incident. Rates are established each year based on

capital rental fees and operating expenses paid by the State. Rates are listed in the Fire Wardens Manual.

3. Cooperator equipment. Each participating Fire Service Organization has a signed rate agreement with FFSL. These rates follow the guidelines in the Fire Department Manual and Rate Book. Cooperators will provide a copy of the current rate agreement to the incident Finance Section.
4. Cost Calculations - Spreadsheet. A spreadsheet for incident cost calculations is available and represents estimates for Utah and the Great Basin. The spreadsheet is a tool for estimating costs during initial attack or Type 3 IMT when e-ISuite is not in use. The spreadsheet can be found at: <http://gacc.nifc.gov/gbcc/business.php>

WYOMING

Wyoming has agency resources and cooperators available for wildland firefighting and all-risk incidents under the authority and provisions in the Statewide Cooperative Wildland Fire Management and Stafford Act Response Agreement. For this document, they will all be referred to as, Wyoming firefighters. AOP's are done at the County level and are available and will be helpful to IMTs managing fires in Wyoming. Information contained herein is organized by SIIBM chapters and other reference documents are cited. Wyoming Firefighters under this plan will be treated as "agency" personnel. They should **not** be confused with private contractors.

Wyoming uses all Incident Command System (ICS) forms, the same as in the NWCG Standards for Interagency Incident Business Management and in the finance kits. In addition, all Wyoming firefighter resources responding to any incident (private, state, federal) should have a copy of the current "Wyoming Wildland Fire Resource Mobilization Guide", which contains the established procedures and rates. This information can be found on the following website:

<https://sites.google.com/a/wyo.gov/forestry/fire-management/fire-business>

Information is provided in summary and will provide a general outline for Wyoming procedures that differ from other agencies or the NWCG Standards for Interagency Incident Business Management.

For further information, contact:

Shielah Esterholdt , Fire Business Manager
(Work) 307-777-7060 , (Cell) 307-241-2787 or
Anthony Schultz , Assistant State Forester – Fire Management Officer
(Work) 307-777-3368, (Cell) 307-286-6315 .

EFSA – Emergency Fire Suppression Account is an account established pursuant to W.S. 36-1-403 (a) (iv) to provide funds for the cost of suppression of **qualifying** emergency wildland fires within a participating county.

Wyoming State Forestry Division (WSFD) will become the Administrative Office for Payment for state land fires and state and private land EFSA qualifying fires. WSFD will keep all original documentation and whenever possible will process all Federal I-BPA and EERA payments, other states responding, as well as all the federal costs associated with the incident. WSFD can and will make payments based on any current federal agreement. Counties will be responsible for all local county payments, other county payments and all local vendor payments.

Payment office address for Wyoming EFSA fires is:

Wyoming State Forestry Division
5500 Bishop Blvd.
Cheyenne, WY 82002

On large multi-jurisdictional, federal land fires that qualify as an EFSA fire; the cost share agreement will specify the Administrative Office for Payment and the agencies will determine appropriate payment processing.

Wyoming Firefighter Personnel (Ref: Chapter 10 SIIBM)

1. **Personnel Time Keeping:** All personnel time will be documented on the Crew Time Report (SF-261) and Emergency Firefighter Time Report (OF-288). The original OF-288 will be given to Wyoming firefighters at time of demobilization. Original CTR should remain in the fire finance files.

Days off may be granted to Wyoming cooperators when current SIIBM 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.

2. **Pay Plans:** State/County/District/Department full time employee’s costs are reimbursed based on their established rate in effect at the time of the incident, including benefits.

Cooperators are reimbursed according to the FF rates described in the “Wyoming Wildland Fire Resource Mobilization Guide”.

The percentage of benefits can be added to all fire billings including but not limited to; workers comp, FICA and Medicare. Percentages will be established by employing agency and an itemized listing will be provided to WSFD - Fire Business Manager each year.

3. **Commissary:** Wyoming firefighters are eligible for commissary by payroll deduction. Charges must be recorded on the firefighter time report for payment purposes.
4. **Hazard Pay:** Wyoming firefighters are not entitled to hazard pay.

Compensation Injury and Illness (Ref: Chapter 10 SIIBM)

1. **APMC:** The State/County is not authorized to provide APMC on State/Private land fires. On multiple jurisdictional incidents, APMC may be provided through a federal agency. Wyoming firefighters may receive APMC on other jurisdictional fires under guidelines in the SIIBM and will file appropriate State Worker Compensation insurance forms.
2. **Workers Compensation Insurance:** Wyoming firefighters are covered under Wyoming Workers Compensation for incident related injury/illness. If a Wyoming firefighter is injured or contracts a disease as a result of and/or in the course of an incident their employer must be notified no later than 72 hours after sustaining the

injury. A WY Report of Injury form can be found on the following web site:
http://www.wyomingworkforce.org/_docs/wc/Wyoming-Report-of-Injury-form.pdf
If guidance is needed, there is a list of all the Workers Compensation offices in Wyoming in the Wyoming Resource Mobilization Guide.

3. The “Wyoming Report of Injury” form must be received by State Workers Comp office within 10 days.

Federal CA forms cannot be used for Wyoming Workers Compensation.

Travel (Ref: Chapter 10 SIIBM)

Per Diem – Wyoming follows the SIIBM definition for incident-provided meals and lodging.

Wyoming state travel policy will be used for travel to and from the incident and when lodging and/or meals are not provided by the incident. Meals provided by the incident, other than those on days departing from or arriving to home unit, will be deducted. First and last days of travel, (leaving from home unit and arriving back to home unit) will be at 75% of the current GSA per diem rate. Current GSA per diem rates can be found at <http://www.gsa.gov>. Motel receipts are required. Wyoming Firefighters travel voucher found at: <https://sites.google.com/a/wyo.gov/forestry/fire-management/fire-business> or home unit travel vouchers will be used to verify expenses.

OF-288 travel home from the incident will be left open. Travel time home will be signed then posted by the County Fire Warden to the OF-288 and submitted along with the original travel SF-261 for reimbursement.

Not all Wyoming 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.

POV - Personal Owned vehicles fall under the Equipment Use Rates of the “Wyoming Wildland Fire Resource Mobilization Guide” and do not need to be signed up using an Emergency Equipment Rental Agreement. When authorized for use, POV’s get reimbursed for mileage and a daily rate, for travel to/from incident and when it is used on incident. If it is not used, there are no charges for it for that day. POV’s are listed under the dispatching county entity, and reimbursed through the same process as a state/county vehicle for that county. Mileage and daily use must be documented on an Emergency Equipment Shift Ticket (OF-297) and posted to an Emergency Equipment Use Invoice (OF-286). The original OF-297 and OF-286 must be sent home with the equipment for billing purposes. Fuel is documented as a deduction for POVs the same as state/county equipment, as all equipment is wet. Fuel and oil purchases are documented on Fuel and Oil Tickets (OF-304), if purchased on an incident, and a credit card cannot be used

Any equipment resource claiming mileage will record daily beginning and ending odometer readings on an Emergency Equipment Shift Ticket (OF-297) and must be signed by incident supervisor.

On overhead orders, POVs and AOVs should be noted on original resource orders as authorized at time of dispatch, preferably on the overhead resource order not a separate equipment resource order. They can be added in e-ISuite as a dependent to the O#.

Acquisition (Ref: Chapter 20 SIIBM)

Equipment provided by Wyoming firefighters is covered under the current Wyoming Statewide Cooperative Wildland Fire Management and Stafford Act Response Agreement.

Current equipment rates are in the “Wyoming Wildland Fire Resource Mobilization Guide” or at the Wyoming State Forestry Division website at:

<https://sites.google.com/a/wyo.gov/forestry/fire-management/fire-business>

All rates for Wyoming equipment are “wet” (i.e. fuel & oil are provided by the entity that owns the equipment)

1. **Procurement Authority:** The State/County is subject to its own procurement statutes, rules, policies and procedures.
2. **Emergency Equipment Rental Agreements, OF-294 -** Equipment that has been competitively bid through the federal contracting process may be procured through usual dispatch procedures. Equipment that has not been competitively bid, but is available locally, can be procured through local OF-294, Emergency Equipment Rental Agreements (EERAs) at the incident. On State land incidents, WSFD personnel may execute OF-294 agreements. On private land incidents, county wardens, district chiefs or their designee may execute OF-294 agreements. In all cases, the preferred procurement method is that which reduces mobilization time and /or is the most advantageous in meeting fire suppression objectives.

On State and private land fires, agreements initiated by either WSFD personnel, county wardens, chiefs or designees do not have to be countersigned by Contracting Officers or Procurement Unit Leaders when the State/County/District is the payment agency. Agreements initiated by federal agencies do not have to be countersigned by State or County Contracting Officers or Procurement Leaders when the State/County/District is the payment agency.

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

Wyoming State Forestry Division
5500 Bishop Blvd
Cheyenne, WY 82002

When writing EERA's on private land incidents, you will need to check with the County Fire Warden or District Chief or their designee to get the correct information.

On Multi-jurisdictional fires, the State/County can procure or establish agreements for equipment at the incident without federal countersignature provided the State/County is the payment office.

If the IMT elects to retain equipment that meets their needs, and it is already on the fire, an order will be placed with Expanded Dispatch (with a notation that the equipment is already on the fire). The procurement personnel will execute an EERA, ensure inspections are complete, and that OF-297, Emergency Equipment Shift Ticket is up-to-date. Direction may be given by the Unit Administrator Group for EERAs on joint ownership.

EERAs will be for "Incident Only". A new EERA must be done for each new incident.

During completion of the CONTRACTOR block, the EIN/SSN number must be filled in on the EERA. A signed Wyoming Vendor Management Form or WOLFS-109 and/or W-9, Request for Taxpayer Identification Number and Certification, must be completed before payment is possible. The WOLFS 109 and W-9 forms can be found on the following web site: <https://sites.google.com/a/wyo.gov/forestry/fire-management/fire-business> or from a Wyoming Agency Rep. The forms should be attached to the payment documents, when submitting for payment. The W-9 form, also located on the above web site, should be completed when the "Administrative Office for Payment" is for a local jurisdictional entity.

Only prepare an EERA for equipment not covered in the "Wyoming Resource Mobilization Guide" when state and county equipment is used on incident. Shift tickets, fuel issues, and use invoices should be prepared for all equipment.

3. **Emergency Equipment Use Invoice, OF-286** - All equipment will be documented on a Use Invoice. Original Use Invoice with pink Shift Tickets should be given to all Wyoming firefighter resources at demobilization.

On Use Invoice Block 4, please use these dates: **beginning 04/15/present year – ending 04/14/following year**

On Use Invoice block 9: On State land incidents enter Cheyenne address as the "Administrative Office For Payment". For private land incidents, enter the Local County or fire district office address in the block. For joint ownership incidents the Unit Administrator Group will give direction.

As previously mentioned, the rates to be used for state and county department resources are found in the "Wyoming Wildland Fire Resource Mobilization Guide". Procedures for the OF-286 invoices at the end of the incident are to ensure all

deductions for fuel, oil and repairs are posted and the documents are signed. Time worked on incident will be finalized on incident. Travel home may be left off of the invoice and will be completed by the County Fire Warden. The original OF-286, along with original Emergency Equipment Shift Ticket (OF-297) and any Fuel and Oil tickets (OF-304) are sent home with the equipment for billing purposes.

Wyoming firefighter **equipment** resources are not compensated for days off provided at the incident. The daily guarantee does not apply on mandatory days off.

Wyoming equipment remains in paid status during meal breaks while on-shift at an incident. The CTR for personnel assigned to that piece of equipment should show breaks taken or provide documentation for compensable meal breaks as required by the SIIBM.

OF-286 may be used for miscellaneous expenses in the same manner as hiring equipment. State/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 into finance, an OF-286 may be prepared. These can be documented by each transaction or daily. Remember do not include sales tax, if inadvertently added it can be taken off in the deductions section.

Copies of the vendors itemized invoice showing name, address, date, incident name and total amount due, must be attached to the OF-286. The vendor invoices must be dated and have printed name as well as a legible signature and title of the person making the purchase. A maximum 15 percent gratuity may be included on meal invoices (except sack and “to go” meals)

Property Management (Ref: Chapter 30 SIIBM)

1. **Incident Base Security Storage** - State/County can provide law enforcement for incident security.
2. **Property Accountability Controls** - Wyoming firefighters are entitled to incident replacement for government items consumed and agency property damaged or lost. 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. Replacement of Wyoming firefighter property will be accomplished through the supply ordering system as described in the National Mobilization Guide Chapter 20, Interagency Standards for Fire & Fire Aviation Operations Chapter 11, SIIBM Chapter 20 and 35 and Rocky Mountain Area Interagency Mobilization Guide Chapter 20.
3. **Durable or accountable property** - Any request for durable or accountable property on a state or private land fire will be approved by the District/Assistant Forester,

Agency Rep, County Fire Warden or District Chief. On multi-jurisdictional incidents, all agencies involved will determine disposition of durable or accountable property

Business Coordination (ref: Chapter 40 SIIBM)

1. **Incident Finance Package (IFP)** - For all state and private land EFSA fires, the original IFP, will be retained by Wyoming State Forestry. For all other incidents, it will be noted within the cost share agreement which entity will be retaining the original IFP. It can be negotiated, and documented in the cost share agreement that an IFP may be requested for each agency represented, this must be done early in the incident.
2. **Incident Management Records** - National Incident Management Records documentation <https://www.nwccg.gov/records-management> and SIIBM Chapter 40 guidelines will be followed unless specifically directed otherwise.
3. **Delegation of Authority** - A Delegation of Authority is required for all Type 1 and Type 2 fires and may be done on all other fires. The jurisdictional Agency Administrator will ensure participation from the state/county/district 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. All agencies whose lands have burned, or are threatened to burn, will participate in preparation and sign the Delegation of Authority.
4. **Agency Representative** - A State Agency Rep may be assigned to any EFSA or state hosted fire, or assist when state and private lands have burned on multi-jurisdictional fires.

Cooperative Relations (ref: Chapter 50 SIIBM)

1. **Cooperators** - All resources provided by Wyoming State Forestry Division and county cooperators are covered under the Cooperative Fire Management Agreement. All established cooperator rates, equipment and personnel are in the “Wyoming Wildland Fire Resource Mobilization Guide”, no other agreement is needed for equipment listed in the “Wyoming Wildland Fire Resource Mobilization Guide”.

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), fuel and oil charges are documented on Fuel and Oil Issue (OF-304). Equipment operators and single resource personnel use the Crew Time Report (SF-261) and Emergency Firefighter Time Report (OF-288).

Original payment documents (OF-288, OF-286, and OF-304) are given to all Wyoming resources at the time of demobilization.

Wyoming firefighters may utilize commissary via payroll deduction.

Accidental damage to equipment while assigned to an incident must be reported promptly to incident personnel and documented appropriately per SIIBM instructions for possible reimbursement and charge against the incident.

All **federal agency** equipment resources assigned to a nonfederal or multi-jurisdictional Wyoming incident should be documented by either an equipment list (provided by Ground Support Unit) or Shift Tickets for dates assigned to the incident. No payment documents need to be created, but documentation is necessary.

2. **Wyoming Resources** - In order to streamline the mobilization of the Wyoming State Forestry inmate crews (Smokebusters and State of Wyoming Exclusive Use Helicopter) Northern Great Plains (Rapid City, SD), Teton (Moose, WY), Cody and Casper (Casper, 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) and The State of Wyoming Exclusive Use Helicopter (based out of the Glenrock 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.

3. **Department of Correction (Inmates)** - The Wyoming State Forestry Division operates forestry/firefighting programs at the Wyoming Honor Conservation Camp in Newcastle, (the Smokebusters). 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 Wyoming State Forestry Division. It's a requirement that a Department of Corrections officer will be sent along with the 20 man crews. If a Guard is assigned they are paid at regular State salary rates. 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. Do only one OF-288 for each crew. Name them; number of crew members plus which group they are, (i.e. 14 Smokebusters, 7 Smokebusters, 7 Smokebusters (2), Also need to do Equipment Use

Invoice (OF-286) for each piece of equipment they come with. Mileage and daily rates apply and will be documented with Equipment Shift Tickets (OF-297, fuel deductions will be tracked on Fuel and Oil Issue tickets (OF-304). All Originals will be sent home with crew bosses.

4. **Other Wyoming State Agencies** - Orders for resources for wildland fire incidents from Wyoming Office of Homeland Security (WOHS), Wyoming Military Department (WMD) and Wyoming Department of Transportation (WYDOT) resources will be placed with the Interagency Zone Dispatch Center. The Interagency Zone Dispatch Center will then place the order with the Wyoming State Forestry Division (WSFD) Duty Officer. The WSFD Duty Officer will order the requested resources through these respective state agencies and respond back to the Interagency Zone Dispatch Center with the status.

Available WOHS incident resources include but are not limited to: Communications trailer, portable radio cache, refrigeration trailer and generators.

Available (WMD) incident resources include but are not limited to: ground transportation, Blackhawk Helicopters with buckets, dozers and MAFFS unit. When ordered, a liaison from the Guard will accompany the ordered resources. Upon being ordered the National Guard will notify Wyoming State Forestry Division with the equipment identification and a manifest with the personnel responding.

Available WYDOT incident resources include but are not limited to: Highway signs, dozers, and road graders.

These agencies may have rates that differ from the rates in the “Wyoming Wildland Fire Resource Mobilization Guide”. State employees’ will be paid at regular State salary rates. Equipment will be at the rate the agency normally charges. Agency Rep will get these rates to the Finance Section as they get them.

5. **State Fire Management Assistance (FMAG)** - In the event a wildland fire threatens a community it is possible to receive financial assistance through a Fire Management Assistance Grant (FMAG) from the Federal Emergency Management Agency (FEMA) to offset the suppression costs to the state and local communities.
 - a. The State will be responsible for initiating the process, notifying FEMA and collecting the required documentation.
 - b. Agency Administrators and/or the delegated IMT will cooperate with the State representatives working the declaration: collecting cost data, time and invoice records, and planning documents to support the request for FEMA cost sharing funding.
 - c. Incident management personnel may be asked to help State personnel or the Principal Advisor to obtain information in support of the state’s reimbursement

claim request.

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

Claims and Accident Reporting (Ref: Chapter 70 SIIBM)

1. **Vehicle Accidents – State –** Wyoming is self-insured for all **state** owned motor vehicles and licensed trailers. Accidents need to be promptly reported to incident personnel and documented appropriately for possible reimbursement and billing to the incident. Copies of incident documentation must be given to State employee responsible for equipment and they will submit documentation to Wyoming State Risk Management.
2. **Vehicle Accidents – Cooperator Equipment –** All County/Department/District equipment is required to be insured. Accidents need to be promptly reported to incident personnel and documented appropriately for possible reimbursement and billing to the incident. Copies of incident documentation must be given to employee responsible for equipment and they will submit documentation to the appropriate home unit.
3. **Contractor Claim Resolution -** Contractor claim resolutions and corresponding payment invoices may be delegated to a federal contracting officer if assigned to a Wyoming fire.
4. **State Personal Property Claims –** Employee loss or damage of personal items on an incident will be subject to the laws, regulations and rules of the State and may be reimbursable by the protecting agency. Absence of any State forms, a federal employee claim form can be used for documentation and determination of the claim at the employee's home unit.

Cost Accounting (Ref: Chapter 80 SIIBM)

1. **Cost Share Agreement –** The host Agency Administrator is responsible for initiating a cost share agreement. Preferred Cost Share template is in the SIIBM or contact a WY Agency Rep. Include names and contact information of principle authors.
2. **Cooperator Equipment –** Rates are established and published in the “Wyoming Wildland Fire Resource Mobilization Guide”. At each incident, cooperators should provide a copy of the WY Wildland Fire Resource Mobilization Guide to the Finance Section. If not provided, the guide can be found and downloaded at: <https://sites.google.com/a/wyo.gov/forestry/fire-management/fire-business>

3. **Cost Calculation Spreadsheet** – A spreadsheet for incident cost calculations is available and represents estimates for Wyoming and the Rocky Mountain GACC. The spreadsheet is a tool for estimating costs during initial attack or Type 3 IMT where e-ISuite is not in use. The spreadsheet can be found at:
https://gacc.nifc.gov/rmcc/incident_busn_management.php
4. **Collecting Incident Costs** – All costs shall be collected from the beginning of the incident, including any mutual aid or reciprocal periods.