



**NORTHERN ROCKIES COORDINATING GROUP (NRCG)  
NWCG STANDARDS FOR INTERAGENCY INCIDENT BUSINESS MANAGEMENT  
SUPPLEMENT**

**CHAPTER 50 – INTERAGENCY COOPERATIVE RELATIONS**

**Supplement No:** NR-2021-6

**Effective Date:** April 1, 2021

**Duration:** Effective until superseded or removed

**Approved:**

*/s/ Josh Harvey*  
**JOSH HARVEY**  
**Chair**

**Posting Instructions:** Post by document, remove entire document, and replace with this supplement. Retain this transmittal as first page of document.

|   |                    |          |
|---|--------------------|----------|
| <b>New Document</b>   | NR-2021-6          | 71 Pages |
| <b>Superseded Document(s) by Issuance Number and Effective Date</b> | NR-2020-6 (4/1/20) | 69 Pages |

**Digest:**

**Exhibit NR10-Updates Montana Department of Natural Resources (DNRC) for the following:**

- 01.4-3 Privately Owned Vehicles language added.
- 01-5 Numerous updates to LGFF language to align with the NR Mobilization of Local Government Fire Fighting Resources guide.
- 01.5-2 Severity and Station Staffing language update.

**Exhibit NR11- Idaho Department of Lands**

- Miscellaneous updates to EMS language.

**Exhibit NR12 – North Dakota Forest Service**

- Updated Engine and Water Truck rates for both local government and state owned.

**Exhibit NR13- South Dakota Wildland Fire Division**

**FORMAL AGREEMENTS****Agreements between Federal, State Fire Organizations and Local Governments**

This supplement outlines incident business management procedures specific to Montana DNRC, the Idaho Department of Lands (IDL), the North Dakota Forest Service (NDFS), and the South Dakota Wildland Fire Suppression Division (SD WFS) that differ from the NWCG Standards for Interagency Incident Business Management (SIIBM) handbook. These directions apply when working on fires under the protection of the respective agency or when working with state employees, county employees, or city, county or rural fire departments from the respective states.

**Exhibits: NR10 – Montana Department of Natural Resources and Conservation**

**NR11 – Idaho Department of Lands**

**NR12 – North Dakota Forest Service**

**NR13 – South Dakota Wildland Fire Division**

**Table of Contents**

**FORMAL AGREEMENTS ..... 2**

    Agreements between Federal, State Fire Organizations and Local Governments ..... 2

**EXHIBIT NR10 ..... 6**

    01.1 MONTANA DNRC GENERAL INFORMATION ..... 6

    01.2 EMERGENCY MEDICAL SERVICES ..... 6

    01.3 EMERGENCY FIRE FIGHTERS (EFFs) AND OTHER STATE OF MONTANA  
        EMPLOYEES ..... 8

        01.3-1 Entitlements ..... 8

        01.3-2 Meal Periods ..... 9

        01.3-4 Payroll ..... 10

        01.3-5 Hiring Documents ..... 10

        01.3-6 Payment Document Requirements ..... 11

        01.3-7 Compensation for Injury/Illness ..... 12

    01.4 PRIVATE FIRE SUPPRESSION RESOURCES – Emergency Equipment Rental ..... 12

        01.4-1 Preferred Hiring Method ..... 12

        01.4-2 During Incident Sign-up ..... 12

        01.4-3 Privately Owned Vehicles ..... 13

    01.5 LOCAL GOVERNMENT FIRE FORCES (LGFF) ..... 13

        01.5-1 General Information ..... 14

        01.5-2 Within Local Government Fire Force Legal Jurisdiction ..... 15

        01.5-3 Possible Hiring Methods ..... 17

        01.5-4 Local Government Fire Force (LGFF) Personnel ..... 21

        01.5-5 Local Government Fire Force (LGFF) Equipment ..... 25

            01.5-5-1 Local Government Fire Force Ambulances and Medical Equipment ..... 34

        01.5-6 Agency Assistance with Local Government Fire Forces ..... 39

    01.6 MONTANA NATIONAL GUARD ..... 40

    01.7 MONTANA DEPARTMENT OF CORRECTIONS ..... 40

    01.8 MONTANA DEPARTMENT OF TRANSPORTATION (MDT) ..... 41

    01.9 MONTANA HIGHWAY PATROL ..... 41

    01.10 MONTANA SHERIFFS AND PEACE OFFICERS ..... 41

    01.11 STATE-OWNED AND OTHER EQUIPMENT ..... 42

        01.11-1 Sedans, Sport Utility Vehicles, and Pickups ..... 42

1           01.11-2 Trailers and Transports ..... 44

2           01.11-3 All-Terrain Vehicles..... 45

3           01.11-4 Agency-Owned Engines and Water Tenders ..... 45

4           01.11-5 DNRC Kitchens ..... 45

5           01.11-6 DNRC Hand Wash Station..... 46

6           01.11-7 Portable Generators ..... 46

7           01.11-8 Aircraft ..... 46

8           01.12 CLAIMS ..... 48

9           01.13 OTHER REFERENCE MATERIALS FOR MONTANA..... 48

10           01.13-1 NRCG Mobilization of Local Government Firefighting Resources ..... 48

11           01.13-2 DNRC 300 Manual - Incident Business Management ..... 48

12           01.13-5 DNRC Local Government Fire Force (LGFF) Incident Rental Agreement ..... 49

13           01.14 ABBREVIATIONS AND DEFINITIONS ..... 49

14           01.15 FEMA GUIDELINES ..... 51

15           **EXHIBIT NR11 ..... 53**

16           IDAHO DEPARTMENT OF LANDS ..... 53

17           1. STATE AND COOPERATOR PERSONNEL AND EQUIPMENT ..... 54

18           2. EMERGENCY MEDICAL SERVICES ..... 54

19           3. Agency Provided Medical Care (APMC) ..... 57

20           4. IDAHO NATIONAL GUARD ..... 58

21           5. IDAHO WATER RIGHTS ..... 58

22           **EXHIBIT NR12 ..... 59**

23           NORTH DAKOTA FOREST SERVICE ..... 59

24           GENERAL INFORMATION ..... 59

25           BILLING: ..... 59

26           EFFs AND OTHER STATE EMPLOYEES ..... 59

27           Entitlements ..... 59

28           Meal Periods ..... 60

29           Work/Rest, Length of Assignment, and Days Off ..... 60

30           Engine Staffing ..... 60

31           Payroll ..... 60

32           Payment Document Requirements ..... 60

33           Compensation for Injury/Illness ..... 61

1 Hiring Method ..... 61

2     During-Incident Sign-up..... 62

3 LOCAL GOVERNMENT FORCES - Equipment Rental ..... 62

4     General Information ..... 62

5     Local Government Fire Force (LGFF) Equipment ..... 63

6     Severity ..... 63

7     MINIMUM STANDARDS FOR TYPE ..... 64

8 NORTH DAKOTA NATIONAL GUARD..... 68

9 STATE-OWNED EQUIPMENT ..... 69

10     Sedans, Passenger Vans, Utility Vehicles, Pickups, and Stake Side Trucks..... 69

11     Trailers and Transports..... 69

12     Engines and Water Tenders ..... 69

13 **EXHIBIT NR13 ..... 71**

14 SOUTH DAKOTA..... 71

**EXHIBIT NR10****01.1 MONTANA DNRC GENERAL INFORMATION**

This information is intended to provide a general outline of DNRC and Local Government Fire Force (LGFF) operating procedures. For further information contact one of the six Area Land Offices, the Forestry Division or the Fire Protection Bureau:

**LAND OFFICES:**

|                          |                |                |
|--------------------------|----------------|----------------|
| Central Land Office      | Helena, MT     | (406) 458-3500 |
| Eastern Land Office      | Miles City, MT | (406) 232-2034 |
| Northeastern Land Office | Lewistown, MT  | (406) 538-7789 |
| Northwestern Land Office | Kalispell, MT  | (406) 751-2240 |
| Southern Land Office     | Billings, MT   | (406) 247-4400 |
| Southwestern Land Office | Missoula, MT   | (406) 542-4200 |

**FIRE PROTECTION BUREAU:** Missoula, MT (406) 542-4250

**FORESTRY DIVISION:** Missoula, MT (406) 542-4300

**BILLING:**

DNRC will use applicable LGFF equipment rates and **actual** personnel costs for purposes of billing other agencies and private entities for fire suppression services. Rates for on-road vehicles will be billed according to rates found in Section 01.11-1 of this supplement. For off-road 4x4 SUVs and pickups used by line personnel, the applicable rates will be billed according to Section 01.11-1 of this supplement.

**RATES FOR T1-7 ENGINES AND T1-3 WATER TENDERS:**

The rates contained in this supplement for T1-T7 Engines were updated for CY2017 using a combination of consensus and collected data inputs, combined with an equation that calculates a Replacement Asset Value, determined by using estimated inflation and maintenance costs. This formula is representative of the actual cost of replacing the equipment in the future. Hourly rates will remain static to the year 2022 after which they will be re-evaluated and adjusted as needed.

Rates for T1-T3 Water Tenders (Support and Tactical) were reviewed and updated for CY 2018 using the same methodology as noted above. Hourly rates will remain static to the year 2022 after which they will be re-evaluated with the engine rates and adjusted as needed. Personnel rates used to calculate the Fully Operated rates were re-evaluated and updated in CY 2019.

**01.2 EMERGENCY MEDICAL SERVICES**

Emergency Medical Services (EMS) are available in the State of Montana through the regular ordering process at interagency dispatch centers. The preferred method of hiring EMS personnel and equipment/vehicles in Montana is: 1) Local EMS Jurisdiction (Public); 2) sponsored Agency personnel licensed in Montana; and 3) Montana Fire Service Organizations, providing EMS services.

1 **IF AN INCIDENT REQUESTS AN EMS RESOURCE TO WORK UN-ESCORTED NEAR THE**  
2 **FIRELINE, THE RESOURCE SHALL BE NWCG QUALIFIED IN A FIRELINE POSITION AND**  
3 **HAVE, IN THEIR POSSESSION, A CURRENT INCIDENT QUALIFICATION CARD.**

4 ALL EMS providers working within the State of Montana must have a current professional license, as  
5 determined by the Montana Board of Medical Examiners.

6 This can be verified by either: the individual providing a copy of their licensure or, the agency can confirm  
7 current licensure by going to [www.ebiz.mt.gov/pol/](http://www.ebiz.mt.gov/pol/) and going to “licensee look up”.

- 8 a) **If ordering individual EMS personnel:** Individual EMS personnel may function at the Basic Life  
9 Support level anywhere in the State of Montana with a current licensure of EMR, EMT, AEMT, or  
10 Paramedic as long as they are following State of Montana Protocols ([www.emt.mt.gov](http://www.emt.mt.gov)). If  
11 individual EMS personnel are expected to function at any level beyond Basic Life Support, they  
12 must have medical direction (Montana recognized Medical Director) that agrees to provide medical  
13 oversight (medication procurement, QI/QA and retrospective operational review) while operating on  
14 a fire assignment. This should be confirmed in writing (the individual EMS provider should be able  
15 to provide) or via direct phone contact with the Medical Director providing oversight.
- 16 b) **If ordering an LGFF (ambulance): For additional direction, please see Section 01.5-5-1.** All  
17 EMS services are required to be licensed by the State of Montana to offer services. Service  
18 licensure can be confirmed by either calling 406-444-3895 or going to  
19 [www.dphhs.mt.gov/publichealth/emsts](http://www.dphhs.mt.gov/publichealth/emsts).
- 20 EMS services are licensed in Montana at various levels of care. Those levels are Basic, Basic with  
21 authorization to provide ALS, or ALS. In order to be licensed at those various levels, all personnel  
22 working for that service are Montana licensed, and the service must have medical oversight;  
23 therefore, verifying the licensure status of individual EMS personnel or medical oversight is not  
24 necessary for LGFF ambulance personnel.
- 25 c) **If you encounter an EMS individual NOT LICENSED in MONTANA:** If you want to utilize this  
26 person as an EMS individual provider on the fire and they hold an EMS licensure in another state  
27 (not the National Registry of Emergency Medical Technicians - NREMT), there is a provision for  
28 their EMS credentials to be recognized and utilized on this fire assignment. A form can be  
29 downloaded, completed and faxed to the Montana Board of Medical Examiners. The  
30 “**TEMPORARY EMERGENCY/DISASTER EXEMPTION**” form can be downloaded at:  
31 [http://boards.bsd.dli.mt.gov/Portals/133/Documents/med/ecp/Temporary%20Emergency%20Disaste](http://boards.bsd.dli.mt.gov/Portals/133/Documents/med/ecp/Temporary%20Emergency%20Disaster%20Exemption%20Form%209%202017.pdf?ver=2017-09-05-075035-503)  
32 [r%20Exemption%20Form%209%202017.pdf?ver=2017-09-05-075035-503](http://boards.bsd.dli.mt.gov/Portals/133/Documents/med/ecp/Temporary%20Emergency%20Disaster%20Exemption%20Form%209%202017.pdf?ver=2017-09-05-075035-503).
- 33 d) Proof of EMS licensure currency and medical oversight will be managed at the local level through  
34 the home unit agency certifier or the dispatch center IQCS/IQS account manager.
- 35 e) EMS personnel must furnish medical supply inventory upon arrival at the incident. While at the  
36 incident the EMS personnel will keep a daily log of medical supplies used, for reimbursement  
37 purposes at the end of the incident. All items for replacement must be documented in writing by the  
38 Medical Unit Leader or their designee.
- 39 f) ALS kits will be signed up on either an Emergency Equipment Rental Agreement (EERA) or  
40 Incident Rental Agreement (IRA). The Resource Order must note the kit as a support item.

## 01.3 EMERGENCY FIRE FIGHTERS (EFFs) AND OTHER STATE OF MONTANA EMPLOYEES

DNRC has six (6) Area Land Offices with various Unit Offices, and the Fire Protection Bureau that engage in statutorily mandated wildland fire suppression and all hazard incident activities. In some areas, DNRC hires seasonal positions each year to fight fire for approximately 65 days during June through August. As needed, DNRC also hires temporary, Emergency Fire Fighters (EFFs) for individual emergency operations that require more personnel than are already on staff.

A DNRC EFF is an individual hired of necessity to cope with a sudden and unexpected emergency, actual or potential, which threatens damage to DNRC protected property. EFFs are hired without a competitive interview process. While individuals may complete all necessary paperwork to be available as an EFF during a wildfire season, or an extension of the wildfire season, they are not employed and are; therefore, not paid until they are hired and work on an as-needed basis for an incident. EFF employment is sponsored for an individual wildfire or other hazard incident basis. Employment terminates when the EFFs work on the incident is complete. Employment as an EFF is not guaranteed. Hiring and dispatching EFFs for incidents impacts the limited resources at the DNRC offices that sponsor the EFFs, limiting how many EFFs can be sponsored at any given time. Generally, EFF sponsorship is looked at as to whether it is a benefit to the DNRC or the incident management organizations that the DNRC supports. Trust and responsibility are critical criteria for all DNRC incident personnel in dealing with wildfire command structure, agency cooperators, local governments, and the public. DNRC is not obligated to provide an Incident Qualification Card (Red Card), hire, sign up, or mobilize personnel or equipment. DNRC will determine which (if any) personnel or equipment will be sponsored and mobilized.

An EFF must be 18 years or older *at the time of hire* to participate in any type of fire line activity. Those between 16-17 years old may participate in camp duties.

DNRC does NOT use the same Administratively Determined (AD) pay plan rates as federal agencies when hiring casual firefighters. DNRC hires casuals (EFFs) as state employees using the EFF Pay Plan. EFF rates of pay are determined by the nature of the EFF work assigned. See the NRCG supplement to Chapter 10, Exhibit NR01, for the current pay plan.

When an EFF Class B-O works as a trainee, they shall be paid one EFF class below the fully qualified EFF class. For example: an engine boss (ENGB - EFF-F) as a trainee would be paid at the EFF-E class.

Employees of other Montana State agencies may be utilized by the DNRC to assist on DNRC fires. The hiring of these employees is typically done through the DNRC Land or Unit Office. For more information see Chapter 310 of the DNRC Incident Business Management 300 Manual at:

<http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/resources/manuals>

### 01.3-1 Entitlements

Entitlements of DNRC hired EFFs and other MT State agency employees:

- 1) Are considered Short-Term Workers and are not subject to the 90 working days threshold. EFF employees do not earn sick or annual leave and are not required to participate in the state retirement plan (Public Employees' Retirement System [PERS]). However, EFFs who are currently participating in a PERS state retirement plan through other current or previous employment must



1 participate in the retirement plan. Questions should be directed to the DNRC Payroll Office (406)  
2 444-5735 or the responsible hiring DNRC Land or Unit Office.

- 3 2) Are covered under the provisions of the State of Montana Workers' Compensation Insurance  
4 Program (known as Montana State Compensation Insurance Fund or Montana State Fund).
- 5 3) Have state and federal withholding taxes deducted from gross earnings, and state unemployment  
6 insurance is paid by the State of Montana. Federal Social Security (FICA) taxes are not deducted  
7 from EFF earnings.
- 8 4) Do NOT receive hazard pay or any other form of differential pay, except for overtime. An exception  
9 to this is for specially trained MT State employees or EFFs working in the Operable Unit 3, the  
10 asbestos area near Libby Montana, for which hazard pay is authorized.
- 11 5) EFFs receive the base rate for the first eight (8) hours of work per calendar day, and 1.5 times the  
12 base rate for all approved time worked beyond eight (8) hours per calendar day and for all hours  
13 worked beyond the 40-hour base in the work week. Other state employees receive 1.5 times the base  
14 rate for all hours worked beyond the 40-hour base in the work week. Overtime will not be calculated  
15 at the incident but will be figured when the Incident Time Reports (OF-288's) are processed by  
16 Payroll.

17 DNRC employees, including EFFs and other MT State agency employees, may occasionally be in situations  
18 where meals or lodging may need to be paid out-of-pocket when in travel status or when meals at fire camp  
19 are not available. Reimbursement for such expenses will be in accordance with the travel and reimbursement  
20 policies, and state per diem rates, regardless of the location of the incident. If the incident is within Montana,  
21 the DNRC Fire Meal Policy may apply, if all requirements are met.

22 For current travel reimbursement policies and state per diem rates for travel, see the following web site:  
23 <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/forms-and-information> or  
24 <https://doa.mt.gov/employee-travel>.

25 During a declared *State of Emergency*, non-DNRC employees, with the exception of rostered Incident  
26 Management Team (IMT) members, shall be mobilized through the *Montana Department of Military Affairs,*  
27 *Division of Emergency Services* (DES).

28 Telephones and cell phones provided by the State of Montana are to be used for state business only.  
29 Personal long-distance calls may not be made from or charged to state telephones.

### 30 **01.3-2 Meal Periods**

31 The guidelines of Chapter 10 of the SIIBM conflict with Montana Law and the Fair Labor Standards Act  
32 (FLSA); therefore, the following shall apply to DNRC employees, including EFFs and other MT State  
33 agency employees:

34 DNRC and LGFF employees are to be paid for meal breaks when in a fire suppression mode (on the fireline)  
35 unless they are **completely relieved** of duty during the break. Those engaged in fire camp duty, traveling to  
36 and from the fireline, or any other duty that is not actual work on the fireline, will not be paid for meal  
37 breaks unless they are **completely relieved** of duty. If personnel cannot be completely relieved of duty, the  
38 supervisor must document why the personnel was required to continue in a work status during a scheduled  
39 meal period. This documentation shall be part of the incident record but does not need to be forwarded to the  
40 person's home unit.

1 Equipment will remain in paid status during meal periods, where people are required to show a meal break  
2 when they are relieved of duty.

### 3 **01.3-3 Work/Rest, Length of Assignment, and Days Off**

4 DNRC subscribes to the guidelines for work/rest, length of assignment, and days off as outlined in Chapter  
5 10 of the SIIBM.

6 DNRC employees including EFF's may be entitled to one compensated R&R day after a consecutive 14-day  
7 assignment per the DNRC Work/Rest and Work-Length Policy detailed in the DNRC Fire Suppression  
8 Manual, Chapter 900, Section 930, pages 4-10. If the Incident Commander (IC) on an incident feels it is  
9 warranted, it may be provided by the incident prior to demobilization.

### 10 **01.3-4 Payroll**

11 DNRC payroll occurs every other week throughout the year. Copies of payment documents for permanent  
12 and seasonal employees should be transmitted to home units in order to meet payroll deadline dates. Pay  
13 period ending dates for 2021 are: 1/01, 1/15, 1/29, 2/12, 2/26, 3/12, 3/26, 4/09, 4/23, 5/07, 5/21, 6/04, 6/18,  
14 7/02, 7/16, 7/30, 8/13, 8/27, 9/10, 9/24, 10/08, 10/22, 11/05, 11/19, 12/03, 12/17 and 12/31. It is the  
15 responsibility of each employee to ensure that their payroll documents are transmitted to their home unit in a  
16 timely manner.

17 EFF employees are normally paid upon completion of the fire assignment via direct deposit if elected or by  
18 check mailed to the address shown on the W-4. Payment is made directly from the completed Incident Time  
19 Report, (OF-288). **At the time of demobilization from an incident, the completed original OF-288 and  
20 signed Crew Time Reports (CTR's) or the combined DNRC Emergency Personnel & Equipment Shift  
21 Ticket, MUST be transferred to the responsible DNRC Land or Unit Office for processing, preferably  
22 by hand with the demobing resource.** Copies of these documents may stay at the incident. On long  
23 duration incidents consideration should be given to biweekly transmission of EFF payroll documents;  
24 however, this must be prearranged with the responsible Land or Unit Office.

### 25 **01.3-5 Hiring Documents**

26 The following documents must be completed by the EFF using their legal name as shown on their Social  
27 Security card and a copy kept on file at the responsible Land Office/Unit Office for each EFF employee  
28 hired. **It is very important that these documents are completed legibly.** The original forms are to be sent  
29 to the payroll department upon hiring.

30 These forms are available from DNRC Land or Unit Offices, and on-line at:

31 <http://dnrc.mt.gov/divisions/directors-office/human-resources/eff-hiring-documents>.

- 32 1) EFF Hiring Packet Forms and Policies check list
- 33 2) Emergency Firefighter Employment Form
- 34 3) W4 – Employee Withholding Allowance Certificate
- 35 4) Decedent's Warrant - Must be fully completed, including social security numbers and dates of birth.
- 36 5) Employment Eligibility Verification (IRCA Form I-9)

- 6) Public Employees' Retirement System (PERS) Optional Membership Election - The ORIGINAL copy must be submitted for processing.
  - a. Public Employees' Retirement System Membership/Designation of Beneficiary Card- This form is only required if the EFF elects to be a member of PERS on the Membership Election form above.
  - b. PERS Information Acknowledgement Form
- 7) Confirmation of Receipt of DNRC Policies by EFFs
- 8) SSA-1945 Statement concerning your employment in a job not covered by Social Security
- 9) Ethics Acknowledgement Form
- 10) EFF Employment Conditions Acknowledgement

### 01.3-6 Payment Document Requirements

**Equipment (Original pink copies for the payment office, blue copies for the file. NOTE: e-ISuite copies will all be white.)**

- 1) Emergency Equipment Use Invoice (OF-286)
  - a) Fuel/Oil Tickets (OF-304)
  - b) Shift Tickets (OF-297) or the combined DNRC Emergency Personnel & Equipment Shift Ticket (DNRC297)
- 2) Emergency Equipment Rental Agreement (EERA), (OF-294) OR MT DNRC Incident Rental Agreement (IRA), if applicable
- 3) Chiefs Certification for LGFF Equipment and Operators, if applicable
- 4) Inspection Form (pre/post) if available (OF-296)
- 5) Resource Order
- 6) Invoice, if required for the hiring option

**Emergency Firefighter (white copies for the payment office. NOTE: e-ISuite copies will all be white.)**

- 1) Incident Time Report (OF-288)
  - a) Crew Time Reports (SF-261) or the combined DNRC Emergency Personnel & Equipment Shift Ticket (DNRC297)
- 2) Resource Order
- 3) Chiefs Certification for LGFF Equipment and Operators, if applicable

Fire payment packets containing the original Incident Time Reports, Crew Time Reports, Emergency Equipment Shift Tickets, and all supporting documentation will be completed (including all required signatures), a copy retained at the incident, and the **original packet returned with the designated representative** when demobed. This designated representative would normally be the Engine Boss, Strike Team Leader, Crew Boss, or single resource.

The designated representative should submit the signed original fire payment packet to the local DNRC Land or Unit office within 30 days of the demob date, and no later than 60 days without prior approval. Any questions should be directed to the local DNRC Land or Unit office.

### 01.3-7 Compensation for Injury/Illness

*Note: The Montana State Fund does not cover, on behalf of DNRC, those operators of equipment hired “fully operated,” other government agency employees, or LGFF who qualify and choose to use their own payroll. Generally speaking, any cooperator who is not hired as an EFF is not covered under DNRC’s policy. DNRC’s responsibility, in such cases, is limited to arranging for prompt emergency or other medical treatment if necessary. The attending physician must be advised that the private individual(s) involved have their own workers’ compensation coverage.*

The injured Montana State employee, or a person acting on behalf of the injured employee, is responsible for reporting the injury to the immediate supervisor. The immediate supervisor is responsible for the preparation of the *First Report of Injury (FROI)* form. **Please refer to Chapter 10, Exhibit NR3, of the NRCG Supplement to the SIIBM for complete instructions.**

**APMC:** Each Land/Unit office or host agency office has at its discretion the ability to use APMC in a limited manner for minor injuries to return an employee to work status in a quick and efficient manner.

If medical care is not available at the fire or there is a minor injury that needs acute minor medical attention to return an employee to work, please contact the local Unit or Land office for approval for APMC. Please reference Chapter 10 of the *NWCG Standards for Interagency Incident Business Management (SIIBM)* APMC guidelines.

**NOTE: IN NO SITUATION SHALL CARE BE DELAYED!**

## 01.4 PRIVATE FIRE SUPPRESSION RESOURCES – EMERGENCY EQUIPMENT RENTAL

### 01.4-1 Preferred Hiring Method

In the course of wildland fire suppression, DNRC offices may utilize any fire resource to aid in the suppression of any fire on lands protected by the State of Montana. This includes but is not limited to the use of any resource from the following sources: DNRC, other States and Federal agencies, LGFF, and private contract resources including competed solicitation resources and local EERAs. DNRC will order and utilize resources from the best, closest, and most logical source as determined on the basis of urgency (date and time needed), availability, delivery time, reasonable cost, and operational impact on the agency and incident. This allows DNRC to select resources that will provide the fastest, most effective, and of most importance safe suppression of fires occurring on state protection.

### 01.4-2 During Incident Sign-up

In the event equipment does not have a pre-existing agreement, procedures in the SIIBM and the NRCG supplements to Chapter 20 and 50 of the SIIBM must be followed. On state fires, agreements initiated by DNRC personnel do not have to be co-signed by Contracting Officers or Procurement Unit Leaders working for a federal agency. All DNRC personnel who sign on any DNRC agreements must be on the DNRC Authorized Signers List.

The preferred method of hire for equipment covered under the competitively solicited process where the contractor did not participate is an EERA which should show that the agreement is applicable only for the duration of the single incident and will not be eligible for interagency dispatch. However, if it is deemed in the best interest of the DNRC, an EERA may be executed for a longer period of time.

### 01.4-3 Privately Owned Vehicles

The following guidelines must be in place when hiring *non-government employee* privately owned vehicles on an EERA. (Refer to section 01.11-1 for direction related to government employee-owned vehicles.) If this option is utilized, only the vehicle owner may operate the vehicle while it is under hire. The following guidelines must be in place for this type of acquisition.

#### **Hired Un-Operated:**

- Resource Order required for payment.
- Daily rate plus mileage rate from Section 01.11-1.
- The government provides operating supplies, including fuel.
- Vehicle's insurance coverage must include commercial liability coverage sufficient to comply with agreement requirements, i.e. hauling cargo, transporting people, etc. Proof of insurance coverage is required at time of inspection.
  - The vehicle owner assumes responsibility for all damage and/or injury to persons and/or property.
  - The vehicle owner shall maintain adequate public liability and property damage insurance.

### **01.5 LOCAL GOVERNMENT FIRE FORCES (LGFF)**

In this document, the term Local Government Fire Forces (LGFF) refers to a subdivision of local government organized and administered as per Montana Code Annotated, Title 7 and mobilized in support of wildland fire:

a. Local Government:

A local government is a county, municipality, city, town, township, public authority, school district, special district, intrastate district, council of governments, regional or interstate government entity, or agency or instrumentality of a local government; any Tribal government or authorized tribal organization; and any rural community, unincorporated town or village, or other public entity. A private volunteer fire group, subscription fee for fire service organization/business or other organization which has not been organized and funded as per Title 7, Chapter 33, MCA is not considered a local government fire force for the purposes of this document.

b. Local Government Fire Forces:

The following are interchangeable with the term LGFF:

- 1) Fire departments (career, combination, volunteer) including municipal, rural fire districts, volunteer fire company, fire service area, or county rural fire department,
- 2) County or municipal (e.g. town or city) equipment and personnel,
- 3) Volunteer and paid personnel from local government Fire, Emergency Medical Service (EMS), Search and Rescue or Law Enforcement organizations.

**NOTE:** If an individual or group who is a member of a LGFF contracts himself/herself or his/her privately owned/non-department owned equipment under a separate agreement, he/she is considered

1 a private contractor and does not fall under any policy or rules pertaining to LGFF. Non-government  
2 owned equipment leased for the purpose of contracting out by a department to the system will, in  
3 most instances, be considered private contracting and, thus, not a part of the mobilization of local  
4 government fire forces. The intent for the mobilization of LGFF is for the equipment to be owned,  
5 licensed, operated, insured, and staffed by the LGFF mobilized.

### 6 **01.5-1 General Information**

7 The guidelines in this document apply when Local Government Fire Forces are hired for use by NRCG  
8 agencies. Hiring practices for other municipal city, county and state resources are also addressed in this  
9 section. Detailed equipment and personnel standards, mobilization and dispatch procedures are included in  
10 the NRCG Mobilization of Local Government Firefighting Resources Guide. The document may be found  
11 on-line under Mobilization Guides at [http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-  
12 business/agreements-plans-and-guides](http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/agreements-plans-and-guides).

13 In accordance with the Montana Cooperative Wildland Fire Management Agreement signed by the U.S.  
14 Forest Service, Bureau of Land Management, National Park Service, Bureau of Indian Affairs, Fish and  
15 Wildlife Service, and the State of Montana, DNRC is designated as the mobilization and payment agency for  
16 personnel and equipment obtained from LGFF when dispatched in circumstances other than local initial  
17 attack under mutual aid agreements. LGFF equipment and personnel costs will be paid by DNRC, which, in  
18 turn, will bill the responsible cooperator agency when applicable. Said resources shall be considered agents  
19 of the State. DNRC is under no obligation to sign up, mobilize, dispatch, or sponsor any particular local  
20 government person or fire entity and does so only to meet the needs of the wildland fire system. The intent  
21 for mobilization is to meet incident needs and is not intended to provide an ongoing “business” for any  
22 entity. DNRC will determine who, what, and under what circumstances it will mobilize LGFF personnel or  
23 equipment.

24 Procurement of equipment and personnel from LGFF will follow the procedures established by the State of  
25 Montana DNRC Fire Protection Bureau and local Land or Unit offices. All rates and responsibilities have  
26 been established between the State of Montana and representatives of the LGFF. For current rates refer to  
27 Section 01.5-5 Local Government Fire Force Equipment. Renegotiation of rates and responsibilities shall  
28 not happen at emergency incidents. If there are compelling reasons for renegotiation, the responsible Land  
29 or Unit office must be involved in the negotiations and it must be documented on the payment cover sheet.  
30 Normally, LGFF apparatus, equipment, and personnel will be signed up prior to the incident by the local  
31 DNRC Land or Unit office. If it is necessary to sign up equipment at the incident, contact the responsible  
32 Land or Unit office.

33 **LGFF BILLING PROCESS:** Original Fire Payment Packages submitted by LGFF departments, for LGFF  
34 equipment or personnel, should be received at the appropriate DNRC Area or Unit office within 30 days, and  
35 certainly no later than 60 days after demobilization from the incident of those same resources. Billing  
36 packages received after 60 days will be rejected unless prior arrangements have been made with the DNRC  
37 Land or Unit office. **All fire payment packages must be submitted to the Forestry Division Office  
38 (FDO) for final audit by December 31 of the incident year. Fire payment packages received after that  
39 date, may not be paid.**

40 **NOTE:** DNRC is not authorized to make payments directly to local government fire service organizations.  
41 Per Montana Code Annotated (MCA 17-8-311), “All payments made by a state agency to any city, town,

1 county, or local government entity must be payable to the Finance Officer of the appropriate city, town, or  
2 county.”

3 **Mutual Aid** - Mutual Aid resources may be converted to paid status after the initial response if the  
4 Land/Unit office deems it in the best interest of the State to do so. Mutual aid will not be paid without  
5 Land/Unit office approval. Mutual aid responses will be paid according to the requesting jurisdictions’  
6 Annual Operating Plan (AOP). In absence of an AOP, a standard of eight (8) hours mutual aid is in effect. It  
7 is the **responsibility** of the resource to contact the IC and request to remain on the fire. The ultimate decision  
8 for that resource remaining on the fire is contingent on the needs of operations and approval by the IC and  
9 local Land or Unit office. If the resource remains on the fire beyond the mutual aid period without going  
10 through the IC approval and sign up process, the resource will not be paid. The following conditions and  
11 criteria must be met to be placed in pay status:

12 1) IC and DNRC Land/Unit or federal agency approval

- 13 • Equipment and personnel must meet agency standards put forth in this supplement
- 14 • Have a resource order or initial attack justification
- 15 • Be inspected or have signed the “No Damages/No Claims” statement of the OF-286 upon demob

16 2) If a pre-season equipment rental agreement is not currently in place, the LGFF should contact the  
17 local DNRC Land or Unit office to create an Incident Rental Agreement (IRA).

18 If these criteria are met, the resource may be paid back to the first hour of mutual aid request. It is the  
19 responsibility of the LGFF to ensure that these criteria are met. If any of the criteria are not met, any time  
20 worked will be considered donated mutual aid time.

21 All LGFF shift tickets and other appropriate documentation should be filled out from the time of dispatch  
22 regardless of pay status to facilitate conversion to pay status when applicable.

23 **Crew Swap/Crew Change Out** - Travel expenses and travel time incurred swapping out LGFF crews is  
24 compensable at the end of a crews’ tour of duty (i.e. at the end of a 14-day assignment) if the resource (i.e.  
25 engine) is extended and there is a need to re-crew the equipment. Travel expenses and travel time for crew  
26 swaps that occur within the tour of duty to meet LGFF department staffing needs are done so at the cost of  
27 such departments. Travel expenses and travel time incurred for replacement of an individual due to an  
28 emergency demobilization may be compensable, depending upon the circumstance, and is at the discretion of  
29 the agency Line Officer or Agency Administrator.

### 30 **01.5-2 Within Local Government Fire Force Legal Jurisdiction**

31 Montana LGFF entities formed under MCA, Chapter 7, have a legal obligation for performance and to  
32 provide service within their home jurisdictions. In general, to qualify for payment within its legal  
33 jurisdiction, not including severity; the LGFF must be fully committed (the situation has surpassed the  
34 jurisdiction’s capabilities and all firefighting resources have been exhausted), have exercised all mutual aid  
35 resources possible, and have been granted a DNRC county assist. The criteria for fully committed and  
36 commitment of mutual aid resources will vary by county, by time frame, resource availability, activity level,  
37 and jurisdictional commitment and is to be determined by the local DNRC Land/Unit office involved.

1 LGFFs responding to incidents under their jurisdictional responsibility should not expect to be placed into  
2 pay status; however, entities may be reimbursed for their operating expenses, as needed, and/or hired within  
3 the first 24 hours on an incident, if specifically provided for in an Annual Operating Plan (AOP), IA, Mutual  
4 Aid Agreement or approved by the local DNRC office. Approved operating supplies (fuel, oil, and foam)  
5 may be covered beginning 24 hours after the initial attack resources are dispatched. Repairs and normal  
6 maintenance will be the LGFF's responsibility.

7 Rostered volunteer LGFF personnel may be hired as EFFs and paid for their time commencing 24 hours after  
8 the first initial attack resources are dispatched, unless otherwise designated in the local AOP or negotiated  
9 with the local DNRC Hiring Office, beginning with the time of dispatch from the respective dispatching  
10 center. Rostered department members mean firefighters who are readily available to that Department to  
11 respond to incidents within its own jurisdiction on a daily basis throughout the year. Other eligible  
12 reimbursement scenarios may include:

- 13 • An extended attack or project fire occurring within/immediately adjacent to the LGFF  
14 jurisdiction, causing a burden on the LGFF entity, and requiring prolonged commitment of LGFF  
15 resources for an extended period.
- 16 • To boost and/or assure extended staffing of a LGFF wildfire incident where it is in DNRC's  
17 interest to do so.
- 18 • Specialized or specific LGFF equipment necessary to support an incident (i.e. Tenders,  
19 Ambulances, Pumps, Tanks)

20 The NRCG agencies have agreed to recognize and accept each member agency's individual fire training and  
21 qualification standards. All LGFF firefighters mobilized by DNRC for use on interagency incidents will meet  
22 the training requirements for the specific position(s) qualifications in accordance with NWCG Standards for  
23 Wildland Fire Position Qualifications (PMS 310-1), NIMS, NFPA or equivalency. Using the DNRC Chiefs  
24 Certification form, the LGFF Chief Officer has the authority to "Chief Certify" those individuals for the  
25 positions of ENGB, FFT2, FFT1, ENOP, and WTOP only. All other positions require a DNRC sponsored  
26 Incident Qualification Card.

27 LGFF entities operating within their own jurisdiction or operating in a mutual aid situation are responsible  
28 for establishing and meeting their own local standards. "Local Standards" are the minimum physical fitness,  
29 experience, training, and equipment standards recognized within their city, county, or jurisdictional area.

30 EFF rates of pay are determined by the Incident Command System (ICS) position or nature of the EFF work  
31 assigned. See the NRCG Supplement to Chapter 10, Exhibit NR1, for the current Pay Plan. Hiring  
32 documentation for LGFF personnel is the same as for other DNRC EFF personnel. See Section 01.3-5 for  
33 information on hiring documentation for DNRC EFFs. Ideally, these documents should be completed  
34 pre-season and copies kept on file at the hiring DNRC Land or Unit office.

35 **LGFF personnel are responsible for completing the Crew Time Report (SF-261) and the Emergency**  
36 **Equipment Shift Ticket (OF-297) or the combined DNRC Emergency Personnel & Equipment Shift**  
37 **Ticket (DNRC297) and submitting these documents to the DNRC Area or Unit office, or IMT Finance**  
38 **Section. The office or Finance Section will post and complete the Incident Time Report (OF-288) and**  
39 **Emergency Equipment Use Invoice (OF-286) for payment.**



1 **Severity and Station Staffing:** When approved by the DNRC Hiring Office, LGFF personnel and  
2 equipment may be hired to bolster DNRC capabilities to respond to and manage wildfires during periods of  
3 elevated fire conditions. These LGFF resources remain under the control of DNRC and are performing  
4 DNRC's mission. Pre-suppression severity funds may be approved when the planning level requires a  
5 measured increase of the available resources required to respond in a timely manner to avert loss to life and  
6 natural resources. LGFFs may be hired for pre-suppression severity within their jurisdiction when the LGFF  
7 is clearly supporting DNRC's mission.

8 LGFF personnel will be in pay status (excluding meal breaks) for the duration of the shift they are  
9 performing DNRC assigned duties. LGFF personnel may be available to respond to incidents other than  
10 wildland fires that are within the LGFF's responsibility, providing that the LGFF and DNRC have agreed on  
11 a plan that clearly outlines items such as notification, move-up of resources or reposition, and ensures the  
12 individuals are removed from pay status for the duration of these types of incidents. DNRC may move-up  
13 resources or reposition with other available resources and has no responsibility to rehire the LGFF.

14 "Station Staffing" is a cooperative effort between DNRC and the LGFF entity for the purposes of funding  
15 personnel staffing for unstaffed (i.e. volunteer), or up-staffing otherwise understaffed, fire stations during  
16 periods of critical fire occurrence. This non-traditional method of hiring LGFF entities helps bolster local,  
17 coordinated and rapid initial attack with the goal of reducing the likelihood of large/escaped fire situations  
18 that would require mobilizations of costly personnel and equipment. Typically, LGFF entities are staffing  
19 their assigned DNRC-owned County Coop Engines with their rostered personnel hired as EFFs (or under an  
20 Option 3 Cooperative Agreement). Apart from a refurbishment fee, DNRC-owned County Coop Equipment  
21 is not compensated for in-state use. Occasionally during periods of exceptional activity, this station staffing  
22 is broadened to authorize including other LGFF-owned apparatus. Payment of other apparatus is subject to  
23 terms documented in an AOP, MOU, and appropriate IRA (or otherwise agreed to by the DNRC Hiring  
24 Office).

25 NOTE: If LGFF "station staffing" resources are mobilized to a wildfire incident, the local DNRC Hiring  
26 Office may authorize re-staffing of the station behind those committed resources to maintain initial attack  
27 capability (refill, call-in etc.) This is distinctly different from "backfill" as covered in an Option 3 agreement  
28 and should be appropriately documented on the shift ticket and CTR.

29 All LGFF reimbursement will be in accordance of the NR supplements to Chapter 10 and 50 of the SIIBM.  
30 Severity rates for LGFF equipment is 100 percent of the established hourly rate under hire. Resources  
31 assigned to a severity assignment (either DNRC or Federal) shall complete all required fire finance  
32 paperwork as prescribed by that hosting/hiring unit. Upon completion of the assignment, the LGFF will  
33 submit a complete package back to their home DNRC Hiring Office for processing for payment.

### 34 **01.5-3 Possible Hiring Methods**

35 LGFF resources may be hired in **one or more of the following options**. Each option requires a separate  
36 agreement. Upon approval by the local Land/Unit office, one piece of equipment may be hired on more than  
37 one Montana DNRC IRA if the LGFF wishes it to be available on both an un-operated and fully-operated  
38 basis. Procurement officials on incidents should consult the hiring DNRC Land or Unit office for more  
39 information regarding specific agreements. See DNRC General Information listed above in Section 01.1 for  
40 contact information.

1 In order for LGFF to be eligible to accept assignments outside the Northern Rockies Geographic Area, LGFF  
2 equipment and personnel must be hired as Fully Operated (Option 2) or under a separate cooperative  
3 agreement (Option 3), and be operated by LGFF employees, not EFFs.

4 LGFF personnel may be hired as an EFF and accept an out-of-region assignment as a Single Resource (refer  
5 to Section 01.5-4 for more information).

6 Mobilization, including assignment extension for hire, is subject to DNRC approval, since DNRC carries the  
7 expense of every mobilization. Assignment extensions require approval by the DNRC hiring office and must  
8 be documented on a Resource Extension Request Form.

### 9 **Hiring Options**

10 The following hiring options generally refer to the most common methods of hiring both LGFF equipment  
11 and personnel. For single resource LGFF emergency firefighters, see section 01.5-4. All LGFF personnel  
12 who are mobilized under hiring Option 1, 2, or 3 **MUST** be officially rostered volunteers or employees of the  
13 fire department they are hired with to be placed into pay status (primary or secondary roster). As part of  
14 being on that roster, the personnel must have either a DNRC sponsored Incident Qualification Card or be on  
15 the Chiefs Certification for that department. Rostered department members mean firefighters who are  
16 readily available to that Department to respond to incidents within its own jurisdiction on a daily basis  
17 throughout the year.

18 LGFF Hiring options chart: [http://dnrc.mt.gov/divisions/forestry/docs/fire-and-aviation/business/forms/2021-  
lgff-hiring-options-chart.pdf](http://dnrc.mt.gov/divisions/forestry/docs/fire-and-aviation/business/forms/2021-<br/>19 lgff-hiring-options-chart.pdf)

20 **Option 1: UN-OPERATED** – Under this method, equipment and personnel will be hired separately.

21 LGFF Personnel - will be hired as EFFs, temporary employees of the State of Montana.

22 LGFF Equipment - will be hired on a DNRC-IRA at the un-operated rate as listed in this supplement.

23 Rental agreements for LGFF engines and water tenders hired un-operated under this option, are not valid  
24 outside the Northern Rockies Geographic Area.

25 **Travel and per diem costs will be reimbursed according to the Montana DNRC travel policies. If**  
26 **requesting reimbursement at DNRC Fire Meal Rates, receipts are required.**

27 **Option 2: FULLY OPERATED** – Under this method, LGFF personnel are not hired as EFFs, they remain  
28 LGFF employees; the personnel and equipment are paid at fully-operated rates as listed in this supplement,  
29 Section 01.5-5. LGFF equipment hired fully operated are responsible for their own payroll costs, including  
30 taxes and workers' compensation insurance, as required under state law.

31 Travel and per diem costs associated with LGFF resources responding to/from an incident will be paid  
32 according to guidelines in Chapter 10 of the SIIBM and reimbursed according to the policies of the LGFF  
33 payroll entity. All LGFF expenses must be paid through the employing LGFF agency and submitted to  
34 DNRC for reimbursement with the agency invoice. Per diem will be reimbursed at established rates detailed  
35 in the LGFF department Travel Policy. In the absence of an established LGFF Travel Policy, reimbursement

1 will be made according to current State of Montana per diem rates. If requesting reimbursement at DNRC  
2 Fire Meal Rates, receipts are required.

3 LGFF equipment hired on a fully operated basis is eligible to accept assignments outside of the Northern  
4 Rockies Geographic Area. Any out-of-region assignment with a piece of equipment that is over 26,000 lbs.  
5 GVW will require an Interstate Commercial Driver's License (CDL) with all applicable endorsements.  
6 DNRC remains the mobilization and payment agency for LGFF resources on out-of-region assignments.  
7 Rates set forth in this supplement, Section 01.5-5, are based on NWCG typing standards. All staffing  
8 requirements must meet NWCG standards. For operational purposes and/or for safety reasons some engines  
9 or tenders may operate with an additional crew member(s), beyond the minimum, with the written approval  
10 of the ordering entity and documented on a resource order. Add an additional \$25.00 per hour to the Fully  
11 Operated rate for an additional crew member. *Engines or tenders staffed with less than the minimum number*  
12 *of crewmembers are out of compliance and may not be hired.*

13 **Option 3: COOPERATIVE AGREEMENT-** At the discretion of the local DNRC Land or Unit Office, an  
14 exception may occur when salaried or union fire departments or other municipal city or county government  
15 departments or divisions elect to provide their normal payroll and contract their services to DNRC. This is  
16 acceptable (with confirmation of workers' compensation coverage) and may be a more agreeable way of  
17 meeting the requirements of collective bargaining.

18 Under these circumstances, the LGFF is resource ordered through the National Dispatch System and  
19 considered an agent of the State. This may also include volunteer staff (non-career employees) for  
20 combination departments. If the LGFF chooses to include volunteers under Option 3, volunteers could be  
21 put into pay status and paid at the current EFF pay rate (detailed in Exhibit NR1 of the NRCG Supplement to  
22 Chapter 10 of the SIIBM) plus benefits by the LGFF. The LGFF will invoice the DNRC for receipted travel  
23 and per diem expenses, normal payroll (hourly rates will not exceed normal rate of pay), including overtime,  
24 and if applicable, the un-operated rate for the equipment, per the Cooperative Agreement executed between  
25 the DNRC Land or Unit office and the fiscal authority for the LGFF. This Cooperative Agreement provides  
26 acceptance by both parties of the SIIBM and NRCG supplements, and further establishes agreement by both  
27 parties that *LGFF backfill and administration costs will not be reimbursed*. Questions regarding this  
28 agreement should be directed to the hiring Land or Unit office.

29 Prior to mobilization, the LGFF will provide DNRC with the regular hourly and overtime billing rates  
30 (including benefits) of the employee(s) being mobilized. This information is established through the LGFF  
31 department's Collective Bargaining Agreement and is required for reimbursement. The LGFF may utilize  
32 the "Option 3 – LGFF Cooperative Agreement Personnel Billing Rate Form," which is located on the DNRC  
33 Fire Business website at: [http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/local-](http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/local-government-fire-forces)  
34 [government-fire-forces](http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/local-government-fire-forces) under the LGFF Forms section, **or** may provide this information on department  
35 letterhead. The LGFF personnel billing rates, in either format, will be attached to the current LGFF  
36 Cooperative Agreement and signed by an authorized LGFF representative and an authorized representative  
37 from the DNRC Unit or Land office.

38 Travel and per diem costs associated with LGFF resources responding to/from an incident will be paid  
39 according to guidelines in Chapter 10 of the SIIBM and reimbursed according to the policies of the LGFF  
40 payroll entity. All LGFF expenses must be paid through the LGFF employing agency and submitted to  
41 DNRC for reimbursement with the agency invoice. Per diem will be reimbursed at established rates detailed  
42 in the LGFF department Travel Policy. In the absence of an established LGFF Travel Policy, reimbursement

1 will be made according to current State of Montana per diem rates. If requesting reimbursement at DNRC  
2 Fire Meal Rates, receipts are required.

3 Qualifications of ENGB, FFT1, FFT2, ENOP, and WTOP are to be documented on the Chiefs Certification  
4 form (see Section 01.5-4) and are only valid when mobilized with a current IRA. LGFF qualifications  
5 beyond those listed above require a DNRC sponsored Incident Qualification Card.

6 LGFF equipment hired under Option 3 is eligible to accept wildland fire assignments outside of the Northern  
7 Rockies Geographic Area. DNRC remains the mobilization and payment agency for MT LGFF on out-of-  
8 geographic area wildland fire assignments.

9 **NOTE:** Resources mobilized outside of the Northern Rockies Geographic Area through the Emergency  
10 Management Assistance Compact (EMAC) are not necessarily subject to provisions contained within this  
11 supplement. EMAC mobilization are negotiated and specifically facilitated by the Montana Department of  
12 Disaster and Emergency Services (MT DES) and the sending/receiving agency. For questions on EMAC  
13 mobilizations, contact the Montana DES (406)-324-4777.

14 **Resource Orders** - E numbers are to be issued for equipment, and the personnel staffing that equipment will  
15 be rostered under the same E number. O numbers are to be issued for Overhead and Single Resources  
16 assigned to an incident. (O numbers are not to be issued for personnel listed on the equipment). An E  
17 number may be issued for a support vehicle for an overhead or single resource on an incident; or the resource  
18 order may simply note "with vehicle".

19 **Backfill Costs** - LGFF backfill and administration costs will NOT be reimbursed.

20 **Double Shift** - There will be no compensation for a double shift unless a separate operator(s) and or crew(s)  
21 is/are ordered for the second shift. Double shift (DS) equipment is normally staffed with two operators or  
22 crews (one per shift) and must be ordered and documented on a resource order. If a resource order is not  
23 issued, detailed written documentation must be provided by the incident supervisor of the operators or crew.  
24 A normal shift is 12 to 16 hours long. Normal hourly rates are to be utilized. Additional travel for crew  
25 change-out is the responsibility of the LGFF.

26 **NOTE: DOUBLE-SHIFTING IS NOT THE PREFERRED METHOD OF HIRE AND SHOULD**  
27 **ONLY BE USED WHEN THE NEED IS IMMEDIATE, OR THE RESOURCES ARE LIMITED.**

28 **Travel** - Compensable travel time for LGFF resources hired under all hiring options may include:

- 29 • On shift time spent in travel status to the incident from point of hire and return travel from the  
30 incident to point of hire.
- 31 • Other travel necessary for the performance of work, such as from fire camp to fire line or between  
32 fire camps.

33  
34 No additional travel will be paid for delays due to equipment break downs or travel deviations. LGFF that  
35 deviate from the normal travel route are considered "no longer available" and are not entitled to  
36 reimbursement for travel time and expenses from the point the travel deviation occurs.

1 LGFF resources are expected to stay in camp. If a resource decides not to stay in camp, permission from the  
2 IC is required to leave camp and any travel time, travel expenses, and fuel used is not compensable. Any  
3 lodging costs are also not covered in this situation.

4 Under all LGFF hire options listed, all original paperwork (OF-288's, OF-286's, DNRC297, Shift Tickets,  
5 CTR's) generated at the incident will be retained by the LGFF resource for submission to the DNRC for  
6 payment. Copies of these documents may be kept by the incident.

7 **NOTE: FOR ALL PERSONNEL IN PAY STATUS, AN INCIDENT QUALIFICATION CARD OR**  
8 **LGFF CHIEF'S CERTIFICATION FORM MUST BE IN PLACE WHETHER THEY ARE IN OR**  
9 **OUT OF JURISDICTION FOR PAYMENT.**

#### 10 **01.5-4 Local Government Fire Force (LGFF) Personnel**

11 LGFF personnel must be 18 years or older *at time of hire* to participate in any type of fire line activity.  
12 Those between 16-17 years old may participate in camp duties.

13 The Certification for Local Government Fire Forces Equipment and Operators form or "Chiefs Cert" is  
14 intended for rostered department members for which the respective LGFF Chief Officer is responsible. The  
15 Chiefs Certification form aggregates a personnel roster and their respective qualifications into a single  
16 document where the signing Chief can attest to the qualifications, skills, and abilities of each firefighter. The  
17 Chief Officer of each LGFF is responsible for certifying that local government firefighters meet NWCG,  
18 NRCG, NFPA, NIMS, or equivalent standards for the positions in which they are operating. This includes  
19 proficiency in the type and class of equipment to be operated. The Chiefs Certification form is used ONLY  
20 to document the qualifications of Engine Boss (ENGB) Firefighter Type 1 (FFT1), Firefighter Type 2  
21 (FFT2) Engine Operator (ENOP), and Water Tender Operator (WTOP). All other positions require a DNRC  
22 sponsored Incident Qualification Card.

23 NRCG agencies may verify compliance by checking Incident Qualification Cards, Chief's Certification  
24 forms, and/or training records for all local government firefighters they hire.

25 Rostered department members are defined as firefighters who are readily available to that department to  
26 respond to incidents within its own jurisdiction on a daily basis, year-round.

27 Mobilization, including assignment extension for hire, is subject to DNRC approval, since DNRC carries the  
28 expense of every mobilization. Assignment extensions require approval by the DNRC hiring office and must  
29 be documented on a Resource Extension Request Form.

30 **NOTE: NRCG agencies may verify compliance at any time by checking qualification cards, Chief's**  
31 **Certifications, and/or training records for all local government firefighters they hire.**

32 LGFF single resource personnel may be hired as EFFs or hired under Option 3 in Section 01.5-3 above,  
33 independent of LGFF equipment, and be dispatched as single resources. EFFs may be hired to staff DNRC  
34 engines. These individuals may accept assignments in and out of GACC. EFFs may be assigned to any  
35 position which they have on their DNRC sponsored Incident Qualification Card to perform under NWCG  
36 310-1 and within individual agency requirements. Single resource assignments require a DNRC sponsored  
37 Incident Qualification Card.

1 During travel to an incident, single resource EFFs may operate passenger vehicles (i.e. pickups, sedans)  
2 belonging to a LGFF, a private individual, or DNRC. If privately-owned passenger vehicles, or LGFF-  
3 owned vehicles are not specifically requested on a resource order for operational use on the incident, the  
4 vehicle will be considered transportation only. As such, all liability is assumed by the vehicle owner (private  
5 or LGFF). The owner will be compensated the appropriate mileage rate.

6 Reimbursement for mileage must be requested through a DNRC or employing agency travel reimbursement  
7 voucher. All LGFF expenses must be paid through the employing agency and submitted to DNRC for  
8 reimbursement with the agency invoice.

9 If the vehicle (i.e. pickup truck) is **privately owned** and is ordered on a resource order for use on the  
10 incident, it must be hired on an EERA at the applicable un-operated rate per Section 01.11-1 in this  
11 supplement.

12 If the vehicle (i.e. pickup truck or sedan) is **LGFF-owned** and is ordered on a resource order for use on the  
13 incident, it must be hired on an IRA at the applicable un-operated rate per Section 1.11-1 in this supplement.

14 For current personnel pay rates see the EFF Pay Plan in the NRCG Supplement to Chapter 10.

15 Pay rates for LGFF resources shall be determined first by the type of equipment ordered (Type 1 vs. Type 6),  
16 second by the duty position assigned within the crew of a particular piece of equipment, and third by  
17 qualification for the duty position assigned.

18 It is recommended that drivers of LGFF equipment possess a CDL and all drivers should have the  
19 knowledge, skills, and abilities for the type and class of equipment being operated. For any out-of-state  
20 incidents, equipment over 26,000 lbs. GVW requires an Interstate CDL with applicable endorsements. The  
21 Chief Officer of each LGFF is responsible for certifying that local government firefighters have the  
22 knowledge, skills, and abilities for the type and class of equipment operated, as referenced above and in the  
23 NRCG Mobilization of Local Government Firefighting Resources guide. Certification of drivers will be  
24 made using the Chief's Certification for Local Government Fire Forces form.

25 This form is required for all equipment requiring a CDL and is available online at  
26 <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/local-government-fire-forces>

27 A copy of this certification shall be carried by LGFF personnel during incident assignments. No payment  
28 will be made for the equipment unless the driver is certified by the LGFF Chief Officer and listed on this  
29 form. Updated information may be added to the form as needed. The form will be kept on file at each local  
30 Land or Unit office.

31 Equipment ordered shall have the minimum number of personnel required as per NWCG standards. Each  
32 person shall be assigned a duty position for the incident dispatch and should be listed on the resource order.  
33 The following chart shows the minimum number of personnel and positions:

**EFF CLASSIFICATION OF PERSONNEL ON ENGINES/WATER TENDERS**

| <b>Type 1<br/>Structure Engines</b> | <b>Type 2<br/>Structure Engines</b> | <b>Type 3 - 7<br/>Wildland Engines</b>                     | <b>Type 1-2<br/>Tactical Water<br/>Tender</b>              | <b>Type 1 - 3<br/>Support Water<br/>Tender</b> |
|-------------------------------------|-------------------------------------|--|--|--|
| 1 Company Officer<br>EFF-G          | 1 Company Officer<br>EFF-G          | 1 Engine Boss<br>EFF-F                                     | 1 Water Tender<br>Driver Op/FFT1<br>EFF-E                  | 1 Water Tender<br>Driver/Operator<br>EFF-E     |
| 1 Driver/Operator<br>EFF-E          | 1 Driver/Operator<br>EFF-E          | 1 Firefighter or<br>Advanced Firefighter<br>EFF-C or EFF-D | 1 Firefighter or<br>Advanced Firefighter<br>EFF-C or EFF-D |  |
| 2 Firefighters<br>EFF-C or EFF-D    | 1 Firefighter<br>EFF-C or EFF-D     | * see note   |  |  |

\*Note: If a third person is requested for un-operated engine (Types 4-7) it must be listed on the resource order, and the additional firefighter will be paid at either EFF-C or EFF-D, depending on qualifications.

**LGFF STRUCTURAL ENGINE (TYPE 1-2)**

**Minimum Training Requirements**

| <b>NWCG Position*</b>                                    | <b>FFT2*</b>  | <b>FFT1*</b>  | <b>Driver/Operator*</b>     | <b>Engine Boss*</b> |
|--|---|---------------|-----------------------------|---------------------|
| <b>NFPA Equivalent Position</b>                          | Firefighter 1   | Firefighter 2 | Driver/Operator or Engineer | Company Officer     |
| <b>Required Training</b>                                 | ICS-100, L-180, S-130, S-190, IS-700, and appropriate training to meet NFPA 1001 or 1021<br>Or equivalent |               |                             |                     |
|  | Annual Fireline Safety Refresher (RT-130) is required annually for each of these positions.               |               |                             |                     |
| <b>Physical Fitness<br/>Work Capacity<br/>Test (WCT)</b> | Light   | Light         | Light                       | Light               |
| <b>EFF Classification</b>                                | EFF-C   | EFF-D         | EFF-E                       | EFF-G               |

\* The Chief of the LGFF identifies which individuals fill which position.

\*\*The MSU Fire Services Training School certificate for NFPA FF1 Training Standard 1001 meets this requirement; or the fire department Chief can attest to the individual's ability to perform at the NFPA FF1 Training Standard 1001 Level by a Chief's Certification for Local Government Fire Forces Equipment and Operators form signed by the Chief of the LGFF or an Incident Qualification Card.

**LGFF WILDLAND ENGINE (TYPE 3-7) & TACTICAL WATER TENDER**  
**Minimum Training Requirements**

| <b>Position</b>  | <b>FFT2 Firefighter</b>  | <b>FFT1<br/>Advanced<br/>Firefighter/Squad<br/>Boss</b>  | <b>ENOP<br/>Engine Operator</b> | <b>ENGB<br/>Engine Boss</b>  |
|--|--|--|---------------------------------|--|
| <b>Required Training</b>   | ICS-100, IS-700,<br>L180, S130, S190<br><br>or equivalent  | S131   | Same as FFT1                    | S230, S290, ICS-<br>200  |
|  | Annual Fireline Safety Refresher Training (RT-130) is required annually for each of these            |  |                                 |  |
| <b>Other Training<br/>which supports<br/>development of<br/>knowledge and<br/>skills</b> | None   | S211, S212, S219   | Same as FFT1                    | L280, S231, S219,<br>S260, S270  |
| <b>Required<br/>Experience</b>   | None   | Satisfactory<br>performance as<br>FFT2<br><b>and</b><br>Completion and<br>Certification of PTB | Same as FFT1                    | Satisfactory<br>performance as<br>FFT1<br><b>and</b><br>Completion and<br>Certification of PTB |
| <b>Physical Fitness</b>  | Arduous  | Arduous  | Arduous                         | Arduous  |
| <b>Other position<br/>assignments that<br/>will maintain<br/>currency</b>                | None   | ICT5   | ICT5                            | ICT4, CRWB,<br>HEQB, FELB, FIRB  |
|  | Any higher position assignment for which listed position is a prerequisite will maintain<br>currency |  |                                 |  |
| <b>EFF Classification</b>  | EFF-C  | EFF-D  | EFF-E                           | EFF-F  |

**LGFF WATER TENDER**  
**Minimum Training Requirements**

| <b>Position</b>           | <b>WTOP<br/>Water Tender Type 1-3<br/>Driver / Operator</b>                            |
|---------------------------|--|
| <b>Required Training</b>  | Basic Wildland Firefighting (includes I100, IS700,<br>L180, S130, S190, or equivalent) |
|                           | Annual Fireline Safety Refresher Training (RT-130)                                     |
| <b>Physical Fitness</b>   | Light  |
| <b>EFF Classification</b> | EFF-E  |

*Additional personnel may be justified and approved by the local Land or Unit office for the operation of water tenders for departments that have a Standard Operating Procedure of two (2) operators for safety.*



## 01.5-5 Local Government Fire Force (LGFF) Equipment

**NOTE: LGFF equipment will remain in paid status during meal periods.**

**Severity:** Severity rates for LGFF equipment will be paid at 100 percent of the established hourly rate at all time under hire. See also Section 01.5-2, Severity.

**While in Transport:** When LGFF equipment is in transport status (via heavy transport, not being driven), equipment will be paid at 50 percent of the hourly rate regardless of the length, or time of transport.

**Equipment Down for Maintenance:** Operators of equipment that is out of service for maintenance are to remain in pay status for the remainder of the applicable shift.

**Operating Supplies:** LGFF equipment will be reimbursed for fuel and oil used to and from an incident and while assigned to a fire. Costs will be reimbursed with proper documentation (e.g. detailed receipt). Normal wear and tear (see IRA General Clauses) and normal maintenance usually will be the LGFF's responsibility. LGFF engines may be reimbursed normal maintenance expenses (e.g., oil changes, tires etc.) at the discretion of the DNRC Land or Unit Office if deemed appropriate, such as if equipment was used excessively on the incident above normal wear and tear or in lieu of paying the equipment (i.e., county co-op equipment). This must be approved by the DNRC office and will be reimbursed on actual costs expended and documented on a detailed receipt.

**Replacement Equipment:** Standard cache equipment/items from a LGFF apparatus that are damaged, destroyed, or left on the line can be replaced at the incident. Non-standard cache items may be replaced at the incident if the incident has a method of procurement. If no buying team or other method of procurement is available, LGFF personnel may obtain an S number (supply resource order) to purchase the item when they return to their home unit. (A Supply resource order is required for approved repair or replacement of items on all federal incidents.) The cost of the replacement item can then be billed back to the incident. All items for replacement are subject to host agency approval and appropriate documentation must accompany any claim for lost, damaged, or destroyed equipment.

**Classification / Inspection of Equipment and Personnel:** When classifying equipment, all of the requirements for both equipment and personnel set forth in this chapter must be met to be acceptable. Equipment lacking certification especially by not meeting the minimum requirements shall be used only when certified equipment is unavailable. Personnel not meeting the minimum requirements shall not be used. Equipment not staffed at the minimum level may not be hired.

**NOTE: All Type 1 and Type 2 Structure Engines must meet minimum NWCG Specifications set forth in this chapter AND the minimum NFPA requirements for the year in which it was manufactured.**

Basic and advanced equipment and inspection workshops sponsored by the NRCG Equipment Committee cover the necessary safety systems, the mechanical soundness, compliance with transportation safety rules, laws, and other codes. Compliance with applicable standards, rules, regulations, laws, and other codes is the responsibility of the LGFF.

Pre-season inspections are not required for in-state incidents. All LGFFs are still encouraged to have annual inspections and maintain all DOT requirements. A demob inspection or No Damage/No Claims statement

on the OF-286 must be signed for payment. For out-of-state incidents, an inspection prior to dispatch or at the time of dispatch is required. Contact the local Land or Unit office regarding obtaining an inspection.

### LGFF ENGINE RATES

| TYPE | Un-operated<br>Hourly Rate | Fully Operated<br>Hourly Rate* | Minimum Number of<br>personnel* |
|------|----------------------------|--------------------------------|---------------------------------|
| 1    | \$123.00                   | \$223.00                       | 4                               |
| 2    | \$108.00                   | \$183.00                       | 3                               |
| 3    | \$88.00                    | \$163.00                       | 3                               |
| 4    | \$78.00                    | \$128.00                       | 2                               |
| 5    | \$69.00                    | \$119.00                       | 2                               |
| 6    | \$62.00                    | \$112.00                       | 2                               |
| 7    | \$52.00                    | \$102.00                       | 2                               |

*\*For operational purposes and/or for safety reasons some engines or tenders may operate with an additional crewmember with the approval of the host agency. For a fully operated apparatus, the Fully Operated rate is increased by \$25.00/hr. for each formally ordered additional crew member.*

*Equipment not staffed at the minimum level may not be hired. Do not adjust Un-Operated rates based on a staffing component.*

**HYBRID ENGINES - “Hybrid” means - engines in which a county or LGFF entity owns the chassis and the State of Montana DNRC has provided the fire package, including the pump, bed and toolboxes.**

**In NR Geographic Area** - The rates for a Hybrid Engine are 67 percent of the applicable un-operated rate in the table shown above.

**Out of The Northern Rockies** – The rate shall be 100 percent if a department has a hybrid engine and they are eligible to be hired under Option 2 in 01.5-3 Possible Hiring Methods as Fully Operated, or Option 3 as a Cooperative Agreement, and take an out of the Northern Rockies geographic area assignment.

### ENGINE STANDARDS FOR TYPE

**MINIMUM STANDARDS** - The following guide will assist in the typing of engines. When typing equipment, all standards must be met to qualify the equipment at a particular Type. Failure to meet any standard places the equipment in a lower type and it may be paid at that lower rate or it may disqualify the equipment in its entirety.

1

**MINIMUM STANDARDS FOR TYPE**

| COMPONENTS  | 1*                | 2*              | 3               | 4              | 5              | 6              | 7              |
|---|-------------------|-----------------|-----------------|----------------|----------------|----------------|----------------|
| Pump Capacity **<br>GPM @ PSI   | 1000+<br>@<br>150 | 500<br>@<br>150 | 150<br>@<br>250 | 50<br>@<br>100 | 50<br>@<br>100 | 50<br>@<br>100 | 10<br>@<br>100 |
| Tank Capacity (Gallons)<br>Minimum/Maximum  | 300/<br>None      | 300/<br>None    | 500/<br>None    | 750/<br>None   | 400/<br>750    | 150/<br>400    | 50/<br>200     |
| Hose, 2½ inches (feet)  | 1,200             | 1,000           |                 |                |                |                |                |
| Hose, 1½ inch (feet)  | 500               | 500             | 1000            | 300            | 300            | 300            |                |
| Hose, 1 inch (feet)   | -0-               | -0-             | 500             | 300            | 300            | 300            | 200            |
| Ladder (feet)   | ***48'            | ***48'          |                 |                |                |                |                |
| Pump and roll   | -                 | -               | Yes             | Yes            | Yes            | Yes            | Yes            |
| Maximum GVWR (lbs.)   | -                 | -               | -               | -              | 26,000         | 19,500         | 14,000         |
| Master Stream (GPM)   | 500               |                 |                 |                |                |                |                |
| Personnel (minimum number)  | 4                 | 3               | 3               | 2****          | 2****          | 2****          | 2****          |
| <p>* Type 1 and 2 Structural Engines must also meet minimum specifications of NFPA for the year in which they were manufactured.</p> <p>** All pumps shall have pressure gauges that meet the minimum pump pressure rating.</p> <p>*** This includes a 24-foot extension ladder, 14-foot roof ladder, and 10-foot attic ladder for a total of 48 feet of ladder.</p> <p>**** For fully operated engines, the Fully Operated rate is increased by a rate of \$25.00/hr. for each formally ordered additional crew member. This must be approved by the host agency and ordered through the resource ordering process.</p> <p><b>NOTE:</b> Engines specifically designed for on-road and structure work may not be signed up as wildland engines.</p> |                   |                 |                 |                |                |                |                |

2 **Foam Units:** No compensation will be given for foam units; however, foam used during the incident may be  
 3 replaced or compensated as part of operating supplies.

**MINIMUM REQUIRED COMPLEMENT FOR ENGINES**

- 1
- 2     • 2 Gated wyes, 1½ inches National Hose (NH) threads
- 3     • 4 Reducers, 1½ inches NH female to 1 inch National Pipe Straight Hose (NPSH) male
- 4     • 2 Nozzles, combination fog/straight stream, 1 inch NPSH female
- 5     • 2 Nozzles, combination fog/straight stream, 1½ inch NH female
- 6     • 20 Feet, suction hose with strainer or screened foot valve
- 7     • 2 Shovels, size 0
- 8     • 2 Pulaski
- 9     • 1 Spanner wrench, combination 1 inch to 1½ inches
- 10    • 1 Adapters 1 inch NH female to 1 inch NPSH male
- 11    • 1 Adapters 1 inch NPSH female to 1 inch NH male
- 12    • 2 Increasesers 1 inch NPSH female to 1½ inches NH male
- 13    • 1 Double male 1½ inches NH threads
- 14    • 1 Double female 1½ inches NH threads
- 15    • 1 Fire hose clamp
- 16    • 1 First aid kit (five person)
- 17    • 1 Set of three (3) reflectors
- 18    • 1 Fire extinguisher (5BC or better)
- 19    • 1 Set of wheel chocks
- 20    • 5 Gallons (minimum), fuel to operate pump for 12 hours
- 21    • 1 Pump for water fill or have drafting capabilities
- 22    • 300 feet of ¾-inch synthetic garden hose – 50-foot sections
- 23    • 4 Reducers, 1 inch NPSH to ¾ inch GH
- 24    • 2 Adjustable nozzles ¾ inches
- 25    • 1 Mop up wand ¾ inch receptor for hose
- 26    • 4 Gated Wye ¾ inches
- 27    • 5 Inline ball valves ¾ inches
- 28    • 1 1 inch gated Wye NPSH
- 29    • 1 1½ inch to 1 inch inline T or 1½ inch to 1 inch water thief
- 30    • 2 ¾ inch ball valve shut-off

**WATER TENDER CLASSIFICATIONS**  
**Minimum Standards for Type**

| COMPONENTS                    | TYPE 1  | TYPE 2 | TYPE 3 |
|-------------------------------|---------|--------|--------|
| Pump Capacity (GPM)           | 300     | 200    | 200    |
| Tank Capacity (Gallons)       | 4,000 + | 2,500  | 1,000  |
| Off Load Capacity (GPM)       | 300     | 200    | 200    |
| Maximum Refill Time (Minutes) | 30      | 20     | 15     |
| Personnel (Minimum Number)    | 1       | 1      | 1      |
| Drafting Capability           | Yes     | Yes    | Yes    |

**MINIMUM REQUIRED COMPLEMENT FOR WATER TENDERS**

- 1½ inch nozzle, NH-combination; fog/straight stream (plastic is acceptable)
- 1½ inch NH female to 1 inch NPSH male reducer
- 20 feet suction hose (minimum) with strainer or screened foot valve
- Shovel, size 0
- Pulaski
- Frame or Self Standing Portable water tank 1000-gallon minimum (Porta-Tank)
- Spanner wrench, combination, 1½-2½ inches
- Adjustable hydrant wrench
- 2 adapters, 1½ inches NPSH female to 1½ inches NH male
- 2 adapters, 1½ inches NH female to 1½ inches NPSH male
- 2 reducers, 2½ inches NH female to 1½ inches NH male
- 1 double male, 1½ inches NH
- 1 double female, 1½ inches NH
- 1 gated Wye, 1½ inches NH
- 1 Forestry hose clamp - 2½ inches
- 1 first aid kit (five person)
- Reflectors (1 set of 3)

- 1 • Fire extinguisher (5BC or better)
- 2 • Wheel chocks (meets industry standards for wheel chocks)
- 3 • Fuel to operate pump for 12 hours (minimum 5 gallons)
- 4 • 2 each, portable hand lights
- 5 • 100 feet of 1½ inches, cotton/synthetic hose, NH thread
- 6 • 50 feet of 2½ inches cotton/synthetic hose, NH thread
- 7 • Discharge outlets: 2 each 1½ inches NH thread
- 8 • Discharge outlet, 1 each 2½ inches NH thread
- 9 • Tire Tread Depth equal to DOT Standards

**LGFF WATER TENDER RATES**

| TYPE       | Un-Operated Hourly rate | Fully Operated Hourly rate | Number of Operators<br>** |
|------------|-------------------------|----------------------------|---------------------------|
| <b>WT1</b> | \$120.00                | \$145.00                   | 1                         |
| <b>WT2</b> | \$106.00                | \$131.00                   | 1                         |
| <b>WT3</b> | \$86.00                 | \$111.00                   | 1                         |

\*\* For operational purposes and/or for safety reasons some engines or tenders may operate with an additional crewmember with the approval of the host agency. For Fully Operated tenders, the Fully Operated rate is increased by an hourly rate of \$25.00/hr. for each formally ordered additional crew member. Do not adjust Un-Operated rates based on a staffing component.

**TACTICAL WATER TENDER CLASSIFICATION**  
**Minimum Standards for Type**

| COMPONENTS  | TYPE 1  | TYPE 2                      |
|---|---------|-----------------------------|
| Pump Capacity<br>(GPM)  | 250     | 250                         |
| @ rated pressure (psi)  | 150     | 150                         |
| Tank Capacity<br>(Gallons)  | 2,000 + | Minimum 1,000 Maximum 1,999 |
| Hose mounted on<br>live hose reel -3/4" I.D.  | 100     | 100                         |
| Pump and roll   | Yes     | Yes                         |
| Personnel<br>(Minimum Number)   | 2**     | 2**                         |
| Foam Proportioner system  | Yes     | Yes                         |
| ** For a fully operated tactical tender, the Fully Operated rate is increased by a rate of \$25.00/hr. for each formally ordered additional crew member. This must be approved by the host agency and ordered through the resource process. |         |                             |

**MINIMUM REQUIRED COMPLEMENT FOR TACTICAL WATER TENDERS**

- 1 Live hose reel minimum 100 foot of 1 inch hose non-collapsible w 3/4 inch inside diameter
- 1 Handheld programmable radio
- 1 Nozzles, combination fog/straight stream, 1 1/2 inch NH female
- 2 Shovels, size 0 or 1
- 2 Pulaskis
- 1 Spanner Wrench, combination 1 1/2 inch to 2 1/2 inch
- 1 Adjustable Hydrant Wrench
- 2 Adapters 1 1/2 inch NPSH female to 1 1/2 inch NH male
- 2 Adapters 1 1/2 inch NH female to 1 1/2 inch NPSH male
- 2 Reducers 2 1/2 inch NH female to 1 1/2 inch NH male
- 1 Reducer, 1 1/2 inch NH female to 1 inch NPSH male
- 1 Double male 1 1/2 inch NH
- 1 Double female 1 1/2 inch NH
- 1 Gated Wye 1 1/2 inch NH
- 1 Fire Hose Clamp 2 1/2 inch
- 300 feet 1 1/2 inch cotton/synthetic hose NH thread
- 100 feet 2 1/2 inch cotton/synthetic hose NH thread

- 1 • 10 Fusees (fire starter)
- 2 • 2 Line Gear (day pack)
- 3 • 20 feet Suction hose with strainer or screened foot valve
- 4 • 1 first aid kit (five person)
- 5 • Reflectors (1 set of 3)
- 6 • Fire extinguisher (5BC or better)
- 7 • Wheel chocks (meets industry standards for wheel chocks)
- 8 • Fuel to operate pump and engine for 12 hours (minimum 5 gallons)
- 9 • 2 each, portable hand lights
- 10 • Discharge outlets: 2 each 1½ inches NH thread
- 11 • Discharge outlet, 1 each 2½ inches NH thread
- 12 • Tire tread depth equal or better than DOT Standards
  - 13 ○ (4/32 inch on steering tires and 2/32 inch on remaining tires)
- 14 • Monitor
- 15 • Foam Proportioner
- 16 • Minimum 4-inch Dump Valve at bottom of tank (min. 34 inch from ground)
- 17 • Back up Alarm (87 Decibels measured at 5 feet) & back up lights (2)
- 18 • Baffled Tank

#### LGFF TACTICAL WATER TENDER RATES

| TYPE        | Un-operated Hourly Rate | Fully Operated Hourly Rate | Minimum Number of Operators ** |
|-------------|-------------------------|----------------------------|--------------------------------|
| <b>TWT1</b> | \$132.00                | \$182.00                   | 2                              |
| <b>TWT2</b> | \$114.00                | \$164.00                   | 2                              |

20 *\*\* For operational purposes and/or for safety reasons some engines or tenders may operate with an*  
 21 *additional crewmember with the approval of the host agency. For fully operated tenders, the Fully*  
 22 *Operated rate is increased by \$25.00/hr. for each formally ordered additional crew member. Equipment*  
 23 *not staffed at the minimum level may not be hired. Do not adjust Un-Operated rates based on a staffing*  
 24 *component.*



1

**PORTABLE PUMPS**

| Type | Un-operated Daily Rate | Remarks   |
|------|------------------------|---|
| P1   | \$137.00               | Low-pressure/high-volume pumps producing a minimum volume of 500 GPM. LGFF provides intake and discharge hose.  |
| P2   | \$ 64.00               | Small low volume/high-pressure portable pumps with intake hose, capable of being transported by one or two people. Pumps in this category are the Mark 26, Mark III and Gorman Rupp, or similar type pumps. |
| P3   | \$ 37.00               | Small low-pressure/high-volume portable pump that can be transported by one or two people. These pumps are similar to a Homelite or Honda trash pump.   |

2

**FRAMED OR SELF-STANDING PORTABLE WATER STORAGE TANKS (Porta Tank)**

3

NOTE: These rates are to be used when the porta tank is utilized separate from tender operations or is rented from the department.

4

| Capacity            | Un-operated Daily Rate |
|---------------------|------------------------|
| 1,000-1,999 gallons | \$33.00                |
| 2,000-3,000 gallons | \$39.00                |

5

**LGFF DOZERS**

6

The Dozer and Grader categories below, are typically, but not always, used by county road crews in the completion of fireline and/or rehab work on the incident.

7

8

All Dozer/Grader operators performing tactical duties are required to complete an annual light physical fitness test (walk 1 mile in 16 minutes or less).

9

10

Method of hire for Dozers and Graders is self-transported and is included in the hourly rate.

| Class | Flywheel Horsepower | Minimum Base Weight | Un-operated Hourly Rate | Fully Operated Hourly Rate |
|-------|---------------------|---------------------|-------------------------|----------------------------|
| 1     | 240 and Above       | 60,000 lbs.         | \$150.00                | \$175.00                   |
| 2     | 150-250             | 35,000 lbs.         | \$90.00                 | \$115.00                   |
| 3     | 99-165              | 20,000 lbs.         | \$60.00                 | \$85.00                    |
| 4     | 50-110              | 10,000 lbs.         | \$50.00                 | \$75.00                    |

1

**LGFF GRADERS**

| Class | Flywheel<br>Horsepower | Un-operated<br>Hourly Rate | Fully Operated<br>Hourly Rate |
|-------|------------------------|----------------------------|-------------------------------|
| G1    | 201+                   | \$72.00                    | \$110.00                      |
| G2    | 126-200                | \$58.00                    | \$96.00                       |
| G3    | <125                   | \$41.00                    | \$78.00                       |

*Chains not required on machine, but available at next operational period.*

2

**LGFF CHIPPERS**

| Type | Minimum inch<br>diameter capacity | Minimum Flywheel<br>Horsepower | Un-Operated Daily Rate |
|------|-----------------------------------|--------------------------------|------------------------|
| 1    | 18                                | 180                            | \$880.00               |
| 2    | 13-17                             | 110                            | \$800.00               |
| 3    | 9-12                              | 48                             | \$720.00               |

- 3 • Method of hire for Chippers is self-transported and is included in the daily rate.
- 4 • All types must be equipped with an in-feed mechanism that operates in forward, reverse, and stop mode
- 5 • Optional: Boom feed if required
- 6 • OSHA standards require a minimum of 2 operators. Operators are required to complete an annual light
- 7 physical fitness test (walk 1 mile in 16 minutes or less).
- 8 • All operating costs including fuel, maintenance, insurance, etc. are included in the daily rate.

9

**LGFF MISCELLANEOUS EQUIPMENT**

10 **Equipment not listed in this supplement should be rented at a reasonable negotiated commercial rate.**

11

12 **Radio Cache** – King portable, multi-channel radios, with batteries, daily rate \$15.00/each plus refurbishment  
 13 fee \$250.00, plus actual cost of batteries and repairs. (Estimated replacement cost for portable radios if lost  
 14 or destroyed is \$1,370.00/each.)

15 **Portable Repeater/Transpeater** – Daily rate \$50.00 plus actual cost of refurbishment and repairs, does not  
 16 include personnel for setup or battery costs, but the unit comes with an initial set of batteries. (Estimated  
 17 replacement cost if lost or destroyed is \$6,000.00/each.)

18 **01.5-5-1 Local Government Fire Force Ambulances and Medical Equipment**

19 This section applies to **LOCAL GOVERNMENT AMBULANCES ONLY**. If using private ambulance  
 20 companies, please refer to the NRCG Supplement to Chapter 20 of the SIIBM. For additional direction,  
 21 please see Section 01.2 of this supplement.

1 **Advanced Life Support (ALS) and Basic Life Support (BLS)**

2 **NOTE:** Ambulances will be under hire for incident use only and will be required to be available during off-  
 3 shift hours if needed for emergency transport. No additional compensation will be allowed for this  
 4 availability. 2:1 work/rest guidelines will be maintained.

| TYPE                | RATE TYPE  | MINIMUM PERSONNEL       | HOURLY RATES                          |
|---------------------|--|-------------------------|---------------------------------------|
| Ambulance (ALS)     | Fully Operated Hourly Rate   | 2 – (1) ALS and (1) BLS | \$110.00                              |
| Ambulance (ALS)     | Un-operated, hired under Option 1 or 3, Specified in <b>01.5-3</b> | 2 – (1) ALS and (1) BLS | \$56.00                               |
| Ambulance (BLS)     | Fully Operated Hourly Rate   | (2) BLS                 | \$95.00                               |
| Ambulance (BLS)     | Un-operated, hired under Option 1 or 3, Specified in <b>01.5-3</b> | (2) BLS                 | \$51.00                               |
| Patient Transport   | Mileage Rate   |                         | LGFF normal billing rate. See below** |
| ALS Chase Unit      | Fully Operated Rate  | (1) ALS                 | \$65.00                               |
| ALS Chase Unit      | Un-operated, hired under Option 1 or 3, Specified in <b>01.5-3</b> | (1) ALS                 | \$30.00                               |
| Extra ALS Personnel | Additional Personnel   | N/A                     | \$32.00                               |
| Extra BLS Personnel | Additional Personnel   | N/A                     | \$23.00                               |
| BLS KIT             | Replacement of Disposables   | Un-operated             | Replacement of Disposables            |
| ALS Kit             | Daily Rate + Replacements of Disposables                           | Un-operated             | \$50/Day + replacement of disposables |

5 **Equipment:** The resource order must specify whether ordering an ALS or BLS ambulance, or an ALS Chase  
 6 Unit. ALS ambulances come equipped with the state requirements for ambulances of that type including a  
 7 Montana licensed Paramedic (EMTP or EMPF) or an Advanced Emergency Medical Technician (AEMT or  
 8 AEMF), cardiac monitoring equipment, advanced airway management tools, medications for pain control,  
 9 cardiac emergencies, and other drugs as required by the state. BLS ambulances come equipped with the state  
 10 minimum requirements for BLS ambulances and two Montana licensed Emergency Medical Technicians  
 11 (EMTB or EMTF).

12 An ALS Chase Unit comes staffed with a Montana licensed paramedic with a vehicle equipped with oxygen,  
 13 backboard, transport litter, basic bandaging and splinting materials, cardiac monitoring equipment, advanced  
 Release Date: April 1, 2021

1 airway management tools, medications for pain control, cardiac emergencies, and other drugs as required by  
2 the Administrative Rules of the State of Montana. Equipment shall be stored in a manner that makes it easily  
3 transportable by helicopter. The vehicle for the chase unit must be 4x4 capable and must be able to drive in  
4 typical fireline conditions.

5 **BLS and ALS Kits:** Kits are provided by the qualified medical personnel who are being hired. See Section  
6 01.2. A BLS kit must contain the minimum Basic Equipment Kit items as listed below per Montana Code  
7 37.104.204 and must be documented on a resource order and requested by the incident. Each kit must  
8 contain a complement list with the kit contents listed. For ALS kits, the minimum BLS kit must be provided,  
9 in addition to any additional ALS items directed by medical control. Any personnel using such kits must be  
10 under the medical direction of their sponsoring medical director per Montana Administrative Rules, Montana  
11 Codes, and the Montana EMS protocols.

12 **EMS Personnel:** Personnel must hold a current Montana licensure which could include registration with the  
13 National Registry of Emergency Medical Technicians. Additionally, all personnel must complete the annual  
14 Fireline Safety Refresher RT-130. Personnel who are not line-qualified and those assigned to stay in camp,  
15 must be escorted to and from the fireline with a line-qualified person.

16 **Fireline Qualified EMS:** - Personnel who are fireline-going and are assigned in one of the fireline position  
17 titles, must be qualified at the Firefighter Type 2 level (FFT2) or above (see minimum training  
18 requirements).

19 The training and qualifications above can be documented on an Incident Qualification Card or a LGFF  
20 Chief's Certification Form. The LGFF Chief's Certification form is **NOT USED** to certify an individual as  
21 an Emergency Medical Technician but is utilized to certify that the individual has the above listed minimum  
22 fireline qualifications per NWCG PMS-310-1 Wildland Fire Qualification System Guide or meets the intent  
23 of 310-1. EMT qualifications must be documented/certified on the state medical certification form.

24 **NOTE** – LGFF Ambulance services operating outside of their normal jurisdiction are encouraged to contact  
25 local hospital(s) for online medical control and to discuss resource capability.

26 **\*\*Patient Transport:** When the ambulance is mobilized to transport a patient, the hourly rate is dropped to  
27 \$0.00 and the ambulance reverts to their normal billing procedures for the medical incident, which would  
28 include a loaded mileage rate. For all patient care and transport, the ambulance will submit a bill to the  
29 patient's appropriate home agency for workers' compensation billing. The APMC guidelines for the  
30 Northern Rockies states that all care beyond basic first aid will be processed through the patient's  
31 appropriate workers' compensation insurance. Medical transport shall be documented, for both equipment  
32 and personnel resources as appropriate, on the required shift ticket and shall be turned in to Finance (if  
33 available) or the Land/Unit office for documentation purposes. If no patient care or transport occurs, the  
34 ambulance will be paid the hourly rate for the time worked.

35 LGFF Ambulances are to be contracted dry (fuel provided by the incident).

36 Additional personnel may be ordered at the discretion of the incident managers. Additional personnel will be  
37 necessary for incidents that require coverage for more than 16 hours per day. When ordering ambulances or  
38 chase units, consideration should be made for providing adequate work/rest ratios.

1 Applicable state laws and regulations can be found in the Montana Code Annotated Title 50 Chapter 6,  
2 [http://leg.mt.gov/bills/mca/title\\_0500/chapter\\_0060/parts\\_index.html](http://leg.mt.gov/bills/mca/title_0500/chapter_0060/parts_index.html) , and Montana Administrative Rules  
3 Title 37 Chapter 104, <http://www.mtrules.org/gateway/ChapterHome.asp?Chapter=37.104>.

4 The minimum BLS Kit contents can be found at:  
5 <http://www.mtrules.org/gateway/RuleNo.asp?RN=37%2E104%2E204> or as noted below.

## 6 **MINIMUM BLS KIT CONTENTS**

- 7 • 2 air occlusive dressings
- 8 • 1 blood pressure manometer with adult, extra-large adult, and pediatric cuffs
- 9 • 1 stethoscope
- 10 • 5 dressings (assorted)
- 11 • 2 pairs of exam gloves
- 12 • 1 pair of safety glasses to provide splash protection for the ECP
- 13 • 1 surgical mask
- 14 • 1 oral glucose
- 15 • 1 flashlight
- 16 • 4 soft roller bandages
- 17 • 4 rolls of adhesive tape of assorted sizes
- 18 • 1 pair of heavy leather gloves
- 19 • 1 helmet for personnel that is capable of protection from head injury
- 20 • Paper and pen or pencil
- 21 • 1 pair of scissors
- 22 • 1 nasal oxygen cannula
- 23 • 1 adult and one pediatric oxygen mask
- 24 • 1 portable oxygen system containing at least 200 liters of oxygen with regulator and flowmeter
- 25 • 1 bulb syringe or equivalent suction apparatus
- 26 • 1 mouth to mask resuscitator with one-way valve, oxygen inlet and oxygen connecting tubing
- 27 • 4 oropharyngeal airways of assorted child and adult sizes
- 28 • Four triangular bandages

29 **ALS kits must contain all the above noted items, in addition to those items required by the sponsoring**  
30 **medical director.**

### 31 **01.5-5-2 Rapid Extraction Module Support (REMS)**

32 REMS is a pre-staged extrication team that provides technical expertise in the use of Low Angle Rope  
33 Rescue Operations (LARRO), High Angle Rope Rescue Operations (HARRO), and advanced terrain  
34 techniques to transport a patient to either a vehicle or aircraft for transport to an appropriate medical facility.  
35 Refer to NRCG Memo #2019-020 located at: [https://gacc.nifc.gov/nrcg/nrcg/index/2019-REMS-](https://gacc.nifc.gov/nrcg/nrcg/index/2019-REMS-Guidance_Revised.pdf)  
36 [Guidance\\_Revised.pdf](https://gacc.nifc.gov/nrcg/nrcg/index/2019-REMS-Guidance_Revised.pdf)

37  
38 Local government personnel and equipment hired and ordered for a REMS assignment, should be hired  
39 using the appropriate rate in the Chapter 10 supplement to the SIIBM for personnel, and this supplement  
Release Date: April 1, 2021

(Chapter 50) for the equipment. Necessary extraction equipment should be hired at a reasonable negotiated rate and include replacement for items destroyed on assignment.

### Minimum REMS Configuration

- Four Personnel
  - One NWCG FFT1 qualified individual, all others NWCG FFT2 qualified (arduous physical fitness).
  - All trained in Low Angle Rope Rescue Operations.
  - Two trained in High Angle Rope Rescue Operations.
- A four-wheel drive vehicle capable of carrying the entire module and equipment.
- May be ordered with UTV.
- All necessary extraction equipment included.

REMS configurations may include medically qualified personnel from Emergency Medical Technician (EMT) Basic to Paramedic. The intent of REMS, no matter the configuration, is to utilize advanced rope and rescue techniques to safely extricate a firefighter who was injured or became ill in steep and challenging terrain.

### REMS Standard Equipment List

- Four-person 4WD truck or equivalent
- Rope (NFPA 1983 Technical or General Use)
  - 2 each 200'
  - 2 each 300'
  - 2 each 150'
  - Adequate bags for safe transport and storage of rope
- Equipment (NFPA 1983 Technical or General Use)
  - 4 each descent control devices
  - 22 each carabiners, auto-locking 4 each small or mini prusik minding pulleys
  - 2 each small or mini prusik minding double pulleys
  - 1 each gathering plate or ring
  - Agency specific equipment (Non-NFPA compliant equipment)
    - 16 each prusik, compatible with rope diameter choice
    - Webbing, 1" width, greater than 17 KN
      - 12 each 20'
      - 8 each 12'
      - 8 each 5'
    - 1 each edge protection kit
    - 1 each hardware bag / pack
    - 5 each pickets
    - 1 each sledgehammer

- 1           ▪ Bicycle pump or fix a flat
- 2           ▪ Tire plugs
- 3           ▪ Adequate packs to contain above listed gear
- 4           ▪ GPS Device
- 5           ▪ Flagging
- 6           ▪ Basic First Aid Kit
- 7           ▪ 4 each Class II or III harnesses
- 8       • Patient Extraction Equipment
- 9           ○ Backboard
- 10          ○ 1 each multi-piece basket stretcher with hoist pre-rig
- 11          ○ 1 each Sked or other collapsible litter
- 12          ○ Litter wheel
- 13          ○ Knee and lumbar padding
- 14          ○ Leg splint with fiber tape and trauma shears
- 15          ○ Patient sleeping bag
- 16          ○ Patient fire shelter
- 17          ○ Patient helmet
- 18          ○ Patient eye protection
- 19          ○ Patient / Victim harness

#### 20   **01.5-6 Agency Assistance with Local Government Fire Forces**

21   When five or more LGFF resources are dispatched to an incident, DNRC or the Incident Management Team  
22   (IMT) may furnish a Technical Specialist to assist with any issues concerning personnel or equipment with  
23   the goal of helping mitigate significant differences which may arise and to ensure the departments are signed  
24   up properly. This person works for the IMT and is commonly housed in the Finance Section. This person is  
25   responsible for coordinating with the Incident Commander and the Command and General Staff on matters  
26   pertaining to resources (equipment and personnel) and in some cases jurisdictional responsibilities of LGFF  
27   resources associated with the incident and assists in the day-to-day operations with the LGFF.

#### 28   **Technical Specialist Position Responsibilities:**

- 29       • Advise the Agency Administrator, Incident Business Advisor, and the IMT of the area LGFF  
30       jurisdictional responsibilities, including mutual aid responsibilities.
- 31       • Review contract specifications (such as Operating Agreements, MOUs, IA Agreements, and/or  
32       DNRC Incident Rental Agreements, etc.) regarding pay (equipment and personnel).
- 33       • Review business management activities to assure compliance with legal and fiscal requirements and  
34       efficient use of resources. Includes property management, law enforcement, and civil rights.
- 35       • Prepare a checklist of items that the Finance/Administration Section Chief (FSC) and the IMT need  
36       to be aware of; include terms and conditions of operating plans or agreements
- 37       • Review job responsibilities and assignments for LGFF personnel.
- 38       • Monitor local jurisdictional agency responses in meeting jurisdictional responsibilities.
- 39       • Attend incoming briefing with the IMT if possible; make contact with the FSC.

- 1 • Attend planning sessions and make known the availability of LGFF resources, such as the length of  
2 commitment, rotating personnel, and impacts to local government operations.
- 3 • Through the FSC, provide information on use of equipment and personnel. Coordinate with the  
4 Logistics Section Chief (LSC) to identify problem areas for the LGFF such as interaction with the  
5 IMT and logistical support.
- 6 • Coordinate with the FSC and the LSC to assure timekeeping and recording is being completed.  
7 Provide assistance to appropriate personnel on timekeeping, commissary, travel, accidents, injuries,  
8 personnel problems or emergencies and other administrative needs.
- 9 • Check for compliance with equipment specifications, certification, engine typing, and Federal Excess  
10 equipment use guidelines.
- 11 • Ensure safety, personal protective equipment, other equipment, and actions of the LGFF personnel  
12 are consistent with approved standards.
- 13 • Assist the IMT in providing for the well-being and safety of assigned LGFF resources.
- 14 • Assist the IMT in the demobilization (if necessary) of LGFF resources.
- 15 • Provide direction for distribution of pay documents.

#### 16 **01.6 MONTANA NATIONAL GUARD**

17 All time is kept by the National Guard designated member and will be forwarded to Department of Military  
18 Affairs (DMA) according to their rules and regulations. Mark any timekeeping documents clearly as  
19 National Guard and include military rank of individual. The DMA will bill DNRC for all federal and state  
20 supported fires. DNRC reimburses DMA through a No-Warrant Transfer of Funds; DNRC then bills the  
21 federal agencies for the support of their fires.

22 National Guard personnel are paid a daily rate. National Guard personnel do not receive hazard pay or any  
23 other pay differential. National Guard personnel are covered under Montana's Workers Compensation  
24 Insurance Program through the Montana State Fund. National Guard personnel are reimbursed for travel per  
25 diem expenses according to State of Montana regulations.

26 In administrative dealings with National Guard personnel, the chain of command should be respected.  
27 Disputes or discussions with individual National Guard personnel should include the individual's superior  
28 ranking supervisor.

29 **Responsibility for payment:** If the resources are ordered through DES, the ordering entity is responsible for  
30 payment as in the case of a local government or sheriff's office ordering the National Guard for evacuations.  
31 If the resource is ordered through the fire to assist in fire suppression or other duties associated with the fire,  
32 the host agency is responsible for payment.

33 The Memorandum of Agreement can be found at: <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/agreements-plans-and-guides>  
34

#### 35 **01.7 MONTANA DEPARTMENT OF CORRECTIONS**

36 Through a cooperative agreement/operating plan between the Montana DNRC, the Montana Department of  
37 Corrections (DOC), and Montana State Prison (MSP), correctional officers and low security inmates form a



1 Type 2 Hand Crew referred to as the Deer Lodge Crew. The Deer Lodge Crew is normally comprised of 15  
 2 inmates (FFT2s), 3 correctional officers (FFT1s), and supervised at all times by a DNRC crew boss  
 3 (CRWB). The crew may be used on any wildland fire incident, regardless of jurisdiction, within the State of  
 4 Montana.

5 The Deer Lodge Crew is a resource of the DNRC Southwestern Land Office (SWLO) and is dispatched  
 6 through the Missoula Interagency Dispatch Center (MDC). All costs in support of other agencies will be  
 7 paid through DNRC and reimbursed through the Montana Cooperative Wildland Fire Management  
 8 Agreement. DNRC will forward timekeeping documents to the Department of Corrections after release from  
 9 the incident. The Department of Corrections will bill DNRC for the personnel costs of overtime hours for  
 10 correctional officers and regular hourly rates for inmates (no overtime) per the DOC cooperative  
 11 agreement/operating plan. Correctional officers and inmates do not receive hazard pay or any other pay  
 12 differential. Correctional officers and inmates are covered under the Montana Workers' Compensation  
 13 Insurance Program (see Section 01.3-7) by the Department of Corrections. Correctional officers may use the  
 14 commissary, if one is provided, on a cash basis. Inmates are not allowed commissary privileges.

15 The assigned DNRC crew boss will be the administrative contact for the Deer Lodge Crew and will consult  
 16 with the correctional officers in matters regarding security.

17 The DOC cooperative agreement/operating plan can be found at: [http://dnrc.mt.gov/divisions/forestry/fire-  
 18 and-aviation/fire-business/agreements-plans-and-guides](http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/agreements-plans-and-guides)

#### 19 **01.8 MONTANA DEPARTMENT OF TRANSPORTATION (MDT)**

20 There is a Memorandum of Understanding with the DOT to provide for the safe and efficient movement of  
 21 road users through or around temporary traffic control zones created by incident management activities. It  
 22 can be found on-line at: [http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/agreements-plans-and-  
 23 guides](http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/agreements-plans-and-guides).

#### 24 **01.9 MONTANA HIGHWAY PATROL**

25 There is an agreement between the State of Montana DNRC and the Montana Highway Patrol, for  
 26 mobilizing law enforcement to ensure public and firefighter safety by providing traffic control and security  
 27 for roadways and property. Please refer to the agreement attached to the Mobilization of Local Government  
 28 Fire Forces Guide, or located on-line at: [http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-  
 29 business/agreements-plans-and-guides](http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/agreements-plans-and-guides).

#### 30 **01.10 MONTANA SHERIFFS AND PEACE OFFICERS**

31 There is an agreement between the State of Montana DNRC and the Montana Sheriffs and Peace Officers for  
 32 mobilizing law enforcement for an evacuation event which has exceeded local capacity. Please refer to the  
 33 MSPOA agreement attached to the Mobilization of Local Government Fire Forces Guide, or located on-line  
 34 at: <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/agreements-plans-and-guides>.

#### 35 **Law Enforcement Vehicle**

| Type                    | Un-operated Daily Rate |
|-------------------------|------------------------|
| Law Enforcement Vehicle | \$100.00               |

1 **Law Enforcement Vehicle for incident use - \$100/Day + Fuel, NO Mileage Paid** - Law Enforcement  
2 Vehicles ordered by the host incident agency utilized for work outside the normal scope of law enforcement  
3 duties such as road blocks and incident security should be reimbursed at this rate. Vehicles must be ordered  
4 by the incident agency to perform duties beyond their normal assigned duties. Payment will not be made for  
5 additional attributes such as computers, radios, scene lighting, etc., unless specifically negotiated and ordered  
6 by the incident on a case-by-case basis. Fuel and operating supplies will be reimbursed but NO MILEAGE  
7 will be paid. Notation must be made on the daily shift tickets that the vehicle was used as a Law  
8 Enforcement Vehicle. This daily rate is not subject to first or last day prorating.

## 9 **01.11 STATE-OWNED AND OTHER EQUIPMENT**

10 DNRC shall be reimbursed for the use of state-owned equipment in support of other agency incidents unless  
11 the master agreement with the cooperating agency states otherwise. The use of the equipment is billed at the  
12 rates listed in this supplement, except Federal Excess Property Program (FEPP) equipment which would  
13 show a use rate of 67 percent of the standard rate on use invoices (does not apply to FEPP aircraft). The  
14 receiving agency will provide operating materials and supplies, such as fuel and oil, and mileage will be  
15 reimbursed at the standard rate if applicable. DNRC-owned equipment will remain in paid status during  
16 meal breaks. In the event the equipment breaks down and is repaired at the receiving agency's expense, the  
17 cost of the repair shall be deducted from the bill for its use. Copies of repair bills shall be submitted to the  
18 responsible DNRC Land or Unit Office, at the termination of DNRC support activity, for inclusion in the fire  
19 bill calculation.

20 The Emergency Equipment Shift Ticket (OF 297) or combined Emergency Personnel & Equipment Shift  
21 Ticket (DNRC297), the Emergency Equipment Use Invoice (OF 286), Resource Order, and the DNRC  
22 Resource Rate form provide the required documentation for the use of DNRC-owned equipment. Copies  
23 should be retained at the incident and the original signed shift tickets and invoices are either forwarded to the  
24 responsible Land or Unit Office or sent home with the operator. The OF-286, for this purpose, should be  
25 filled out in the following manner: In Block 22 (remarks), enter "***For Fire Record Only, per Region 1***  
26 ***Cooperative Fire Management Agreement.***"

### 27 **01.11-1 Sedans, Sport Utility Vehicles, and Pickups**

28 The following rates are for agency-owned vehicles hired on a Resource Rate Form, LGFF-owned vehicles  
29 hired on an IRA, and government employee (including EFF) privately owned vehicles hired on an EERA.  
30 For government employee, privately owned vehicles refer to the Montana 300-Incident Business Manual,  
31 Chapter 320 for **additional** direction. The rates may also be used to determine agency costs used in billing  
32 suppression costs of all fires.

33 There is one standard method of hire:

- 34 • **Un-operated:** daily rate **plus** the Standard mileage rate (mileage covers wear and tear only).
- 35 • The government provides operating supplies, i.e. fuel.
- 36 • Daily rate is not subject to first or last day prorating.
- 37 • Agencies must adhere to their policies regarding hiring of drivers and equipment.

1 **The mileage rate used for these vehicles is the “Standard Rate” set annually by the Montana**  
 2 **Department of Administration (DOA) and is currently .27 per mile for 2021.**

3 **AUTOMOBILE – Rates:**

| Auto Type         | Un-operated Daily Rate |
|-------------------|------------------------|
| Compact           | \$35.00                |
| Midsize or larger | \$48.00                |
| Mini-Van          | \$55.00                |

4 **PICKUPS, 4X2 – Rates:**

| Pickup Type | Un-operated Daily Rate |
|-------------|------------------------|
| Compact     | \$37.00                |
| ½ ton       | \$44.00                |
| ¾ ton       | \$49.00                |
| 1 ton       | \$60.00                |

5 **PICKUPS, 4X4 – Rates:**

| Pickup Type | Un-operated Daily Rate |
|-------------|------------------------|
| Compact     | \$44.00                |
| ½ ton       | \$49.00                |
| ¾ ton       | \$55.00                |
| 1 ton       | \$68.00                |

6 **SPORT UTILITY – Rates:**

| SUV Type                        | Un-operated Daily Rate |
|---------------------------------|------------------------|
| Compact - 5 or less passengers  | \$53.00                |
| Mid-sized 6-7 passengers        | \$58.00                |
| Full-sized 8 or more passengers | \$65.00                |

7 **Off-Road Vehicle for Line Personnel - \$100/Day + Fuel, NO Mileage** - Vehicles for off-road use for line  
 8 personnel as listed, but not limited to: Strike Team Leader, Task Force Leader, Division Supervisor, Heavy  
 9 Equipment Boss, or any other position that could require that a vehicle be taken off road. Vehicle must be a  
 10 4x4 SUV or 4x4 pickup that is off-road capable typically with 10-ply or load range E tires. The vehicle must  
 11 be equipped with a digital programmable mobile radio (i.e. BK Mobile Radio). Fuel and operating supplies  
 12 will be reimbursed but NO MILEAGE will be paid.

1 If the vehicle complies with the above stipulations and is hired at the off-road rate, the rate will be in effect  
 2 for the entire time the vehicle is under hire. This daily rate is not subject to first or last day prorating.  
 3 Additionally, the payment package must include the vehicle operator's overhead resource order (or other  
 4 suitable documentation) as verification that the vehicle was used off road in support of a line-qualified  
 5 position.

6 **Command Vehicles** - Command vehicles should be hired using the above rate for an off-road vehicle. A  
 7 rate may be negotiated for extra equipment used depending on the capability and the use of the vehicle if  
 8 used beyond the basic function of transportation. This daily rate is not subject to first or last day prorating.  
 9 Command vehicles are eligible for out-of-region assignments.

#### 10 **01.11-2 Trailers and Transports**

11 This category includes government-owned trailer units as specified. Refurbishment costs for tools and  
 12 equipment from fire caches shall be paid by receiving agency under separate billing.

| Mobile Office Trailers                   | Location at Time of Hire   | Un-Operated Daily Rate |
|--|--|------------------------|
| County Assist Team Plans Trailer         | DNRC, Central Land Office – Helena   | \$750.00               |
| County Assist Team Finance/Plans Trailer | DNRC, Northeastern Land Office - Lewistown   |                        |
| Plans/Finance Trailer                    | DNRC, Northwestern Land Office - Kalispell   |                        |
| Mobile Command Post                      | DNRC, Fire Protection Bureau - Missoula  |                        |
| County Assist Team Plans Trailer         | DNRC, Eastern Land Office – Miles City   |                        |
| Other Command/Office Trailer             | Local Government or state-owned  | \$500.00               |
| NELO Small Logistics Trailer             | DNRC, Northeastern Land Office, Lewistown  | \$75.00                |
| CLO Small Logistics Trailer              | DNRC, Central Land Office – Helena   | \$100.00               |
| NWLO Logistics Trailer                   | DNRC, Northwestern Land Office, Kalispell  | \$100.00               |
| Additional Incident Costs                | Haul-in cost for vehicle as needed may be charged at the applicable 1-ton rate as listed in Section 01.11-1. |                        |

| Other Equipment  | Un-Operated Daily Rate |
|--|------------------------|
| <u>CLO Light Tower</u>   | \$75.00                |
| <u>Fifth wheel trailer, tandem axle – 20-foot to 28-foot flatbed, minimum 10,000 GVW</u> | \$50.00                |
| <u>Flatbed snowmobile trailer, minimum 3,000 GVW</u>                                     | \$30.00                |

1 **01.11-3 All-Terrain Vehicles**

| Type  | Un-Operated Daily Rate<br>No Pump | Un-Operated Daily Rate<br>With Pump |
|---|-----------------------------------|-------------------------------------|
| ATV (1 Rider) No Three Wheelers - no tank w/pump allowed.                                       | \$100.00                          | N/A                                 |
| UTV Side by Side Seating (i.e., Polaris Ranger, Kawasaki Mule) or similar with 3 or less seats. | \$200.00                          | \$300.00                            |
| UTV Side by Side Seating with 4 or more seats.  | \$250.00                          | \$350.00                            |
| Pump includes hose, 50-gallon maximum tank capacity, 2 Operators.                               |                                   |                                     |

- 2 • **All riders must wear an approved helmet while operating an ATV or UTV.**
- 3 • **Daily rate includes haul in/out.**

4 **01.11-4 Agency-Owned Engines and Water Tenders**

5 Agency-owned engines and tenders will be billed at the rates in the LGFF table in Section 01.5-5.

6 **01.11-5 DNRC Kitchens**

7 The DNRC kitchen package as shown below provides the basic ability to prepare and serve meals for  
 8 approximately 75- to 350-plus people per day. Additional incident costs charged separately to the incident  
 9 are noted below. The Food Unit Leader will track costs and make them available to the Finance Section  
 10 upon request. The incident is also responsible to provide a potable water source and grey water disposal. In  
 11 the event a DNRC kitchen is in need of a potable water truck or hand washing station, DNRC will utilize the  
 12 solicitation for potable water trucks or hand washing stations for the incident. The DNRC kitchens are not  
 13 available for assignment outside of the State of Montana.

|   |   |   |
|---|---|---|
| DNRC Kitchen Package Includes   | Pantry truck, kitchen trailer, generator, propane transport and storage, prep trailer/area, hot water capability for dishwashing, and one support vehicle.  | <b>Un-Operated Daily Rate</b><br>\$500.00 |
| Additional Incident Costs   | Personnel time at applicable EFF rates; reimbursement of actual cost for food and consumable supplies (propane and fuel, condiments, plates, cups, cutlery, etc.); rental of refrigeration trailer* at NRCG Chapter 20 daily rates; 1-ton flatbed truck; crew transport/additional support vehicles; portable toilets and hand wash units for kitchen crew; and cleaning and refurbishment costs. |   |
| <b>Additional incident costs may be charged if the incident camp does not already supply resources/supplies. These additional costs may include but are not limited to: Rental of dining tents, tables, chairs; hand wash stations; grey water, potable water and storage; garbage service.</b> |   |   |

1 \*Note: Refrigeration truck/trailer to support kitchen may be provided by DNRC at NRCG Chapter 20 Supplement daily rates, or if  
2 not available from DNRC, may need to be obtained commercially.

3 **01.11-6 DNRC Hand Wash Station**

|                                |   |   |
|--------------------------------|---|---|
| DNRC Handwash Station Includes | Includes a self-contained 6 sink trailer with propane hot water, 450-gallon internal tank, 750-gallon grey-water bladder, paper towel dispenser, and mirrors. If the unit is hauled in with a DNRC kitchen vehicle, no additional transport cost is added. If utilized separately from the kitchen, applicable vehicle rates listed in Section 01.11-1 will apply for transport in and out. The incident will supply potable water and haul the grey water. | <b>Un-Operated Daily Rate</b><br>\$500.00 |
|--------------------------------|---|---|

4 **01.11-7 Portable Generators**

| Generator Size  | Daily Rate   |
|-----------------|--------------|
| 10 KW or Less   | \$60.00/Day  |
| 10 KW to 20 KW  | \$80.00/Day  |
| 20 KW to 30 KW  | \$100.00/Day |
| 30 KW and Above | \$120.00/Day |

5 **01.11-8 Aircraft**

6 **State-owned Aircraft:** Un-operated rate, based on flying time, does not include operating supplies or  
7 support vehicles. Rates are set by the Montana Legislature. Current rates were set by the 2015 Legislative  
8 Session and will remain in effect until changed by the Legislature.

| Type               | Current Hourly Rates |
|--------------------|----------------------|
| Fixed Wing         | \$ 175.00            |
| Rotary Wing Type 3 | \$ 515.00            |
| Rotary Wing Type 2 | \$1,650.00           |

1 Tail Numbers for State of Montana DNRC-owned aircraft are as follows:

- 2 • Fixed Wing 9067M, 6312B, and 391M
- 3 • Helicopters T2: 387M, 388M, 394M, 395M, and 398M
- 4 • Helicopters T3: 384M and 392M

5 **Montana National Guard Aircraft:** Rates available per annual agreement with DNRC, which may be  
6 found on-line at <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/agreements-plans-and-guides>.

7 **Fuel Trucks (aviation support):**

| Size          | Un-Operated Daily Rate |
|---------------|------------------------|
| 300 gallons   | \$200.00               |
| 600 gallons   | \$500.00               |
| 2,600 gallons | \$800.00               |

8 **01.11-9 Boats**

9 **The rates noted below pertain to agency-to-agency use. Commercial use rates may be higher.**

10 Cooperator provides:

- 11 • Cooperator will provide operator(s). Boat will not be operated by personnel under the age of 18  
12 years old.
- 13 • Cooperator provides operating supplies such as fuel/oil, anchors/ropes, etc.
- 14 • Cooperator provides a personal floatation device for each person being transported.
- 15 • Cooperator provides First-Aid kit and fire extinguisher.

16 The incident can provide:

- 17 • Personal Protection Equipment (PPE) to cooperator/operator who will return PPE to the incident  
18 upon demobilization or invoice will be reduced for missing PPE.

| Boat FWHP     | Size       | *Un-Operated Daily Rate |
|---------------|------------|-------------------------|
| ≥35, < 150 HP | < 16 FT    | \$300.00                |
|               | 16 – 20 FT | \$350.00                |
| ≥50, ≤ 250 HP | 21 – 23 FT | \$400.00                |
|               | 24 – 26 FT | \$450.00                |
| Pontoons      | 16 – 20 FT | \$400.00                |
|               | 21 – 23 FT | \$450.00                |
|               | ≥ 24 FT    | \$500.00                |

19 *\*Daily rate includes haul in/haul out.*

| Fire Boat                          | Minimum Number of Operators | *Un-Operated Hourly Rate |
|------------------------------------|-----------------------------|--------------------------|
| Minimum Pump Capacity of 1,500 GPM | 2                           | \$115.00                 |

*\*Hourly Rate includes haul in/haul out.*

### Minimum Special Provisions:

- Boats under hire are required to comply with all State of Montana licensing and registration requirements.
- Boats hired must comply with U.S. Coast Guard Marine Safety regulations.
- All equipment under this agreement must be owned and titled by the LGFF or County listed in Box 4 of the IRA. No leased equipment unless the lease was initiated to fulfill the department's normal duties as established under the Montana Codes Annotated (MCA).

## **01.12 CLAIMS**

Claims arising under the jurisdiction of the State of Montana are negotiated by the responsible Line Officer or his or her designee, who must be named on the DNRC Authorized Signers List. When possible, claims should be settled at the incident. Settled claims may require an S (supply) resource order number for reimbursement/payment. For comprehensive information on handling claims against DNRC, see Chapter 370 in the DNRC 300 Incident Business Management Manual, or contact the Business Management Bureau, Forestry Division, Department of Natural Resources and Conservation, 2705 Spurgin Road, Missoula, Montana 59804; office phone: (406) 542-4300.

## **01.13 OTHER REFERENCE MATERIALS FOR MONTANA**

### **01.13-1 NRCG Mobilization of Local Government Firefighting Resources**

Information contained within the Mobilization of Local Government Firefighting Resources guides the safe, cost effective, and timely hiring and mobilization of Montana's Local Government Forces. This mobilization guide is most commonly referred to as the "Umbrella Document," and provides guidance on how Local Government Forces are made available to Northern Rockies (NR) cooperating agencies and the interagency wildland fire system.

This document may be found on-line at <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/agreements-plans-and-guides>.

### **01.13-2 DNRC 300 Manual - Incident Business Management**

This internal manual provides incident business management guidance to DNRC employees and cooperating agency personnel on managing DNRC wildland fire incidents according to State-specific policies and procedures. This document may be found on-line at <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/forms-and-information>.



### 1 **01.13-3 DNRC 900 Manual - Wildland Fire Suppression**

2 This internal manual provides guidance to DNRC employees and cooperating agency personnel on wildland  
3 fire suppression policies and procedures within Montana. This document may be found on-line at  
4 <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/forms-and-information>

### 5 **01.13-4 DNRC IBA Operating Guidelines/DNRC IBA Job Aid**

6 These documents provide guidance to DNRC employees and cooperating agencies on the State's general  
7 operating guidelines relating to fire business management and the role of DNRC Incident Business Advisors.  
8 They may both be found on-line at [http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-](http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/forms-and-information)  
9 [business/forms-and-information](http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/forms-and-information).

### 10 **01.13-5 DNRC Local Government Fire Force (LGFF) Incident Rental Agreement**

11 Local Government Fire Force (LGFF) equipment will be hired on the DNRC Incident Rental Agreement  
12 (IRA). Equipment must meet the accepted typing standards set forth in this supplement. Year-to-Year  
13 agreements (single year) are the preferred method but an Area or Unit office may initiate a multi-year  
14 agreement for up to a three-year (3-year) period. Equipment hired under Hiring Option 2, or Option 3 as  
15 Fully Operated is valid outside the Northern Rockies Geographic Area. The form may be found on-line at  
16 <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/local-government-fire-forces>.

## 17 **01.14 ABBREVIATIONS AND DEFINITIONS**

18 **The specific meanings of terms may be found in prevailing current NWCG publications unless**  
19 **otherwise defined herein.**

20 AGENCY – See “Government”

21 APMC - Agency Provided Medical Care

22 COOPERATOR – Local Government entities available through agreement to assist the Federal and  
23 State government agencies.

24 CREW MEMBER – Basic wildland firefighter used to control and extinguish wildland fires and  
25 works as a member of an engine crew under the supervision of a higher qualified individual.

26 DES – Department of Emergency Services

27 DNRC – Department of Natural Resources and Conservation, [http://dnrc.mt.gov/divisions/forestry/fire-](http://dnrc.mt.gov/divisions/forestry/fire-and-aviation)  
28 [and-aviation](http://dnrc.mt.gov/divisions/forestry/fire-and-aviation)

29 ENGB – Single Resource Engine Boss

30 ENOP – Engine Operator

31 FEPP - Federal Excess Property Program.

32 GACC – Geographic Area Coordination Center

1 GAWR – Gross Axle Weight Rating

2 GOVERNMENT – United States Department of Agriculture – Forest Service (USDA-FS), National  
3 Park Service (NPS), Bureau of Land Management (BLM), Bureau of Indian Affairs (BIA), and  
4 United States Fish & Wildlife Service (USF&WS), Montana Department of Natural Resources and  
5 Conservation (MT DNRC), Idaho Department of Lands (IDL), Montana Department of Emergency  
6 Services (MT DES), North Dakota Forest Service (ND FS), Department of Emergency Services  
7 (DES), and Local Government.

8 GOVERNMENT REPRESENTATIVE – Designated employee of the agencies listed under the  
9 definition of Government.

10 GVAW – Gross Vehicle Axle Weight

11 GVWR – Gross Vehicle Weight Rating

12 HYBRID ENGINE - Engines in which a county owns the chassis and the State of Montana DNRC  
13 has provided the fire package including the pump package.

14 ICS – Incident Command System

15 IDL – Idaho Department of Lands, <https://www.idl.idaho.gov/fire-management/incident-business/>

16 INCIDENT – An occurrence or event, either human-caused or natural phenomena, that requires  
17 action by emergency service personnel to prevent or minimize loss of life or damage to property  
18 and/or natural resources.

19 NDFS – North Dakota Forest Service, <http://www.ag.ndsu.edu/ndfs>

20 NRCC – Northern Rockies Coordination Center, <http://gacc.nifc.gov/nrcc/index.htm>

21 NRCG – Northern Rockies Coordinating Group, <https://gacc.nifc.gov/nrcc/index.htm>

22 NWCG - National Wildfire Coordinating Group, <http://www.nwcg.gov>

23 ON SHIFT – Includes time worked, time that equipment is held or directed to be in a State of  
24 readiness, and compensable travel (equipment traveling under its own power) that has a specific start  
25 and ending time.

26 OPERATIONAL PERIOD – Equal to one shift, an operational period is defined by the Incident  
27 Action Plan.

28 IROC- Interagency Resource Ordering Capability. The national system used by dispatch for resource  
29 ordering for incidents.

30 SEVERITY – Increase in the level of pre-suppression capability and fire preparedness when  
31 predicted or actual burning conditions exceed those normally expected, due to severe weather  
32 conditions.

1 SUPPRESSION – All the work of extinguishing or confining a fire beginning with its discovery.

2 UNDER HIRE – Refer to Clause 12 of General Clauses to Emergency Equipment Rental Agreement  
3 Form OF-294.

#### 4 **01.15 FEMA GUIDELINES**

5 Montana DNRC may request that a fire threatening lives, property, and critical infrastructure that would have  
6 potential for a major Presidential disaster; be declared a FEMA fire to receive an FMAG (Fire Management  
7 Assistance Grant).

8 FEMA evaluates a fire threat using four criteria:

- 9 1. The threat to lives and improved property, including threats to critical facilities/infrastructure, and  
10 critical watershed areas.
- 11 2. Availability of state and local firefighting resources.
- 12 3. High fire danger conditions, as indicated by nationally accepted indices such as the National Fire  
13 Danger Rating System.
- 14 4. Potential for major economic threat.

15 The request is approved or denied based on:

- 16 1. The conditions that existed at the time of the state's request.
- 17 2. Whether the fire or fire complex threatens to cause a major disaster.

18 *These grants do not provide assistance to individual home or business owners and do not cover other*  
19 *infrastructure damage caused by the fire.*

20 FEMA will reimburse state and local governments 75 percent of the eligible fire management costs. All  
21 eligible work and related costs must be associated with the incident period of a declared fire.

22 If a fire is a FEMA declared fire, state agencies, local government agencies, and Tribal governments may  
23 apply as sub-grantee applicants. Applicants applying for sub-grantee status must be legally responsible for  
24 the firefighting activities for which reimbursement is requested.

25 Volunteer firefighting organizations that were created under a local statute or resolution giving them taxing  
26 authority are considered to be separate and distinct from the county in which they operate. These volunteer  
27 organizations are trustee operated and are eligible applicants.

28 Examples of eligible fire management costs:

- 29 • Firefighting and support services
- 30 • Equipment and supplies
- 31 • Evacuations
- 32 • Sheltering
- 33 • Traffic control/barricading

- 1       • Security
- 2       • Emergency Operations Centers
- 3       • Temporary repairs of damage caused by firefighting activities, *not by the fire itself*.

4 If a fire is a FEMA declared fire, DNRC will continue to pay according to the guidelines in the SIIBM.  
5 Local government or tribal entities may request reimbursement for eligible costs not normally paid by  
6 DNRC. Examples would be:

- 7       • Costs during the first 24 hours of a fire within your jurisdiction
- 8       • Equipment costs when the fire is within your jurisdiction
- 9       • Donated resources:
  - 10           ○ Value of volunteer labor
- 11       • Category B expenses:
  - 12           ○ Search and rescue
  - 13           ○ Provision of shelters or emergency care
  - 14           ○ Sandbagging
  - 15           ○ Provision of food, water, ice, and other essential needs
  - 16           ○ Removal of health and safety hazards

17 MT DNRC may request an additional fire package of the host agency for FEMA declared fires.

**EXHIBIT NR11****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/incident-business/>

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

Amber Honsaker  
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: 208-416-3604  
Fax: 208-769-1524

## 1. STATE AND COOPERATOR PERSONNEL AND EQUIPMENT

The IDL IBOG, ICMA, and other agreements can be found at:

<https://www.idl.idaho.gov/fire-management/incident-business/>

## 2. 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 local government
- 4) Private-owned EMS under contract or available for Incident Only Agreement
- 5) Out of state resources provided through states participating in the Recognition of EMS Personnel Licensure Interstate Comp Act (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 Compact authorizes state EMS offices to afford immediate legal recognition to 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

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](mailto:EMSProvLic@dhw.idaho.gov) to establish a direct communication for incident support. The

1 EMS Bureau provides written approval to the IMT for EMS personnel working on incidents. For  
2 incidents occurring outside of normal business hours, contact Idaho State Communications at  
3 208-846-7610, who will facilitate direct contact with the EMS Bureau.

- 4 2. Keep the following forms on file at the incident for Idaho EMS Bureau review:
- 5 a. Letter from the EMS provider's medical director, giving them authority to work on the  
6 wildfire incident.
  - 7 b. Copy of EMS license (referred to as "certification" in some states) for personnel
  - 8 c. Copy of license and cover letter, for EMS agency.
  - 9 d. **Out-of-state EMS personnel** must complete the "*Limited Request for Recognition*" form  
10 unless they are a participant REPLICIA state. Information on REPLICIA is found at  
11 <http://www.emsreplica.org> and coordinated through the Idaho Department of Health and  
12 Welfare's EMS Bureau.

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

15 <https://healthandwelfare.idaho.gov/Medical/EmergencyMedicalServicesHome/AgencyLicense/tabid/1602/Default.aspx?QuestionID=307&AFMID=17625>  
16

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

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

27  
28 This form is not an application for licensure or reciprocity, only recognition. A National Registry  
29 of Emergency Medical Technicians (NREMT) card does not authorize EMS personnel to provide  
30 EMS patient care in the State of Idaho. Only a current license (or certification) document/card  
31 issued by a state or U.S. territory EMS office will be accepted as proof of EMS  
32 license/certification.

33  
34 It is the responsibility of the MEDL to complete and submit the "*Limited Request for*  
35 *Recognition*" form as soon as possible, on behalf of all licensed personnel when utilizing licensed  
36 out-of-state EMS providers. This form may be printed and filled out, or filled out electronically,  
37 and submitted prior to the event, as personnel may not practice until they receive recognition from  
38 the EMS Bureau. A new form must be completed for each incident and updated when new EMS  
39 personnel assigned to the Medical Unit arrive or move from incident to incident within the state.

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

6 The MEDL should contact the EMS Bureau by phone at (208) 334-4000, by fax at (208) 334-  
7 4015 or by email at [EMSProvLic@dhw.idaho.gov](mailto:EMSProvLic@dhw.idaho.gov) to submit their form or for further information.

- 8 e. **In-state licensed EMS personnel** who are not acting under an Idaho licensed EMS agency  
9 deployed at the incident must complete the “Planned Deployment Declaration”. The form can  
10 be found and submitted online to the Idaho EMS Bureau at:  
11 <http://healthandwelfare.idaho.gov/Portals/0/Medical/EMS/PlannedDeployment.pdf>
- 12 f. Licensed EMS personnel working for a licensed Idaho EMS agency deployed at the incident  
13 should be added to the agency roster in IGEMS (Idaho’s Gateway for EMS website):  
14 <https://www.idahoemlicense.net/public/idaho/portal#/login>
- 15 g. Patient Care Integration Agreement-- It is the responsibility of the EMS personnel at the  
16 incident to ensure the agreement is completed upon assignment to the incident. The IMT  
17 medical unit leader or the host agency has responsibility to follow up to ensure compliance.

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

- 20 3. When mobilizing EMS personnel outside their jurisdictions, whether from within Idaho or outside  
21 the State, as a courtesy to the local EMS jurisdiction, the IMT shall contact the local medical  
22 facility emergency room who can direct them to the Medical Director who has local jurisdiction  
23 authority to let them know the status of EMS personnel on the incident. This can be done through  
24 the EMS Bureau if necessary.

### 25 EMS Personnel/Staff License Levels

- 26 • EMT – Emergency Medical Technician
- 27 • AEMT – Advanced Emergency Medical Technician
- 28 • Paramedic

### 29 Local Government and Private-Owned

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

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

### 35 Fire Service Organizations (FSO)



1 Refer to the Idaho Cooperative Mobilization Agreement found at:  
2 <https://www.idl.idaho.gov/fire-management/incident-business/>

3 FSO Documentation Requirements at demobilization from an incident includes,  
4 but is not limited to:

5 • Unoperated Agreement

- 6 ○ Emergency Equipment Use Invoice, OF-286, with original signatures
- 7 ○ Emergency Equipment Deductions and Additions (Attachment to OF-  
8 286)
- 9 ○ Emergency Equipment Shift Tickets, OF-297, Original (Pink)
- 10 ○ Emergency Equipment Fuel & Oil Issue, OF-304, if applicable
- 11 ○ Vehicle/Heavy Equipment Pre and Post Inspection Checklist, OF-296
- 12 ○ Incident Time Report, OF-288, or original Crew Time Report, SF-  
13 261 if OF-288 is not created at the incident
- 14 ○ Incident Evaluation
- 15 ○ Claim documentation, if applicable

16 • Operated Agreement (single resources see below)

- 17 ○ Emergency Equipment Use Invoice, OF-286, with original signatures
- 18 ○ Emergency Equipment Deductions and Additions (Attachment to OF-  
19 286)
- 20 ○ Emergency Equipment Shift Tickets, OF-297, Original (Pink)
- 21 ○ Emergency Equipment Fuel & Oil Issue, OF-304, if applicable
- 22 ○ Vehicle/Heavy Equipment Pre and Post Inspection Checklist, OF-296
- 23 ○ Incident Evaluation
- 24 ○ Claim documentation, if applicable

25 • Operated Agreement, Single Resources

- 26 ○ Documentation requirements are the same as the “Unoperated  
27 Agreement”, listed above.

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

32 **3. AGENCY PROVIDED MEDICAL CARE (APMC)**

33 Agency Provided Medical Care (APMC): APMC is not authorized on State of Idaho Protection  
34 Incidents.

**4. IDAHO NATIONAL GUARD**

Refer to the IDL Incident Business Operating Guide found at

<https://www.idl.idaho.gov/fire-management/incident-business/>

**5. 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/>

**EXHIBIT NR12****NORTH DAKOTA FOREST SERVICE****GENERAL INFORMATION**

This information is intended to provide a general outline of State of North Dakota, North Dakota Forest Service (NDFS), and Local Government Fire Forces' (LGFF) operating procedures. For further information, contact the North Dakota Forest Service at 701-328-9944.

**BILLING:**

NDFS will use applicable LGFF Equipment rates, state rates, and actual personnel costs for purposes of billing other agencies and other entities for fire suppression services.

**EFFS AND OTHER STATE EMPLOYEES**

NDFS does NOT use the same Administratively Determined (AD) Rates as federal agencies when hiring casual firefighters. NDFS hires casuals as state employees instead. An NDFS Emergency Firefighter (EFF) is an individual hired of necessity to cope with a sudden and unexpected emergency, actual or potential. EFF employment is of uncertain or temporary duration and shall terminate as soon as the emergency has sufficiently abated. EFF rates of pay are determined by the nature of the EFF work assigned.

**ENTITLEMENTS**

Seasonal Firefighters and EFF employees do not earn sick or annual leave and are not required to participate in the state retirement plan.

NDFS employees, including EFFs, and LGFF are covered under the provisions of the State of North Dakota Workforce Safety Insurance Program.

NDFS employees, including EFFs, and LGFF do NOT receive hazard pay, nor any other form of differential except overtime. NDFS employees and EFFs receive the base rate for the first forty hours of work per week starting on Sunday at 0001 and ending on Saturday at 2400, and 1½ times the base rate for all approved time worked beyond forty hours per work week. Overtime does not need to be computed at the incident but will be figured when Emergency Firefighter Time Reports are processed by Payroll. Overtime accrual may differ for LGFF forces depending on home unit's policies. Questions regarding LGFF home unit policies should be directed to the LGFF home unit.

NDFS employees, including EFFs, and LGFF may occasionally be in situations where meals or lodging must be paid out-of-pocket when in travel status or when meals at fire camp are not available. Reimbursement for such expenses will be in accordance with the Travel & Reimbursement Policies and State Per Diem rates, regardless of the location of the incident unless within the State of North Dakota where North Dakota Per Diem rates will take precedence.

**MEAL PERIODS**

North Dakota Forest Service employees, Emergency Firefighters and LGFF will be paid for meal breaks during uncontrolled fire assignments, unless they can be completely relieved of duty. If the employee must work during the meal break once the fire is controlled, this must be documented on the employee's crew time report. Non-operational assignments will not be compensated for meal breaks unless documented and signed by the supervisor and should only be used under extraordinary circumstances.

Equipment will remain in paid status during meal periods, where people are required to show a meal break when they are relieved of duty.

**WORK/REST, LENGTH OF ASSIGNMENT, AND DAYS OFF**

The North Dakota Forest Service subscribes to the guidelines for rest and recuperation as outlined in Section 12.7 of the SIIBM and to all work/rest and length of assignment standards applicable to the NWCG and NREG. Where the Incident Commander has deemed necessary to provide rest and recuperation, permanent full time and seasonal state employees may be granted these privileges when in compliance with NDSU payroll guidelines.

**ENGINE STAFFING**

The North Dakota Forest Service normal operating procedures requires engine mobilization with three personnel (one engine boss and two firefighters). Mobilization of an engine with other than 3 personnel will be at the discretion of the North Dakota Forest Service. LGFF forces may operate with two to four personnel based on engine configurations.

**PAYROLL**

NDFS payroll dates end on the 15<sup>th</sup> and the last day of the month. Copies of payment documents for permanent and seasonal employees must be transmitted to home units in order to meet payroll deadline dates.

EFF employees are normally paid upon completion of the fire assignment by automatic clearing house (ACH) per their hiring forms. Payment is made directly from the completed Emergency Firefighter Time Report and NDFS time slip. At the time of demobilization from an incident, the completed original OF-288 and signed Emergency Personnel/Equipment Shift Tickets (EPEST) MUST be transferred to the NDFS Bismarck Field Office for processing, preferably by hand. On long duration incidents consideration should be given to transmission of EFF payroll documents on the 16<sup>th</sup> and the 1<sup>st</sup> of the month; however, this must be prearranged with the NDFS Bismarck Field Office.

**Payment Document Requirements****Equipment (Pink copies for the payment office, blue copies for the file)**

1. Emergency Equipment Use Invoice (OF-286)
2. Fuel/Oil tickets (OF-304)
3. EPEST
4. Emergency Equipment Rental Agreement (OF-294), if applicable
5. Certification for Local Government Fire Forces (LGFF) Equipment and Operators, if applicable

1           6.     Inspection Form (pre/post) if available (OF-296)

2           7.     Resource Order

3           8.     Invoice, if required for the hiring option

4     **Emergency Firefighter (White copies for the payment office)**

5           1.     Emergency Firefighter Time Report (OF-288)

6           2.     EPEST

7           3.     Resource Order

8           4.     Certification for Local Government Fire Forces (LGFF) Equipment and Operators, if  
9                   applicable

10          5.     Invoice, if required for the hiring option

11     Emergency Firefighter Time Reports, EPEST and supporting documentation will be filled out, a copy  
12     retained at the incident, and the signed original packet returned with the designated representative when  
13     demobed. This designated representative would normally be the Engine Boss, Strike Team Leader or Crew  
14     Boss. Any questions should be directed to the NDFS Bismarck Field Office. Packets should be submitted to  
15     NDFS within two weeks of the demobilization date.

16     **COMPENSATION FOR INJURY/ILLNESS**

17     If an NDFS employee is injured while on assignment, the North Dakota State University Safety Office must  
18     be notified of the injury within 24 hours by contacting either Lois Christianson at (701) 231-9857 or Jennifer  
19     Baker at (701) 231-6740 for forms and procedures. The injured North Dakota State employee, or a person  
20     acting on behalf of the injured employee, is responsible for reporting the injury to the immediate supervisor.  
21     The immediate supervisor is responsible for the preparation of the NDSU Risk Management Employee  
22     Incident Report form. The Incident Report form **must** be transmitted to North Dakota State University  
23     **within 24 hours** of notification or knowledge of a work-related injury. This form is available from NDFS  
24     offices or online at:

25     <https://www.ndsu.edu/fileadmin/vpfa/forms/UPS0-IncidentReport.pdf>

26     The Finance Section is responsible for transmitting the NDSU Risk Management Employee Incident Report  
27     to (701) 231-6739. All employees are covered by the North Dakota Risk Management Program.

28     If any LGFF employee is injured while on assignment, the employee's home unit and NDFS shall be notified  
29     immediately to aide in proper notifications and ND Work Force Safety documentation.

30     **HIRING METHOD**

31     The hiring method for EERAs executed by NDFS is "Fully Operated" and is in accordance with the  
32     procedures established in the SIIBM and the NRCG supplements to Chapter 20 of the SIIBM.

33     Private fire suppression resources that did not participate in the competitive solicitation process may be hired  
34     "Fully Operated" if competitively solicited resources are not available and they meet all equipment  
35     inspection standards and requirements. There may be extraordinary circumstances when it is in the interest  
36     of the State to sign up equipment as "un-operated." These circumstances should be the exception, not the

1 rule, and must be pre-approved by the NDFS. In both circumstances, the EERA must show that the  
2 agreement is applicable only for the duration of the incident.

3 Private contractors hired on a fully operated basis are responsible for providing their own operating supplies  
4 (fuel, oil, foam, etc.). Repairs and normal maintenance are the contractor's responsibility.

### 5 **During-Incident Sign-up**

6 In the event equipment does not have a pre-existing agreement, procedures in the SIIBM and the geographic  
7 area supplements to Chapter 20 & 50 of the SIIBM must be followed. On state fires, agreements initiated by  
8 NDFS personnel do not have to be co-signed by Contracting Officers or Procurement Unit Leaders working  
9 for a federal agency.

10 EERAs for equipment covered under the competitively solicited process where the contractor did not  
11 participate must show that the agreement is applicable only for the duration of the single incident and will  
12 not be eligible for interagency dispatch.

## 13 **LOCAL GOVERNMENT FORCES - EQUIPMENT RENTAL**

### 14 **General Information**

15 The guidelines in this document apply when Local Government Fire Forces are hired by NRCG agencies.  
16 Detailed equipment and personnel standards, mobilization and dispatch procedures are included in the  
17 NRCG Mobilization of Local Government Firefighting Resources guide. The document may be found at the  
18 following website: [http://www.fs.fed.us/r1/fire/nrcg/ops\\_plans\\_index.htm](http://www.fs.fed.us/r1/fire/nrcg/ops_plans_index.htm)

19 In accordance with the Interagency Cooperative Agreement signed by the U.S. Forest Service, Bureau of  
20 Land Management, Park Service, Bureau of Indian Affairs, Fish and Wildlife Service, and the State of North  
21 Dakota, NDFS is designated as the hiring and payment agency for personnel and equipment obtained from  
22 Local Government Fire Forces (LGFF) when dispatched in circumstances other than local initial attack under  
23 mutual assistance agreements. LGFF equipment costs and personnel payroll will be paid by NDFS who will,  
24 in turn, seek payment as outlined in the Cooperative Fire Agreement (six party agreement). Said resources  
25 shall be considered an agent of the State.

26 Procurement of fire apparatus, equipment and personnel from LGFF will follow the procedures established  
27 by the NDFS. Current rates are listed below. Renegotiation of rates and responsibilities shall not happen at  
28 incidents. If there are compelling reasons for renegotiation, the NDFS must be involved in the negotiations.

29 **Mutual Aid**- Mutual Aid resources may be converted to paid status after the initial response if the NDFS  
30 deems it in the best interest of the State to do so. Mutual aid responses will be paid according to the  
31 requesting jurisdictions' Annual Operating Plan (AOP). In absence of an AOP a standard of 8 hours mutual  
32 aid is in effect. When the requesting agency releases the mutual aid resources, the mutual aid resources may  
33 request to remain on the fire. It is the responsibility of the resource to contact the IC and request to remain on  
34 the fire. If the resource remains on the fire beyond the mutual aid period without going through the IC  
35 approval and sign up process, the resource will not be paid. The following conditions and criteria must be  
36 met and to be placed in pay status:

37 1. IC Approval

38 2. Equipment and Personnel must meet Agency Standards put forth in this Chapter of the SIIBM

1 3. Be Inspected or have signed a No Damages/ No Claims upon demobilization

2 4. Have a Resource Order

3 If these criteria are met, the resource may be paid back to the first hour of mutual aid request. It is the  
 4 responsibility of the LGFF to ensure that these criteria are met. If any of the criteria are not met any time will  
 5 be considered donated mutual aid time.

### 6 **Local Government Fire Force (LGFF) Equipment**

7 Minimum Specifications required by NWCG for equipment requirements for engines, water tenders, and  
 8 water trucks and contains the applicable equipment certification forms is listed in the following section. The  
 9 equipment's compliance with transportation safety rules, laws and other codes are the responsibility of the  
 10 LGFF.

11 **LGFF equipment will remain in paid status during meal periods.**

### 12 **Severity**

13 Severity rates for LGFF equipment will be paid at the established hourly rate when on duty. LGFF  
 14 equipment will remain in paid status during meal periods when personnel are off time.

### 15 While in Transport

16 When LGFF equipment is in transport status (via heavy transport, not being driven), equipment will be paid  
 17 at the rate of 50%.

### 18 Operating Supplies

19 LGFF equipment will be reimbursed for fuel used to and from an incident and while assigned to a fire. Costs  
 20 will be reimbursed with proper documentation (e.g. detailed receipt). Repairs and normal maintenance will  
 21 be the LGFF's responsibility.

### 22 **Engine Rates – ND Local Government Fire Force Equipment**

| Class      | Type                    | Un-operated<br>Hourly Rate | Fully Operated<br>Hourly Rate | Number of personnel* |
|------------|-------------------------|----------------------------|-------------------------------|----------------------|
| <b>E1</b>  | Structural<br>Engine I  | \$180                      | \$300                         | 4                    |
| <b>E2</b>  | Structural<br>Engine II | \$150                      | \$240                         | 3*                   |
| <b>WE3</b> | Wildland<br>Engine III  | \$120                      | \$220                         | 3*                   |
| <b>WE4</b> | Wildland<br>Engine IV   | \$100                      | \$160                         | 2*                   |

| Class | Type                | Un-operated Hourly Rate | Fully Operated Hourly Rate | Number of personnel* |
|-------|---------------------|-------------------------|----------------------------|----------------------|
| WE5   | Wildland Engine V   | \$90                    | \$150                      | 2*                   |
| WE6   | Wildland Engine VI  | \$90                    | \$150                      | 2*                   |
| WE7   | Wildland Engine VII | \$50                    | \$110                      | 2*                   |

1 \*For operational purposes and/or for safety reasons some engines may operate with an additional crewmember with the approval  
 2 of the host agency. For a fully operated apparatus the additional personnel rate is \$30.00/hour and is added to the Fully  
 3 Operated rate.

4 **CLASSIFICATION FOR ENGINES**

5 **MINIMUM STANDARDS** - The following guide is to aid in the classification of engines. When typing  
 6 equipment all of the standards must be met to qualify the equipment. Failure to meet any standard places the  
 7 equipment in a lower type or disqualifies the equipment in its entirety.

| COMPONENTS                         | MINIMUM STANDARDS FOR TYPE |                 |                 |                |                |                |                |
|------------------------------------|----------------------------|-----------------|-----------------|----------------|----------------|----------------|----------------|
|                                    | 1*                         | 2*              | 3               | 4              | 5              | 6              | 7              |
| Pump Capacity **<br>Gpm @ psi      | 1000+<br>@<br>150          | 500<br>@<br>150 | 150<br>@<br>250 | 50<br>@<br>100 | 50<br>@<br>100 | 50<br>@<br>100 | 10<br>@<br>100 |
| Tank Capacity (Gallons)<br>Minimum | 400                        | 400             | 500             | 750            | 400            | 150            | 50             |
| Maximum                            | None                       | None            | None            | None           | 750            | 400            | 200            |
| Hose, 2½ inches (feet)             | 1,200                      | 1,000           |                 |                |                |                |                |
| Hose, 1½ inch (feet)               | 400                        | 500             | 500             | 300            | 300            | 300            |                |
| Hose, 1 inch (feet)                | -0-                        | -0-             | 500             | 300            | 300            | 300            | 200            |
| Ladder (feet)                      | ***48'                     | ***48'          |                 |                |                |                |                |
| Master Stream (GPM)                | 500                        |                 |                 |                |                |                |                |
| Personnel (minimum)                | 4                          | 3               | 3               | 2              | 2              | 2              | 2              |

\*Type 1 and 2 Structural Engines must also meet minimum specifications of NFPA for the year in the in which they were manufactured.

\*\*All pumps shall have pressure gauges that meet the minimum pump pressure rating.

\*\*\*This includes 24' extension ladder, 14' roof ladder and 10' attic ladder for a total of 48'.

\*\*\*\*Engines specifically designed for on-road and structure work may not be signed up as a wildland engine

8 **Foam Units:** No compensation will be given for foam units; however, foam used during the incident may be replaced  
 9 or compensated as part of operating supplies.



**NRCG MINIMUM REQUIRED COMPLEMENTS FOR ENGINES**

- 1
  - 2
  - 3
  - 4
  - 5
  - 6
  - 7
  - 8
  - 9
  - 10
  - 11
  - 12
  - 13
  - 14
  - 15
  - 16
  - 17
  - 18
  - 19
  - 20
  - 21
  - 22
  - 23
  - 24
  - 25
  - 26
  - 27
  - 28
  - 29
  - 30
  - 31
  - 32
- 2 nozzles, combination fog/straight stream, 1-inch NPSH female
  - 2 nozzles, combination fog/straight stream, 1½ inch NH female
  - 20 feet, suction hose with strainer or screened foot valve
  - 2 shovels, size 0
  - 2 pulaskis
  - 1 spanner wrench, combination 1 inch to 1½ inches
  - 2 gated wyes, 1½ inches National Hose (NH) threads
  - 4 reducers, 1½ inches NH female to 1-inch National Pipe Straight Hose (NPSH) male
  - 2 adapters 1½ inches NH female to 1½ inches NPSH male
  - 2 adapters 1½ inches NPSH female to 1½ inches NH male
  - 2 increasers 1-inch NPSH female to 1½ inches NH male
  - 2 adapters ¼ turn to 1-inch NPSH (1 female/1 male)
  - 1 double male 1-inch NPSH threads
  - 1 double female 1-inch NPSH threads
  - 1 double male 1½ inches NH threads
  - 1 double female 1½ inches NH threads
  - 1 fire hose clamp
  - 1 5-gallon container for drinking water
  - 1 first aid kit (five person)
  - 1 set of three (3) reflectors
  - 1 fire extinguisher (5BC or better)
  - 1 set of wheel chocks
  - 5 gallons (minimum), fuel to operate pump and engine for 12 hours
  - 1 pump for water fill or have drafting capabilities
  - 2 adapters ¼ turn to 1½ inch NH (1 female/1 male)
  - 300 feet of ¾-inch synthetic garden hose – 50-foot sections
  - 1 reducer 1-inch NPSH to ¾ inch GH
  - 2 Adjustable nozzles ¾ inch
  - 1 Mop up wand ¾ inch receptor for hose
  - 1 Gated wye ¾ inch
  - 5 Inline ball valves ¾ inch

1

**Water Tender Rates – ND Local Government Fire Force (LGFF) Equipment**

| <b>Class</b> | <b>Un-operated Hourly rate</b> | <b>Fully Operated Hourly rate</b> | <b>Number of Operators**</b> |
|--------------|--------------------------------|-----------------------------------|------------------------------|
| <b>WT1</b>   | \$100                          | \$165                             | 1**                          |
| <b>WT2</b>   | \$85                           | \$145                             | 1**                          |
| <b>WT3</b>   | \$75                           | \$110                             | 1**                          |

2

*\*\*For operational purposes and/or for safety reasons, some tenders may operate with an additional crewmember with the approval of the host agency. For a Fully Operated apparatus, the additional personnel rate is \$30.00/hour and is added to the Fully Operated rate.*

3

4

5

**WATER TENDER CLASSIFICATION**

| <b>COMPONENTS</b>             | <b>MINIMUM STANDARDS TYPE</b> |      |       |
|-------------------------------|-------------------------------|------|-------|
|                               | 1                             | 2    | 3     |
| Pump Capacity (GPM)           | 300                           | 200  | 200   |
| Tank Capacity (Gallons)       | 4,000 +                       | 2500 | 1,000 |
| Off Load Capacity (GPM)       | 300                           | 200  | 200   |
| Maximum Refill Time (minutes) | 30                            | 20   | 15    |
| Personnel (minimum number)    | 1                             | 1    | 1     |
| Drafting Capability           | Yes                           | Yes  | Yes   |

6

**NRCG MINIMUM REQUIRED COMPLEMENTS FOR WATER TENDERS**

- 1
- 2 • 1½ inch nozzle, NH-combination; fog/straight stream (Plastic is acceptable)
- 3 • 1½ inch NH female to 1-inch NPSH male reducer
- 4 • 20 feet suction hose (minimum) with strainer or screened foot valve
- 5 • Shovel, size 0
- 6 • Pulaski
- 7 • Spanner wrench, combination, 1½-2½
- 8 • Adjustable hydrant wrench
- 9 • 2 adapters, 1½ inches NPSH female to 1½ inches NH male
- 10 • 2 adapters, ¼ turn to 1½ inches NH (1 female and 1 male each)
- 11 • 2 adapters, 1½ inches NH female to 1½ inches NPSH male
- 12 • 2 reducers, 2½ inches NH female to 1½ inches NH male
- 13 • 1 double male, 1½ inches NH
- 14 • 1 double female, 1½ inches NH
- 15 • 1 gated wye, 1½ inches NH
- 16 • 1 Forestry hose clamp - 2½ inches
- 17 • 1 first aid kit (five person)
- 18 • Reflectors (1 set of 3)
- 19 • Fire extinguisher (5 BC or better)
- 20 • Wheel chocks (meets industry, standards for wheel chocks)
- 21 • Fuel to operate pump and engine for 12 hours (minimum 5 gallons)
- 22 • 2 each, portable hand lights
- 23 • 100 feet of 1½ inches, cotton/synthetic hose, NH thread
- 24 • 50 feet of 2½ inches cotton/synthetic hose, NH thread
- 25 • Discharge outlets: 2 each 1½ inches NH thread
- 26 • Discharge outlet, 1 each 2½ inches NH thread
- 27 • Tire Tread Depth equal to DOT Standards

**DOZERS – ND Local Government Fire Force (LGFF) Equipment**

| Class | Flywheel Horsepower | Un-operated Hourly Rate | Fully Operated Hourly Rate |
|-------|---------------------|-------------------------|----------------------------|
| 1     | 200-369             | \$140                   | \$185                      |
| 2     | 100-199             | \$75                    | \$130                      |
| 3     | 60-99               | \$45                    | \$100                      |

**GRADERS – ND Local Government Fire Force (LGFF) Equipment**

| Class | Flywheel Horsepower | Un-operated Hourly Rate | Fully Operated Hourly Rate |
|-------|---------------------|-------------------------|----------------------------|
| G1    | 201+                | \$80                    | \$120                      |
| G2    | 126-200             | \$60                    | \$100                      |
| G3    | <125                | \$40                    | \$80                       |

*Chains not required on machine, but available at next operational period.*

**LGFF Sedans, Passenger Vans, Utility Vehicles, and Pickups**

Use the appropriate daily and mileage rate for the class and size of vehicle from the North Dakota Department of Transportation and supplemental necessary equipment provided by the NDFS. This rate information can be found at <http://www.dot.nd.gov/divisions/fleet/docs/rentrate.pdf>.

For all LGFF vehicles equipped with a fire response package, please add an additional \$35.00 dollars per hour, in addition to the applicable DOT mileage rate.

**NORTH DAKOTA NATIONAL GUARD**

All time is kept by the National Guard designated member and will be forwarded to Department of Military Affairs (DMA) according to their rules and regulations. Mark any timekeeping documents clearly as National Guard and include military rank of individual. The DMA will bill NDFS for all federally supported fires. The NDFS then will bill the federal agencies for the support of their fires.

In administrative dealings with National Guard personnel the chain of command should be respected. Disputes or discussions with individual National Guard personnel should include the individual's superior ranking supervisor.

**Responsibility for payment:**

If the resources are ordered through DES, the ordering entity is responsible for payment as in the case of a local government or sheriff's office ordering the National Guard for evacuations. If the resource is ordered through the fire to assist in Fire Suppression or other duties associated with the fire, the host agency is responsible for payment.

## STATE-OWNED EQUIPMENT

The NDFS shall be reimbursed for use of state equipment in support of other agency incidents unless the master agreement with the cooperating agency states otherwise. The use of the equipment is billed at the negotiated rates, except Federal Excess Personal Property (FEPP) should show a use rate of 67 percent of the standard rate on use invoices.

The EPEST, and Emergency Equipment Use Invoice - OF 286, provide the required documentation on the use of NDFS equipment. Copies should be forwarded to the responsible Land Office or sent home with the operator.

Other agency state owned equipment (such as the ND Department of Transportation) shall be reimbursed at their predetermined rate.

### Sedans, Passenger Vans, Utility Vehicles, Pickups, and Stake Side Trucks

Use the appropriate daily and mileage rate for the class and size of vehicle from the North Dakota Department of Transportation and supplemental necessary equipment provided by the NDFS. This rate information can be found at <http://www.dot.nd.gov/divisions/fleet/docs/rentlrate.pdf>. An additional \$0.25/mile will be added for all vehicles equipped with the fire response package.

### Trailers and Transports

This category includes all the State-owned trailer units as specified. Refurbishment costs for tools and equipment from fire caches shall be paid by using agency under separate billing.

| Equipment   | Un-operated Daily Rate |
|---|------------------------|
| <u>Command trailer, tandem axle</u> – modified for office use | \$100                  |
| <u>12'-14' covered utility trailer</u>                        | \$50                   |
| <u>6-8' covered utility trailer</u>                           | \$30                   |

### Engines and Water Tenders

North Dakota Forest Service engines will be billed at the following rate:

Type 6 engine is \$100.00 per hour in addition to the hourly wage for staff.

Type 3 Engine is \$185.00 per hour in addition to the hourly wage for staff.

### Crew Carrier

North Dakota Forest Service crew carriers will be billed at \$25.00 per hour.

1 **Portable Pumps**

| Class | Un-operated Daily Rate (\$) | Remarks   |
|-------|-----------------------------|---|
| 1     | 64.00                       | Small low volume/high-pressure portable pumps with intake hose, capable of being transported by one or two people. Pumps in this category are the Mark 26, Mark III and Gorman Rupp, or similar type pumps. |
| 2     | 37.00                       | Small low-pressure/high-volume portable pump that can be transported by one or two people. These pumps are similar to a Homelite or Honda trash pump.   |

2 **All-terrain Vehicles**

| Type   | Un-operated Daily Rate |
|--|------------------------|
| UTV Side by Side for 2 or 4 riders                 | \$250                  |
| UTV with fire suppression capacity (tank and pump) | \$500                  |

- 3 • **All riders must wear an approved helmet while operating an ATV or UTV.**

4 **Specialized and Miscellaneous Equipment**

5 Chainsaws – Un-operated daily rate \$45.00/day.

6 Minimum saw size- 3.75+cubic inch saw. Each sawyer will only be compensated for one chainsaw.  
7 No compensation for backup saws.

8 Portable Radios – Bendix/King portable, multi-channel radio, with batteries. Rate is actual cost of  
9 refurbishment (or daily rate of \$15/ea. if not sent in for refurbishment at NDFS determination),  
10 repairs, and batteries.

11 Radio Cache – Bendix/King portable, multi-channel radios, with batteries, daily rate \$15/ea. plus  
12 refurbishment fee \$250, plus actual cost of batteries and repairs. (Estimated replacement cost for  
13 portable radios if lost or destroyed is \$1,382/each.)

14 Other Cache equipment will be compensated at regular cache refurbishment

**EXHIBIT NR13****SOUTH DAKOTA****SOUTH DAKOTA WILDLAND FIRE**

South Dakota Wildland Fire (SDWF) has agency resources and cooperators available for all-risk incidents under the authority and provisions in the Cooperative Fire Management Agreement (CFMA). Information provided is from the Statewide Annual Wildfire Action Plan for the Wildland Fire Division. The Action Plan covers information helpful to Incident Management Teams (IMTs) managing fires in South Dakota and instances where South Dakota resources are ordered for out of state assignments. Further information can be found at: [https://gacc.nifc.gov/rmcc/incident\\_busn\\_management.php](https://gacc.nifc.gov/rmcc/incident_busn_management.php)

For additional information, contact Brenda Even, Fire Business Manager in Rapid City, SD at 605-393-8115, FAX: 605-393-8044.