



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

CHAPTER 50 – INTERAGENCY COOPERATIVE RELATIONS

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Approved:

/s/ Michael T. DeGrosky

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Chair

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New Document	NR-2019-6	69 Pages
Superseded Document(s) by Issuance Number and Effective Date	NR-2018-6 (4/1/18)	68 Pages

Digest:

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

- Personnel rates used to calculate the Fully Operated rates were re-evaluated and updated in CY 2019. Fully Operated engine and tender rates updated as a result.
- 01.3-1 Added language to cover hazard pay for the specially trained MT State employees or EFFs working in the Operable Unit 3, the asbestos area near Libby Montana.
- 01.5-2 Language added to clarify LGFF assignment extensions must be approved by the DNRC hiring office prior to extension.
- 01.5-3 Language added to clarify that engines or tenders staffed with less than the minimum number of crewmembers are out of compliance and may not be hired.
- Double shift rates removed.

- 01.5-4 Language added to specify the Chiefs Certification form is valid for specific positions only and is not to be used for single resource assignments.
- 01.5-5 Severity rates will be paid at 100% for all time worked.
- 01.5-5 Chipper rates added.
- 01.5-5 Fire Boat rate added.

Exhibit NR11- Idaho Department of Lands**Exhibit NR12 – North Dakota Forest Service**

- Updated Engine and Water Tender Rates.

Exhibit NR13- South Dakota Forest Service**1 FORMAL AGREEMENTS****2 Agreements between Federal, State Fire Organizations and Local Governments**

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

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

10 **NR11 – Idaho Department of Lands**

11 **NR12 – North Dakota Forest Service**

12 **NR13 – South Dakota Wildland Fire Suppression**

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 EMPLOYEES 8

 01.3-1 Entitlements 8

 01.3-2 Meal Periods 9

 01.3-3 Work/Rest, Length of Assignment, and Days Off 10

 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 13

 01.4-1 Preferred Hiring Method 13

 01.4-2 During Incident Sign-up 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 20

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

 01.5-5-1 Local Government Fire Force Ambulances and Medical Equipment 35

 01.5-6 Agency Assistance with Local Government Fire Forces 38

 01.6 MONTANA NATIONAL GUARD 39

 01.7 MONTANA DEPARTMENT OF CORRECTIONS 39

 01.8 MONTANA DEPARTMENT OF TRANSPORTATION (MDT) 40

 01.9 MONTANA HIGHWAY PATROL 40

 01.10 MONTANA SHERIFF AND PEACE OFFICERS 40

 01.11 STATE-OWNED AND OTHER EQUIPMENT 40

 01.11-1 Sedans, Sport Utility Vehicles, and Pickups 41

 01.11-2 Trailers and Transports 42

1 01.11-3 All-Terrain Vehicles..... 43

2 01.11-4 Agency-Owned Engines and Water Tenders 44

3 01.11-5 DNRC Kitchens 44

4 01.11-6 DNRC Hand Wash Station..... 44

5 01.11-7 Portable Generators..... 45

6 01.11-8 Aircraft 45

7 01.12 CLAIMS..... 47

8 01.13 OTHER REFERENCE MATERIALS FOR MONTANA..... 47

9 01.13-1 NRCG Mobilization of Local Government Firefighting Resources 47

10 01.13-2 DNRC 300 Manual - Incident Business Management 47

11 01.13-4 DNRC IBA Operating Guidelines/DNRC IBA Job Aid..... 47

12 01.13-5 DNRC Local Government Fire Force (LGFF) Incident Rental Agreement 47

13 01.14 ABBREVIATIONS AND DEFINITIONS 48

14 01.15 FEMA GUIDELINES 49

15 **EXHIBIT NR11 52**

16 IDAHO Department of Lands 52

17 1. STATE AND COOPERATOR PERSONNEL AND EQUIPMENT 52

18 2. EMERGENCY MEDICAL SERVICES 52

19 3. Agency Provided Medical Care (APMC) 55

20 4. IDAHO NATIONAL GUARD 55

21 5. IDAHO WATER RIGHTS 55

22 **EXHIBIT NR12 56**

23 NORTH DAKOTA FOREST SERVICE..... 56

24 GENERAL INFORMATION 56

25 BILLING:..... 56

26 EFFs AND OTHER STATE EMPLOYEES..... 56

27 Entitlements 56

28 Meal Periods..... 56

29 Work/Rest, Length of Assignment, and Days Off 57

30 Engine Staffing..... 57

31 Payroll..... 57

32 Payment Document Requirements 57

33 Compensation for Injury/Illness 58

1 Hiring Method 58

2 During-Incident Sign-up..... 59

3 LOCAL GOVERNMENT FORCES - Equipment Rental 59

4 General Information 59

5 Local Government Fire Force (LGFF) Equipment 60

6 SEVERITY 60

7 MINIMUM STANDARDS FOR TYPE 61

8 NORTH DAKOTA NATIONAL GUARD..... 65

9 STATE-OWNED EQUIPMENT 66

10 Sedans, Passenger Vans, Utility Vehicles, Pickups, and Stake Side Trucks..... 66

11 Trailers and Transports 66

12 Engines and Water Tenders 66

13 **EXHIBIT NR13 68**

14 SOUTH DAKOTA..... 68

15

16

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 1.11-1 of this supplement. For off-road 4x4 SUVs and pickups used by line personnel, the applicable rates will be billed according to Section 1.11-1 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 2021 after which they will be re-evaluated and adjusted as needed.

Rates for T1-3 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 2021 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/ 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 with a current licensure of EMR, EMT, AEMT, or Paramedic as
10 long as they are following Montana State Protocols (www.emt.mt.gov). If individual EMS personnel
11 are expected to function at any level beyond Basic Life Support, they must have medical direction
12 (Montana recognized Medical Director) that agrees to provide medical oversight (medication
13 procurement, QI/QA and retrospective operational review) while operating on a fire assignment.
14 This should be confirmed in writing (the individual EMS provider should be able to provide) or via
15 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 licensure
18 can be confirmed by either calling 406-444-3895 or going to www.dphhs.mt.gov/publichealth/emsts.
19 EMS services are licensed in Montana at various levels of care. Those levels are Basic, Basic with
20 authorization to provide ALS, or ALS. In order to be licensed at those various levels, all personnel
21 working for that service are Montana licensed, and the service must have medical oversight;
22 therefore, verifying the licensure status of individual EMS personnel or medical oversight is not
23 necessary.
- 24 **c) If you encounter an EMS individual NOT LICENSED in MONTANA:** If you want to utilize this
25 person as an EMS individual provider on the fire and they hold a EMS licensure in another state (not
26 NREMT), there is a provision for their EMS credentials to be recognized and utilized on this fire
27 assignment. A form can be downloaded, completed and faxed to the Montana Board of Medical
28 Examiners. The “**TEMPORARY EMERGENCY/DISASTER EXEMPTION**” form can be
29 downloaded at:
30 [http://boards.bsd.dli.mt.gov/Portals/133/Documents/med/ecp/Temporary%20Emergency%20Disaster](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)
31 [%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).
- 32 **d)** Proof of EMS licensure currency and medical oversight will be managed at the local level through
33 the home unit agency certifier or the dispatch center IQCS/IQS account manager.
- 34 **e)** EMS personnel must furnish medical supply inventory upon arrival at incident. While at the incident
35 the EMS personnel will keep a daily log of medical supplies used for reimbursement purposes at the
36 end of the incident. All replacement items must be documented in writing by the Medical Unit
37 Leader or their designee.
- 38 **f)** ALS kits will be signed up on either an EERA or IRA. The Resource Order must note the kit as a
39 support item.

01.3 EMERGENCY FIRE FIGHTERS (EFFs) AND OTHER STATE EMPLOYEES

DNRC has six (6) Area 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 DNRC or the incident management organizations that 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 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:

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

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

14 DNRC employees, including EFFs and other MT State agency employees, may occasionally be in situations
15 where meals or lodging may need to be paid out-of-pocket when in travel status or when meals at fire camp
16 are not available. Reimbursement for such expenses will be in accordance with the Travel and
17 Reimbursement Policies, State Per Diem rates, and the DNRC Fire Meal Policy, regardless of the location of
18 the incident.

19 For current travel reimbursement policies and state per diem rates for travel, see the following web site:

20 <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/forms-and-information> or
21 <http://sfsd.mt.gov/SAB/EmployeeTravel>.

22 During a declared *State of Emergency*, non-DNRC employees, with the exception of rostered IMT members,
23 shall be mobilized through the *Department of Emergency Services* (DES).

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

26 **01.3-2 Meal Periods**

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

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

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

1 **01.3-3 Work/Rest, Length of Assignment, and Days Off**

2 DNRC subscribes to the guidelines for work/rest, length of assignment, and days off as outlined in Chapter
3 10 of the SIIBM.

4 DNRC employees including EFF's may be entitled to one compensated R&R day after a consecutive 14-day
5 assignment per the Work/Rest and Work-Length Policy. If the IC on an incident feels it is warranted, it may
6 be provided by the incident prior to demobilization.

7 **01.3-4 Payroll**

8 DNRC payroll occurs every other week throughout the year. Copies of payment documents for permanent
9 and seasonal employees should be transmitted to home units in order to meet payroll deadline dates. Pay
10 period ending dates for 2019 are: 1/04, 1/18, 2/01, 2/15, 3/1, 3/15, 3/29, 4/12, 4/26, 5/10, 5/24, 6/7, 6/21,
11 7/05, 7/19, 8/02, 8/16, 8/30, 9/13, 9/27, 10/11, 10/25, 11/8, 11/22, 12/06 and 12/20. It is the responsibility of
12 each employee to ensure that their payroll documents are transmitted to their home unit.

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

21 **01.3-5 Hiring Documents**

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

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

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

- 28 1) EFF Hiring Packet Forms and Policies check list – must include the DNRC contact name on the
29 form.
- 30 2) Emergency Firefighter Employment Form
- 31 3) W4 – Employee Withholding Allowance Certificate
- 32 4) Decedent's Warrant - Must be fully completed, including social security numbers and dates of birth.
- 33 5) Employment Eligibility Verification (IRCA Form I-9) - Photo copies of documents used for
34 verification should not be kept unless held in a secured location.
- 35 6) Public Employees' Retirement System (PERS) Optional Membership Election - The ORIGINAL
36 copy must be submitted for processing.

1 a. Public Employees' Retirement System Membership/Designation of Beneficiary Card- This
2 form is only required if the EFF elects to be a member of PERS on the Membership Election
3 form above.

4 b. PERS Information Acknowledgement Form

5 7) Statement of Selective Service Registration Status

6 8) Confirmation of Receipt of DNRC Policies by EFFs

7 9) SSA-1945 Statement concerning your employment in a job not covered by Social Security

8 10) Incident Behavior Form

9 11) EFF Employment Conditions Acknowledgement

10 12) Certification for LGFF Equipment and Operators (page 2) being the *Incident Rental Agreement*
11 (DNRC IRA)

12 a. Chief's Certification is required when an Incident Qualification Card is unavailable (ENGB,
13 FFT1, FFT2, ENOP, WTOP positions only), and the fire chief is attesting to individual
14 knowledge, skills and abilities for training, and type and class of equipment operated under
15 the IRA. The Chiefs Certification form is not a hiring document. An Incident Qualification
16 Card is required to mobilize as a single resource.

17 **01.3-6 Payment Document Requirements**

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

20 1) Emergency Equipment Use Invoice (OF-286)

21 a) Fuel/Oil Tickets (OF-304)

22 b) Shift Tickets (OF-297) or the combined DNRC Emergency Personnel & Equipment Shift Ticket
23 (DNRC297)

24 2) Emergency Equipment Rental Agreement (EERA), (OF-294) **OR** MT DNRC Incident Rental
25 Agreement (IRA), if applicable

26 3) Certification for LGFF Equipment and Operators, if applicable

27 4) Inspection Form (pre/post) if available (OF-296)

28 5) Resource Order

29 6) Invoice, if required for the hiring option

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

31 1) Emergency Firefighter Time Report (OF-288)

32 a) Crew Time Reports (SF-261) or the combined DNRC Emergency Personnel & Equipment Shift
33 Ticket (DNRC297)

34 2) Resource Order

35 3) Certification for LGFF Equipment and Operators, if applicable

36 Emergency Firefighter Time Reports, Crew Time Reports, Emergency Equipment Shift Tickets, and
37 supporting documentation will be filled out, a copy retained at the incident, and the **signed original packet**

1 **returned with the designated representative** when demobed. This designated representative would
2 normally be the Engine Boss, Strike Team Leader, Crew Boss, or single resource. The designated
3 representative should submit the signed original packets to the local DNRC Land or Unit office within 30
4 days of the demob date of the resources being billed for, and no later than 90 days without prior approval.
5 Any questions should be directed to the local DNRC Land or Unit office.

6 **01.3-7 Compensation for Injury/Illness**

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

13 The injured Montana State employee, or a person acting on behalf of the injured employee, is responsible for
14 reporting the injury to the immediate supervisor. The immediate supervisor is responsible for the preparation
15 of the First Report of Injury (FROI) form. **Leave the SSN blank for security purposes.** The Safety Officer
16 (Paige Tabor) or HR Specialist can look up the SSN before filing with Montana State Fund. This form is
17 available in the Northern Rockies Region Finance Kits, from DNRC offices or on-line at
18 <https://www.montanastatefund.com/web/> under Employer, Report an Injury.

19 The FROI form should be filled out as completely as possible, noting the date and time of the injury. Paige
20 or HR can fill in wage information. The employer’s signature may either be an onsite supervisor signing the
21 paper FROI, or submission of the FROI online* on State Fund’s website.

22 **Note: When Paige (the Safety Officer) files the FROI with State Fund, this acts as the employer’s*
23 *signature. State Fund then mails a hard copy to the injured worker to sign and return to State*
24 *Fund. Neither the supervisor on scene nor the employee must sign the FROI at the time it is filed if doing so*
25 *is not convenient.*

26 The Finance Section is responsible for transmitting the FROI. Email a copy to ptabor@mt.gov or call Paige
27 Tabor at (406) 444-2079 (office) or (406) 437-2746 (cell) with the specifics of the injury within 24 hours of
28 notification or knowledge of a work-related injury. This is the preferred method of transmitting the
29 completed First Report. Paige will file the FROI online with Montana State Fund. The next best method is
30 faxing the FROI to HR at (406) 444-1357.

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

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

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

38 Assistance with claims for compensation for work related injury or occupational disease may be obtained by
39 contacting Paige Tabor, DNRC Safety Officer. If the DNRC Safety Officer is not available, assistance with

1 claims may be obtained by contacting your DNRC HR Specialist. If no contact can be made, please contact
2 the local DNRC Area Land or Unit office.

3 **01.4 PRIVATE FIRE SUPPRESSION RESOURCES – EMERGENCY EQUIPMENT RENTAL**

4 **01.4-1 Preferred Hiring Method**

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

13 **01.4-2 During Incident Sign-up**

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

19 The preferred method of hire for equipment covered under the competitively solicited process where the
20 contractor did not participate is an EERA which should show that the agreement is applicable only for the
21 duration of the single incident and will not be eligible for interagency dispatch.

22 If it is deemed in the best interest of the DNRC, an EERA may be executed for a longer period of time.

23 **01.5 LOCAL GOVERNMENT FIRE FORCES (LGFF)**

24 The term Local Government Fire Forces (LGFF) in this document refers to:

25 a. Local Government:

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

34 b. Local Government Fire Forces:

- 35 1) County or municipal (e.g. town or city) equipment and personnel,
- 36 2) volunteer and paid personnel from Local Government Fire Forces, and
- 37 3) County and fire services organization equipment and apparatus.

- 1 c. Local Government Fire Forces refers to any fire department (volunteer or paid), rural fire
2 district, volunteer fire company, fire service area, or county rural fire department, organized
3 and administered as per Montana State Law, Title 7 MCA and in this document
4 interchangeable with the term Local Government Fire Forces.

5 **NOTE:** If an individual or group who is a member of a Local Government Fire Force contracts
6 himself/herself or his/her privately owned/non-department owned equipment under a separate
7 agreement, he/she is considered a private contractor and does not fall under any policy or rules
8 pertaining to Local Government Fire Forces. Non-government owned equipment leased for the
9 purpose of contracting out by a department to the system will, in most instances, be considered
10 private contracting and, thus, not a part of the mobilization of local government fire forces. The
11 intent for the mobilization of Local Government Fire Forces is for the equipment to be owned,
12 licensed, operated, insured, and staffed by the Local Government Fire Force mobilized.

13 **01.5-1 General Information**

14 The guidelines in this document apply when Local Government Fire Forces (Rural Fire Districts, Fire
15 Service Areas, Volunteer Fire Companies, and Municipal City Fire Departments) are hired for use by NRCG
16 agencies. Hiring practices for other municipal city, county and state resources are also addressed in this
17 section. Detailed equipment and personnel standards, mobilization and dispatch procedures are included in
18 the NRCG Mobilization of Local Government Firefighting Resources Guide. The document may be found
19 on-line under Mobilization Guides at [http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-
20 business/agreements-plans-and-guides](http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/agreements-plans-and-guides).

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

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

41 **LGFF BILLING PROCESS:** Billing packages submitted by LGFF departments, for LGFF equipment or
42 personnel, should be received at the appropriate DNRC Area or Unit office within 30 days, and certainly no

1 later than 90 days after demobilization from the incident of those same resources. Billing packages received
2 after 90 days will be rejected unless prior arrangements have been made with the DNRC Area or Unit office.

3 **NOTE:** DNRC is not authorized to make payments directly to local government fire service organizations.
4 Per Montana Code Annotated (MCA 17-8-311), “All payments made by a state agency to any city, town,
5 county, or local government entity must be payable to the Finance Officer of the appropriate city, town, or
6 county.”

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

- 16 • IC and DNRC Land/Unit or federal agency approval
- 17 • Equipment and personnel must meet agency standards put forth in this supplement
- 18 • Have a resource order or initial attack justification
- 19 • Be inspected or have signed the “No Damages/No Claims” statement of the OF-286 upon demob
- 20 • If a pre-season rental agreement is not currently in place, the LGFF should contact the local Land or
21 Unit office to create an Incident Rental Agreement.

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

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

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

34 **01.5-2 Within Local Government Fire Force Legal Jurisdiction**

35 To qualify for payment within its legal jurisdiction, not including severity; the local government force must
36 be fully committed (the situation has surpassed the jurisdiction’s capabilities and all firefighting resources
37 have been exhausted), have exercised all mutual aid resources possible, and have been granted a DNRC
38 county assist. The criteria for fully committed and commitment of mutual aid resources will vary by county,

1 by time frame, resource availability, activity level, and jurisdictional commitment and is to be determined by
2 the local DNRC Area/Unit office involved.

3 When LGFF resources are dispatched to an incident within their legal jurisdiction, rostered volunteer **LGFF**
4 **personnel** may be hired as EFFs and paid for their time commencing 24 hours after the first initial attack
5 resources are dispatched, unless otherwise designated in the local Annual Operating Plan (AOP), beginning
6 with the time of dispatch from the respective dispatching center. Rostered department members, as listed on
7 the annual roster to the County Clerk and Recorder or Secretary of State, means firefighters who are readily
8 available to that Department to respond to incidents within its own jurisdiction on a daily basis.

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

12 Personnel certifications and qualifications will be in accordance with NWCG 310-1 established minimums or
13 the equivalents with the knowledge, skills, and abilities to perform at the LGFF certified position. NWCG
14 310-1 information can be found at [http://www.nwcg.gov/publications/nims-wildland-fire-qualifications-](http://www.nwcg.gov/publications/nims-wildland-fire-qualifications-system-guide)
15 [system-guide](http://www.nwcg.gov/publications/nims-wildland-fire-qualifications-system-guide). The national direction is for agencies to accept each other's standards. In some
16 circumstances, the Chief Officer of the LGFF can certify that provided resources have the knowledge, skills,
17 and ability to perform at those same levels. The Incident Commander will determine the priority of
18 demobilization of resources subject to direction of the appropriate Line Officer(s).

19 EFF rates of pay are determined by the ICS position or nature of the EFF work assigned. See the NRCG
20 Supplement to Chapter 10, Exhibit NR1, for the current Pay Plan. Hiring documentation for LGFF
21 personnel is the same as for other DNRC EFF personnel. See Section 01.3-5 for information on hiring
22 documentation for DNRC EFFs. Ideally, these documents should be completed preseason and copies kept
23 on file at the hiring DNRC Area Land or Unit office.

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

29 LGFF equipment will not be hired when the incident occurs within its legal jurisdiction, but approved
30 operating supplies (fuel, oil, and foam) may be covered beginning 24 hours after the initial attack resources
31 are dispatched. Repairs and normal maintenance will be the LGFF's responsibility.

32 In areas of DNRC Direct Protection with overlapping jurisdiction, the LGFF may be reimbursed for their
33 expenses, as needed, and/or hired within the first 24 hours on an incident, if specifically provided for in the
34 AOP, Initial Attack Agreement (IA), Mutual Aid Agreement (MAA) or other formal contract.

35 **Severity:** LGFF resources (personnel and equipment) may be hired to bolster DNRC capabilities for pre-
36 suppression severity (as per rates listed in this supplement), providing these resources are under the control
37 of DNRC and are performing DNRC's mission. These resources may be released to respond to incidents
38 that are the responsibility of the LGFF. DNRC may move-up resources or preposition with other available
39 resources and has no responsibility to rehire the LGFF.

1 Pre-suppression severity may be approved when the planning level requires a measured increase of the
2 available resources required to respond in a timely manner to avert loss to life and natural resources. LGFF's
3 may be hired for pre-suppression severity within their jurisdiction when the LGFF is clearly performing
4 DNRC's mission.

5 Hiring the appropriate number of LGFF personnel (EFFs) to staff a fire station to be prepared to respond to a
6 wildland fire incident that is within DNRC's jurisdictional responsibility (PL 4 or 5) is an option. The LGFF
7 personnel will be in pay status for the duration of the period they are performing DNRC assigned duties.
8 The apparatus must have a pre-existing *Incident Rental Agreement* (DNRC-IRA) and will be reimbursed at
9 the rates listed in this supplement. The apparatus will only be in a pay status when actually in use. In this
10 scenario, these individuals may be available to respond to incidents other than wildland fires that are within
11 the LGFF's responsibility, providing that the LGFF and DNRC have agreed on a plan that clearly outlines
12 items such as notification, move-up of resources or preposition, and ensures the individuals are removed
13 from pay status for the duration of these types of incidents.

14 **01.5-3 Possible Hiring Methods**

15 LGFF resources may be hired in **one or more of the following options**. Each option requires a separate
16 agreement. Upon approval by the local Land/Unit office, one piece of equipment may be hired on more than
17 one Montana DNRC Incident Rental Agreement (DNRC-IRA) if the LGFF wishes it to be available on both
18 an un-operated and fully-operated basis. Procurement officials on incidents should consult the hiring DNRC
19 Area Land or Unit office for more information regarding specific agreements. See DNRC General
20 Information listed above in Section 01.1 for contact information.

21 In order for LGFF to be eligible to accept assignments outside the Northern Rockies Geographic Area, LGFF
22 equipment and personnel must be hired as Fully Operated (Option No. 2) or under a separate cooperative
23 agreement (Option No. 3), and be operated by LGFF employees, not EFFs. LGFF personnel may be hired as
24 an EFF and accept an out-of-region assignment as a Single Resource (refer to Section 01.5-4 for more
25 information).

26 **Hiring Options**

27 **Option 1: UN-OPERATED** – Under this method, LGFF personnel will be hired as EFFs, temporary
28 employees of the State of Montana, and the equipment will be hired on a DNRC-IRA at the un-operated rate
29 as listed in this supplement.

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

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

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

38 All LGFF personnel who are mobilized under this hiring option **MUST** be officially rostered volunteers or
39 employees of the fire department they are hired with to be placed into pay status. As part of being on that

1 roster, the personnel must have either an Incident Qualification Card or be on the Chiefs Certification for that
2 department.

3 All LGFF personnel who are mobilized under this hiring option from a department other than his/her primary
4 department MUST be employed by that department, or be on the secondary department's official roster, and
5 have an Incident Qualification Card, or be on each department's Chief Certification.

6 Travel and per diem costs associated with LGFF resources responding to/from an incident will be paid
7 according to Chapter 10 guidelines and reimbursed according to the policies of the LGFF payroll entity. All
8 LGFF expenses must be paid through the employing LGFF agency and submitted to DNRC for
9 reimbursement with the agency invoice. Per diem will be reimbursed at established rates detailed in the
10 LGFF department Travel Policy. In the absence of an established LGFF Travel Policy, reimbursement will
11 be made according to current State of Montana per diem rates. If requesting reimbursement at DNRC Fire
12 Meal rates, receipts are required.

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

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

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

39 Prior to mobilization, the LGFF will provide DNRC with normal and overtime billing rates (including
40 benefits) of all employee(s) being mobilized. This information is required. The LGFF may utilize the
41 "Option 3 – LGFF Cooperative Agreement Personnel Billing Rate Form," which is located on the DNRC
42 Fire Business website at: <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/local->

1 [government-fire-forces](#) under the LGFF Forms section, **or** may provide this information on department
2 letterhead. The LGFF billing rates, in either format, will be attached to the current LGFF Cooperative
3 Agreement and signed by an LGFF representative and an authorized representative from the DNRC Unit or
4 Land office.

5 All LGFF personnel who are mobilized under this hiring option **MUST** be officially rostered volunteers or
6 employees of the fire department they are hired with to be placed into pay status. As part of being on that
7 roster, the personnel must have either an Incident Qualification Card or be on the Chiefs Certification for that
8 department.

9 All LGFF personnel who are mobilized under this hiring option from a department other than his/her primary
10 department **MUST** be employed by that department, or be on the secondary department's official roster, and
11 have an Incident Qualification Card, or be on each department's Chief Certification.

12 Travel and per diem costs associated with LGFF resources responding to/from an incident will be paid
13 according to Chapter 10 guidelines and reimbursed according to the policies of the LGFF payroll entity. All
14 LGFF expenses must be paid through the LGFF employing agency and submitted to DNRC for
15 reimbursement with the agency invoice. Per diem will be reimbursed at established rates detailed in the
16 LGFF department Travel Policy. In the absence of an established LGFF Travel Policy, reimbursement will
17 be made according to current State of Montana per diem rates. If requesting reimbursement at DNRC Fire
18 Meal rates, receipts are required.

19 Chief certification qualifications (see Section 01.5-4) are only valid when mobilized with a current Incident
20 Rental Agreement. Individual resources may have qualifications above and beyond qualifications listed on
21 Option 3 – Chief's Certification Form (i.e. Incident Qualification Card).

22 LGFF equipment hired under Option 3 is eligible to accept assignments outside of the Northern Rockies
23 Geographic Area. DNRC remains the mobilization and payment agency for MT LGFF on out-of-region
24 assignments.

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

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

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

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

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

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

6
7 No additional travel will be paid for delays due to equipment break downs or travel deviations. LGFF that
8 deviate from the normal travel route are considered “no longer available” and are not entitled to
9 reimbursement for travel time and expenses from the point the travel deviation occurs.

10
11 LGFF resources are expected to stay in camp. If a resource decides not to stay in camp, permission from the
12 IC is required to leave camp and any travel time, travel expenses, and fuel used is not compensable. Any
13 lodging costs are also not covered in this situation.

14 Under all LGFF hire options listed, all original paperwork (OF-288’s, OF-286’s, DNRC297, Shift Tickets,
15 CTR’s) generated at the incident will be retained by the LGFF resource for submission to the DNRC for
16 payment.

17 **Other Municipal City or County Government Agencies:** Resources from other Municipal City or County
18 Departments or Divisions may occasionally be ordered through the National Dispatch System and hired by
19 DNRC. Preferred hiring method is fully operated at the LGFF rates listed in this supplement, Section 01.5-5.
20 If equipment is hired un-operated, the operator may be hired as a state EFF at applicable rates as listed in the
21 EFF Pay Plan in the NRCG Supplement to Chapter 10. If a Cooperative Agreement has been executed
22 between the DNRC Land or Unit office, and the fiscal authority for the LGFF, the Municipal City or County
23 Government Agency will bill DNRC normal payroll, including overtime, for permanent employees, and if
24 applicable, the un-operated rate for the equipment, per the Cooperative Agreement. **Backfill and**
25 **administration costs will not be reimbursed.**

26 Resources from other Municipal City or County Departments or Divisions shall meet the appropriate
27 equipment and personnel standards. In emergency circumstances, operators who do not meet the appropriate
28 standards may only remain on the fire if escorted by qualified line personnel.

29 **NOTE: FOR ALL PERSONNEL IN PAY STATUS, AN INCIDENT QUALIFICATION CARD OR**
30 **LGFF CHIEF’S CERTIFICATION FORM MUST BE IN PLACE WHETHER THEY ARE IN OR**
31 **OUT OF JURISDICTION FOR PAYMENT.**

32 **01.5-4 Local Government Fire Force (LGFF) Personnel**

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

35 **NOTE: All LGFF personnel who are mobilized under Option 2 or 3, MUST be officially rostered**
36 **volunteers or employees of the fire department they are hired with to be placed into pay status. As**
37 **part of being on that roster, the personnel must have either an Incident Qualification Card or be on**
38 **the Chiefs Certification for that department.**

39 **NOTE: All LGFF personnel who are mobilized (under Option 2 or 3) from a department other than**
40 **his/her primary department MUST be employed by that department, or be on the secondary**

1 **department's official roster, and have an Incident Qualification Card, or be on each department's**
2 **Chief Certification.**

3 Under the Un-operated hiring method as detailed in Option 1, in Section 01.5-3, LGFF personnel are hired as
4 state EFFs. Hiring documentation for LGFF personnel is the same as for other DNRC EFF personnel; see
5 Section 01.3-5. These documents are normally completed preseason and copies are kept on file at the hiring
6 DNRC Area Land or Unit office. The certifications and qualifications are in accordance with NWCG
7 Wildland Fire Qualifications System Guide (PMS 310-1), as shown on the following charts. Personnel
8 certified by a LGFF Chief on the Montana DNRC Chief's Certification form must meet agency standards for
9 training or equivalents with the knowledge, skills, and abilities for the position. The local Land or Unit
10 office has the option to inspect training records for any LGFF personnel converted into pay status. DNRC
11 may, at its discretion, inspect training records for any firefighter hired.

12 **The chief officer of each Local Government Fire Force is responsible for certifying that local**
13 **government firefighters meet NWCG, NRCG, NFPA, NIMS, or appropriate standards for the**
14 **positions in which they are operating.** Positions for which the Chiefs Certification form is valid are
15 ENGB, ENOP, WTOP, FFT1 and FFT2. All other positions must be documented on an Incident
16 Qualification Card. **Chief Certification forms are not to be used for Single Resource mobilization.**

17 Rostered department members, as listed on the annual roster to the County Clerk and Recorder or Secretary
18 of State, is defined as firefighters who are readily available to that department to respond to incidents within
19 its own jurisdiction on a daily basis.

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

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

25 LGFF single resource personnel may be hired as EFFs or hired under Option 3 in Section 01.5-3 above,
26 independent of LGFF equipment and be dispatched as single resources. EFFs may be hired to staff DNRC
27 engines. These individuals may accept assignments in and out of region. EFFs may be assigned to any
28 position which they have on their Incident Qualification Card to perform under NWCG 310-1 and within
29 individual agency requirements. Single resource assignments require an Incident Qualification Card.

30 During travel to an incident, single resource EFFs may operate passenger vehicles (i.e. pickups, sedans)
31 belonging to a LGFF, a private individual, or DNRC. In the case of a LGFF or private passenger vehicle, if
32 the vehicle is not specifically ordered on the resource order for use on the incident, it will be considered to be
33 providing transportation to and from the incident only and all liability is assumed by the vehicle owner and
34 will be paid mileage according to the employing agency rates. Reimbursement for mileage must be
35 requested through a DNRC or employing agency travel reimbursement voucher. All LGFF expenses must
36 be paid through the employing agency and submitted to DNRC for reimbursement with the agency invoice.

37 If the vehicle (i.e. pickup truck) is **privately owned** and is ordered on a resource order for use on the
38 incident, it must be hired on an EERA at the applicable un-operated rate per the NRCG Supplement to
39 Chapter 20 and meet all equipment inspection standards and requirements.

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

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

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

7 Drivers of LGFF equipment are recommended to possess a CDL and all drivers should have the knowledge,
 8 skills, and abilities for the type and class of equipment being operated. For any out-of-state incidents,
 9 equipment over 26,000 lbs. GVW requires an Interstate CDL with applicable endorsements. The chief
 10 officer of each LGFF is responsible for certifying that local government firefighters have the knowledge,
 11 skills, and abilities for the type and class of equipment operated, as referenced above and in the NRCG
 12 Mobilization of Local Government Firefighting Resources guide. Certification of drivers will be made using
 13 the “Chiefs Certification for Local Government Fire Forces” form.

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

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

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

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

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

24 *Note: If a third person is requested for un-operated Types 4-7 engines it must be listed on the resource order,
 25 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

Position*	FFT2*	FFT1*	Driver/Operator*	Company Officer*
Required Training	I-100, L-180, S-130, S-190 Or Equivalent; And Certified as NFPA FF1**	Same as FFT2	Same as FFT2	Same as FFT2
	Annual Fireline Safety Refresher (RT-130) is required annually for each of these positions.			
Physical Fitness Work Capacity Test (WCT)	Light	Light	Light	Light
EFF Classification	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

Position	FFT2 Firefighter	FFT1 Advanced Firefighter/Squad	ENGB Engine Boss	STEN Strike Team Leader Engine
Required Training	ICS-100, IS-700, L180, S130, S190 or equivalent	S131	S230, S290, ICS-200	S215, S330, ICS-300, IS-800B
	Annual Fireline Safety Refresher Training (RT-130) is required annually for each of these positions			
Other Training which supports development of knowledge and skills	None	S211, S212, S219	L280, S231, S219, S260, S270	L380
Required Experience	None	Satisfactory performance as FFT2 and Completion and Certification of PTB as a FFT1	Satisfactory performance as FFT1 and Completion and Certification of PTB as an ENGB	Satisfactory performance as ENGB and Completion and Certification of PTB as a STEN
Physical Fitness	Arduous	Arduous	Arduous	Moderate
Other position assignments that will maintain currency	None	ICT5	ICT4, CRWB, HEQB, FELB, FIRB	STCR, DIVS, SOFR, ICT3
	Any higher position assignment for which listed position is a prerequisite will maintain currency			
EFF Classification	EFF-C	EFF-D	EFF-F	EFF-H

LGFF WATER TENDER
Minimum Training Requirements

Position	Water Tender Type 1-3 Driver / Operator
Required Training	Basic Wildland Firefighting (includes S130, S190, or equivalent)
	Annual Fireline Safety Refresher Training (RT-130)
Physical Fitness	Light
EFF Classification	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.

1 **01.5-5 Local Government Fire Force (LGFF) Equipment**

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

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

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

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

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

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

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

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

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

35 Pre-season inspections are not required for in-state incidents. All LGFFs are still encouraged to have annual
36 inspections and maintain all DOT requirements. A demob inspection or No Damage/No Claims statement
37 on the OF-286 must be signed for payment. For out-of-state incidents, an inspection prior to dispatch or at
38 the time of dispatch is required. Contact the local Land or Unit office regarding obtaining an inspection.

1

LGFF ENGINE RATES

TYPE	Un-operated Hourly Rate	Fully-Operated Hourly Rate*	Minimum Number of 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

2 **For operational purposes and/or for safety reasons some engines or tenders may operate with an additional*
3 *crewmember with the approval of the host agency. For a fully operated apparatus, the Fully-Operated rate is*
4 *increased by \$25.00/hr for each formally ordered additional crew member. Equipment not staffed at the minimum*
5 *level may not be hired.*

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

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

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

13 **ENGINE STANDARDS FOR TYPE**

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

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

1

MINIMUM STANDARDS FOR TYPE

COMPONENTS	1*	2*	3	4	5	6	7
Pump Capacity ** GPM @ PSI	1000+ @ 150	500 @ 150	150 @ 250	50 @ 100	50 @ 100	50 @ 100	10 @ 100
Tank Capacity (Gallons) Minimum/Maximum	300/ None	300/ None	500/ None	750/ None	400/ 750	150/ 400	50/ 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>NOTE: 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.

1 MINIMUM REQUIRED COMPLEMENT FOR ENGINES

- 2 2 Gated wyes, 1½ inches National Hose (NH) threads
- 3 4 Reducers, 1½ inches NH female to 1inch National Pipe Straight Hose (NPSH) male
- 4 2 Nozzles, combination fog/straight stream, 1inch 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 1inch to 1½ inches
- 10 1 Adapters 1inch NH female to 1inch NPSH male
- 11 1 Adapters 1inch NPSH female to 1inch NH male
- 12 2 Increasesers 1inch 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, 1inch NPSH to ¾ inch GH
- 24 2 Adjustable nozzles ¾ inch
- 25 1 Mop up wand ¾ inch receptor for hose
- 26 4 Gated Wye ¾ inch
- 27 5 Inline ball valves ¾ inch
- 28 1 1inch gated Wye NPSH
- 29 1 1½ inch to 1inch inline T or 1½ inch to 1inch 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 **
WT1	\$120.00	\$145.00	1
WT2	\$106.00	\$131.00	1
WT3	\$86.00	\$111.00	1

11
12 *** For operational purposes and/or for safety reasons some engines or tenders may operate with an additional*
13 *crewmember with the approval of the host agency. For fully-operated tenders, the Fully-Operated rate is*
14 *increased by an hourly rate of \$25.00/hr. for each formally ordered additional crew member.*

TACTICAL WATER TENDER CLASSIFICATION
Minimum Standards for Type

COMPONENTS	TYPE 1	TYPE 2
Pump Capacity (GPM)	250	250
@ rated pressure (psi)	150	150
Tank Capacity (Gallons)	2,000 +	Minimum 1,000 Maximum 1,999
Hose mounted on live hose reel -3/4" I.D.	100	100
Pump and roll	Yes	Yes
Personnel (Minimum Number)	2**	2**
Foam Proportioner system	Yes	Yes
<p><i>** 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.</i></p>		

MINIMUM REQUIRED COMPLEMENT FOR TACTICAL WATER TENDERS

- 1 – Live hose reel minimum 100 foot of 1 inch hose non-collapsible w ¾ inch inside diameter
- 1 – Handheld programmable radio
- 1 – Nozzles, combination fog/straight stream, 1 ½ inch NH female
- 2 – Shovels, size 0 or 1
- 2 – Pulaskis
- 1 – Spanner Wrench, combination 1 ½ inch to 2 ½ inch
- 1 – Adjustable Hydrant Wrench
- 2 – Adapters 1 ½ inch NPSH female to 1 ½ inch NH male
- 2 – Adapters 1 ½ inch NH female to 1 ½ inch NPSH male
- 2 – Reducers 2 ½ inch NH female to 1 ½ inch NH male
- 1 – Reducer, 1 ½ inch NH female to 1 inch NPSH male
- 1 – Double male 1 ½ inch NH
- 1 – Double female 1 ½ inch NH
- 1 – Gated Wye 1 ½ inch NH

- 1 • 1 – Fire Hose Clamp 2 ½ inch
- 2 • 300 feet – 1 ½ inch cotton/synthetic hose NH thread
- 3 • 100 feet – 2 ½ inch cotton/synthetic hose NH thread
- 4 • 10 – Fusees (fire starter)
- 5 • 2 – Line Gear (day pack)
- 6 • 20-foot Suction hose with strainer or screened foot valve
- 7 • 1 first aid kit (five person)
- 8 • Reflectors (1 set of 3)
- 9 • Fire extinguisher (5BC or better)
- 10 • Wheel chocks (meets industry standards for wheel chocks)
- 11 • Fuel to operate pump and engine for 12 hours (minimum 5 gallons)
- 12 • 2 each, portable hand lights
- 13 • Discharge outlets: 2 each 1½ inches NH thread
- 14 • Discharge outlet, 1 each 2½ inches NH thread
- 15 • Tire tread depth equal or better than DOT Standards
 - 16 ○ (4/32 inch on steering tires and 2/32 inch on remaining tires)
- 17 • Monitor
- 18 • Foam Proportioner
- 19 • Minimum 4-inch Dump Valve at bottom of tank (min. 34 inch from ground)
- 20 • Back up Alarm (87 Decibels measured at 5 feet) & back up lights (2)
- 21 • Baffled Tank

LGFF TACTICAL WATER TENDER RATES

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

23
 24 *** For operational purposes and/or for safety reasons some engines or tenders may operate with an additional*
 25 *crewmember with the approval of the host agency. For fully-operated tenders, the Fully-Operated rate is increased by*
 26 *\$25.00/hr. for each formally ordered additional crew member. Equipment not staffed at the minimum level may not be*
 27 *hired.*

1

PORTABLE PUMPS

Type	Un-operated Daily Rate	Remarks
P1	\$137.00	Trailer-mounted 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

Class	Flywheel Horsepower	Un-operated Hourly Rate	Fully-Operated Hourly Rate
1	200-369	\$140.00	\$179.00
2	100-199	\$75.00	\$114.00
3	60-99	\$46.00	\$83.00

1

LGFF GRADERS

Class	Flywheel Horsepower	Un-operated Hourly Rate	Fully-Operated 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 diameter capacity	Minimum Flywheel Horsepower	Un-Operated Daily Rate
1	18	180	\$880.00
2	13-17	110	\$800.00
3	9-12	48	\$720.00

3

- All types must be equipped with an in-feed mechanism
- Optional: Boom feed if required
- OSHA standards require a minimum of 2 operators.
- All operating costs including fuel, maintenance, insurance, etc. is included in the daily rate.
- Method of hire is self-transported and is included in the daily rate.
- All Heavy Equipment operators performing tactical duties are required to complete an annual light physical fitness test (walk 1 mile in 16 minutes or less).

4

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LGFF MISCELLANEOUS EQUIPMENT

11

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

12

13

14

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

15

16

17

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

18

19

20

Rapid Extraction Module Support (REMS)

Northern Rockies Rapid Extraction Module Support specification and guidance created for 2019, posted to NRCG Business Committee website.

Release Date: April 15, 2019

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

2 This section applies to **LOCAL GOVERNMENT AMBULANCES ONLY**. If using private ambulance
 3 companies, please refer to the NRCG Supplement to Chapter 20 of the SIIBM. For additional direction,
 4 please see Section 1.2 of this supplement.

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

6 **NOTE:** Ambulances will be under hire for incident use only and will be required to be available during off-
 7 shift hours if needed for emergency transport. No additional compensation will be allowed for this
 8 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 01.5-3	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 01.5-3	(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 01.5-3	(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

9 **Equipment:** The resource order must specify whether ordering an ALS or BLS ambulance, or an ALS Chase
 10 Unit. ALS ambulances come equipped with the state requirements for ambulances of that type including a
 11 Montana licensed Paramedic (EMTP or EMPF) or an Advanced Emergency Medical Technician (AEMT or
 Release Date: April 15, 2019

1 AEMF), cardiac monitoring equipment, advanced airway management tools, medications for pain control,
2 cardiac emergencies, and other drugs as required by the state. BLS ambulances come equipped with the state
3 minimum requirements for BLS ambulances and two Montana licensed Emergency Medical Technicians
4 (EMTB or EMTF).

5 An ALS Chase Unit comes staffed with a Montana licensed paramedic with a vehicle equipped with oxygen,
6 backboard, transport litter, basic bandaging and splinting materials, cardiac monitoring equipment, advanced
7 airway management tools, medications for pain control, cardiac emergencies, and other drugs as required by
8 the Administrative Rules of the State of Montana. Equipment shall be stored in a manner that makes it easily
9 transportable by helicopter. The vehicle for the chase unit must be 4x4 capable and must be able to drive in
10 typical fireline conditions.

11 **BLS and ALS Kits:** Kits are provided by the qualified medical personnel who are being hired. See Section
12 01.2. A BLS kit must contain the minimum Basic Equipment Kit items as listed below per Montana Code
13 37.104.204 and must be documented on a resource order and requested by the incident. Each kit must
14 contain a complement list with the kit contents listed. For ALS kits, the minimum BLS kit must be provided,
15 in addition to any additional ALS items directed by medical control. Any personnel using such kits must be
16 under the medical direction of their sponsoring medical director per Montana Administrative Rules, Montana
17 Codes, and the Montana EMS protocols.

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

22 **Fireline Qualified:** - Personnel who are fireline-going and are assigned in one of the fireline position titles,
23 must be qualified at the Firefighter Type 2 level (FFT2) or above and have the following minimum training:

- 24 • Introduction to ICS (ICS-100)
- 25 • Human Factors in the Wildland Fire Service (L-180)
- 26 • Firefighter Training (S-130)
- 27 • Introduction to Wildland Fire Behavior (S-190)
- 28 • NIMS: An Introduction (IS-700)
- 29 • Annual Fireline Safety Refresher (RT-130)
- 30 • Current Work Capacity Test (WCT, Pack Test) at the Arduous Level, which includes a three-mile
31 hike carrying a 45-pound pack in 45 minutes or less.

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

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

1 ****Patient Transport:** When the ambulance is mobilized to transport a patient, the hourly rate is dropped to
2 \$0.00 and the ambulance reverts to their normal billing procedures for the medical incident, which would
3 include a loaded mileage rate. For all patient care and transport, the ambulance will submit a bill to the
4 patient's appropriate home agency for workers' compensation billing. The APMC guidelines for the
5 Northern Rockies states that all care beyond basic first aid will be processed through the patient's
6 appropriate workers' compensation insurance. Medical transport shall be documented, for both equipment
7 and personnel resources as appropriate, on the required shift ticket and shall be turned in to Finance (if
8 available) or the Land/Unit office for documentation purposes. If no patient care or transport occurs, the
9 ambulance will be paid the hourly rate for the time worked.

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

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

14 Ambulance and personnel may be hired under hiring Option 1 or 3, Section 01.5-3.

15 Applicable state laws and regulations can be found in the Montana Code Annotated Title 50 Chapter 6,
16 http://leg.mt.gov/bills/mca/title_0500/chapter_0060/parts_index.html , and Montana Administrative Rules
17 Title 37 Chapter 104, <http://www.mtrules.org/gateway/ChapterHome.asp?Chapter=37.104>.

18 The minimum BLS Kit contents can be found at:

19 <http://www.mtrules.org/gateway/RuleNo.asp?RN=37%2E104%2E204> or as noted below.

20 **MINIMUM BLS KIT CONTENTS**

- 21 • Two air occlusive dressings
- 22 • One blood pressure manometer with adult, extra-large adult, and pediatric cuffs
- 23 • One stethoscope
- 24 • Five dressings (assorted)
- 25 • Two pairs of exam gloves
- 26 • One pair of safety glasses to provide splash protection for the ECP
- 27 • One surgical mask
- 28 • One oral glucose
- 29 • One flashlight
- 30 • Four soft roller bandages
- 31 • Four rolls of adhesive tape of assorted sizes
- 32 • One pair of heavy leather gloves
- 33 • One helmet for personnel that is capable of protection from head injury
- 34 • Paper and pen or pencil
- 35 • One pair of scissors
- 36 • One nasal oxygen cannula
- 37 • One adult and one pediatric oxygen mask
- 38 • One portable oxygen system containing at least 200 liters of oxygen with regulator and flowmeter
- 39 • One bulb syringe or equivalent suction apparatus

- 1 • One mouth to mask resuscitator with one-way valve, oxygen inlet and oxygen connecting tubing
- 2 • Four oropharyngeal airways of assorted child and adult sizes
- 3 • Four triangular bandages

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

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

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

14 **Technical Specialist Position Responsibilities:**

- 15 • Advise the Agency Administrator, Incident Business Advisor, and the IMT of the area LGFF
16 jurisdictional responsibilities, including mutual aid responsibilities.
- 17 • Review contract specifications (such as Operating Agreements, MOUs, IA Agreements, and/or
18 DNRC Incident Rental Agreements, etc.) regarding pay (equipment and personnel).
- 19 • Review business management activities to assure compliance with legal and fiscal requirements and
20 efficient use of resources. Includes property management, law enforcement, and civil rights.
- 21 • Prepare a checklist of items that the Finance/Administration Section Chief (FSC) and the IMT need
22 to be aware of. - include terms and conditions of operating plans or agreements
- 23 • Review job responsibilities and assignments for LGFF personnel.
- 24 • Monitor local jurisdictional agency responses in meeting jurisdictional responsibilities.
- 25 • Attend incoming briefing with the IMT if possible; make contact with the FSC.
- 26 • Attend planning sessions and make known the availability of LGFF resources, such as the length of
27 commitment, rotating personnel, and impacts to local government operations.
- 28 • Through the FSC, provide information on use of equipment and personnel. Coordinate with the
29 Logistics Section Chief (LSC) to identify problem areas for the LGFF such as interaction with the
30 IMT and logistical support.
- 31 • Coordinate with the FSC and the LSC to assure timekeeping and recording is being completed.
32 Provide assistance to appropriate personnel on timekeeping, commissary, travel, accidents, injuries,
33 personal problems or emergencies and other administrative needs.
- 34 • Check for compliance with equipment specifications, certification, engine typing, and Federal Excess
35 equipment use guidelines.
- 36 • Ensure safety, personal protective equipment, other equipment, and actions of the LGFF personnel
37 are consistent with approved standards.

- 1 • Assist the IMT in providing for the wellbeing and safety of assigned LGFF resources.
- 2 • Assist the IMT in the demobilization (if necessary) of LGFF resources.
- 3 • Provide direction for distribution of pay documents.

4 **01.6 MONTANA NATIONAL GUARD**

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

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

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

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

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

23 **01.7 MONTANA DEPARTMENT OF CORRECTIONS**

24 Through the cooperative agreement between the Montana DNRC, the Montana Department of Corrections
25 (DOC), and Montana State Prison (MSP), correctional officers and low security inmates form a Type 2 Hand
26 Crew referred to as the Deer Lodge Crew. The Deer Lodge Crew is normally comprised of 15 inmates
27 (FFT2s), 3 correctional officers (FFT1s), and supervised at all times by a DNRC crew boss (CRWB). The
28 crew may be used on any wildland fire incident, regardless of jurisdiction, within the State of Montana.

29 The Deer Lodge Crew is a resource of the DNRC Southwestern Land Office (SWLO) and is dispatched
30 through the Missoula Interagency Dispatch Center (MDC). All costs in support of other agencies will be
31 paid through DNRC and reimbursed through the Montana Cooperative Wildland Fire Management
32 Agreement. DNRC will forward timekeeping documents to the Department of Corrections after release from
33 the incident. The Department of Corrections will bill DNRC for the personnel costs of overtime hours for
34 correctional officers and regular hourly rates for inmates (no overtime) per this cooperative agreement.
35 Correctional officers and inmates do not receive hazard pay or any other pay differential. Correctional
36 officers and inmates are covered under the Montana Workers' Compensation Insurance Program (see Section
37 01.3-7) by the Department of Corrections. Correctional officers may use the commissary, if one is provided,
38 on a cash basis. Inmates are not allowed commissary privileges.

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

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

5 **01.8 MONTANA DEPARTMENT OF TRANSPORTATION (MDT)**

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

10 **01.9 MONTANA HIGHWAY PATROL**

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

16 **01.10 MONTANA SHERIFF AND PEACE OFFICERS**

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

21 **Law Enforcement vehicle**

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

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

30 **01.11 STATE-OWNED AND OTHER EQUIPMENT**

31 DNRC shall be reimbursed for use of state-owned equipment in support of other agency incidents unless the
32 master agreement with the cooperating agency states otherwise. The use of the equipment is billed at the
33 rates listed in this supplement, except Federal Excess Property Program (FEPP) equipment which would

1 show a use rate of 67 percent of the standard rate on use invoices (does not apply to FEPP aircraft). The
 2 using agency will provide operating materials and supplies, such as fuel and oil, and mileage will be
 3 reimbursed at the standard rate if applicable. DNRC-owned equipment will remain in paid status during
 4 meal breaks. In the event the equipment breaks down and is repaired at the using agency's expense, the cost
 5 of the repair shall be deducted from the bill for its use. Copies of repair bills shall be submitted to the
 6 responsible DNRC Area Land Office, at the termination of DNRC support activity, for inclusion in the fire
 7 bill calculation.

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

15 **01.11-1 Sedans, Sport Utility Vehicles, and Pickups**

16 The following rates are for agency-owned and LGFF-owned vehicles. The rates may also be used to
 17 determine agency costs used in billing suppression costs of all fires.

18 There is one standard method of hire:

19 **Un-operated:** daily rate plus the Standard mileage rate (mileage covers wear and tear).

- 20 • The government provides operating supplies, i.e. fuel.
- 21 • Agencies must adhere to their policies regarding hiring of drivers and equipment.

22 **The mileage rate used for these vehicles is the "Standard Rate" set annually by the Montana**
 23 **Department of Administration (DOA) and is currently .28 per mile for 2019.**

24 **AUTOMOBILE – Rates:**

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

25 **PICKUPS, 4X2 – Rates:**

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

1 **PICKUPS, 4X4 – Rates:**

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

2 **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

3 **Mileage rate used for these vehicles is the “Standard Rate” set annually by DOA and is currently \$0.28**
4 **per mile.**

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

11 If the vehicle complies with the above stipulations and is hired at the off-road rate, the rate will be in effect
12 for the entire time the vehicle is under hire. This daily rate is not subject to first or last day prorating.
13 (Severity use rate reduction is not applicable.) Additionally, the payment package must include the vehicle
14 operator’s overhead resource order (or other suitable documentation) as verification that the vehicle was used
15 off road in support of a line-qualified position.

16 **Command Vehicles** - Command vehicles should be hired using the rate above for an off-road vehicle. A
17 rate may be negotiated for extra equipment used depending on the capability and the use of the vehicle if
18 used beyond the basic function of transportation. This daily rate is not subject to first or last day prorating.
19 (Severity use rate reduction is not applicable.) Command vehicles are eligible for out-of-region assignments.

20 **01.11-2 Trailers and Transports**

21 This category includes government-owned trailer units as specified. Refurbishment costs for tools and
22 equipment from fire caches shall be paid by using 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	
Heli-Base Trailer	DNRC, Northwestern Land Office - Kalispell	
Mobile Command Post	DNRC, Fire & Aviation Bureau - Missoula	
County Assist Team Plans Trailer	DNRC, Eastern Land Office – Miles City	
Other Command/Office Trailer	Local Government-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
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
ATV (1 Rider) No Three Wheelers	\$100.00
UTV Side by Side Seating (i.e., Polaris Ranger, Kawasaki Mule) or similar with 3 or less seats.	\$200.00
UTV Side by Side Seating with 4 or more seats.	\$250.00

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

1 **01.11-4 Agency-Owned Engines and Water Tenders**

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

3 **01.11-5 DNRC Kitchens**

4 The DNRC kitchen package as shown below provides the basic ability to prepare and serve meals for
 5 approximately 75 to 350-plus people per day. Additional incident costs charged separately to the incident
 6 are noted below. The Food Unit Leader will track costs and make them available to the Finance Unit upon
 7 request. The incident is also responsible to provide a potable water source and grey water disposal. In the
 8 event a DNRC kitchen is in need of a potable water truck or hand washing station, DNRC will utilize the
 9 solicitation for potable water trucks or hand washing stations for the incident. The DNRC kitchens are not
 10 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.	Un-Operated Daily Rate \$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.	
Additional incident costs may be charged if the incident camp does not already supply resources/supplies. These additional costs are listed below but are not limited to:		
Rental of dining tents, tables, chairs; hand wash station; grey water; potable water and storage; garbage service		

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

13 **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.	Un-Operated Daily Rate \$500.00
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1 **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

2 **01.11-8 Aircraft**

3 **State-owned Aircraft:** Un-operated rate, based on flying time, does not include operating supplies or
 4 support vehicles. Rates are set by the Montana Legislature. Current rates were set by the 2015 Legislative
 5 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

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

- 7
- Fixed Wing 9067M, 6312B, and 391M
 - 8 • Helicopters T2: 387M, 388M, 394M, 395M, and 398M
 - 9 • Helicopters T3: 384M and 392M

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

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

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

13

1 **01.11-9 Boats**2 **The rates noted below pertain to agency-to-agency use. Commercial use rates may be higher.**

3 Cooperator provides:

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

9 The incident can provide:

- 10 • Personal Protection Equipment (PPE) to cooperator/operator who will return PPE to the incident
11 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

12 **Daily rate includes haul in/haul out.*

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

13 **Hourly Rate includes haul in/haul out.*14 Minimum Special Provisions:

- 15 1. Boats under hire are required to comply with all State of Montana licensing and registration
16 requirements.
- 17 2. Boats hired must comply with U.S. Coast Guard Marine Safety regulations.

3. 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 departments 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 on the approved DNRC Signers List. When possible, claims should be settled at the incident. 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

The guidelines in the Mobilization of Local Government Firefighting Resources apply when LGFF's are hired by NRCG agencies within Montana. Detailed mobilization and dispatch procedures are included. The 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>.

01.13-3 DNRC 900 Manual - Wildland Fire Suppression

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

01.13-4 DNRC IBA Operating Guidelines/DNRC IBA Job Aid

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

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

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

01.14 ABBREVIATIONS AND DEFINITIONS

The specific meanings of terms may be found in prevailing current NWCG publication unless otherwise defined herein.

AGENCY – See “Government”

APMC - Agency Provided Medical Care

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

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

DES – Department of Emergency Services

DNRC – Department of Natural Resources and Conservation, <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation>

ENGB – Single Resource Engine Boss

ENOP – Engine Operator

FEPP - Federal Excess Property Program.

GACC – Geographic Area Coordination Center

GAWR – Gross Axle Weight Rating

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

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

GVAW – Gross Vehicle Axle Weight

GVWR – Gross Vehicle Weight Rating

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

ICS – Incident Command System

IDL – Idaho Department of Lands, <http://www.idl.idaho.gov/fire/index.html>

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

4 NDSF – North Dakota State Forestry, <http://www.ag.ndsu.edu/ndfs>

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

6 NRCG – Northern Rockies Coordinating Group, <http://www.fs.fed.us/r1/fire/nrcg/index.html>

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

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

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

13 ROSS – Resource Ordering and Status System

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

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

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

20 **01.15 FEMA GUIDELINES**

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

24 FEMA evaluates a fire threat using four criteria:

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

1 The request is approved or denied based on:

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

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

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

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

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

14 Examples of eligible fire management costs:

- 15 • Firefighting and support services
- 16 • Equipment and supplies
- 17 • Evacuations
- 18 • Sheltering
- 19 • Traffic control/barricading
- 20 • Security
- 21 • Emergency Operations Centers
- 22 • Temporary repairs of damage caused by firefighting activities, not by the fire itself.

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

- 26 • Costs during the first 24 hours of a fire within your jurisdiction
- 27 • Equipment costs when the fire is within your jurisdiction
- 28 • Donated resources:
 - 29 ○ Value of volunteer labor
- 30 • Category B expenses:
 - 31 ○ Search and rescue
 - 32 ○ Provision of shelters or emergency care

- 1 ○ Sandbagging
- 2 ○ Provision of food, water, ice, and other essential needs
- 3 ○ Removal of health and safety hazards
- 4 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 <http://www.idl.idaho.gov/fire/index.html>.

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: 208-769-1530
Fax: 208-769-1524

1. STATE AND COOPERATOR PERSONNEL AND EQUIPMENT

The IDL IBOG, ICMA (formerly the FSO Rate Book), and other agreements that can be found at: <https://www.idl.idaho.gov/fire/business/index.html>

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

1 3) Affiliated with a Medical Director that holds a license to practice medicine in Idaho, issued by the
2 state of Idaho
3 Emergency Medical Services (EMS) is available in the state of Idaho through the regular ordering process at
4 interagency dispatch centers. The preferred priority of hiring EMS personnel and equipment/vehicles in
5 Idaho is:

- 6 1) Local EMS Jurisdiction;
- 7 2) Agency personnel licensed in Idaho;
- 8 3) Idaho Fire Service Organizations or local government;
- 9 4) Private-owned EMS under contract or available for Incident Only Agreement; and
- 10 5) Out of state resources provided through states participating in the Recognition of EMS Personnel
11 Licensure Interstate Comp Act (REPLICA).

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

15 IMT or Host Agency Responsibilities

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

- 18 1. Contact the Idaho EMS Bureau at: Telephone 208-334-4000, Fax 208-334-4015 or Email
19 EMSAgencyLicensure@dhw.idaho.gov to establish a direct communication for incident support.
20 The EMS Bureau provides written approval to the IMT for EMS providers working on incidents.
- 21 2. Keep the following forms on file at the incident for Idaho EMS Bureau review:
 - 22 a. *Letter from the EMS provider's medical director*, giving them authority to work on the
23 wildfire incident.
 - 24 b. *Copy of EMS License for personnel*
 - 25 c. *Copy of License and Cover Letter, for EMS agency.*
 - 26 d. **Out-of-state EMS providers** must complete the "*Limited Request for Recognition*" form
27 unless they are a participant REPLICA state. <http://www.emsreplica.org>

28 The *Limited Request for Recognition* form can be found and submitted online to the Idaho
29 EMS Bureau at:

30 <http://healthandwelfare.idaho.gov/Medical/EmergencyMedicalServicesHome/ProviderLicensure/tabid/1601/Default.aspx>
31

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

1 The provider can apply for limited recognition through an Idaho licensed EMS agency or a
2 Medical Unit Leader (MEDL) who has established a Medical Unit in Idaho for specific event
3 coverage (such as wildland fire support) where patient care is provided under the supervision of a
4 physician. The provider may not provide EMS until recognition is granted by the Bureau.
5

6 This form is not an application for licensure or reciprocity, only recognition. A National Registry
7 of Emergency Medical Technicians (NREMT) card does not authorize EMS personnel to provide
8 EMS patient care in the State of Idaho. Only a current card issued by a state or U.S. territory EMS
9 office will be accepted as proof of EMS license/certification.
10

11 It is the responsibility of the MEDL to complete and submit the “*Limited Request for*
12 *Recognition*” form as soon as possible, on behalf of all licensed personnel when utilizing licensed
13 out-of-state EMS providers. This form may be printed and filled out, or filled out electronically,
14 and submitted prior to the event, as personnel may not practice until they receive recognition from
15 the EMS Bureau. A new form must be completed for each incident and updated when new EMS
16 personnel assigned to the Medical Unit arrive or move from incident to incident within the state.
17

18 The EMS Bureau will acknowledge receipt of the form and provide recognition to the MEDL
19 after validating the EMS licenses of listed personnel. If the EMS Bureau is unable to validate an
20 EMS license or a license has been revoked or suspended in Idaho or any other state, the MEDL
21 will be notified. EMS personnel without valid state EMS licenses will not be granted limited
22 recognition and will not be authorized to provide EMS.
23

24 The MEDL should contact the EMS Bureau by phone at (208) 334-4000, by fax at (208) 334-
25 4015 or by email at EMSProvLic@dhw.idaho.gov to submit their form or for further information.

- 26 e. **In-state Licensed EMS providers** who are not acting under an Idaho licensed EMS agency
27 deployed at the incident must complete the “Planned Deployment Declaration”. The form can
28 be found and submitted online to the Idaho EMS Bureau at:
29 <http://healthandwelfare.idaho.gov/Portals/0/Medical/EMS/PlannedDeployment.pdf>
- 30 f. Licensed EMS personnel working for a Licensed Idaho EMS agency deployed at the incident
31 should complete a *Personnel Affiliation Status Change Form* for that agency. The form can be
32 found and submitted online to the Idaho EMS Bureau at:
33 <http://healthandwelfare.idaho.gov/Medical/EmergencyMedicalServicesHome/AgencyLicensu>
34 [re/tabid/1602/Default.aspx](http://healthandwelfare.idaho.gov/Medical/EmergencyMedicalServicesHome/AgencyLicensu)
- 35 g. Patient Care Integration Agreement-- It is the responsibility of the EMS provider at the
36 incident to ensure the Agreement is completed upon assignment to the incident. The IMT
37 medical unit leader or the host agency has responsibility to follow up to ensure compliance.

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

- 40 3. When mobilizing EMS providers outside their jurisdictions, whether from within Idaho or outside
41 the State, as a courtesy to the local EMS jurisdiction, the IMT shall contact the local medical
42 facility Emergency Room who can direct them to the Medical Director who has local jurisdiction

1 authority to let them know the status of EMS providers on the incident. This can be done through
2 the Idaho EMS Bureau if necessary.

3 EMS Personnel/Staff License Levels

- 4 • EMT – Emergency Medical Technician
- 5 • AEMT – Advanced Emergency Medical Technician
- 6 • Paramedic

7 Local Government and Private-Owned

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

10 Rates for incident only agreements for EMS providers shall be in accordance with Chapter 20 of the SIIBM.
11 Local government rates are established in the current Idaho Cooperative Mobilization Agreement (formerly
12 the Idaho Fire Service Organization Rate Book) found at <https://www.idl.idaho.gov/fire/business/index.html>.

13 Fire Service Organizations

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

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

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

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

23 **4. IDAHO NATIONAL GUARD**

24 Refer to the IDL Incident Business Operating Guide found at
25 <https://www.idl.idaho.gov/fire/business/index.html>

26 **5. IDAHO WATER RIGHTS**

27 Under Title 42, Chapter 2 of Idaho State Code

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

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

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

EXHIBIT NR12**NORTH DAKOTA FOREST SERVICE****North Dakota Forest Service (NDFS)****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. A 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.

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

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

4 The North Dakota Forest Service subscribes to the guidelines for rest and recuperation as outlined in Section
5 12.7 of the SIIBM and to all work/rest and length of assignment standards applicable to the NWCG and
6 NRGC. Where the Incident Commander has deemed necessary to provide rest and recuperation, permanent
7 full time and seasonal state employees may be granted these privileges when in compliance with NDSU
8 payroll guidelines.

9 **ENGINE STAFFING**

10 The North Dakota Forest Service normal operating procedures requires engine mobilization with three
11 personnel due to safety concerns (one engine boss and two firefighters). The North Dakota Forest Service
12 will mobilize engines with a crew of three regardless of what is stated on the resource order; the decision to
13 mobilize with a staffing level other than three personnel is at our discretion. LGFF forces may operate with
14 two to four personnel based on engine configurations.

15 **PAYROLL**

16 NDFS payroll dates end on the 15th and the last day of the month. Copies of payment documents for
17 permanent and seasonal employees should be transmitted to home units in order to meet payroll deadline
18 dates.

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

26 **Payment Document Requirements**

27 **Equipment (Pink copies for the payment office, blue copies for the file)**

- 28 1) Emergency Equipment Use Invoice (OF-286)
- 29 2) Fuel/Oil tickets (OF-304)
- 30 3) EPEST
- 31 4) Emergency Equipment Rental Agreement (OF-294), if applicable
- 32 5) Certification for Local Government Fire Forces (LGFF) Equipment and Operators, if applicable
- 33 6) Inspection Form (pre/post) if available (OF-296)
- 34 7) Resource Order
- 35 8) Invoice, if required for the hiring option

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

- 2 1) Emergency Firefighter Time Report (OF-288)
- 3 2) EPEST
- 4 3) Resource Order
- 5 4) Certification for Local Government Fire Forces (LGFF) Equipment and Operators, if applicable
- 6 5) Invoice, if required for the hiring option

7 Emergency Firefighter Time Reports, EPEST and supporting documentation will be filled out, a copy
8 retained at the incident, and the signed original packet returned with the designated representative when
9 demobed. This designated representative would normally be the Engine Boss, Strike Team Leader or Crew
10 Boss. Any questions should be directed to the local NDFS Office. Packets should be submitted to NDFS
11 within one month of the demobilization date.

12 **COMPENSATION FOR INJURY/ILLNESS**

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

21 http://www.ndsu.edu/ndsu/police_safety/safety/Forms/INCIDENTForm.pdf.

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

24 Any LGFF employee injured while on assignment, the employee's home unit and NDFS shall be notified
25 immediately to aide in proper notifications and ND Work Force Safety documentation.

26 **HIRING METHOD**

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

29 Private fire suppression resources that did not participate in the competitive solicitation process may be hired
30 "Fully Operated" if competitively solicited resources are not available and they meet all equipment
31 inspection standards and requirements. There may be extraordinary circumstances when it is in the interests
32 of the State to sign up equipment as "un-operated." These circumstances should be the exception, not the
33 rule, and must be pre-approved by the NDFS. In both circumstances, the EERA must show that the
34 agreement is applicable only for the duration of the incident.

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

1 **During-Incident Sign-up**

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

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

9 **LOCAL GOVERNMENT FORCES - EQUIPMENT RENTAL**

10 **General Information**

11 The guidelines in this document apply when Local Government Fire Forces are hired by NRCG agencies.
12 Detailed equipment and personnel standards, mobilization and dispatch procedures are included in the
13 NRCG Mobilization of Local Government Firefighting Resources guide. The document may be found at the
14 following website: http://www.fs.fed.us/r1/fire/nrcg/ops_plans_index.htm

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

22 Procurement of fire apparatus, equipment and personnel from LGFF will follow the procedures established
23 by the NDFS. Current rates are listed below. Renegotiation of rates and responsibilities shall not happen at
24 incidents. If there are compelling reasons for renegotiation, the NDFS must be involved in the negotiations.
25 Normally, LGFF apparatus, equipment and personnel will be signed up prior to the incident by the NDFS. If
26 it is necessary to sign up equipment at the incident, contact the NDFS.

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

- 35 • IC Approval
- 36 • Equipment and Personnel must meet Agency Standards put forth in this Chapter of the SIIBM
- 37 • Be Inspected or have signed a No Damages/ No Claims upon demobilization
- 38 • Have a Resource Order

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

4 **Local Government Fire Force (LGFF) Equipment**

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

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

10 **SEVERITY**

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

13 While in Transport

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

16 Operating Supplies

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

20 **Engine Rates – ND Local Government Fire Force Equipment**

Class	Type	Un-operated Hourly Rate	Fully Operated Hourly Rate	Number of personnel*
E1	Structural Engine I	\$155	\$265	4
E2	Structural Engine II	\$115	\$225	3*
WE3	Wildland Engine III	\$100	\$215	3*
WE4	Wildland Engine IV	\$90	\$145	2*
WE5	Wildland Engine V	\$90	\$135	2*
WE6	Wildland Engine VI	\$80	\$130	2*
WE7	Wildland Engine VII	\$50	\$90	2*

*For operational purposes and/or for safety reasons some engines may operate with an additional crewmember with the approval of the host agency. For a fully-operated apparatus the additional personnel rate is \$25.00/hr and is added to the Fully-Operated rate.

CLASSIFICATION FOR ENGINES

MINIMUM STANDARDS - The following guide is to aid in the classification of engines. When typing equipment all of the standards must be met to qualify the equipment. Failure to meet any standard places the 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 ** Gpm @ psi	1000+ @ 150	500 @ 150	150 @ 250	50 @ 100	50 @ 100	50 @ 100	10 @ 100
Tank Capacity (Gallons)							
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

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

NRCG MINIMUM REQUIRED COMPLEMENTS FOR ENGINES

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

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

Class	Un-operated Hourly rate	Fully Operated Hourly rate	Number of Operators**
WT1	\$100	\$155	1**
WT2	\$85	\$135	1**
WT3	\$75	\$100	1**

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 \$25.00/hour and is added to the Fully Operated rate.

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

Class	Water Truck Capacity (Gallons)	Un-operated Hourly Rate	Fully Operated Hourly Rate	Number of Operators*
WTR1	5000+	\$54	\$75	1
WTR2	2500-4999	\$41	\$62	1
WTR3	1000-2499	\$23.50	\$44.50	1

*Minimum number of operators per single shift. Additional personnel may be justified and approved by the NDFS. Additional personnel rate is \$25.00/hour and is added to the Fully Operated rate.

WATER TENDER AND WATER TRUCK CLASSIFICATION

COMPONENTS	MINIMUM STANDARDS TYPE		
	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

Most Water Tenders meet and exceed the requirements for a Water Truck. Replacement of a Water Truck operator with a fully qualified Water Tender operator does not solely constitute justification for payment of the Water Tender rate.

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	\$179
2	100-199	\$75	\$114
3	60-99	\$46	\$83

GRADERS – ND Local Government Fire Force (LGFF) Equipment

Class	Flywheel Horsepower	Un-operated Hourly Rate	Fully Operated Hourly Rate
G1	201+	\$72	\$110
G2	126-200	\$58	\$96
G3	<125	\$41	\$78

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/rentlrate.pdf>. An additional \$35.00 dollars per hour will be added for all LGFF vehicles equipped with the fire response package.

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 \$0.20/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 – modified for office use</u>	\$100
<u>12'-14' covered utility trailer</u>	\$50
<u>6-8' covered utility trailer</u>	\$30

Engines and Water Tenders

Agency Engines and Tenders will be billed out at the appropriate North Dakota Department of Transportation rate plus the additional rate for supplemental equipment provided by the NDFS. The current rate for a NDFS Type 5/6 engine is \$100.00 per hour, and a Type 3 engine is \$185.00 per hour. This rate can vary as mandated by the ND Department of Transportation.

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
ATV(1 Rider) No Three Wheelers	\$100
<u>UTV Side by Side Seating for 2 or 3 riders (e.g., Polaris Ranger, Kawasaki Mule) or similar.</u>	\$150

- 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 Division of Wildland Fire. 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

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