

2018
WYOMING WILDLAND
FIRE RESOURCE
MOBILIZATION GUIDE



*5500 Bishop Blvd.
Cheyenne, Wyoming 82002
307-777-7586*

<http://wsfd.wyo.gov/fire-management/fire-business>

This guide prepared by Wyoming State Forestry Division

TABLE OF CONTENTS

	<u>Page</u>
WYOMING RESOURCE BUSINESS PROCEDURES	1
RESPONSIBILITIES OF FINANCE SECTION WITH WYOMING	
ENGINES AND RESOURCES	12
WYOMING FIREFIGHTERS PAY PLAN	13
WYOMING WORKERS COMP OFFICE LOCATION	16
EQUIPMENT USE RATES	17
ENGINE AND WATER TENDER TYPING STANDARDS	18
SPECIAL EQUIPMENT RATES AND DOCUMENTATION	19
TRACTOR/TRAILER FIRE ENGINE TRANSPORT POLICY	25
COUNTY ENTITY DUNS & FID NUMBERS	27
COUNTY/DEPUTY COUNTY FIRE WARDENS	28
WYOMING STATE FORESTRY DIVISION CONTACTS	33
WYOMING STATE FIRE ADVISORY BOARD	36

WYOMING RESOURCE BUSINESS PROCEDURES

This information is provided in summary and will provide a general outline for WSFD procedures that differ from other agencies. For further information, contact Shielah Esterholdt (Work) 307-777-7060 (Cell) 307-241-2757 or Anthony Schultz, Assistant State Forester – Fire Management Officer (Work) 307-777-3368, (Cell) 307-286-6315.

Wyoming firefighters use all Incident Command System (ICS) forms, the same as in the Interagency Incident Business Management Handbook and in the finance kits. In addition, all state and county resources responding to any incident (private, state, federal) will have a copy of the “Wyoming Wildland Fire Resource Mobilization Guide”, which contains the established procedures, rates and forms. This information can also be found on this web site: <http://wsfd.wyo.gov/fire-management/fire-business>

For qualifying EFSA fires, the qualifying County/Department/District should be the Administrative Office for Payment. The qualifying County/Department/District will be responsible for reimbursing all Wyoming County responding resources and all local vendor payments. WSFD will process I-BPA payments, payments based on any current federal agreement (i.e. VIPR or EERA Agreements), and other states responding resources and after Cost Share meeting, WSFD will pay the federal costs associated with the incident (within WSFD statutory and budget authorities). WSFD will keep original documentation whenever possible.

On multi-jurisdictional fires, the cost share agreement will specify the Administrative Office for Payment and the agencies will determine appropriate payment processing.

Contract claim resolutions and corresponding payment invoices may be delegated to a federal contracting officer if assigned to a state or private land fire.

Payment office address for Wyoming **State** Lands is at the WSFD HQ:

Office of State Lands & Investments
Wyoming State Forestry Division
5500 Bishop Blvd.
Cheyenne, WY 82002

Documentation: When a Cost Share Agreement is done, it will be noted within the agreement which entity will retain the original financial documentation package. If a cost share agreement is negotiated, an incident package may be requested for each agency represented; this should be done early in the incident. IIBMH Chapter 40 guidelines will be followed unless specifically directed otherwise.

Personnel Timekeeping: 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. Wyoming firefighters under this plan will be treated as “agency” personnel. They should not be confused with private contractors.

WYOMING RESOURCE BUSINESS PROCEDURES

Wyoming firefighter rates are “FF” rates described in the Wyoming Firefighters Pay Plan of the “Wyoming Resource Mobilization Guide”. Rates for full time employed state, county and Department or District employee firefighters will be reimbursed at their established rate in effect at the time of the incident including benefits

The FF rate shown for each classification is the rate per hour to be paid for all service required for each cooperator. Premium compensation of one and one half times the hourly rate will not be paid for FF rates. 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 the Wyoming State Forestry Division (WSFD) Fire Business Manager.

The Incident Official-in-Charge has the final authority to accept or reject any person for employment under this Plan.

Personnel Time will be documented on the Crew Time Report (SF 261) and Incident Time Report, OF-288. Upon demobilization, original OF-288 documents are given to Wyoming resources. Original SF-261 along with copies of OF-288 will be retained by the incident.

The Wyoming State Travel Policy will be used for travel to/from the incident, when lodging and/or meals are not provided by the incident and for the daily incidentals while on an 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 at home unit) will be at 75% of the travel rate. Current GSA per diem rates can be found at: <http://www.gsa.gov>. Motel receipts are required. Wyoming firefighters travel voucher can be found at <http://wsfd.wyo.gov/fire-management/fire-business> or home unit travel vouchers will be used to verify expenses.

LEAVE TRAVEL TIME HOME OPEN: TRAVEL TIME HOME WILL BE SIGNED THEN POSTED BY THE COUNTY FIRE WARDEN TO Incident Time Report, OF-288. AND SUBMITTED ALONG WITH THE ORIGINAL TRAVEL CTR FOR REIMBURSEMENT. For billing purposes, the original copy will be sent home with federal, state, county, and volunteer firefighters. The original and Incident Time Report, OF-288, should be signed in other than black ink.

Travel time starts when you arrive at the place and time the County Warden/District Chief has designated as the departure point (usually the fire hall). Travel time stops when you arrive in camp and have unloaded or parked the engine. If you have to travel more than a half hour from your home to the departure point, you may claim it as travel time.

WYOMING RESOURCE BUSINESS PROCEDURES

Incident Operations Driving: These standards address driving by personnel actively engaged in wildland fire or all-hazards response activities, including driving while assigned to a specific incident or during initial attack fire response (includes time required to control the fire and travel to a rest location). In the absence of more restrictive agency policy, these guidelines will be followed during mobilization and demobilization as well. Individual agency driving policies shall be consulted for all other non-incident driving. Agency resources assigned to an incident or engaged in initial attack fire response will adhere to the current agency work/rest policy for determining length of duty-day.

- No driver will drive more than 10 hours (behind the wheel) within any duty-day.
- Multiple drivers in a single vehicle may drive up to the duty-day limitation provided no driver exceeds the individual driving (behind the wheel) time limitation of 10 hours.
- A driver shall drive only if they have had at least 8 consecutive hours off duty before beginning a shift.

Exception to the minimum off-duty hour requirement is allowed when essential to:

- accomplish immediate and critical suppression objectives, or
- address immediate and critical firefighter or public safety issues.

Documentation of mitigation measures used to reduce fatigue is required for drivers who exceed 16 hour work shifts. This is required regardless of whether the driver was still compliant with the 10 hour individual (behind the wheel) driving time limitations. *(In accordance with the March 2016 Interagency Incident Business Management Handbook)*

Mobilization and Demobilization: To manage fatigue, every effort should be made to avoid off unit (excluding IA response) mobilization and demobilization travel between 2200 hours and 0500 hours. *(In accordance with the January 2017 Interagency Standards for Fire and Fire Aviation Operations Handbook)*

All transportation from point of hire until return to point of hire will be at the requesting unit's expense. When an employee is released for cause, or quits without good reason before the emergency is over, pay will be stopped at the time services are terminated. However, return transportation to the point of hire may be allowed such an employee at the option of the Incident Official-in-Charge.

All breaks of more than three hours and all meal breaks while traveling to and from the incident need to be shown.

All hours of employment under this Pay Plan will be recorded as either on-shift or off-shift. All on-shift time is compensable; all off-shift time is non-compensable.

On-shift is time of actual work, ordered standby, or compensable travel with a specific start and ending time. On Shift consists of time spent traveling from and to the point of hire and related waiting time, and other travel necessary for the performance of work, such as from incident camp to incident line or between incident camps.

WYOMING RESOURCE BUSINESS PROCEDURES

Off-shift is non-compensable time that allows for sleeping and eating or other activities of a personal nature.

Ordered standby: An employee is on duty and time spent in ordered standby is hours of work if, for work-related reasons, the employee is restricted by official order to a designated post of duty and is assigned to be in a state of readiness to perform work with limitations on the employee's activities so substantial that the employee cannot use the time effectively for his or her own purposes. A finding that an employee's activities are substantially limited may not be based on the fact that an employee is subject to restrictions necessary to ensure that the employee will be able to perform his or her duties and responsibilities, such as restriction on alcohol consumption or use of certain medications (5 CFR 551.431(a)(1))

Incident agencies or IMT's that utilize ordered standby must document the decision and clock hours in writing on the CTR, SF-261. The clock hours must be recorded on the Incident Time Report, OF-288, for all compensable hours under ordered standby. Ordered standby demands careful attention to ensure that compensation is paid where warranted and not paid when inappropriate (5 CFR 55.431).

The following guidelines are provided for uniformity:

- Compensable standby shall be limited to those times when an individual is held, by direction or orders, in a specific location, fully outfitted and ready for assignment (15 Federal Labor Relations Authority (FLRA) No. 91, August 9, 1984; 52 Comp. Gen. 794; and Hyde v. United States, 209 Ct. Cl. 7456, 1976).
- Individuals' are not entitled to standby compensation for time spent eating when actual work is not being performed. This applies even though the individuals' may be required to remain at the temporary work site.
- Time spent in a mobilization or demobilization center, or other general area, including incident base, where the individual can rest, eat, or, to a limited degree, pursue activities of a personal nature is not compensable as ordered standby.

Such time is compensable only to the extent needed to complete the guaranteed hours (8, 9, or 10) for that calendar day. No pay authority exists to guarantee individuals' more than their base hours. ICs or AAs do not have the authority to guarantee more than base hours. *(In accordance with the March 2016 Interagency Incident Business Management Handbook)*

All County and State resource orders canceled while enroute to an incident will return to home base immediately unless repositioning is approved. If the resource is a strike team or a task force, approval will not be granted without consent of 100% of the counties involved with the order being canceled. If repositioning is approved, manpower will be paid a minimum of eight hours per day and all equipment will receive the daily minimum guarantee. All equipment and manpower will be released if not assigned within 24 hours of arriving at the repositioning location. Equipment and manpower will be released if not used within 24 hours of coming off their last assigned shift.

WYOMING RESOURCE BUSINESS PROCEDURES

Minimum compensable time allowance for each employment period is 2 hours. Thereafter, time will be computed in multiples of 30 minutes.

Length of Assignment:

Assignment Definition - An assignment is defined as the time period (days) between the first full operational period at the first incident or reporting location on the original resource order and commencement of return travel to the home unit.

Length of Assignment - Standard assignment length is 14 days, exclusive of travel from and to home unit, with possible extensions identified below.

Time spent in staging and preposition status counts toward the 14 day limit, regardless of pay status, for all personnel, including IMTs.

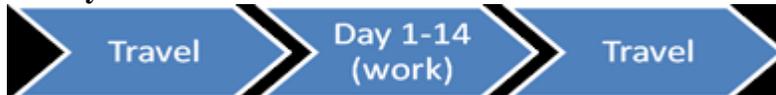
Assignment Extension - Prior to assigning incident personnel to back-to-back assignments, their health, readiness, and capability must be considered. The health and safety of incident personnel and resources will not be compromised under any circumstance.

Assignments may be extended when:

- life and property are imminently threatened,
- suppression objectives are close to being met, or
- replacement resources are unavailable, or have not yet arrived

Upon completion of the standard 14 day assignment, an extension of up to an additional 14 days may be allowed (for a total of up to 30 days, inclusive of mandatory days off, and exclusive of travel). Regardless of extension duration, 2 mandatory days off will be provided prior to the 22nd day of the assignment. When personnel are required to take a mandatory day off, which falls on their normal day off, there will be no pay compensation.

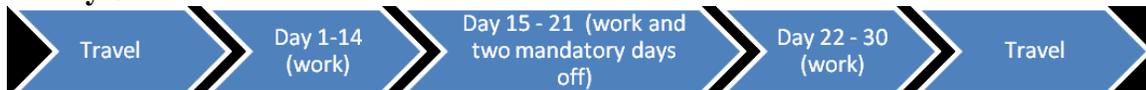
14 Day Scenario



21 Day Scenario



30 Day Scenario



WYOMING RESOURCE BUSINESS PROCEDURES

Single Resource Extensions:

The Section Chief or IC will identify the need for assignment extension and will obtain the affected resources concurrence. The Section Chief and affected resource will acquire and document the home unit supervisor's approval.

The IC approves the extension. If a geographic or national multi-agency coordinating group (GMAC/NMAC) is in place, the IC approves only after GMAC/NMAC concurrence.

The home unit supervisor and affected resource must concur with the extension.

(In accordance with the August 2012 Interagency Incident Business Management Handbook)

Meals on Fireline: Personnel on the fireline may be compensated for meal periods if all the following conditions are met:

- 1) the fire is not controlled, and;
- 2) the Operations Section Chief makes a decision that it is critical to the effort of controlling the fire that personnel remain at their post of duty and continue to work as they eat, and;
- 3) the compensable meal break is approved by the supervisor at the next level and it is appropriately documented on the Crew Time Report, SF-261.

Whenever deemed practical and necessary by the Incident Official-in-Charge, the Government will furnish subsistence and lodging without cost. There will be no additional compensation for subsistence or lodging which the employee may furnish.

Entitlements: State and county resources do not receive hazard pay. 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 the Wyoming Fire Business Manager.

Wyoming firefighters may purchase from the commissary. Charges must be recorded on the firefighter time report for payment purposes.

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

Emergency Equipment Use Invoice, OF-286: Emergency Equipment Use Invoices will be used when hiring any equipment and for miscellaneous expenses. When completing the Emergency Equipment Use Invoice, the preparer must enter the EIN/SSN number for payment processing as explained in the EERA instructions.

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

WYOMING RESOURCE BUSINESS PROCEDURES

On **state** land incidents, enter the WSFD HQ address in the Administrative Office For Payment block.

Office of State Lands & Investments
Wyoming State Forestry Division
5500 Bishop Blvd
Cheyenne, WY 82002

For **private land** incidents, enter the Local County or fire district address in the block. For joint ownership incidents the Unit Administrator Group will give direction.

As mentioned previously, 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.

Wyoming equipment remains in paid status during meal breaks while on-shift on the fireline.

Privately Owned Vehicle(s) (POVs): When authorized for use, POVs get reimbursed for mileage and a daily rate, for travel to/from incident and if it is used on incident. If it is not used, there are no charges for it for that day. POVs 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 odometer readings on an Emergency Equipment Shift Ticket (OF-297) and it must be signed by incident supervisor.

Both POVs and agency vehicles should be noted on original resource orders as authorized at time of dispatch.

Travel time home will be closed out at the incident and posted to the Emergency Equipment Use Invoice (OF-286). Travel time home for equipment will normally be posted the same as travel to the incident. If assigned from a different incident or return travel to home unit will not be the same, map mileage may be used to calculate travel home. The Emergency Equipment Use Invoice (OF-286) shall be submitted along with Emergency Shift Ticket (OF-297) for reimbursement. FOR STATE AND COUNTY RESOURCES, ALL ORIGINAL SIGNED USE INVOICES (OF-286), SHIFT TICKETS (OF-297) AND FUEL AND OIL TICKETS (OF-304); ARE SENT HOME WITH THE

WYOMING RESOURCE BUSINESS PROCEDURES

EQUIPMENT FOR BILLING PURPOSES. The original computerized Emergency Equipment Use Invoice (OF-286) should be signed in other than black ink.

Procurement

Emergency Equipment Rental Agreements, OF-294: On state land incidents, WSFD personnel can execute OF-294 agreements. On private land incidents, County Wardens, District Chiefs or their designee can execute OF-294 agreements. In both instances, the agreements do not have to be countersigned by Contracting Officers or Procurement Unit Leaders, if the State/District/County are the paying agencies. On joint ownership incidents the Unit Administrator Group will give direction.

When writing EERA's on state land incidents, use the following address for the "Ordering Office" which is also the office of payment:

Office of State Lands & Investments
Wyoming State Forestry Division
5500 Bishop Blvd
Cheyenne, WY 82002

When writing EERA's on private land incidents, check with the County Warden or District Chief or their designee to get the correct office of payment information.

Direction may be given by the Unit Administrator Group for EERA's on joint ownership incidents.

For agreement numbers on state land incidents, check with the local District Forester to secure a block of numbers. For private land incidents check with the local County Warden, District Chief, or their designee.

During completion of the CONTRACTOR block, the EIN/SSN number must be filled in. A signed WOLFS-109 or W-9, Request for Taxpayer Identification Number and Certification, must be completed before payment is possible. The WOLFS-109 form can be found on the following website: <http://wsfd.wyo.gov/fire-management/fire-business> or from a Wyoming Agency Representative. This form should be attached to the payment documents, when submitting for payment, when the "Administrative Office for Payment" is Wyoming State Forestry Division.

The W-9 form, also located on above web site, should be completed when the "Administrative Office for Payment" is the local jurisdictional county.

Only prepare an EERA for equipment not covered in the Wyoming Wildland Fire Resource Mobilization Guide when Wyoming state/county/department/district equipment is used on incident. Shift tickets, fuel issues, and use invoices should be prepared for these units.

WYOMING RESOURCE BUSINESS PROCEDURES

Local County Road & Bridge (R&B) equipment may be utilized which may have rates different than those published in the mobilization guide. EERA Agreements are not needed for equipment with rates that are less than or equal to the published mobilization guide rates. However, if the rates are higher, then EERA's will have to be done for those pieces of equipment. The R&B will provide a list of the equipment used on the incident with a rate sheet. R&B personnel operating the equipment will only receive compensation for the overtime hours on the incident, not their base hours.

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

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

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 signed by the person making the purchase. A maximum 18 percent gratuity may be included on meal invoices (except sack and "to go" lunches).

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

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

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

Inmate Hand Crews (Smokebusters): The Smokebusters (based out of the Wyoming Honor Conservation Camp in Newcastle, Wyoming) are ordered directly from Casper Interagency Dispatch Center. They have NWCG qualified inmates who can be dispatched to both wildland and prescribed fires within the state.

Smokebuster crews are restricted to the State of Wyoming boundaries, with the following exception; 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 WSFD. In some instances a Department of Corrections officer will be sent along with the 20 man crews. In lieu of a correctional officer, the crew supervisors will be responsible for the inmate crew's needs before, during and after shift. This may cause the supervisors to claim work hours in excess of the 2:1 work/rest ratio. The supervisors "in camp" work hours should not be counted against the work/rest ratio.

WYOMING RESOURCE BUSINESS PROCEDURES

Individual Incident Time Report, OF-288s will be kept on individual crew bosses and correctional officers. Incident Time Report, OF-288s will not be kept on individual inmate crewmembers. Do only one OF-288 for each crew. Name them; number of crew members, then Smokebusters (i.e. 14 Smokebusters, 7 Smokebusters, 7 Smokebusters (2)).

Wyoming Helitack: The Wyoming State Helitack (based out of the Glenrock area) is ordered directly from Casper Interagency Dispatch Center.

To promote safe and aggressive initial attack, fires on all jurisdictions that pose an imminent threat to State and/or Private lands: WSFD shall assume all associated costs of the Wyoming State Helitack as stated in the local AOP's. Federal/other out of state personnel assigned to the Helitack may still be billed to the incident during this time.

Fires on Federal lands or those fires that pose no imminent threat to State and/or Private land, WSFD shall seek reimbursement for all costs associated with the Wyoming State Helitack with the exception of the aircraft daily availability.

WSFD will assume the daily rate for the helicopter on all incidents regardless of jurisdiction. WSFD will notify all cooperators of current flight hourly rates and support costs associated with the Wyoming State Helitack, annually.

Ordering of Wyoming Office of Homeland Security (WOHS), Wyoming Military Department (WMD) and Wyoming Department of Transportation (WYDOT) resources:

Orders for resources for wildland fire incidents from these state agencies 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 (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 WOHS incident resources include but are not limited to: Communications trailer, portable radio cache, refrigeration trailer and generators.

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

WYOMING RESOURCE BUSINESS PROCEDURES

County Fire Warden Billing Procedures:

- 1) Out of State Fires – Send Exhibit B, and all original backup documentation to WSFD for audit and forwarding on to the appropriate jurisdictional entity. (BLM, BIA, USFWS, USFS, NPS Regional Offices)
- 2) In-State: Send the Exhibit B, and all the original backup documentation to the appropriate jurisdictional entity (BLM District Office, USFS FMO Office, NP Office, etc.)
- 3) EFSA Qualifying Incident – Exhibit B and original backup documentation will be sent to the County you are providing assistance to. That County will issue payment, then send a copy of check / voucher / warrant along with documentation to WSFD for reimbursement.

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RESPONSIBILITIES OF FINANCE SECTION WITH WYOMING ENGINES AND RESOURCES

Receive paperwork package from engine boss/agency representative upon their arrival in incident camp. It should consist of:

1. Incident Time Report, OF-288's for all firefighters, or Check-In Form
2. Emergency Equipment Use Invoices for all equipment, or Check-In Form
3. Crew Time Report showing travel time to incident.
4. Emergency Equipment Shift Tickets for each piece of equipment showing travel time/mileage (odometer reading) to incident.
5. Copy of Wyoming Resource Mobilization Guide
6. Resource Order

Complete box 9 for all Emergency Equipment Use Invoices.

Daily: Post times from crew time reports and Emergency Equipment shift tickets to the Incident Time Report and Emergency Equipment Use Invoice.

At demobilization:

1. Verify that all days and times have been posted accurately. Leave travel home open. Travel time home will be finalized by home unit.
2. Deduct any fuel costs for equipment on Emergency Equipment Use Invoices.
3. Have engine boss/agency representative check Incident Time Reports and Emergency Equipment Use Invoices. Correct any errors.
4. After Engine Boss/Agency Representative has signed reports and invoices, sign reports and invoices.
5. Give the Engine Boss/Agency Representative (1) the original and employee/contractor copies of all the Incident Time Reports. Make sure all Workers Comp or other medical forms are attached to the Time Reports. (2) Original Emergency Equipment Use Invoices, original Emergency Equipment shift tickets, and fuel and oil tickets.
6. Verify with supply that the cooperater has the right to restock equipment through supply. Provide documentation through the supply unit or ground support unit for a replacement purchase when they arrive at their home unit for any equipment or supplies that cannot be restocked through the supply or ground support units at the incident.

Administrative Office for Payment: 1) outside State of Wyoming will be the jurisdictional entity, e.g. USFS, BLM, NPS, State of ...2) within State of Wyoming will be the local office of the responsible agency.

For billing procedures, the original finance copy and the employee/contractor (cooperater) original of the Incident Time report (of-288), original emergency equipment-use invoice (of-286), all original emergency equipment shift tickets (of-297) and emergency equipment fuel and oil issues (of-304) will be sent home with state and county resources.

WYOMING FIREFIGHTERS PAY PLAN

Wyoming Firefighters will be paid at their highest, fully qualified Red Card Position.

FF RATE	COMMAND	OPERATIONS	LOGISTICS	FINANCE	PLANS	OTHER
FF A \$15.00 Non Wildland Red Carded personnel			<ul style="list-style-type: none"> • Kitchen/ camp helper (camp) • Radio operator (RADO) 			<ul style="list-style-type: none"> • Driver, up to & Including 1 ton (DRVP)
FF B \$20.00 (Wildland Red Carded –all trainee positions on Red Card)		<ul style="list-style-type: none"> • Hand Crew Member (FFT2) • Swamper (THSP)¹ 	<ul style="list-style-type: none"> • Camp Crew Squad Boss • Supply Clerk • Tool & Equip Spec (TESP) • Aircraft Base Radio Operator (ABRO) • Cook (THSP) 		<ul style="list-style-type: none"> • Display processor(DPRO) 	<ul style="list-style-type: none"> • Clerk (CASC) • Driver, Over 1 ton and up to 4 tons, no CDL required (DRVS) • Expanded Dispatch Recorder (EDRC) • Driver (DRIV) No CDL Required
FF C \$25.00		<ul style="list-style-type: none"> • Squad Boss (FFT1) • Sawyer/FAL3 up to 12”dbh • Helicopter Crew Member (HECM) 	<ul style="list-style-type: none"> • Mechanic’s helper (THSP) 	<ul style="list-style-type: none"> • Personnel time recorder (PTRC) <ul style="list-style-type: none"> • Equipment time recorder (EQTR) • Commissary Manager (CMSY) • Comp/Injury specialist (INJR) • Claims alist (CLMS) 	<ul style="list-style-type: none"> • Status/Check -In Recorder (SCKN) 	<ul style="list-style-type: none"> • Computer Data Entry Recorder (CDER) • Support Dispatcher (EDSD)
FF D \$31.00	<ul style="list-style-type: none"> • IC/Initial Attack (ICT5) 	<ul style="list-style-type: none"> • Single Resource Boss (CRWB, HEQB, ENGB, FIRB, FELB, HMGB) • Deck Coordinator (DECK) • Loadmaster (LOAD) • Staging area manager (STAM) • Sawyer/FAL2 up to 24” dbh • Heavy Equipment Operator (THSP) ¹ / (DOZ1) • Air tanker coordinator (ATCO) • Aerial Observer (AOBS)¹ • Air Base Radio Operator (ABRO) • SEAT Manager (SEMG) • Mixmaster (MXMS) 	<ul style="list-style-type: none"> • Head Cook, First Cook (COOK) • Incident Communication Tech (COMT) • Incident Communications Center Manager (INCM) • Emergency medical Basic (EMTB) • Base/camp manager (BCMG) • Ordering Mgr(ORDM) Receiving &Dist Mgr (RCDM) • Equipment manager (EQPM) • Security manager (SECM) 		<ul style="list-style-type: none"> • Training Specialist (TNSP) • Documentation Unit Leader (DOCL) • Field observer (FOBS) 	<ul style="list-style-type: none"> • Driver (DRIV) CDL Required

WYOMING FIREFIGHTERS PAY PLAN

Wyoming Firefighters will be paid at their highest, fully qualified Red Card Position.

FF RATE	COMMAND	OPERATIONS	LOGISTICS	FINANCE	PLANS	OTHER
FF G \$40.00	<ul style="list-style-type: none"> • Safety officer (SOF3) • LOFR • Information officer (PIO3) • Agency Rep (AREP)¹ • IC/initial attack (ICT4) • Line Safety Officer (SOFR) 	<ul style="list-style-type: none"> • Air tanker Base Manager (ATBM) • Helibase manager (HEB2) • Helicopter coordinator (HLCO) • Strike team leader (STEN) • Task force leader (TFLD) • Water Handling Specialist (THSP)¹ 	<ul style="list-style-type: none"> • Mechanic (GMEC) • Emergency medical technician Intermediate (EMTI)¹ 		<ul style="list-style-type: none"> • Infrared interpreter (IRIN) • Incident meteorologist (IMET) 	<ul style="list-style-type: none"> • Hazardous Materials Specialist (THSP)¹ • Incident Business Advisor (IBA3) • Supervisory dispatcher (EDSP) • GIS Specialist (THSP)¹ • Fire Chief • Zone Warden /Deputy Zone Warden
FF H \$43.00	<ul style="list-style-type: none"> • IC/extended attack (ICT3) • RXB2 	<ul style="list-style-type: none"> • Div. group supervisor (DIVS) • Air support group supervisor (ASGS) • Air tactical group supervisor (ATGS) • RX11 • Professional faller/FAL1 24" dbh or greater • Structural Protection Specialist (STPS) • Helibase Manager, Type 1 (HEB1) 	<ul style="list-style-type: none"> • Unit Leaders (COML, MEDL, FDUL, SPUL, FACL, GSUL, Food Service Sergeant) • Emergency Medical Technician Paramedic (EMTP)¹ • Logistics Section Chief, type 3 (LSC3) 	<ul style="list-style-type: none"> • Unit Leaders (COMP, COST, TIME, PROC) • Finance Section Chief, type 3 (FSC3) 	<ul style="list-style-type: none"> • Unit Leaders (SITL, RESL, DMOB) • Fire Behavior analyst (FBAN) • Fire Investigator (FIN V)¹ • Planning Section Chief, type 3 (PSC3) 	<ul style="list-style-type: none"> • Computer Technical Specialist (CTSP)¹
FF J \$46.00	<ul style="list-style-type: none"> • IC, type 2 (ICT2) • RXB1 • RXM2 • Information Officer, type 2 (PIO2) • Safety Officer, type 2 (SOF2) • Command Staff, type 2 	<ul style="list-style-type: none"> • Operations Section Chief, type 2 (OSC2) • Air Operations Branch Director (AOBD) • Operations Branch Director (OPBD) 	<ul style="list-style-type: none"> • Logistics Section Chief, type 2 (LSC2) 	<ul style="list-style-type: none"> • Finance Section Chief, type 2 (FSC2) 	<ul style="list-style-type: none"> • Planning Section Chief, type 2 (PSC2) 	<ul style="list-style-type: none"> • Incident business advisor (IBA2) • Expanded Dispatch Coordinator (CORD) • County Fire Warden • Deputy County Fire Warden
FF K \$54.00	<ul style="list-style-type: none"> • Incident Commander, Type 1 (ICT1) • Information Officer, type 1 (PIO1) • Safety Officer, type 1 (SOF1) 	<ul style="list-style-type: none"> • Operations Section Chief, type 1 (OSC1) • Aircraft Pilot¹ 	<ul style="list-style-type: none"> • Logistics Section Chief, type 1 (LSC1) 	<ul style="list-style-type: none"> • Finance Section Chief, type 1 (FSC1) 	<ul style="list-style-type: none"> • Planning Section Chief, type 1 (PSC1) 	<ul style="list-style-type: none"> • Incident Business Advisor (IBA1)

¹ RATE APPLIES ONLY IF DISPATCHED AS THIS POSITION.

WYOMING FIREFIGHTERS PAY PLAN

Wyoming Firefighters will be paid at their highest, fully qualified Red Card Position.

The following positions will **ONLY** receive the respective rate if the individual is ordered for the specific position: Agency Rep (AREP), Aerial Observer (AREO), Water Handling Specialist (THSP), Aircraft Pilot, Fire Investigator (FINV), Computer Technical Specialist (CTSP), Emergency Medical Technician Intermediate/Paramedic (EMTI) (EMTP) (**Rate reverts to EMTB for pay purposes**), and all Technical Specialists (THSP).

If a county owned cache van/trailer is ordered, the person manning the cache van/trailer will be paid at the FF rate **equal to that** of the Receiving & Distributing Manager (RCDM).

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WORKERS COMPENSATION INSURANCE

The State is not authorized to provide Agency Provided Medical Card (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 IIBMH and will file appropriate State Worker Compensation insurance forms.

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 Report of Injury form can be found on the following website:

<http://wsfd.wyo.gov/fire-management/fire-business> or from a Wyoming Agency Rep or on the Wyoming Department of Workforce Services, Workers Compensation Division website: www.wyomingworkforce.org.

Workers' Safety and Compensation Division Field Office Locations:

Main Office – Cheyenne

1510 E Pershing Blvd
Cheyenne WY 82002
Phone: 307-777-7441
Fax: 307-777-6552

Lander

1295 S 12th Street
Lander, WY 82520
Phone: 307-332-0239
Fax: 307-332-6514

Casper

851 Werner Court, #120
Casper WY 82601
Phone: 307-235-3664
Fax: 307-235-3699

Laramie

3817 Beech St., Suite 100
Laramie WY 82070
Phone: 307-755-6261
Fax: 307-742-2953

Cody

1026 Blackburn Suite 4
Cody WY 82414
Phone: 307-527-5609 or 527-7557
Fax: 307-527-5053 or 527-8247

Rock Springs

2451 Foothill Blvd
Rock Springs WY 82901
Phone: 307-352-2557 or 382-6775
Fax: 307-382-3534

Gillette

551 Running West Drive, Suite 300
Gillette WY 82718
Phone: 307-686-0818 or 686-9120
Fax: 307-687-5312

Sheridan

247 Grinnell Plaza
Sheridan WY 82801
Phone: 307-672-7849
Fax: 307-674-8043

EQUIPMENT USE RATES

EQUIPMENT DESCRIPTION	ICS TYPE	Unmanned Work Rate	Special Rate	Minimum Guarantee
Ex-Military 6X6 500 - 750 gal ² engine ³	3/4X	\$78.00/hr	NA	4/5
Ex-Military 4X4 150 - 400 gal ² engine ³	5/6X	\$42.00/hr	NA	4/5
Ex-Military UTV / AWD 50 Gal Min	7X	\$66.00/Day	NA	4/5
AWD 500-750 gal ² engine ³ (AWD-All Wheel Drive)	3X/4X	\$94.00/hr	NA	4/5
AWD 150-400 gal ² engine ³	5/6X	\$69.00/hr	NA	4/5
UTV / AWD 50 gal ^{2/3} Min	7X	\$28.00/hr	NA	4/5
RWD 401-750 gal ² engine ³ (RWD - Rear Wheel Drive)	4/5	\$41.00/hr	NA	4/5
RWD 150 - 400 gal ² engine ³	5/6	\$25.00/hr	NA	4/5
1,000 GPM/300 gal ² engine ³	Type 1	\$127.00/hr	NA	4/5
500 GPM/300 gal ² engine ³	Type 2	\$110.00/hr	NA	4/5
2000+ gal TACTICAL water tender	Type 1	\$114.00/hr	NA	4
1,000 - 1,999 gal TACTICAL water tender	Type 2	\$100.00/hr	NA	4
4000+ gal water tender	Type 1	\$104.00/hr	NA	4
2,500 - 3,999 gal water tender	Type 2	\$94.00/hr	NA	4
1,000 - 2,4999 gal water tender	Type 3	\$73.00/hr	NA	4
Portable pumps ¹		NA	\$144.00/day	NA
Drop Tank (fold-a-tank)		NA	\$86.00/day	NA
ATV - 4 Wheel Drive		NA	\$80.00/day	NA
UTV - WITH SEAT BELT		NA	\$66.00/day	NA
Fire Line Vehicle (Only hours USED on Fire Line ⁵)			\$ 29.00/hr	NA
Sedan Van/Station Wagon		\$.54/mi	\$ 40.00/day ¹	NA
4X2 Truck - Compact		\$.54/mi	\$ 40.00/day ¹	NA
4X2 Truck - 1/2 Ton		\$.54/mi	\$ 47.00/day ¹	NA
4X2 Truck - 3/4 Ton		\$.54/mi	\$ 53.00/day ¹	NA
4X2 Truck - 1 Ton		\$.54/mi	\$ 66.00/day ¹	NA
4X4 Sport Utility		\$.54/mi	\$ 53.00/day ¹	NA
4X4 Suburban/Excursion		\$.54/mi	\$ 74.00/day ¹	NA
4X4 Truck - Compact		\$.54/mi	\$ 47.00/day ¹	NA
4X4 Truck - 1/2 Ton		\$.54/mi	\$ 53.00/day ¹	NA
4X4 Truck - 3/4 Ton		\$.54/mi	\$ 60.00/day ¹	NA
4X4 Truck - 1 Ton		\$.54/mi	\$ 74.00/day ¹	NA
Crew Buggy 4X4 Crew Cab		\$.54/mi	\$ 74.00/day ¹	NA
Mechanics Vehicle		\$1,323.00/day	NA	NA
Communications Trailer/Van		\$525.00/day	NA	6
Medical Unit Trailer ⁶		\$525.00/day	NA	6
Mobile Cache ⁶		\$525.00/day		6
Truck tractor with trailer / 1 driver (manned rate)			\$159.00/hr ⁷	7
Truck tractor with trailer / 2 drivers (manned rate)			\$190.00/hr ⁷	7
ALS Ambulance ⁶		\$1,200.00/day	\$.54/mi	
BLS Ambulance ⁶		\$800.00/day	\$.54/mi	
75 - 114 HP Motor Grader (Volvo G60,G66; Fiat Allis 65C; Champion C50A,C60A)	4	\$101.00/hr	NA	\$ 808.00 ⁴
115 - 144 HP Motor Grader (Volvo G710; Cat 120H,135H; JD 670C, 670C II; Case 845)	3	\$116.00/hr	NA	\$ 928.00 ⁴
145 - 199 HP Motor Grader (Case 865; Cat 12H,140H; JD 670CH II,770C; Volvo G720)	2	\$133.00/hr	NA	\$ 1,064.00 ⁴
200+ HP Motor Grader (Case 885; Cat 14H,16H; JD 772CH II; Volvo G740,G740B,G746B)	1	\$221.00/hr	NA	\$ 1,768.00 ⁴
50 - 99 HP Dozer (Case Hd-4,6+,Hd-11b,550+;Cat D-3+,D-4+,JD450+,550,650+,750C-D)	3	\$107.00/hr	NA	\$ 856.00 ⁴
100-199 HP Dozer (Case 1150B-D; Cat D5-B,D-5H; JD 700H,JD-750,750B; Terex 82-20)	2	\$147.00/hr	NA	\$ 1,176.00 ⁴
200 HP + Dozer (Cat D-7R,D-8H; Terex 82-20B, 82-30; Int'l Dressta TD-25C, TD-25E)	1	\$206.00/hr	NA	\$ 1,648.00 ⁴

ALL EQUIPMENT IS AT A WET RATE. POV'S ARE INCLUDED IN THIS RATE TABLE

¹ Rate is in addition to mileage. **This rate only applies if the equipment is used.** No Special Rate is authorized for equipment sitting in camp.
² Refers to tank capacity. For tanks exceeding above limits, add \$.50 for each additional 100 gallon capacity. This becomes the unmanned work rate.
³ If engine has metered foam capability add \$3.00 to work rate, if engine has a CAFS (compressed air foam system) capability add \$6.00 to work rate.
⁴ Minimum guarantee is eight hours times the unmanned work rate. Actual hours of work will apply to the first and last day of use.
⁵ ENGINE TRANSPORT: See Entine Transport Policy, for specifications on engine hours during transport
⁶ See Special Equipment Rates and Documentation, for specifications.
⁷ See Special Equipment Rates and Documents for specifications.

ENGINE AND WATER TENDER TYPING

Requirements	ENGINE TYPE						
	Structure		Wildland				
	1	2	3	4	5	6	7
Tank Minimum capacity (gal)	300	300	500	750	400	150	50
Pump minimum flow (gpm)	1000	500	150	50	50	50	10
@ rated pressure (psi)	150	150	250	100	100	100	100
Hose 2½"	1200	1000	-	-	-	-	-
1½"	500	500	1000	300	300	300	-
1"	-	-	500	300	300	300	200
Ladders Per NFPA 1901	YES	YES	-	-	-	-	-
Master Stream 500 gpm min.	YES	-	-	-	-	-	-
Pump and roll	-	-	YES	YES	YES	YES	YES
Maximum GVWR (lbs)	-	-	-	-	26,000	19,500	14,000
Personnel (min)	4	3	3	2	2	2	2

Requirements	Water Tender Type				
	Support			Tactical	
	S1	S2	S3	T1	T2
Tank Capacity (gal)	4000	2500	1000	2000	1000
Pump minimum flow (gpm)	300	200	200	250	250
@ rated pressure (psi)	50	50	50	150	150
Max. Refill Time (minutes)	30	20	15	-	-
Pump and roll				YES	YES
Personnel (min)	1	1	1	2	2

1. All types shall meet federal, state and agency requirements for motor vehicle safety standards, including all gross vehicle weight ratings when fully loaded.
2. Type 3 engines and tactical water tenders shall be equipped with a foam proportioner system.
3. All water tenders and engine types 3 through 6 shall be able to prime and pump water from a 10 foot lift.
4. Personnel shall meet the qualification requirement of NWCG *Wildland Fire Qualification System Guide*, PMS 310-1

Common Additional Needs – Request as Needed

All Wheel Drive (includes four wheel drive)

High pressure pump (250 psi at one half flow of Type)

Foam Proportioner

Compressed Air Foam System (CAFS) 40 cfm minimum

Additional Personnel

These tables list the NWCG type minimum requirements for engines and water tenders. Please use these types when requesting engines and water tenders.

Special Rates and Documentation

Payment for Drop Tank(s)/Portable Pumps(s) will only be made if the Incident requests their use.

Payment for equipment listed in this agreement, and on the Emergency Equipment Rental Agreement, Form OF-294, will be processed from the Emergency Equipment Use Invoice, Form OF-286, and signed by a Government official. An Emergency Equipment Rental Agreement, Form OF-294, will be required for equipment not listed in Exhibits C of this agreement. The Emergency Equipment Rental Agreement must also be signed by an authorized Government official.

Fuel usage will be documented on Emergency Equipment Fuel & Oil Issue, Form OF-304, or reasonable facsimile, and attached to the OF-286 (Use Invoice).

Engines while in transport will receive actual hours of transport, but not to exceed 8 hours per day at the work rate of the engine. Work hours are in addition to transport hours. Examples: an engine is transported for 6 hours and worked 8 hours, the pay will be 14 hours (6 hours transport plus 8 hours worked) or; an engine is transported for 12 hours and worked 4 hours, the pay shall be 12 hours (8 hours transport plus 4 hours worked).

Engines being driven to the incident will receive actual hours.

FIRE LINE VEHICLES will use appropriate mileage/daily rates in the Wyoming Wildland Fire Resource Mobilization Guide while traveling from and returning to their base and between incidents if reassigned to a different incident from the original dispatch. If both mileage and hourly rate are claimed in the same day, then the special rate will not apply. Vehicle rates for actual hours worked will be applicable when the vehicle is **WORKED ON THE FIRE LINE**.

Fire Line Vehicles must meet the following criteria:

Emergency Lighting	First Aid Kit
Field Programmable Mobile Radio	Fire Extinguisher
Seating For 3 Persons	Shovel

Federal Excess Personal Property (FEPP) used as a Fire Line Vehicle does not qualify for the \$29.00/hour rate. Use appropriate mileage/daily rates in the Wyoming Wildland Fire Resource Mobilization Guide for FEPP equipment used as a Fire Line Vehicle.

Dry Rate – The government furnishes all operating supplies after the equipment arrives at the incident.

Wet Rate – The contractor furnishes all operating supplies.

Special Rates and Documentation

Claims settlement is agency specific and remains the responsibility of the agency with jurisdiction over the incident. Agency Administrators may limit the level and authorities of assigned personnel. Procurement personnel shall request direction for claims resolution from the agency upon assignment. Contracting Officers shall use experience and judgment in deciding a fair and equitable settlement and take into consideration such things as contractor vs. government furnished operator.

Normal Wear and Tear: The term “normal wear and tear” includes, but is not limited to:

1. Hoses that burst due to excessive pressure (PSI), old age, or deterioration of material during use.
2. Brush scratches on the body of the vehicle.
3. Punctures tears, blisters, or destruction of tires and/or sidewalls due to rocks or sticks normal to the working environment.
4. It is anticipated that there will be wear on the paint on the inner and outer surfaces of the vehicle, top, sides, rails, and tailgate. There may also be chips from flying rocks and minor bumps and dents on both the sheet metal and the bumpers.
5. Clogged air filters and oil filters from dust during off highway driving.
6. Damage or failure of shocks or power train (steering linkage and suspension) by either fatigue or part failure due to age, manufacturer defect or operator. Power train includes engine, clutch, transmission, transfer case, driveline, front and rear differentials, axles, wheels, and bearings.

All equipment time will be posted on an Emergency Equipment Use Invoice (OF-286). The original and contractors copy of the Emergency Equipment Use Invoice and Emergency Equipment Shift Tickets will be returned with the responsible leader when demobed or reassigned to another incident.

Only systematic foam metering units will increase the rate by \$3.00 per hour. Any other foam capabilities, such as an education pipe, siphoned, P.O.K. nozzles, or when the foam is dumped directly into the tank, will not receive the \$3.00 per hour additional compensation.

Mobile Cache: The Mobile Cache inventory will include the following items to meet the minimum standards:

The vehicle used to tow the Mobile Cache Van will use appropriate mileage/daily rates in the Wyoming Wildland Fire Resource Mobilization Guide while traveling to and from incidents. The daily rate of the Cache is an unmanned rate. Owner of the Cache will supply a manager at the Receiving & Distribution Manager (RCDM) rate on Exhibit F.

Special Rates and Documentation

Camp Accommodations Items		Fire line Tools
Administrative/Ground Support Kit Batteries – 1 brick ea. AAA,AA,C&D Coffee Pot, coffee – 1 Cots – 2 Garbage Bags –roll – 1 Gas Cans – 5 gallon – 3 Hammer 2 ½ - 1 Maps Matches Paper Towels – case – 1 Parachute Cord – roll - 1 Pin Board - 1 Posts - iron – 12 Post Pounder – 1 Tables-4 Chairs-8 Tape - packing or duct - 1 Tarps – 2 Tent – two man –1 Tent Fly-Large for shade-1	Tool Kit-small-1 Light sticks-bx-1 Toilet paper-cs-1 Visqueen-lg.rl-1 Hand soap btl-6 General Message Fr. Carport 10X20	Belt Weather Kit – 1 Combi Tools - 10 Drip Torches – 2 Files – flat – box - 1 Fusses – case - 1 Mclouds – 4 Mop Up Kit - 2 Pulaski’s – 10 Rakes – 2 Shovels – 10 Chainsaw files 7/32- box-1 Bladder bags-6
Personal Protective Items		Safety Items
Chain Saw Chaps – pair – 1 Ear Plugs – case - 1 Gloves – pair – 12 ea M. -24 ea L,XL Helmets - 6 Nomex Shirts – 6 ea.-M,L,XL Nomex Pants- 6 ea. M,L,XL	Bottled Water – cases – 2 EMT Kit – 100 man - 1 Flagging - box –2 box-3 killer tree Lanterns-2-D cell Florescent-4 Head lamps - 10 Water Cubes-8 MRES – cases - 4	
Water Handling Accessories		Water Storage
Hose Clamps – 5 Nozzles 1inch – 20 Reducers 1 x ¾ inch - 24 Reducers 1 ½ x 1 inch – 24 Gated Y’s – ¾ inch – 30 Gated Y’s – 1 inch – 20 Gated Y’s – 1 ½ inch – 15 Ball Valves – ¾ inch – 30 Hose 50ft rolls – ¾ inch – 100 Hose 100ft – 1 inch - 50 Hose 100ft rolls – 1 ½ inch – 50 Nozzles – Garden – 30 Nozzles – Forestry – 6 Water Manifold – 5 way – ¾ inch - 1 Water Pump – Mark 3 - 1	Blivet – 134 Gallon – 1	

Special Rates and Documentation

Ambulances: Typing of ALS and BLS Ambulances

Resource:		Ambulance (Ground)	
Minimum Capabilities		Type I (ALS)	Type III (BLS)
Overall Function	Provides out of hospital emergency medical care, evacuation, and transportation services via licensed EMS service	Capable of providing clinical and transportation services to a range of patient conditions, includes vehicle, staff, equipment, and supplies.	Capable of providing clinical and transportation services to a range of patient conditions, includes vehicle, staff, equipment, and supplies
	Personnel	1 ALS practitioner and 1 EMT	2 (1 EMT and 1 BEC)

ALS Staffing Options	Paramedic	EMT-Intermediate
		Fully Moduled thus to include Intervenous Therapy, Advanced Airway, Emergency Medications, Cardiac Medications, Manual Defibrillation and Cardiac Monitoring

Special Rates and Documentation

Communications Trailer/Van –

The vehicle used to tow the communications trailer will use appropriate mileage/daily rate in the Equipment Use Rates of the Wyoming Wildland Fire Resource Mobilization Guide while traveling to and from incidents.

The daily rate of the communications trailer/van is an unmanned rate.

Communication trailer/van is self-supporting (i.e. generators, fuel, office supplies, satellite internet, multiple programmable radios, be computer capable, with copiers/fax machine and cell phone booster.

Internet service will be an extra charge, dependent on availability.

Medical Unit Trailer –

The vehicle used to tow the medical unit trailer will use appropriate mileage/daily rate in the Equipment Use Rates of the Wyoming Wildland Fire Resource Mobilization Guide while traveling to and from incidents.

The daily rate of the medical unit trailer is an unmanned rate.

The Medical Unit Trailer inventory will include the following items to meet the minimum standards:

Special Rates and Documentation

Medical Unit Trailer- Inventory

Evacuation Kit

- BLS kit with O2, pulse Ox
- AED
- Backboard with CIDs/Spider straps or vacuum mattress
- Stokes litter
- Wheeled liter kit
- Sleeping bag
- Sleeping Pad
- Hot packs

Extra Supplies

- Backboards x3
- Extra O2- "D" tanks x3
- Blankets x3

Trailer Support

- Ambulance gurney
- Generator
- Extension cord
- Heater
- File box for paperwork
- Sign- MEDICAL UNIT
- Broom and dustpan
- Trash can with bags

100 person kit -not included

- *Kit will need to be obtained by the fire's IMT Supply Unit*

Engine Transport Policy

1. Tractor trailers may be contracted by the counties for transport of engines with approval from the incident, utilizing Optional Form 294 (Emergency Contract Haul Agreement), as per example. (Recommend utilizing Bonded ICC carriers when available)
2. If dispatched as part of a strike team:
 - a. A staging area will be selected within the State prior to leaving the Wyoming borders.
 - b. Driving policy will consist of a sprint & stop procedure of approximately 250 miles LED by the Strike Team Leader. Should this procedure cause any disconnect resulting in loss of travel time the STL shall return to a within sight convoy.
 - c. A contact telephone number for any loss of vehicles in convoy will be determined at time of mobilization.
3. 2 certified drivers will be provided by the trucking firm/owner in compliance with DOT regulations for extended travel time. These regulations indicate a single driver may not drive in excess of 11 hours and 2 drivers may drive for 8 consecutive days before a rest period is required.
4. The truck tractor owner is responsible for and must have adequate public liability, collision, cargo and property damage insurance when hauling fire engines. The owner must also have State and Federal authority to haul equipment.
5. The truck tractor owner/driver is responsible for any required permits.
6. Tractor trailers will be paid only for actual trips driven. (empty or loaded)
7. Tractor trailers will be paid at the rate for trip hours.

Trip Hours – The number of hours it takes from time of dispatch from home base to unloading of equipment at incident, minus sleep time if required. (This time will be used as a guideline for any other return trips.) Determination of time for an undriven leg will be computed by dividing the road map mileage by 50 mph.
8. If drivers are carded fire fighters, they may be used on the engines.
9. Payment for the Contract will be made in 60-90 days.
10. County/State fire organizations will carry credit cards for the purchase of non-contractual strike team fuel.
11. For Out-of-State dispatches 36 hour notice of intention to demobilize engines should be given to the Single Resource Boss so that arrangement for engine transport can be made.

Engine Transport Policy

12. All transporting costs incurred by the county and/or state are reimbursable by the incident.
13. When the Tractor/Trailer with operator(s) is requested to stay on the incident or stage up, and the operator(s) agree, the rate will be a daily minimum of 8 hours times the work rate listed in Exhibit C. If the operator(s) work as firefighter(s) the listed work rate in Exhibit C will be reduced by **the FFD rate (in Exhibit F) per operator.**

(Remainder of page left intentionally blank)

TITLES FOR CHECK PAYMENT TO COUNTIES

<u>COUNTY ENTITY</u>	<u>DUNNS #</u>	<u>WYOMING STATE VC #</u>	<u>COUNTY DESIGNATOR</u>
Albany County Treasurer	049499833	VC0000086563	WYALX
Big Horn County Fire	144265860	VC0000080248	WYBHX
Campbell County Fire Department	182908756	VC0000078357	WYCMX
Carbon County Firefighters	097138838	VC0000086616	WYCAC
Fire Suppression Authority of Converse County	784723939	VC0000004074	WYCOX
Crook County	603340928	VC0000086644	WYCRX
Fremont County Fire Protection District	143729999	VC0000082492	WYFRX
Goshen County Fire District	143610686	VC0000086681	WYGOX
Thermopolis Volunteer Fire Department	037229221	VC0000008925	WYHOX
Johnson County Fire Control District #1	143368608	VC0000090049	WYJOX
Laramie County Fire Warden	197732709	VC0000086730	WYLAX
Lincoln County Fire Warden	146061978	VC0000086749	WYLLX
Firefighters of Natrona County	148973345	VC0000077894	WYNAX
Niobrara Rural Fire District	037183378	VC0000080317	WYNIX
Park County Fire J. P. B.	137396862	VC0000082056	WYPAX
Platte County Firefighters	148467785	VC0000139482	WYPLX
Sheridan County Fire Board	149972429	VC0000080171	WYSHX
Sublette County Unified Fire	048201693	VC0000173445	WYSUX
Sweetwater County Treasurer	033802513	VC0000086876	WYSWX
Teton County Treasurer	096690854	VC0000086897	WYTEX
Uinta County Fire Protection	144274300	VC0000083590	WYUIX
Worland Fire Protection District #1	183016443	VC0000079066	WYWAX
Weston County Fire Protection District	113400431	VC0000083611	WYWEX
Wyoming State Forestry Division	137462946		WYWYS

Rocky Mountain and Intermountain Region Agreement # 11-FI-11020000-020

NPS Agreement # 12491200001 **USFWS Agreement # 14-48-FF06R03000-12-K001**

BLM Agreement # BLM-MOU-WY-930-1202

BIA Agreement # A12MA00028

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

Use Agreement number of agency that appears in Box 9 "Administrative Office for Payment" on the Equipment Use Invoice.

COUNTY/DEPUTY FIRE WARDEN

ALBANY (ALX)			
Chad Dinges	(B) 721-1885	Robert Clark, Jr.	(C) 331-5815
County Fire Warden	(C) 760-3641	Deputy Fire Warden	
525 Grand Ave #202		857 Fish Creek Road	
Laramie, WY 82070		Wheatland, WY 82201	
Email: cdinges@co.albany.wy.us		Email: acvfd.rclark@gmail.com	

BIG HORN (BHX)			
Brent Godfrey	(H) 272-7018	Anthony Giles	(B) 469-2234
County Fire Warden	(B) 568-2324	Deputy Fire Warden	(C) 258-0347
PO Box 213	(C) 272-2820		
Basin, WY 82410	(F) 568-2312		
	(Pgr) 568-2035		
Email: bhcofirewarden@gmail.com		Email: anthony.giles@wyo.gov	

CAMPBELL (CMX)			
Dale Izatt	(H)	Bill Shank	(B) 682-5319
County Fire Warden	(B) 682-5319	Deputy Fire Warden	(C) 680-2109
106 Rohan Ave.	(C) 670-0548	106 Rohan Ave.	
Gillette, WY 82716	(F) 686-2222	Gillette, WY 82716	
Email: dizatt@ccfire.us		Email: bshank@ccfire.us	

CARBON (CAX)			
John Rutherford	(B) 328-4596	Ron Brown	(C) 920-0804
County Fire Warden	(C) 320-7964	Deputy Fire Warden	
PO Box 754	(F) 324-5288		
Rawlins, WY 82301			
Email: johnrutherford@carbonwy.com		Email: ronbrown@carbonwy.com	

CONVERSE (COX)			
Tom Reed	(H) 351-2696	Travis Wills	(H) 358-3535
County Fire Warden	(C) 351-7694	Deputy Fire Warden	(C) 351-0206
1003 Dull Center Rd.			
Douglas, WY 82633			
Email: ccruralfire@yahoo.com			

COUNTY/DEPUTY FIRE WARDEN

CROOK (CRX)			
Jeff Garman	(H) 283-2778	Jason Perry	(C) 290-0111
County Fire Warden	(B) 283-1441	Deputy Fire Warden	
PO Box 995	(C) 290-2593		
Sundance, WY 82729	(F) 283-2323		
Email: jeffg@crookcounty.wy.gov		Email: pperryjj@gmail.com	

FREMONT (FRX)			
Craig Haslam	(H) 857-0520	Dan Oakley	(C) 850-7909
County Fire Warden	(B) 857-3030	Deputy Fire Warden	(B) 857-3030
305 S. Smith Road	(C) 850-4613		
Riverton, WY 82501	(F) 856-2648	Paul Downey	(C) 851-1521
Email: chaslam@wyoming.com		Deputy Fire Warden	(B) 856-1887

GOSHEN (GOX)			
Bill Law	(H) 532-2647	- Vacant -	
County Fire Warden	(B) 532-7952	Deputy Fire Warden	
PO Box 423	(C) 532-0305		
2125 East A Street	(F) 532-3618		
Torrington, WY 82240			
Email: blaw@goshencounty.org		Email:	

HOT SPRINGS (HOX)			
Dion Robbins	(C) 431-2767	Clint Huckfelt	(C) 760-0537
County Fire Warden		Deputy Fire Warden	
400 S. 14th			
Thermopolis, WY 82443			
Email: hscwarden@rtconnect.net		Email: hscwarden@rtconnect.net	

JOHNSON (JOX)			
Thomas 'Tiddle' Camino	(H) 684-2412	Steve Haines	(H) 738-2591
County Fire Warden	(B) 351-2412	Deputy Fire Warden	(C) 247-4190
655 N. Lobban	(C) 351-2412	Kaycee, WY 82639	
Buffalo, WY 82834			
Email: tiddle@yahoo.com		Email: shaines@rtconnect.net	

COUNTY/DEPUTY FIRE WARDEN

LARAMIE (LAX)			
Matthew Butler	(B) 633-4335		
County Fire Warden	(C) 274-1405		
3962 Archer Parkway	(F) 633-4337		
Cheyenne, WY 82001			
Email: mbutler@laramiecounty.com			

LINCOLN (LIX)			
Kelly Hoffman	(H) 279-3625		
County Fire Warden	(C) 270-8103		
Box 203			
Cokeville, WY 83114			
Email: khoffman@allwest.net			

NATRONA (NAX)			
Michael Haigler	(B) 235-9311	Susan Phillips	(B) 235-9311
County Fire Warden	(C) 258-2950	Deputy Fire Warden	(C) 262-9566
Drawer 848	(F) 265-2743		
Mills, WY 82644			
Email: mhaigler@natronacounty-wy.gov			

NIOBRARA (NIX)			
Duke Lashmett	(B) 340-0782	Shawn Leimser	(B) 620-694-6248
County Fire Warden		Deputy Fire Warden	
PO Box 836			
Lusk, WY 82225			
Email: luskfiremaster@yahoo.com		Email: shawnleimser@gmail.com	

COUNTY/DEPUTY FIRE WARDEN

PARK (PAX)			
Russell Wenke	(H) 587-3735	Sam Wilde	(B) 527-8552
County Fire Warden	(B) 527-8551	Deputy Fire Warden	(C) 899-7508
1125 11 th Street	(C) 899-2425		(SO) 527-8700
Cody, WY 82414	(F) 527-8785		
	(SO) 527-8700		
Email: ff6wenke@gmail.com		Email: swilde@parkcounty.us	

PLATTE (PLX)			
Jamie Rietz	(H) 322-9320	Jake Chaffin	(C) 331-0341
County Fire Warden	(C) 322-6041	Deputy Fire Warden	
PO Box 485			
Wheatland, WY 82201			
Email: pcwarden@yahoo.com		Email: jakechaffin@yahoo.com	

SHERIDAN (SHX)			
Bill Biastoch	(H) 672-9162	Fritz Bates	(H) 758-4453
County Fire Warden	(C) 752-9864	Deputy Fire Warden	(C) 751-5734
PO Box 586	or 752-3684		
Big Horn, WY 82833			
Email: bbiastoch@msn.com		Email: batesfamily@rangeweb.net	

SUBLETTE (SUX)			
Shad Cooper	(B) 367-4550	John Ball	(B) 367-4550
County Fire Warden	(F) 367-2287	Deputy Fire Warden	(C) 360-8180
PO Box 2410		PO Box 2410	
Pinedale, WY 82941		Pinedale, WY 82941	
Email: shad.cooper@sublettefire.com		Email: john.ball@sublettefire.com	

COUNTY/DEPUTY FIRE WARDEN

SWEETWATER (SWX)			
Mike Bournazian	(H) 851-1151	TJ Hunt	
County Fire Warden	(B) 922-5360	Deputy Fire Warden	(B) 922-5360
430 W. Blair Avenue	(C) 705-0154	430 W. Blair Avenue	(C) 231-6555
Rock Springs, WY 82901	(F) 352-6781	Rock Springs, WY 82901	
Email: bournazianm@sweet.wy.us		Email: huntt@sweet.wy.us	

TETON (TEX)			
Brady Hansen		Mike Moyer	(H) 739-1911
County Fire Warden	(B) 733-4732	Deputy Fire Warden	(B) 733-4732
Box 901	(C) 699-8188	Box 901	(C) 413-4455
Jackson, WY 83001		Jackson, WY 83001	
Email: bhansen@tetoncountywy.gov		Email: mmoyer@tetonwyo.org	

UINTA (UIX)			
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Evanston, WY 82931			
Email: quinney@allwest.net		Email: tovery@allwest.net	

WASHAKIE (WAX)			
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PO Box 504	(F) 347-3833	Email: starbuckshane@hotmail.com	
Worland, WY 82401			
		Troy Nelsen	(B) 431-0674
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WESTON (WEX)			
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PO Box 937			
Newcastle, WY 82701			
Email: wcfire@rtconnect.net		Email: haleredding@yahoo.com	

WYOMING STATE FORESTRY DIVISION

<p>Wyoming State Forestry Division Headquarters 5500 Bishop Boulevard Cheyenne, WY 82002-0060 Main Number: 307-777-7586 Duty Officer: 307-777-5566</p>

Bill Crapser State Forester		Aaron Lumley Assistant State Forester - Coop Forestry	
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		Mobile:	307-631-2352

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Shielah Esterholdt Fire Business Manager		Krisanda Kappus IQS Program Manager	
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Aspen Joiner IQS Technician			
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WYOMING STATE FORESTRY DIVISION

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Cell:	307-340-0937		
Jeremy Dedic Assistant District Forester		District 2 Laramie Office 710 Garfield Street, Room 276 Laramie, WY 82070	
Home & Cell Phone:	307-941-1101	Travis Pardue Assistant District Forester	
Alternative:	618-697-4126	Business & Cell:	
Jonathan Sloan Assistant District Forester		307-286-6945	
Cell:	307-941-0352		

WYOMING STATE FORESTRY DIVISION

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		Barry Tye Assistant District Forester	
Ryan Deford Fire Training Specialist		Home Phone:	815-382-1578
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