

**NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2
ROCKY MOUNTAIN/GREAT BASIN COORDINATING GROUPS**

NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2

INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK

CHAPTER 50 – INTERAGENCY COOPERATIVE RELATIONS

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Digest:

51.2 – Exhibits 01-06 – Updates State Agreements.

51.2 - Exhibit 07 – Updates Agency Specific Contacts.

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51.2 - Agreements between Federal and State Fire Organizations

Equipment and operating personnel obtained from city, county or rural fire departments are normally ordered and reimbursed in accordance with existing cooperative agreements. The mechanics of each agreement vary considerably; however, there are a few general points to consider when dealing with these state cooperators.

1. The cooperative agreement normally specifies that the cooperator must be reimbursed for their costs. Government agencies, whether they are city, county, or rural, should not be in the profit making business. These costs are outlined in the annual operating plans and cooperators should carry the operating plan with them to an incident.
2. The rates established in the Rocky Mountain/Great Basin supplement to Chapter 20 of the Interagency Incident Business Management Handbook are intended for private contractors and normally are not used for cooperators.
3. The method of tracking equipment use for cooperators varies with each state cooperative agreement. The most common method uses the Emergency Equipment Shift Ticket OF-297 and Emergency Equipment Use Invoice OF-286 for all equipment. The **original** Shift Tickets and Use Invoice are provided to cooperator personnel for billing documentation.
4. When equipment rates do not include personnel costs, document personnel time on a Crew Time Report SF-261 and Emergency Firefighter Time Report, OF-288. Mark "Other" in Block 4. Give **originals** of the OF-288 to cooperator personnel.
5. Commonly city, county or rural fire departments have Federal Excess Personal Property (FEPP) available to assist on wildland fires. Equipment in this program is on loan from the US Forest Service to the state, which in turn loans it to city, county or rural departments. This equipment can be identified by a small silver or yellow sticker, or plate, which states that it is federal property under the control of the US Forest Service. This identification is normally found on the dashboard of vehicles and in prominent locations on other pieces of equipment. The renting of FEPP equipment to federal agencies is not authorized. Use charges should include only operating costs (fuel and oil), operator costs if applicable, and possibly transportation costs. Charges should not include amortization, depreciation, replacement costs and related charges for the vehicle. Such charges may be appropriate for special equipment added to the loaned unit, such as tanks or pumps.

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51.2 - Exhibit 01

COLORADO
COLORADO STATE FOREST SERVICE (CSFS)

This information is a general outline of operating procedures for Colorado State Forest Service (CSFS), other State of Colorado agencies, as well as county, local and municipal government resources when used on state Emergency Fire Fund (EFF) fires (Part I) or other jurisdictional incident assignments, including in-state federal and all out-of-state assignments (Part II).

For further information, contact the CSFS Incident Business Specialist or Fire Division staff at (970) 491-8538 or a local CSFS district office (see list attached). An Incident Business Advisor (IBA) may be assigned to any Colorado state EFF fire. The CSFS uses all Incident Command System (ICS) forms and processes, as described in the Interagency Incident Business Management Handbook (IIBMH).

All resources (both personnel and equipment) from CSFS or any county, local or municipal agency from within the State of Colorado are covered under the current Colorado Statewide Cooperative Fire Management Agreement. Each cooperator responding to an incident should have a copy of their current Cooperator Resource Rate Form (CRRF). This form documents the associated costs that will be submitted to CSFS for reimbursement. If the effective period of the CRRF ends during an incident assignment, it is considered to be valid for the duration of that assignment.

PART I – Colorado State EFF Fires

A copy of the current CSFS Emergency Fire Fund (EFF) Fire Business & Administration Operating Guidelines should be provided to an IMT assigned to a state EFF fire. Contact the local CSFS District Forester, assigned Line Officer, IBA or CSFS Fire Division if a copy is not provided at the initial briefing.

IIBMH CHAPTER 10

Personnel

All personnel time will be documented on the Crew Time Report (SF-261) and Emergency Firefighter Time Report (OF-288). Travel should be recorded separately on the OF-288. State employees are not entitled to hazard compensation. Original OF-288s are given to Colorado State employees and cooperators at the time of demobilization.

Commissary

All CSFS employees are eligible for commissary by payroll deduction. Colorado cooperators may be eligible for payroll deduction commissary if authorized by home department.

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COLORADO
COLORADO STATE FOREST SERVICE (CSFS)

Compensation for Injury and Agency Provided Medical Care

Colorado State University (CSU) carries Workers' Compensation insurance coverage for all CSFS employees for work related injuries/illnesses. Fire departments and other state cooperators not paid through the CSU payroll department are not covered by CSU Workers' Compensation, but must provide workers' compensation insurance for all personnel included under the terms of their CSFS/county agreement and CRRF. Cooperators experiencing injury or illness while assigned to an incident should complete their appropriate department forms and notify their home unit as required.

CSFS employees are required to report work-related injuries and illnesses to their incident supervisor and CSFS State Office within **four (4) calendar days**. The CSU Workers' Compensation Injury Report form includes Parts I and II, which must be completed by the employee, and Part III which must be completed by the employee's supervisor (copy attached). CSU Workers' Compensation Injury Report form can be found at: <http://www.ehs.colostate.edu/workcomp/home.aspx>. All Workers' Compensation claims must be submitted within **four (4) calendar days** of injury or illness to CSFS, Attn: Ann Randall, phone (970) 491-6303, Fax (970) 491-7736.

The State of Colorado has no authority to establish APMC on state EFF fires. On multiple jurisdictional incidents, APMC may be provided through a jurisdictional federal agency.

All incident-related injuries and illnesses, as well as any related medical expenses (beyond first aid provided by the Medical Unit), will be handled in accordance with the injured employee's home unit agency workers' compensation procedures.

Travel Expense and Personal Vehicles (POV)

When authorized for use, state or cooperator personnel using their personal vehicle for incident assignments are reimbursed only for mileage as a travel expense. POV mileage should be documented on an Emergency Equipment Shift Ticket (OF-297). POVs are **not** to be signed up using an Emergency Equipment Rental Agreement. Both POVs and agency vehicles should be noted on original resource orders as authorized at time of dispatch. Any damage or claim related to POV use will normally not be charged to the incident.

IIBMH CHAPTER 20

Acquisition and Equipment Timekeeping

Equipment provided by CSFS is covered under the current Colorado Statewide Cooperative Fire Management Agreement. A current CSFS Fire Equipment Rate schedule is included in this supplement. The rates are reviewed annually and are effective until revised. These rates are for all

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COLORADO
COLORADO STATE FOREST SERVICE (CSFS)

CSFS-owned equipment only and are not intended for use with equipment owned by cooperator departments.

All equipment use will be documented on Emergency Equipment Shift Tickets (OF-297) and Emergency Equipment Use Invoices (OF-286). Original Use Invoice with pink copies of Shift Tickets should be given to all Colorado State and cooperator resources at demobilization.

All rates for Colorado state equipment are dry (i.e., fuel & oil are provided by the benefiting agency) and do not include personnel expense for operator or crew.

When CSFS-owned vehicles and equipment are used on incidents of any jurisdiction, **Emergency Equipment Rental Agreements should not be negotiated.** Emergency Equipment Shift Tickets (OF-297) and Equipment Use Invoices (OF-286) should be completed for these resources and Crew Time Reports (SF-261) and Emergency Firefighter Time Reports (OF-288) are used to document time for the equipment operator(s). The original payment copies should be given to state employee(s) or operator(s) at the time of demobilization.

Whenever possible, invoices created from I-BPAs and EERAs will be processed for payment through the CSFS Fire Division in Fort Collins. On multi-jurisdictional fires, the agencies will determine appropriate payment processing.

Payment office address for Colorado state EFF fires is:

Colorado State Forest Service
Fire Division, Building 1049
5060 Campus Delivery
Fort Collins, CO 80523-5060

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

IIBM H CHAPTER 30

Property Management

Any request for durable or accountable property on a state EFF fire will be approved by the IBA or CSFS Line Officer. On multi-jurisdictional incidents, all agencies involved will determine disposition of durable property.

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COLORADO
COLORADO STATE FOREST SERVICE (CSFS)

IIBMH CHAPTER 40

Incident Business Coordination

An Incident Business Advisor may be assigned to any Colorado state EFF fire.

A full incident documentation package (both planning and finance documents) will be turned over to CSFS for each EFF fire. If a cost-share agreement is negotiated, an incident package may be requested for each jurisdictional agency.

National Incident Management records documentation (<http://www.nwcg.gov/policies/records/index.html>) and IIBMH Chapter 40 guidelines will be followed unless specifically directed otherwise.

IIBMH CHAPTER 50

Cooperative Relations

All equipment provided by **Colorado municipal, county and rural fire departments** are covered under the Colorado Statewide Cooperative Fire Management Agreement. All established cooperator rates, as documented on a current Colorado Cooperator Resource Rate Form (CRRF), are for equipment only; additional actual expense of personnel will be reimbursed to the cooperator. **When a current Colorado CRRF is provided, no other agreement is needed.**

If a local cooperator is assigned to an EFF fire without current, approved CRRF documentation, the local CSFS Line Officer, District Forester or other CSFS representative will assist to complete a CRRF using current state cooperator equipment rates. If a CSFS representative or IBA is not available at the incident, contact CSFS Fire Division at (970) 491-8538.

Standard state cooperator rates for 2011 can be found on the CSFS website www.csfs.colostate.edu .

Any equipment that does not pass a pre-use inspection after arriving at the fire may be rejected and the cooperator will not be compensated for any time or travel expense incurred. Equipment use will be documented on Emergency Equipment Shift Tickets (OF-297) and summarized on the Equipment Use Invoice (OF-286). Equipment operators and single resource personnel use the Crew Time Report (SF-261) and Emergency Firefighter Time Report (OF-288).

Original payment documents (OF-288, OF-286) are given to cooperators at the time of demobilization.

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COLORADO
COLORADO STATE FOREST SERVICE (CSFS)

Cooperators may utilize commissary via payroll deduction if authorized by individual department. Other terms of cooperator incident assignments are found on Page 2 of the CRRF form, also located CSFS Fire Cooperator Forms: <http://csfs.colostate.edu> .

Accidental damage to cooperator equipment while assigned to the incident must be reported promptly to incident personnel and documented appropriately for possible reimbursement and charge against the incident. Documentation will be submitted to CSFS for final resolution.

All **federal agency** equipment resources assigned to a state EFF fire should be documented by either an equipment list (provided by Ground Support Unit) or Shift Tickets for time on the incident. No payment documents need to be created, but documentation is necessary for state EFF fires.

National Guard and Department of Corrections State Wildland Inmate Fire Team (SWIFT) resources are both state cooperators under the Colorado Statewide Cooperative Fire Management Agreement.

Use of **any** Colorado National Guard resource (equipment, facility or personnel) requires specific state approval. Written requests should be submitted to the CSFS Line Officer prior to use.

SWIFT crews are documented on a CRRF and on-shift time will be summarized on an Equipment Use Invoice. The crew boss takes the original Equipment Use Invoice and pink Emergency Equipment Shift Tickets from the incident.

Contact CSFS Fire Division (970) 491-8538 for current National Guard information.

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COLORADO
COLORADO STATE FOREST SERVICE (CSFS)

PART II – CSFS and Colorado Cooperators on Other Jurisdictional Incidents

IIBMH CHAPTER 10

Personnel

All personnel time will be documented on the Crew Time Report (SF-261) and Emergency Firefighter Time Report (OF-288). Travel should be recorded separately on the OF-288. State employees are not entitled to hazard compensation. **Original OF-288s are given to state employees and cooperators at the time of demobilization.**

Days off may be granted to CSFS employees and Colorado cooperators when current IIBMH criteria are met. When days off are provided at the incident, show “Day Off” on the OF-288. Eligibility for paid days off will be determined by the home unit. Paid days off will only occur on the employee’s regular work days; there will be no compensation on employee’s regular days off.

When being demobed from an incident, days off should not be recorded on the OF-288 for state employees and cooperators; the home unit will determine eligibility for days off after return travel is recorded by home unit.

CSFS and cooperator equipment are not compensated for days off provided at the incident. The daily guarantee does not apply on mandatory days off.

Commissary

All CSFS employees are eligible for commissary by payroll deduction. Colorado cooperators may be eligible for payroll deduction commissary if authorized by home department.

Compensation for Injury and Agency Provided Medical Care

Colorado State University (CSU) carries Workers' Compensation insurance coverage for all **CSFS employees** for work related injuries/illnesses. CSFS employees are required to report work-related injuries and illnesses to their incident supervisor and the State Office within **four (4) calendar days**. The CSU Workers' Compensation Injury Report form includes Parts I and II, to be completed by the employee, and Part III to be completed by the employee's supervisor. CSU Workers' Compensation Injury Report form can be found at: <http://www.ehs.colostate.edu/wworkcomp/home.aspx> . All Workers' Compensation claims must be submitted within **four (4) calendar days** of injury or illness to CSFS, Attn: Ann Randall, phone (970) 491-6303, Fax (970) 491-7736.

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COLORADO
COLORADO STATE FOREST SERVICE (CSFS)

Fire departments and other Colorado cooperators provide workers' compensation insurance for all personnel included under the terms of their CSFS/county agreement and Cooperator Resource Rate Form (CRRF). Cooperators experiencing injury or illness while assigned to an incident should complete their appropriate department forms and notify their home unit as soon as required.

When a CSFS employee or Colorado cooperator sustains an incident-related injury or illness, all arrangements and costs for release from incident and return travel home will be made and paid for by the incident and dispatch.

All CSFS employees and Colorado cooperators may be treated for incident-related injuries and illnesses under APMC if available on an incident. Any medical expense beyond APMC-eligible treatment, or where APMC is not provided, will be handled in accordance with the injured employee's home department workers' compensation procedures. CA-1 and CA-2 forms may be used for documentation if injured employee does not have department specific forms. When necessary, incident personnel should contact employee's home unit for information and authorization for treatment of workers' compensation injury or illness. See page 1 of the CRRF for home unit contact.

Travel and Personal Vehicles (POV)

When authorized for use, CSFS or Colorado cooperator personnel using their personal vehicle for incident assignments are reimbursed for mileage only as travel expense. POV odometer readings should be documented on an Emergency Equipment Shift Ticket (OF-297) and signed by incident supervisor. POVs are not to be signed up using an Emergency Equipment Rental Agreement. Both POVs and department vehicles should be noted on original resource orders as authorized at time of dispatch. Any damage or claim related to POV use will not normally be charged to the incident or reimbursed by CSFS.

IIBMh CHAPTER 20

Acquisition and Equipment Timekeeping

Equipment provided by CSFS is covered under the current Colorado Statewide Cooperative Fire Management Agreement. A current CSFS Equipment Rate schedule is included in this supplement. The rates are reviewed annually and are effective until revised. These rates are for all CSFS-owned equipment only and are not intended for use with equipment owned by cooperator departments.

All rates for Colorado state equipment are dry (i.e., fuel & oil are provided by the benefiting agency) and do not include personnel expense for operator or crew. Rotation of engine crew members will be arranged and paid for through incident management team and incident dispatch center.

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COLORADO
COLORADO STATE FOREST SERVICE (CSFS)

When any Colorado vehicles or equipment are used on an incident (any jurisdiction), **Emergency Equipment Rental Agreements should not be negotiated.** Emergency Equipment Shift Tickets (OF-297) and Equipment Use Invoices (OF-286) should be completed for the equipment and Crew Time Reports (SF-261) and Emergency Firefighter Time Reports (OF-288) are used to document time for the equipment operator(s) or crew.

All equipment time will be documented using Emergency Equipment Shift Ticket (OF- 297) and Emergency Equipment Use Invoice (OF-286). **Original Use Invoices with pink copies of Shift Tickets are given to all state and cooperator resources at demobilization.**

The signed **original Equipment Use Invoice with pink copies of all Shift Tickets and original OF-288s** should be given to CSFS employees at the time of demobilization.

Any equipment that does not pass a pre-use inspection after arriving at the fire may be rejected and the cooperator may not be compensated for any time or travel expense incurred. Equipment use will be documented on Emergency Equipment Shift Tickets (OF-297) and summarized on the Equipment Use Invoice (OF-286). Equipment operators and single resource personnel use the Crew Time Report (SF-261) and Emergency Firefighter Time Report (OF-288) for reporting and recording personnel time.

Rotation of engine crew members will be arranged and paid for through incident management team and incident dispatch center.

The signed **original Equipment Use Invoice with pink copies of all Shift Tickets and original OF-288s** should be given to Colorado cooperator at the time of demobilization.

Cooperators may utilize commissary via payroll deduction if authorized by their home department.

Other information regarding cooperator incident assignments are found on Page 2 of the Cooperator Resource Rate Form or CSFS contact as noted on CRRF. Forms for reimbursement are available at Wildfire, CSFS Fire Cooperator Forms, on CSFS website: <http://csfs.colostate.edu> .

Not all cooperator resources have department travel cards for assignment-related travel expenses. It may be necessary for the incident agency to make payment arrangements for rental vehicles and/or lodging, rather than require cooperators to use personal credit cards.

Accidental damage to cooperator equipment while assigned to an incident must be reported promptly to incident personnel and documented appropriately for possible reimbursement and charge to the

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COLORADO
COLORADO STATE FOREST SERVICE (CSFS)

incident. Copies of incident documentation must be submitted to CSFS, with actual expense receipts. Incident personnel may provide documentation regarding reported loss or damage but final resolution will be made by CSFS Fire Division staff. Contact Fire Division personnel at (970) 491-8538 or Fax (970) 491-3445 for further information.

Equipment being transported to an incident will be reimbursed at the work rate for the hours in travel status, not to exceed the Minimum Daily Guarantee. Equipment driven to an incident is compensated at the established work rate.

For incident destinations beyond 300 miles from the cooperator's home unit, engine and tender transportation by lowboy is preferred. Lowboy transportation should be requested from the dispatch center when accepting engine assignment. If lowboy is not available through ROSS, request transport authorization on the resource order and arrangements for transport may be made by the department. Copy of paid receipt for hauling must be included with invoice for reimbursement from CSFS.

If lowboy transportation is not available to the incident, an additional special rate of \$1.00/mile may be claimed for distances over 300 miles from home unit. Odometer readings should be recorded on Shift Tickets to document miles driven. Mileage reimbursement does not apply when traveling between incidents. If mileage information is not tracked to the incident, a printout of map mileage documentation from home unit to incident may be provided for reimbursement.

When CSFS or Colorado cooperator equipment breaks down or is not in operable condition, it may be covered under the daily guarantee on the first day. Any subsequent days when the equipment is unavailable for use, there will be no compensation for the equipment. The personnel are entitled to the daily guarantee (8 hours) while equipment is being repaired.

All CSFS employees and Colorado cooperators are paid through the CSFS State Office in Fort Collins. Appropriate incident billings will be submitted from CSFS Fire Division to the appropriate agency.

Payment office address to be used for all Colorado resource documents is:

Colorado State Forest Service
Fire Division, Building 1049
5060 Campus Delivery
Fort Collins, CO 80523-5060

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COLORADO
COLORADO STATE FOREST SERVICE (CSFS)

IIBMH CHAPTER 50

Cooperative Relations

All vehicles and equipment provided by Colorado municipal, county and rural fire departments are covered under the current Colorado Statewide Cooperative Fire Management Agreement. Established cooperator rates, as documented on a current Colorado Cooperator Resource Rate Form (CRRF), are for equipment only; actual expense of personnel will be reimbursed to the cooperator as well. Cooperator equipment rates **do not include fuel or oil**, which will be provided by the incident. When the Colorado CRRF has been completed and approved, no other agreement (or EERA) is necessary.

Colorado Department of Corrections State Wildland Inmate Fire Team (SWIFT) Crews are state cooperators under the Colorado Cooperative Fire Management Agreement. These resources will provide CRRF documentation when checking in at the incident. SWIFT crew rates are all inclusive. Time will be summarized on an Equipment Use Invoice and all original documents should be provided to crew boss at the time of demobilization.

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**COLORADO
 COLORADO STATE FOREST SERVICE (CSFS)**

COLORADO STATE FOREST SERVICE 2011 EQUIPMENT RATES			
All rates established without operator or fuel (dry).			
EQUIPMENT	DESCRIPTION	WORK RATE (dry)	MINIMUM DAILY GUARANTEE
Engine	Type 4	\$98/hour	\$784
	Type 4 FEPP	\$71/hour	\$568
	Type 5	\$65/hour	\$520
	Type 6	\$65/hour	\$520
	Type 6 FEPP	\$38/hour	\$304
	Type 7	\$60/hour	\$480
Tender, Support	Type 3 (1,000 to 2,500 gal)	\$43/hour	\$408
	Type 4 (less than 1,000 gal)	\$38/hour	\$408
Support Equipment	4x4 Cargo Pickup or Carryall ($\frac{1}{2}$ - $\frac{3}{4}$ T) ¹	\$15/day	
	4x2 Cargo Pickup (1 T and over) ¹	\$32/day	
	4x2 Cargo Pickup or Van ($\frac{1}{2}$ - $\frac{3}{4}$ T) ¹	\$15/day	
	Sedan or station wagon ¹	\$9/day	
	4x4 Truck, service/shop	\$39/hour	\$312
	4x2 Truck Stake Bed 1T with bumper hitch	\$39/hour	\$312
	Truck Tractor; without trailer, gas, or diesel	\$73/hour	\$584
	Trailer, Semi ²	\$7/hour	\$85
	Pump, portable; gear high speed centrifugal, or multi-staged centrifugal; 75 psi or greater capacity	\$137/day	
	Pump, portable; diaphragm or low pressure centrifugal; less than 75 psi capacity.	\$116/day	
	ATV	\$15/day	
Gooseneck Trailer, 24'	\$30/day		

¹ Rates are estimates for cost purposes; actual agency expense will be charged for vehicle use.

² If incident chooses to keep the trailer, a daily rate of \$85 will apply.

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COLORADO

COLORADO STATE FOREST SERVICE (CSFS)

Jeff J. Jahnke, Director/State Forester
Building 1050, 5060 Campus Delivery
Fort Collins, Colorado 80523-5060
(970) 491-6303 (office)
(970) 491-7736 (Fax)

ALAMOSA DISTRICT
Colorado State Forest Service
P.O. Box 1137
129A Santa Fe
Alamosa, CO 81101-1137
(719) 587-0915

FORT COLLINS DISTRICT
Colorado State Forest Service
Building 1052
5075 Campus Delivery
Colorado State University
Fort Collins, CO 80523-5075
(970) 491-8660

GRANBY DISTRICT
Colorado State Forest Service
P.O. Box 69
201 E Jasper Ave.
Granby, CO 80446-0069
(970) 887-3121

LA VETA DISTRICT
Colorado State Forest Service
P.O. Box 81
Moore & Poplar Streets
La Veta, CO 81055-0081
(719) 742-3588

BOULDER DISTRICT
Colorado State Forest Service
5625 Ute Highway
Longmont, CO 80503-9130
(303) 823-5774

FORT MORGAN DISTRICT
Colorado State Forest Service
801 East Burlington
Fort Morgan, CO 80701-3638
(970) 867-5610

GRAND JUNCTION DISTRICT
Colorado State Forest Service
State Services Building
222 South 6th Street, Room 416
Grand Junction, CO 81501-2771
(970) 248-7325

MONTROSE DISTRICT
Colorado State Forest Service
102 Par Place, Suite 1
Montrose, CO 81401-4196
(970) 249-9051

CANON CITY DISTRICT
Colorado State Forest Service
515 McDaniel Blvd., Industrial Park
Canon City, CO 81212-4164
(719) 275-6865

FRANKTOWN DISTRICT
Colorado State Forest Service
P.O. Box 485
2068 North State Highway 83
Franktown, CO 80116-0485
(303) 660-9625

GUNNISON DISTRICT
Colorado State Forest Service
P.O. Box 1390
MMRC, 106 Maintenance Dr.
Gunnison, CO 81230-1390
(970) 641-6852

SALIDA DISTRICT
Colorado State Forest Service
7980 West Highway 50
Salida, CO 81201-9571
(719) 539-2579

DURANGO DISTRICT
Colorado State Forest Service
FLC 7233, 1000 Rim Drive
Fort Lewis College Campus
Durango, CO 81301-3908
(970) 247-5250

GOLDEN DISTRICT
Colorado State Forest Service
1504 Quaker Street
Golden, CO 80401-2956
(303) 279-9757

LA JUNTA DISTRICT
Colorado State Forest Service
208 Santa Fe Ave., Suite 21
La Junta, CO 81050-0977
(719) 384-9087

STEAMBOAT SPRINGS
DISTRICT
Colorado State Forest Service
P.O. Box 773657
1475 Pine Grove Rd., Suite 201A
Steamboat Springs, CO 80477-
3657
(970) 879-0475

WOODLAND PARK DISTRICT
Colorado State Forest Service
P.O. Box 9024
113 South Boundary
Woodland Park, CO 80866-9024
(719) 687-2951

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51.2 – Exhibit 02

IDAHO
IDAHO DEPARTMENT OF LANDS

The Idaho Department of Lands (IDL) utilizes the standard forms contained in the Interagency Incident Business Management Handbook (IIBMH). In cases where IDL policy varies from those established in the IIBMH, the policies summarized below shall be followed. 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 extended dispatch personnel assisting on incidents under the jurisdiction of IDL. The IBOG, and additional resources, may be found on the Fire Management link on the IDL public web page available at <http://www.idl.idaho.gov/index.htm>.

For further information, contact:

Ken Homik
Fire Business Program Manager
208-666-8648

Or

Debbie Godfrey
Financial Technician
208-666-8639

At

Bureau of Fire Management
3284 West Industrial Loop
Coeur d'Alene, ID 83815
Phone 208-769-1525
Fax 208-769-1524

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
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CHAPTER 50 – INTERAGENCY COOPERATIVE RELATIONS**

51.2 - Exhibit 02--Continued

IDAHO
IDAHO DEPARTMENT OF LANDS (IDL)

1. PERSONNEL

A. Employment of Casual Employees

IDL forest protective districts and supervisory areas are generally responsible for hiring casuals and processing all necessary paperwork. The IMT may also sign up local resources as casuals to meet existing needs. For details and the required hiring forms, see the Idaho Department of Lands Incident Business Operating Guide.

B. Specialized Personnel

1. Fire Service Organizations

It is the IDLs' responsibility to be the single hiring point for equipment and personnel obtained from Fire Service Organizations (FSOs). The only exception is local initial attack mutual assistance agreements. For details, see the Idaho Fire Service Organization Rate Book available on the Fire Management page of the IDL public web page.

2. Idaho Department of Correction

Idaho Department of Correction (IDOC) resources may be used on any wildland fire incident. IDOC resources are made available through IDL. The following resources are available by institution:

- St. Anthony Work Center (SAWC) - Two Type 2 crews, one ten-person camp crew, and one food unit catering trailer staffed with a crew of six inmates.
- South Idaho Correctional Institution (SICI) - One to two Type 2 crews.
- Idaho Correctional Institution - Orofino (ICIO) - Four Type 2 crews.

All IDOC costs in support of other agencies, will be paid through IDL.

Specific direction regarding the use of these resources can be found in the Operating and Financial Plan between the Idaho Department of Correction and Idaho Department of Lands available on the Fire Management page of the IDL public web page.

C. Compensation for Injury/Agency Provided Medical Care (APMC)

IDL follows APMC guidelines as defined in the IIBMH, Chapter 10, Section 15.2-2.

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IDAHO

IDAHO DEPARTMENT OF LANDS (IDL)

D. Injury/Illness Reporting Procedure for an IDL Employee

When an injury/illness occurs to an IDL employee, one of the following procedures will be followed:

1. While on an incident under IDL jurisdiction, the Supervisor's Accident Report, SIF17-82, should be filled out as soon as possible following an injury/illness. This is an Idaho state form and is the preferred form of documentation when injuries/illnesses occur to state employees while conducting official business. The Supervisor's Accident Report is available online from the Idaho State Insurance Fund at <http://www.idahosif.org/forms/SAR%20Form.pdf>.
2. On an incident managed by an IMT, or while working for another jurisdiction, a Report of Traumatic Injury and Claim for Continuation of Pay/Compensation, CA-1, or a Notice of Occupational Disease and Claim for Compensation, CA-2, are acceptable forms and may be used in place of the Supervisor's Accident Report. Completion of the Supervisor's Accident Report is not required upon return to the home unit as the CA-1 and 2 forms contain all the necessary information.
3. If the injury/illness cannot utilize APMC, the injury/illness will need to be reported to the Idaho State Insurance Fund, Workers Compensation. The Workers Compensation - First Report of Injury or Illness, SIF 02/01E, is the required documentation to initiate a claim for an injury/illness. The form will be completed and submitted to the State Insurance Fund by the home unit within ten days of the occurrence of an injury or occupational disease. IMT personnel are asked to facilitate communication with the home unit but are not responsible for initiating a claim.

The injury/illness is required to be reported to the Idaho State Insurance Fund when any of the following conditions are met:

- a. A work-related injury results in the need for medical treatment by an attending physician following release from the incident.
- b. A worker has missed more than one day of work as the result of a work-related injury.
- c. If initial treatment by a medical provider occurs after the date of injury.

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- d. Whenever an injured worker requests to file a claim under Idaho Workers' Compensation regardless of circumstances.

2. ACQUISITION

A. Emergency Equipment Rental Agreements

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

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

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

On state fires, agreements initiated by IDL personnel (or by personnel representing IDL) do not have to be countersigned by Contracting Officers or Procurement Unit Leaders working for a federal agency.

If the IMT elects to retain equipment that meets their needs, and it is already on the fire, an order will be placed with Expanded Dispatch (with a notation that the equipment is already on the fire). The procurement personnel will execute an EERA, ensure inspections are complete, and that Emergency Equipment Shift Tickets are up-to-date. Immediately after completing the paperwork, the IMT will send the completed EERAs to the host agency, who will forward the completed package to the Bureau of Fire Management for prompt

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processing. Any EERAs used on IDL fires will have the new EERA clauses found on the NWCG web site attached to the EERA.

B. Local Procurements/Contracts

Upon arrival at an IDL incident, the finance section will be given a list of local vendors and resources that may be used in support of the incident. The following may be included in these lists:

- a. Preseason agreements in place with restaurants throughout the state. Use of the preprinted Restaurant and Lodging Authorization Forms, which can be obtained through the local Area office, is required.
- b. Procurement contacts for the Idaho Department of Lands.
- c. Preseason Emergency Equipment Rental Agreements.
- d. Any preseason land use agreements and cooperative fire agreements on request.

C. Buying Team Procedures

Procurement decisions should be based on sound judgment considering cost and the most expeditious source of supply to meet the needs of the suppression effort. IDL has flexibility in its procurement methods and is not bound by federal competitive solicitations. However, federal contracts should be used when most advantageous in meeting suppression objectives. Additional information regarding buying team procedures can be found in the IBOG.

D. State-Owned Vehicles and Equipment

A daily rate or a mileage rate will be used for state-owned vehicles and equipment. The appropriate mileage rate will be used when the vehicle or equipment is used for transportation of personnel and equipment only. Due to extreme use conditions and additional wear and tear on equipment in fire suppression activities, an hourly rate will be used during all fire suppression operations.

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3. Claims

Settlements arising under the jurisdiction of the State of Idaho can be negotiated by the incident Line Officer (Area Manager) up to \$2,500. Settlements exceeding \$2,500 must be referred to the Bureau of Fire Management.

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51.2 - Exhibit 03

NEVADA

NEVADA DIVISION OF FORESTRY (NDF)

This information is provided in summary and is a general outline for the State of Nevada, NDF incidents or employees. For further information contact the Fire Business Manager in Carson City, Nevada at (775) 684-2522 or (775) 443-7740.

The Annual Operating Plan between the Nevada Division of Forestry and the federal wildland fire agencies specifies the billing and payment documentation requirements.

The Nevada Division of Forestry (NDF) uses all Incident Command System (ICS) forms, the same as in the Interagency Incident Business Management Handbook and finance kits. NDF uses the same Administratively Determined (AD) rates adopted by federal agencies when hiring casual firefighters and the AD rates used by the Rocky Mountain/Great Basin geographic areas.

Nevada Division of Forestry Jurisdiction

The Nevada Division of Forestry is charged with the protection of state and private property, including structures, from fire and other threats by Nevada Revised Statutes and through county fire districts in the following counties: Carson, Clark, Elko, Eureka, and Storey.

Personnel Timekeeping

NDF employees complete the NDF Emergency Response Report (ERR) for submittal with time sheets and the Incident Report. NDF employees will also complete the Emergency Firefighter Time Report, OF-288, as described in the Interagency Incident Business Management Handbook. Discrepancies may exist between the two time reporting forms due to specific time reporting requirements of some state positions, such as Conservation Crew Supervisors and 24-hr shift firefighters. There may also be times when there are discrepancies in meal time reporting between the employee's ERR and the OF-288. These are due to state reporting procedures.

Emergency Firefighters (EFF) are the NDF equivalent of casual employees. Emergency firefighters must complete an Emergency Firefighter Employment Agreement, I-9 Employment Eligibility Verification and W4 form prior to being hired. The agreement contains acknowledgment of a Fair Labor Standards Act (FLSA) exemption which must be explained to the EFF. Emergency Firefighters are paid through the Purchase Order System. Emergency firefighter time is tracked by the assigned supervisor or regional accounting personnel. Time must be recorded on an NDF ERR and the federal Emergency Firefighter Time Report, OF-288. EFF employees are assigned an AD rate commensurate with the complexity of the job, position or task assigned.

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NEVADA

NEVADA DIVISION OF FORESTRY (NDF)

Nevada Division of Forestry employees do not receive hazard pay for fire fighting with two exceptions: 1) when personnel work more than 16 feet above the ground, or floor; and 2) for time spent in single engine aircraft or helicopters, when not part of their regular job.

State employees receive shift differential if they work a qualifying shift. As used in this section, "qualifying shift" means a scheduled work period of at least 8 hours, of which 4 hours must fall within the hours from 6:00 p.m. to 7:00 a.m. This is noted on the employees ERR and is not required to be noted on the Emergency Firefighter Time Report. Emergency firefighters are not eligible for shift differential.

Emergency firefighters are eligible for overtime for those hours worked which are in excess of 53 hours in a 7-day work period. State employees work a wide variety of shifts. Overtime regulations are based on FLSA and occupational class contracts. NDF employees receive paid standby for every non-working hour while in a fire camp setting. Standby is reported on the employees ERR and does not need to be noted on the OF-288. NDF Headquarters may on a case-by-case basis approve 24-hour pay for NDF employees and Correctional Officers where incidents cannot provide reasonable "off shift" accommodations within a reasonable timeframe.

Travel does not need to be separated from working time; however, in the interest of consistent timekeeping, if the timekeeper wishes to use the "T" in the hours block, it is acceptable.

State of Nevada employees may purchase from commissary on a cash-only basis. Payroll deductions are not allowed.

Crew Time Report SF-261

Crew Time Report is used in the same manner as described in this handbook with the following additions. Inmates assigned to crews are paid by the Division of Forestry portal to portal, although only actual line time is reported on the Crew Time Report. An Inmate Crew Time Report must be completed and submitted to the Regional Office at completion of the incident.

Procurement

Generally NDF will operate within the guidelines identified in this handbook. However, Nevada Division of Forestry procurement procedures differ significantly from the federal procurement system. Authorized employees may utilize Emergency Purchase Orders to obtain a wide variety of equipment, services, and supplies as outlined in NDF Policy and Procedures and the State Administrative Manual.

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NEVADA DIVISION OF FORESTRY (NDF)

The Administrative Services Officer (ASO) IV may assign an Incident Business Advisor for complex, multi-agency, and/or Type I incidents within NDF jurisdiction. Contact the ASO IV at (775) 684-2522.

During the time period in which there is an imminent threat to Nevada citizens, visitors, livestock, property, or structures, normal State procurement requirements are temporarily waived and emergency purchase orders (as documented on the emergency purchase order log) may be utilized for immediate fire suppression and protection purposes. Immediately upon recognition that the imminent threat no longer exists, all state procurement requirements contained within the State Administrative Manual, the NDF Fire/Emergency Incident Business Manual, and the Nevada Division of Forestry Policy/Procedure manual, must be adhered to.

Fire Service Organizations, City/County/Volunteer Fire Departments

The Nevada Division of Forestry is the single hiring point for Local Government Fire Service Organizations (FSO) pursuant to the Cooperative Wildland Fire Protection Agreement. All FSO “Assistance-by-Hire” beyond the base of operation contained within a local agreement shall be through the State as the designated single point of contact for local government resource mobilization. For further information contact the Fire Mobilization Coordinator in Carson City, Nevada at (775) 684-2516 or (775) 720-2401. Volunteer Fire Departments are paid a minimum call-out charge of two hours, and a per hour charge for each hour after two hours for each incident call. Volunteer firefighters are paid when called out of their home districts, and may be hired as ADs after eight (8) hours on an incident within their home districts.

State Owned Vehicles and Equipment

When state-owned vehicles and equipment are used on incidents with state or federal jurisdiction, do not initiate Emergency Equipment Rental Agreements.

Emergency Equipment Rental Agreement, OF-294

Equipment used by NDF is usually signed up preseason by the local BLM and/or Forest Service field office and those agreements are included in the service and supply plan. A copy of the service and supply plan may be obtained from the local Dispatch Center, the BLM or Forest Service office or from the Administrative Service Officer at NDF. In the event equipment does not have a preseason agreement, follow procedures in the IIBMH and the geographic supplements to Chapter 20. NDF fiscal staff can execute Emergency Equipment Rental Agreements (EERA) OF-294s for state jurisdiction fires.

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NEVADA
NEVADA DIVISION OF FORESTRY (NDF)

State Fires

Copies of all paperwork including backup documentation sufficient to tie each expenditure to the incident, should be submitted to Nevada Division of Forestry at the address listed at the end of this section. This paperwork should include EERAs (OF-294), Emergency Equipment Use Invoice (OF-286), Emergency Shift Tickets (OF-297), Vehicle/Heavy Equipment Inspection Checklist (OF-296) and the Emergency Fuel and Oil Issue (OF-304).

Agreements initiated by NDF fiscal personnel do not need to be countersigned by Contracting Officers or Procurement Unit Leaders working for a federal agency.

The State receives its procurement authority from State laws, and is, therefore, not subject to Federal procurement laws. Whenever the State is responsible for the management of an incident (including an incident within the direct protection area of a Federal Agency) the State will comply with State laws and regulations covering procurement. Use the address listed at the end of this section on all paperwork.

Use the Employer Identification Number or the Social Security Number in the Contract block. This number **MUST** be filled in. A signed W-9, Request for Taxpayer Identification Number and Certification, must be completed and attached to the agreement. Payment cannot be made without a completed W-9.

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

Workers Compensation

The State of Nevada carries Workers Compensation insurance coverage for all State of Nevada employees, emergency firefighters (casuals) hired by NDF, inmates working on wildland fire suppression crews, and volunteer firemen from those Volunteer Fire Departments located in fire protection districts administered by the Nevada Division of Forestry.

If an injury or occupational disease (OD) arises out of, or during, the course of employment, the employee, volunteer, inmate/inmate's crew supervisor or emergency firefighter must provide written notice to the employer as soon as practicable, but not later than seven (7) days after the accident or date

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of the OD. A “Notice of Injury or Occupational Disease Incident Report” (form C-1) must be completed by the injured worker and signed by his/her supervisor. Distribution of the form is noted on the form.

The Supervisor’s Accident Investigation needs to be completed (immediately, if possible, but not later than 48 hours). Obtain written witness statements if applicable. In addition NDF staff must complete the “Employer’s Report of Industrial Injury or Occupational Disease” (form C-3) at the time the employee completes a C-1 form and submit all paperwork (form C-1, C-3 & Investigative Report) to the State Office in Carson City.

If medical treatment is sought, and the injury occurs on a fire in the State of Nevada, a “Claim for Compensation” (form C-4) will be available at the place of the initial treatment. The injured employee, volunteer, crew supervisor of an inmate, or the emergency fire fighter must file a completed “Claim for Compensation” (form C-4) within 90 days after an accident. The treating physician or chiropractor must complete the “Claim for Compensation” form within three (3) working days after the treatment and mail the completed form (employer’s copy) to NDF at the address listed above, and mail a copy of the Nevada Administrators Workers’ Compensation Third Party Administrators to the address listed on the C-4 form.

These forms may be obtained at <http://risk.state.nv.us> or from the NDF State Office in Carson City.

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51.2 - Exhibit 04

SOUTH DAKOTA

SD WILDLAND FIRE SUPPRESSION DIVISION (SD WFS)

SD WFS 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 State Wide Annual Operating Plan for the Division of Wildland Fire Suppression. The AOP covers information helpful to IMT's managing fires in South Dakota and instances where South Dakota resources are ordered for out of state assignments. Information contained herein is organized by IIBMH chapters and other reference documents are cited. For further information, contact Brenda Even, Fire Business Accountant in Rapid City, SD at 605-393-8115, FAX: 605-393-8044.

SD WFS uses all Incident Command System (ICS) forms, the same as in the Interagency Incident Business Management Handbook and in the finance kits. With the exception being the Crew Time Report and Equipment Shift Tickets, we have developed a Crew Time Report to contain personnel and equipment in one form. As seen in Exhibit 04A.

State and Cooperator Personnel (Ref: Chapter 10 Section 11-14 IIBMH)

1. Emergency Fire Fighters and Casuals: SD WFS does hire casual and emergency fire fighters under any AD payment plan, as call when needed seasonal employees. Employees are hired under their agency specific pay plans. Cooperator / Fire Department Personnel who fill overhead positions on incidents are paid under the AD Pay Plan, per their agreement with the state.
2. Length of Assignment: SDWFS employees are authorized administrative days off based on length of assignment which will be charged to the incident, with a letter of authorization.
3. Pay Plans: State employees costs are reimbursed based on their wage and benefits. ISuite Rocky Basin rate table reflects these rates as a Rocky Basin median cost and include premium pay, subsistence and ground travel costs. Cooperators are reimbursed based on their cooperative agreements with SDWFS. Cooperators should provide a copy of their rate agreement.
4. Personnel Time Keeping: All personnel time will be documented on the SDWFS Crew Time Report (AG-DCF100/95) and Emergency Firefighter Time Report (OF-288). Original documents, including the white copy of the CTR, are given to State employees and cooperators at time of Demobilization.
5. Hazard Pay: SDWFS employees and cooperators are not entitled to hazard pay as per State policy.

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SOUTH DAKOTA

SD WILDLAND FIRE SUPPRESSION DIVISION (SD WFS)

6. Commissary: State Employees and cooperators are allowed payroll deduction for commissary, if the latter is not an option. Cash and personal credit card may be used and is the preferred method of payment.

Compensation Injury and Illness (Ref: Chapter 10 Section 15 IIBMH)

1. APMC: The State is not authorized to provide APMC on State jurisdictional fires. State employees and cooperators may receive APMC on other jurisdictional fires under guidelines in the IIBMH and will also file appropriate State Worker Compensation insurance forms.
2. Worker Compensation Insurance: State employees are covered for work related injuries or illness under the SD Workers Compensation Program (WCP). If a state employee is injured or contract a disease as a result of and/or in the course of your employment, you must report it as soon as possible. Within three business days of occurrence, you must report in writing the circumstance of the injury or disease to your supervisor as well as to the person responsible for filing the Employer's First Report of Injury. Then, within seven days, not counting Sundays and legal holidays, after the employer has knowledge of the occurrence of an injury, the Employer's First Report of Injury must be filed with the Workers' Compensation Program at the Bureau of Personnel. Failure by the employee to file the claim on time may result in denial of the claim. You should keep in contact with your personnel representative to ensure a claim is properly filed. Federal CA forms can be used, as documentation for State employees and cooperators, too take back to their home unit.
3. Cooperator Coverage. State Cooperators are covered under the SD State Worker Compensation Program when responding to incidents within South Dakota. They are required to carry workers compensation insurance on all employees and volunteers, for coverage on out of state assignments. A plan contact person or appropriate forms, will be provided.

Travel (Ref: Chapter 10 Section 16 IIBMH).

1. Per Diem: Employees and cooperators are self-supporting. The State follows the IIBMH definition for incident provided meals and lodging. When not provided by the incident, reimbursement for food and lodging is based on State travel policy or as specified in cooperator agreements. Bear Mountain and Black Hat Hand crews are not self-supporting at this time.

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51.2 - Exhibit 04--Continued

SOUTH DAKOTA

SD WILDLAND FIRE SUPPRESSION DIVISION (SD WFS)

2. State Car Rental: State Vehicle Rental Agreements provide for damage and liability coverage when the terms and conditions of the agreement are followed, (e.g., operating the vehicle on paved, graded state or professionally maintained roads.) If the incident assignment requires operation of the vehicle outside these parameters, the rental vehicle will be covered by the State's Risk Management Division.

Acquisition (Ref: Chapter 20 IIBMH)

1. Procurement Authority: The State receives its procurement authority from state laws, and is, therefore, not subject to Federal procurement laws.
2. Local Procurement/Contracts: SDWFS has established some pre-season equipment or service contracts. These can be found in the local service and supply plan.
 - a. SD State Purchasing Division has competitively bid State Wide product and service contracts. These are commonly ordered products and services used for all State business. SDWFS would be the purchaser if these State Purchasing Contracts are used to guarantee pricing and proper documentation.
 - b. Agreements initiated by SDWFS do not have to be countersigned by federal Contracting Officers or Procurement Leaders when the State is the payment agency.
 - c. Agreements initiated by federal agencies do not have to be countersigned by State Contracting Officers or Procurement Leaders when the State is the payment agency.
 - d. Procurement on Multi-jurisdictional Fires: The State can procure or establish agreements for equipment either pre-season or at the incident without federal counter signature provided that the State is the payment office for agreements executed by SDWFS. The following is the SDWFS payment address:

SD Wildland Fire Suppression
4250 Fire Station Road
Suite #2
Rapid City, South Dakota 57703

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SOUTH DAKOTA

SD WILDLAND FIRE SUPPRESSION DIVISION (SD WFS)

3. Land and Facility Use Agreement Form. SD WFS will use a LUA form that complies with State Purchasing policy and State law. SD WFS has agreed to facilitate and execute Land and Facility Use Agreements for multi-jurisdictional fires in SD, if a Federal contracting officer is not available. These agreements may be counter signed by a federal contracting officer with appropriate FAR clauses.
4. Federal Competitive Bids. Equipment that has been competitively bid through the federal contracting process may be procured through usual dispatch procedures on State hosted fires.
5. State Owned Vehicles and Equipment: Vehicle rates include operating supplies (wet) and general maintenance. Normal maintenance and repairs are covered by State Fleet & Travel Management Service contracts, for all State owned vehicles (excluding added equipment). The State is self-insured through SD Office of Risk Management.
 - a. Invoices are required, and should not be processed at the incident, for equipment with hourly and daily rates. Equipment use will be documented in block 8 of the SDWFS Crew Time Report (AG-DCF100/95).
 - b. State vehicles working under a mileage rate for agency overhead and crew transport will document use on State Fleet & Travel Management forms.
6. Cooperator Equipment. SDWFS is the single hiring point for Local Government Fire Service Organizations. Cooperators are signed up through the SD Wildland Fire Suppression Agreement and follow operating guidelines as specified within the agreement.
 - a. Cooperators are required to carry a copy of their fire suppression agreement. Rates are considered “wet” and include personnel costs at a minimum staffing level. Changes in staffing levels affect the equipment rate.
 - b. Equipment time for Cooperators will be recorded using the SDWFS Crew Time Report (AG-DCF100/95) form. An invoice, OF-286 may be generated at the incident but is not required for payment. Original documents (OF-286 and white copy of CTR) are given to the cooperator at time of demobilization.
 - c. Cooperators submit an invoice to SDWFS with the original incident documents. Incident billings will be submitted by SDWFS to the appropriate payment agency.

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**SOUTH DAKOTA
 SD WILDLAND FIRE SUPPRESSION DIVISION (SD WFS)**

7. County Owned Equipment. County equipment and services may have established County use rates. Contact the State Area Manager or Fire Warden for rate schedules when using County equipment. SDWFS Crew Time Report (AG-DCF100/95) is required to document use. The original OF-297 will be given to the operator or Fire Warden at the time of demobilization. The County will bill SDWFS for reimbursement through County Agreements with SDWFS. Incident billings will be submitted by SDWFS to the appropriate payment agency.

Equipment Rates & Specifications

ENGINE TYPES:

Minimum Standards by Type

Requirements	Engine Type							
	Structure		Wildland					
	1	2	3	4	5	6	7	9*
Tank minimum capacity (gal)	300	300	500	750	400	150	50	50
Pump minimum flow (gpm)	1000	500	150	50	50	50	10	6
@ rated pressure (psi)	150	150	250	100	100	100	100	100
Hose 2½"	1200	1000	-	-	-	-	-	-
1½"	500	500	1000	300	300	300	-	100
1"	-	-	500	300	300	300	200	½"
Ladders per NFPA1901****	Yes	Yes	-	-	-	-	-	-
Master stream 500 gpm min.	Yes	-	-	-	-	-	-	-
Pump and roll	-	-	Yes	Yes	Yes	Yes	Yes	Yes
Maximum GVWR (lbs)	-	-	-	-	26,000	19,500	14,000	
Personnel (min)	4**	3	3	3	3	3	3	3

*- State standard not NWCG requirement

** - In-State standard is 4 personnel (Out-of-State requires 4 personnel)

**** - In-State standard is 20 feet of ladder (Out-of-State requires 48 feet)

Common additional needs. Requested as needed.

- All wheel drive
- High pressure pump (250 psi @ ½ flow of Type)
- Foam Proportioner
- Compressed air foam system (CAFS) with minimum 40 cfm compressor
- Additional personnel

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**SOUTH DAKOTA
 SD WILDLAND FIRE SUPPRESSION DIVISION (SD WFS)**

WATER TENDER TYPES:

Minimum Standards by Type

Requirements	Water Tender Type						
	Support			Tactical		State Standard	
	S1	S2	S3	T1	T2	4*	5*
Tank capacity (gal)	4000	2500	1000	2000	1000	400+	400+
Pump minimum flow(gpm) @ rated pressure (psi)	300	200	200	250	250	80+	---
Max. refill time (minutes)	50	50	50	150	150	---	---
Pump and roll	30	20	15	---	---	---	---
Personnel (min)	---	---	---	Yes	Yes		
	1	1	1	2	2		

* - State standard not NWCG requirements

- All types shall meet federal, state and agency requirements for motor vehicle safety standards, including all gross vehicle weight ratings when fully loaded.
- Type 3 engines and tactical water tenders shall be equipped with a foam proportioner system.
- All water tenders and engine types 3 through 6 shall be able to prime and pump water from a 10 foot lift.
- Personnel shall meet the qualification requirements of NWCG *Wildland Fire Qualification System Guide*, PMS 310-1.
 - Water tenders must carry appropriate hose, clamps, adapters, and tools to be able to fill engines and or portable tanks. Tenders must also carry a minimum of one shovel and one pulaski. Tenders participating in out of state dispatches must meet minimum federal guidelines for equipment and accessories.
- General specification for Engines and Tenders:
 - Larger diameter hose may be substituted for smaller hose to achieve total needed length.
 - Hose size is hose coupler size.
 - Engines must carry fittings to connect all hose on the apparatus.
- Ordered Structural Fire Engines - Any engine specifically ordered for the purpose of providing structural fire protection should have the basic gear and safety equipment required by structural fire fighting standards. Each engine must have, at a minimum, the following items for personnel:
 - NFPA approved protective clothing for structural fire fighting.
 - NFPA approved protective hoods.
 - NFPA approved gloves for structural fire fighting.

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SOUTH DAKOTA

SD WILDLAND FIRE SUPPRESSION DIVISION (SD WFS)

- NFPA approved helmets for structural fire fighting.
- NFPA approved SCBA's; for structural fire fighting.
- NFPA approved footwear for structural fire fighting.
 - 400 ft of 1 ½ “ single jacket wildland hose.
 - 200 ft of 1” single jacket wildland hose.
 - 2 – Shovels: 1 – Mc Leod, 1 – Pulaski
 - The following appliances: 2 – 1 ½ “ to 1” Forestry “T’s”, 2 – Reducers
 - NST – 1 ½ “ to 1”.
 - 2 – 1 ½ “ – 40 GPM nozzles.
 - 2 – 1” – 20 GPM nozzles.
 - 2 – Forestry clamps for single jacket wildland hose.
 - Fire shelters for all engine crew members.
 - Wildland fire personal protective equipment for all engine crew members.

Equipment Rates: The rates for the Engine Types 1-6 and Water Tender Types 1-3, are listed below and can be found on the SD Wildland Fire Suppression Website, under Fire Business. The Fire Department Personnel should be carrying a copy of their South Dakota State Agreement with them. If they don't have it the information can be obtained from the SD Wildland Fire Suppression, Fire Business Accountant/Sr. Accountant or by accessing SD Wildland Fire Suppressions Web Page, in the Fire Business portion. The URL is: <http://sdda.sd.gov/wfs/division/firebusiness>.

Compressed Air Foam System (CAFS) - Add \$20.00/hr to the engine rate listed below for any engine equipped with a Compressed Air Foam System (CAFS) to cover the cost of foam based on an application rate of three tenths of one percent @ 25 gpm and additional equipment, the CAFS unit does not have to be ordered. The approving agency will replace any foam used at an approved rate of more than three tenths of one percent.

Fire Gel or Class A Foam used on wildfires within the state will be replaced on the fire. If the supply unit does not stock gel or class A foam, then the contractor can request replacement through the State supply cache or bill the State for the gel or foam used.

Additional Equipment Rates:

Type 1 Engines (structural)**	\$170.00/hr w/4 personnel
Type 2 Engines (structural)**	\$150.00/hr 3/personnel
Type 3 Engines**	\$145.00/hr 3/personnel
Type 4 Engines**	\$145.00/hr 3/personnel
Type 5 Engines**	\$140.00/hr 3/personnel

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SOUTH DAKOTA

SD WILDLAND FIRE SUPPRESSION DIVISION (SD WFS)

Type 6 Engines**	\$140.00/hr 3/personnel
Type 7 Engines**	\$87.80/hr w 3/personnel
Type 9 Engines**	\$72.80/hr w/3 personnel
Type 1 Tactical Water Tender **	\$155.00/hr w/2 personnel
Type 2 Tactical Water Tender**	\$140.00/hr w/2 personnel
Type 3 Tactical Water Tender**	\$120.00/hr w/2 personnel
Type 4 Tactical Water Tender**	\$58.28/hr w/2 personnel
Type 5 Tactical Water Tender **	\$42.68/hr w/2 personnel
Power Saws	\$5.00/hour for first 2 hrs. then a flat rate of \$35.00/maximum, until end of shift

Portable Pumps (inc. suction hose, screen & 100 foot hose & nozzle)	
0-200 gpm	\$30.00/day
200+gpm	\$40.00/day

Portable Tanks	
Under 1500 gal.	\$20.00/day
1501 gal +	\$25.00/day
Portable Foam Injection Equipment	\$5.00/hour – first 2 hours by request only \$35.00 Flat Rate max. until end of shift

Crew Rotation Vehicle \$0.485/mile mileage to and from fire only

Strike Team Leader & Division/Group Supervisor Vehicle \$57.00/day plus \$.485/mile (radio equipped)

1. Water Tenders used in a non-tactical or a support role will receive a decrease of \$25.00 per hour. The minimum manning level is one person.
2. Engines and Water Tenders assisting with Severity and Prescribed Fire Assignments, hourly rate is decreased by 25%.
3. When staffing levels of Engines and Water Tenders do not meet the required manning levels, they will receive a decrease of \$25.00 per hour.

Department of Ag's website is <http://sdda.sd.gov/wfs/division/firebusiness>.

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**SOUTH DAKOTA
 SD WILDLAND FIRE SUPPRESSION DIVISION (SD WFS)**

RESOURCE	RATE
Road Grader (Patrol)	\$68.00/Hour
ATV (Hot Springs)	\$40.00/Day
ATV (Rapid City)	\$40.00/Day
ATV (Resource Center)	\$40.00/Day
Floatable Pump (200 GPM)	\$30.00/Day
Tractor w/ Lowboy	\$6.12/Mile
Mobile Cache	\$6.24/mile + \$600/Day
Portable Tank 3000 Gallon (Helicopter Dip Tank)	\$25.00/Day
Dozer	\$90.00/Hour and \$720 Guarantee
10 KW Generator	\$65.00/Day
Engine Type 4 CAFS	\$14.46/Mile plus wages of employees
Engine Type 4	\$10.62/Mile plus wages of employees
Engine Type 6	\$1.84/Mile plus wages of employees
Portable Tank 1500 Gallon	\$20/Day
Cargo Transport Vehicle	\$6.24/Mile
Communications/Command Trailer's	\$50.00/Day
Plans Trailer	\$150.00/Day
Finance Trailer 1	\$75.00/Day
Finance Trailer 2	\$150.00/Day
State Shower Unit	\$1,700 per day plus cost of operator

Property Management (Ref: Chapter 30 IIBMH)

1. Incident Base Security Storage. SDWFS can provide law enforcement through State partners for incident security.
2. Property Accountability Controls. State employees and cooperators' are entitled to re-supply for consumables or agency property damage or loss when properly documented and approved by guidelines in the National Mobilization Guide chapter 20, 23.3.4 Incident Replacement of NFES Items and the IIBMH and any additional IMT / Agency Administrator written direction (Ref: State Annual Operating Plan, Section 5).

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**SOUTH DAKOTA
SD WILDLAND FIRE SUPPRESSION DIVISION (SD WFS)**

Business Coordination (Ref: Chapter 40 IIBMH)

1. Delegation of Authority: A Delegation of Authority is required for all Type I and Type II fires. The jurisdictional Agency Administrator will ensure participation from the state when non-federal lands have burned or are threatened to burn, and will ensure participation from the appropriate federal agencies when federal lands burn or are threatened to burn. Any agencies whose lands have burned or are threatened to burn will participate in preparation of and sign the Delegation of Authority.
2. Incident Business Advisor: A State Incident Business Advisor may be assigned to any State hosted fire or assist when state and private lands have burned on multi-jurisdictional fires.
3. Incident Finance Package (IFP): A full incident documentation package (both planning and finance documents) will be provided for each State jurisdictional fire. Incident Management Record guidelines and IIBMH Chapter 40 guidelines will be followed unless specifically directed otherwise.
4. Buying Team: The State may provide (if available) SDWFS personnel with State issue Visa credit cards and access to State Wide Purchasing Contracts within their purchasing authority.
5. Incident Information Technology – Personally Identifiable Information
 - a. Incidents setup in ISuite will attach and use the Rocky / Great Basin Data Base. This blank DB has updated default rate tables for SD WFS and other Rocky Basin States.
 - b. In accordance with ISuite standard operating procedures, the ISuite database is uploaded to the ISuite repository upon an Incident Management Team's (IMT) demobilization from an incident. If the incident database is not complete, then an interim copy of the database is uploaded to the repository and the master database is transferred to the host agency. The repository file is encrypted and automatically purges Tax ID numbers (TIN) and social security numbers. The database and all backups are then deleted from any team devices. A copy of the database and last back-up file along with the password and administrative account will be provided

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on electronic media and placed in the Finance package given to the hosting agencies.

- c. Finance sections should rarely have SSN's and/or TIN's written down on paper copies. I-SUITE does require this information; however SSN's/TIN's should never be copied and kept in the Finance package. The TIN and SSN's are encrypted in ISuite.

Cooperative Relations (Ref: Chapter 50 Section 51-54; IIBMH)

1. Cooperative Agreements. SDWFS has formal agreements with its working partners. City, county, and rural fire service organizations are considered State resources and are subject to the conditions in the Cooperative Fire Management Agreement and Operating Plans.
 - a. SD National Guard - The Governor of SD must declare a state of emergency before these resources can become available. To insure all necessary steps are met to use these resources, they must be ordered through the SD State Fire Management Officer, Division of Wildland Fire Suppression. Time, for guardsmen will be documented by National Guard Liaison Personnel, who will give daily cost estimates to the Finance Section.
 - b. Department of Corrections (Inmates) - There are approximately 100 trained inmates available for fire duty. Costs involved include: \$2,420 /12 hour shift/20 inmate crew. Guards are paid at regular State salary rates. Transportation, meals, lodging and medical costs incurred as a result of the incident are billed to the incident. Request copy of agreement for specific information.
 - c. County and Local Organizations - Local fire departments / districts that respond to fires outside their area of statutory authority will have an established Wildland Fire Suppression Agreement or County Rangeland Agreement with the Division of Wildland Fire Suppression. Personnel will be required to be certified wildland firefighters and equipment will be inspected to meet NWCG requirements.
2. State Fire Management Assistance (FMAG). In the event a wildland fire threatens a community it is possible to receive financial assistance through a Fire Management Assistance Grant (FMAG) from the Federal Emergency Management Agency (FEMA) to offset the suppression costs to the state and local communities.

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

Accident Reporting (Ref: Chapter 60 IIBMH)

1. Vehicle Accidents – State: SD is self-insured for all motor vehicles and licensed trailers. State equipment rates include insurance coverage through State Division of Risk Management. Accidents need to be reported to the Office of Fleet & Travel Management. There is not a deductible requirement.
2. Vehicle Mounted Auxiliary Equipment: State assets are covered through the State Division of Risk Management.

Claims (Ref: Chapter 70 IIBMH)

1. Contractor Claim Resolution. A federal contracting officer may resolve contractor claims and corresponding payment invoices on State jurisdictional fires. Claims not resolved at the incident will be adjudicated by SDWFS at the State Office Level.
2. State Personal Property Claims. Employee loss or damage of personal items on an incident will be subject to the laws, regulations and rules of the State and may be reimbursable by the protecting agency. Absence of any State forms, a federal employee claim form can be used for documentation and determination of the claim at the employee's home unit.

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SOUTH DAKOTA
SD WILDLAND FIRE SUPPRESSION DIVISION (SD WFS)

3. Land and Facility Use Claims. SDWFS will make claims determination and settle all LUA claims executed by SDWFS.

Cost Accounting (Ref: Chapter 80 IIBMH)

1. Cost Share Agreement. The host Agency Administrator is responsible to initiate a cost share agreement. Include names and contact information of principle authors when using the Cost Share template in the Incident Business Handbook.
2. Black Hat & Bear Mountain Hand Crew State Resources. The Crew Superintendent or Crew Boss will turn in too Finance information on rates for equipment and personnel. They are made up of permanent and part-time state employees.
3. Other State Owned Equipment. Most State fixed assets generate a reimbursable expense to the incident. Rates are established each year based on capital rental fees and operating expenses paid by the State. Rates are published annually in the SD Department of Ag website, under Wildland Fire Suppression, and Fire Business. Rates can, also be found under the Chapter 20 portion of this supplement, for South Dakota.
4. Cooperator equipment. Each participating Fire Service Organization has a signed Fire Suppression agreement with SDWFS. These rates follow the guidelines established in the agreement and below. Cooperators will have a copy of the current rate agreement for the Finance Section.
5. Cost Calculations - Spreadsheet. A spreadsheet for incident cost calculations is available representing estimates for SD and the Rocky Basin.

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**SOUTH DAKOTA
 SD WILDLAND FIRE SUPPRESSION DIVISION (SD WFS)**

Crew Time Report, AS-DCF100/95					
South Dakota			AG-DCF100/96		
FIRE DEPARTMENT CREW/EQUIPMENT TIME REPORT					
CREW NAME (VOL FIRE DEPT)(1)					
FIRE NAME (2)				FIRE NUMBER (3)	
4	5	6	7		
NAME OF EMPLOYEE	CLASSIF- ICATION	DATE		DATE	
		MILITARY TIME		MILITARY TIME	
		ON	OFF	ON	OFF
EQUIPMENT (8)	UNIT (9)	ON	OFF	ON	OFF
OFFICER IN CHARGE (SIGNATURE) (10)			TITLE OF OFFICER IN CHARGE (11)		
NAME (Person Posting to Emergency Time Report)(12)				DATE (13)	

- White Copy - To accompany the fire suppression cost statement to the South Dakota Wildland Fire Suppression Division.**
- Yellow Copy - Retain at the fire scene by agency responsible for the fire (State or Forest Service).**
- Pink Copy - Retain by the Fire Department.**

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UTAH

UTAH DIVISION OF FORESTRY, FIRE AND STATE LANDS (FFSL)

Utah has agency resources and cooperators available for all-risk incidents under the authority and provisions in the Cooperative Fire Management Agreement (CFMA). Information provided is from State Wide Annual Operating Plan for the Division of Forestry Fire & State Lands. The AOP covers information helpful to IMT's managing fires in Utah and instances where Utah resources are ordered for out of state assignments. Information contained herein is organized by IIBMH chapters and other reference documents are cited.

State and Cooperator Personnel (Ref: Chapter 10 Section 11-14 IIBMH)

1. Emergency Fire Fighters and Casuals. Utah does not hire casual and emergency fire fighters under any AD payment plan. Employees and cooperators are hired under their agency specific pay plans or paid by a rate agreement.
2. Length of Assignment. FFSL employees are authorized administrative days off based on length of assignment which will be charged to the incident.
3. Pay Plans. State employee costs are reimbursed based on their wage and benefits. I-Suite Rocky Basin rate table reflects these rates as a Rocky Basin median cost and include premium pay, subsistence and ground travel costs. Cooperators are reimbursed based on their cooperative agreements with FFSL. Cooperators should provide a copy of their rate agreement.
4. Personnel Time Keeping. All personnel time will be documented on the Crew Time Report (SF 261) and Emergency Firefighter Time Report (OF-288). Original documents are given to State employees and cooperators at time of demobilization.
5. Hazard Pay. FFSL employees are entitled to hazard pay as per State policy.
6. Commissary. State employees and cooperators are not allowed payroll deduction for commissary. Cash and personal credit card may be used.

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UTAH

UTAH DIVISION OF FORESTRY, FIRE AND STATE LANDS (FFSL)

Compensation Injury and Illness (Ref: Chapter 10 Section 15 IIBMH)

1. APMC. The State is not authorized to provide APMC on State jurisdictional fires. State employees and cooperators may receive APMC on other jurisdictional fires under guidelines in the IIBMH and will also file appropriate State Worker Compensation insurance forms.
2. Worker Compensation Insurance. State employees are covered for work related injuries or illness under the Workers Compensation Fund of Utah (WCF). Any reported injury or illness to WCF must be accompanied by form: [122 Supervisors First Report of Injury](#). This form will be filled out by the employee's supervisor and submitted to WCF by the home unit. The home unit must receive this form within three (3) calendar days. This form is also used to notify the treating facility of the employee's work related coverage. Federal CA forms should not be used for State employees and cooperators.
3. Cooperator Coverage. State cooperators are required to carry workers compensation insurance on all employees and volunteers. Utah has several Government Associations or Trusts that provide insurance including WCF to the local fire department organizations. A plan contact person or appropriate forms will be provided.

Travel (Ref: Chapter 10 Section 16 IIBMH).

1. Per Diem. Employees and cooperators are self supporting. The State follows the IIBMH definition for incident provided meals and lodging. When not provided by the incident, reimbursement for food and lodging is based on State travel policy or is specified in cooperator agreements.
2. State Car Rental. State vehicle rental agreements provide for damage and liability coverage when the terms and conditions of the agreement are followed, (e.g., operating the vehicle on paved, graded state or professionally maintained roads.) If the incident assignment requires operation of the vehicle outside these parameters, the rental vehicle will be covered by the State's Risk Management Division with a \$500 deductible. The deductible is an eligible expense for reimbursement from the host agency.

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UTAH

UTAH DIVISION OF FORESTRY, FIRE AND STATE LANDS (FFSL)

Acquisition (Ref: Chapter 20 IIBMH)

1. Procurement Authority. The State receives its procurement authority from state laws, and is, therefore, not subject to Federal procurement laws.
2. Local Procurement/Contracts. FFSL has established some pre-season equipment or service contracts. These can be found in the local service and supply plan.
 - a. State Fire Wardens have services and equipment available and listed in County Mobilization Plans. Some listings will have pre-season agreements.
 - b. Utah State Purchasing Division has competitively bid statewide product and service contracts. These are commonly ordered products and services used for all State business. FFSL should be the purchaser if these State Purchasing Contracts are used to guarantee pricing and proper documentation.
 - c. Agreements initiated by FFSL do not have to be countersigned by federal Contracting Officers or Procurement Leaders when the State is the payment agency.
 - d. Procurement on Multi-jurisdictional Fires. The State can procure or establish agreements for equipment either pre-season or at the incident without federal counter signature provided that the State is the payment office for agreements executed by FFSL. The following is the FFSL payment address:

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

3. Land and Facility Use Agreement Form. Utah State will use a LUA form that complies with State Purchasing policy and State law. Utah State has agreed to facilitate and execute Land and Facility Use Agreements for multi-jurisdictional fires in Utah. These agreements may be counter signed by a federal contracting officer with appropriate FAR clauses.
4. Federal Competitive Bids. Equipment that has been competitively bid through the federal contracting process may be procured through usual dispatch procedures on State hosted fires.

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UTAH

UTAH DIVISION OF FORESTRY, FIRE AND STATE LANDS (FFSL)

5. State Owned Vehicles and Equipment. Vehicle rates include operating supplies (wet) and general maintenance. Normal maintenance and repairs are covered by State Fleet Management Service contracts with ARI for all State owned vehicles (excluding added equipment). The State is self insured through Utah Division of Risk Management.
 - a. Invoices are not required and should not be processed at the incident for equipment with hourly and daily rates. Equipment use will be documented in block 11 of the Crew Time Report SF-261.
 - b. State vehicles working under a mileage rate for agency overhead and crew transport will document use on State Fleet Management forms.
6. Cooperator Equipment. FFSL is the single hiring point for Local Government Fire Service Organizations. Cooperators are signed up through a Cooperative Rate Agreement and follow operating guidelines as specified the [Fire Department Manual and Rate Book](#).
 - a. Cooperators are required to carry a copy of their rate agreement. Rates are considered “wet” and include personnel costs at a minimum staffing level. Changes in staffing levels affect the equipment class and /or rate.
 - b. Equipment time for cooperators will be recorded using the Equipment Shift Ticket OF-297. An invoice, OF-286 may be generated at the incident but is not required for payment. Original documents are given to the cooperator at time of demobilization.
 - c. Cooperators submit an invoice to FFSL with the original incident documents. Incident billings will be submitted by FFSL to the appropriate payment agency.
7. County Owned Equipment. County equipment and services may have established County use rates. Contact the State Area Manager or Fire Warden for rate schedules when using County equipment. Equipment Shift Ticket OF-297 is required to document use. The original OF-297 will be given to the operator or Fire Warden at the time of demobilization. The County will bill FFSL for reimbursement through County Agreements with the State Forester. Incident billings will be submitted by FFSL to the appropriate payment agency.

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UTAH

UTAH DIVISION OF FORESTRY, FIRE AND STATE LANDS (FFSL)

Property Management (Ref: Chapter 30 IIBMH)

1. Incident Base Security Storage. FFSL can provide law enforcement through State partners for incident security.
2. Property Accountability Controls. State employees and cooperators are entitled to re-supply for consumables or agency property damage or loss when properly documented and approved by guidelines in the National Mobilization Guide chapter 20, 23.3.4 Incident Replacement of NFES Items and the IIBMH and any additional IMT / Agency Administrator written direction (Ref: State Annual Operating Plan, Section 5).

Business Coordination (Ref: Chapter 40 IIBMH)

1. Delegation of Authority. A DOA is required for all Type I and Type II fires. The jurisdictional Agency Administrator will ensure participation from the state when non-federal lands have burned or are threatened to burn, and will ensure participation from the appropriate federal agencies when federal lands burn or are threatened to burn. Any agencies whose lands have burned or are threatened to burn will participate in preparation of and sign the DOA.
2. Incident Business Advisor. A State IBA may be assigned to any State hosted fire or assist when state and private lands have burned on multi-jurisdictional fires.
3. Incident Finance Package (IFP). A full incident documentation package (both planning and finance documents) will be provided for each State jurisdictional fire. Incident Management Record guidelines and IIBMH Chapter 40 guidelines will be followed unless specifically directed otherwise.
4. Buying Team. The State may provide (if available) FFSL personnel with State issue Visa credit cards and access to State Wide Purchasing Contracts within their purchasing authority.
5. Incident Information Technology – Personally Identifiable Information
 - a. Incidents setup in I-Suite will attach and use the Rocky / Great Basin Data Base. This blank DB has updated default rate tables for Utah and other Rocky Basin States.
 - b. In accordance with I-Suite standard operating procedures, the I-Suite database is uploaded to the I-Suite repository upon an Incident Management Team's (IMT) demobilization from

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UTAH

UTAH DIVISION OF FORESTRY, FIRE AND STATE LANDS (FFSL)

an incident. If the incident database is not complete, then an interim copy of the database is uploaded to the repository and the master database is transferred to the host agency. The repository file is encrypted and automatically purges Tax ID numbers (TIN) and social security numbers. The database and all backups are then deleted from any team devices. A copy of the database and last back-up file along with the password and administrative account will be provided on electronic media and placed in the Finance package given to the hosting agencies.

- c. Finance sections should rarely have SSNs and/or TINs written down on paper copies. I-Suite does require this information; however SSNs/TINs should never be copied and kept in the Finance package. The TIN and SSNs are encrypted in I-Suite.

Cooperative Relations (Ref: Chapter 50 Section 51-54; IIBMH)

1. Cooperative Agreements. FFSL has formal agreements with its working partners. City, county, and rural fire service organizations are considered State resources and are subject to the conditions in the Cooperative Fire Management Agreement and Operating Plans.
 - a. Utah National Guard - The Governor of Utah must declare a state of emergency before these resources can become available. To insure all necessary steps are met to use these resources, they must be ordered through the Utah State Fire Management Officer, Division of Forestry, Fire and State Lands.
 - b. Department of Natural Resource (DNR) Law Enforcement - State agency law enforcement may be made available for incident security needs. Availability of this resource is controlled by the DNR Law Enforcement Coordinator. Orders must be placed through the State Office of Utah Division of Forestry, Fire and State Lands.
 - c. Department of Transportation and Public Safety - The state maintains cooperative agreements with the Department of Transportation for equipment. Orders are placed through the State Forester's Office or orders may be delegated to the local State area representative and are considered State agency equipment.
 - d. County and Local Organizations - Local fire departments / districts that respond to fires outside their area of statutory authority will have an established memorandum of understanding with the Division of Forestry, Fire & State Lands. Personnel will be required to be certified wildland firefighters and equipment will be inspected to meet NWCG requirements.

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e. Documents By Reference – The following documents are available at the [Lone Peak Conservation Center](#) WEB link.

f. http://www.lonepeak.utah.gov/business_mgmt.html

1. Utah Cooperative Fire Management Agreement
2. Utah State Annual Operating Plan
3. Utah Fire Wardens Manual
4. Fire Department Manual and Rate Book (cooperator)
5. County MOU with Utah State Forester (Template)
6. Utah National Guard Agreement
7. Utah Department of Transportation Agreement
8. Utah Incident Business Operating Guidelines
9. Utah State Cost Share Template
10. Rocky Basin Standard Cost Spreadsheet (CH. 80)

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

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

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UTAH DIVISION OF FORESTRY, FIRE AND STATE LANDS (FFSL)

Accident Reporting (Ref: Chapter 60 IIBMH)

1. Vehicle Accidents - State. Utah is self insured for all motor vehicles and licensed trailers. State equipment rates include insurance coverage through State Division of Risk Management. Accidents need to be reported to [State Fleet Services](#). There is a \$500 dollar deductible for vehicles and \$1,000 dollar deductible placed on equipment (e.g. trailers and chippers).
2. Vehicle Mounted Auxiliary Equipment. State assets are covered through the State Division of Risk Management with a \$,000 dollar deductible.

Claims (Ref: Chapter 70 IIBMH)

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

Cost Accounting (Ref: Chapter 80 IIBMH)

1. Cost Share Agreement. The host Agency Administrator is responsible to initiate a cost share agreement. Include names and contact information of principle authors when using the [Utah State Cost Share template](#).
2. Lone Peak State Resources. Rate estimates are listed for [cost estimates](#) in I-Suite or spreadsheet calculations. Rates are expressed as an hourly rate based on Lone Peak final invoices sent to ASC-FS during the 2009 fire season. Rates are **all inclusive** including overtime, hazard pay, equipment charges, per diem and lodging.
3. Other State Owned Equipment. Most State fixed assets generate a reimbursable expense to the incident. Rates are established each year based on capital rental fees and operating expenses paid by the State. Rates are published annually in the [Fire Wardens Manual](#).

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UTAH

UTAH DIVISION OF FORESTRY, FIRE AND STATE LANDS (FFSL)

4. Cooperator equipment. Each participating Fire Service Organization has a signed rate agreement with FFSL. These rates follow the guidelines in the [Fire Department Manual and Rate Book](#). Cooperators will have a copy of the current rate agreement for the Finance Section.
5. Cost Calculations - Spreadsheet. A [spreadsheet](#) for incident cost calculations is available representing estimates for Utah and the Rocky Basin.

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WYOMING

WYOMING STATE FORESTRY DIVISION (WSFD)

This information is provided in summary and will provide a general outline for WSFD procedures that differ from other agencies or the Interagency Incident Business Management Handbook. For further information, contact Lynda Berckefeldt, Fire Business Manager at (Work) 307-777-7300, (Cell) 307-421-0065 Fax 307-777-5986 or Ray Weidenhaft, Assistant State Forester – Fire Management in Cheyenne, WY, 307-777-7586, FAX 307-777-5986.

The WSFD uses all Incident Command System (ICS) forms, the same as in the Interagency Incident Business Management Handbook and in the finance kits. In addition, all state and county resources responding to any incident (private, state, federal) will have a copy of the “Mini Fire Mobilization Plan for Wyoming”, available from WSFD, which contains the established procedures and rates. This information can also be found on the following web site:

<http://slf-web.state.wy.us/ForestryDivision/WildlandFire/miniplan.pdf>

The following additional methods apply when working on state or private land incidents or with state or county resources on federal land incidents.

State and Cooperator Personnel (Ref: Chapter 10 Section 11-14 IIBHM)

1. **Emergency Fire Fighters and Casuals.** Wyoming does not hire casual and emergency fire fighters under any AD payment plan.
2. **Pay Plans.** Rates for volunteer firefighters and support personnel are “FF” rates described in Exhibit F of the “Mini Fire Mobilization Plan”. Rates for state and county employees will be their established rate in effect at the time of the incident.
3. **Personnel Time Keeping.** All personnel time will be documented on the Crew Time Report (SF-261) and Emergency Firefighter Time Report (OF-288). **LEAVE TRAVEL TIME HOME OPEN:** Travel time home will be signed then posted by the county fire warden to the Emergency Fire Fighter time report (OF-288) and submitted along with the Travel CTR for reimbursement. **For billing purposes, the original (Pink) copy and the employee copy of the Emergency Firefighter Time Report (OF-288) will be sent home with federal, state, county, and volunteer firefighters.** The original Emergency Firefighter Time Report (OF-288) should be signed in other than black ink.
4. **Hazard Pay.** State and county resources do not receive hazard pay.

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WYOMING

WYOMING STATE FORESTRY DIVISION (WSFD)

5. **Commissary.** State and county resources may purchase from the commissary. Charges must be recorded on the firefighter time report for payment purposes.

Compensation Injury and Illness (Ref: Chapter 10 Section 15 IIBMH)

1. **Agency Provided Medical Care.** APMC will be provided on state and private land incidents the same as outlined in the Interagency Incident Business Management Handbook. Complete all forms as described in the handbook.
2. **Worker Compensation Insurance.** On state and private land incidents a “Wyoming Report of Occupational Injury or Disease” must be completed on all non-federal personnel. This form can be obtained through the local district forester or county fire warden and it needs to be turned in to the district forester or county warden as soon as possible for further processing. State and county resources are covered by federal agency provided medical care and federal workers compensation while on a federal incident.

Travel (Ref: Chapter 10 Section 16 IIBMH)

1. **Per Diem.** On dispatches, the Wyoming State Travel Policy will be used for travel to and from the incident and when lodging and/or meals are not provided by the incident. Meals provided by the incident, other than those on days departing from or arriving to home unit, will be deducted. First and last days of travel, (leaving from home unit and arriving back at home unit) will be at 75% of the travel rate. Current M&IE rates can be found at <http://www.gsa.gov/>. Motel receipts are required. Exhibit F-1 will be used to verify these expenses.

Acquisition (Ref: Chapter 20 IIBMH)

1. **Procurement Authority.** The State receives its procurement authority from state laws, and is, therefore, not subject to Federal procurement laws.
2. **Emergency Equipment Rental Agreements, OF-294 (EERA).** Only prepare an EERA for equipment not covered in Exhibits C, D & E of the Mini Fire Mobilization Plan when state and county equipment is used on incident. Shift tickets, fuel issues, and use invoices should be prepared for these units. The protecting agency will be billed for the services.

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WYOMING STATE FORESTRY DIVISION (WSFD)

- a. State Land Agreements: On state land incidents, WSFD personnel can execute OF-294 agreements. Agreements initiated by WSFD personnel do not have to be countersigned by federal Contracting Officers or Procurement Unit Leaders, if used only on state or private lands. When writing EERA's on state land incidents, use the following address for the "Ordering Office" which is also the Administrative Office For Payment:

Wyoming State Forestry Division
1100 W. 22nd Street
Cheyenne, WY 82002

For agreement numbers on state land incidents, check with the local district forester to secure a block of numbers.

During completion of the CONTRACTOR block, the EIN/SSN number must be filled in. A signed State of Wyoming WOLFS-109, must be completed before payment is possible. The WOLFS-109 form can be found as Exhibit D-1 of the "Mini Fire Mobilization Plan" and should be completed when the "Administrative Office for Payment" is Wyoming State Forestry Division.

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

- b. Private Land Agreements: On private land incidents, County Fire Wardens (CFWs) or their designee can execute OF-294 agreements. Agreements initiated by CFWs or their designees do not have to be countersigned by federal Contracting Officers or Procurement Unit Leaders, if used only on state and private lands. When writing EERA's on private land incidents, use the local counties "Titles For Check Payment To Counties:" and the county fire warden's address, both as listed in the "Mini Fire Mobilization Plan". For agreement numbers on private land incidents, check with the local CFW.

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During completion of the CONTRACTOR block, the EIN/SSN number must be filled in. The W-9, Request of Taxpayer Identification Number and Certification form can be found as Exhibit D-2 and should be completed when the “Administrative Office for Payment” is the local jurisdictional county. Effective dates of agreement are the same as above.

- c. Joint Ownership Agreements: On joint ownership incidents the Unit Administrator Group will give direction for EERAs.
- 3. Emergency Equipment Use Invoice, OF-286**: Emergency Equipment Use Invoices will be used when hiring any equipment and for miscellaneous expenses. When completing the Emergency Equipment Use Invoice, the preparer must enter the EIN/SSN number for payment processing as explained in the EERA instructions. As mentioned previously, the rates to be used for state and county department resources are found in the “Mini Fire Mobilization Plan”.
- a. The OF-286 can be used for miscellaneous expenses in the same manner as hiring equipment. WSFD and counties do not use Blanket Purchase Agreements, but have a large variety of charge accounts set up in communities throughout the state.
 - b. As bills for meals, lodging, fuel or other supplies are turned in to finance an OF-286 is prepared. These can be documented by each transaction or daily. Remember do not include sales tax. It can be taken off in the deductions section if tax has been added to the bill.
 - c. Copies of the vendors itemized invoice showing name, address, date, incident name, and total amount due, must be attached to the OF-286. The vendor invoices must be signed by the person making the purchase. A maximum 15 percent gratuity may be included on meal invoices (except sack and “to go” lunches).
 - d. Procedures for the OF-286 invoices at the end of the incident are to ensure all deductions for fuel, oil and repairs are posted and the documents are signed. Time worked on incident will be finalized on incident. Travel time home will be signed then posted by the County Fire Warden to the Emergency Equipment Use Invoice (OF-286) and submitted along with Emergency Shift Ticket (OF-297) for reimbursement. **For state and county resources, all original (Pink) signed Use Invoices (OF-286), Shift Tickets (OF-297) and Fuel and Oil Tickets (OF-304); are sent home with the equipment for billing purposes.** The original computerized Emergency Equipment Use Invoice (OF-286) should be signed in other than black ink.

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4. **Federal Competitive Bids.** Equipment that has been competitively bid through the federal contracting process may be procured through usual dispatch procedures on State hosted fires. WSFD can and will make payments based on any current federal agreement for state land fires.

Property Management (Ref: Chapter 30 IIBMH)

1. **Property Accountability Controls.** State employees and cooperators' are entitled to re-supply for consumables or agency property damage or loss when properly documented and approved by guidelines in the National Mobilization Guide chapter 20, 23.3.4 Incident replacement of NFES Items and the IIBMH and any additional IMT / Agency Administrator written direction. For items that are not able to be filled at the supply or ground support unit upon demobilization, an "S" number shall be given in order that the item(s) may be purchased at the home unit.

Business Coordination (Ref: Chapter 40 IIBMH)

1. **Incident Finance Package (IFP).**
 - a. A full incident documentation package (both planning and finance documents) will be provided for each State jurisdictional fire. Incident Management Record guidelines and IIBMH Chapter 40 guidelines will be followed unless specifically directed otherwise.
 - b. When a Cost Share Agreement is done, it will be noted within the agreement which entity will retain the original financial documentation package. If a cost share agreement is negotiated, an incident package may be requested for each agency represented.
2. **Incident Information Technology – Personally Identifiable Information.**
 - a. In accordance with ISuite standard operating procedures, the ISuite database is uploaded to the ISuite repository upon an Incident Management Team's (IMT) demobilization from an incident. If the incident database is not complete, then an interim copy of the database is uploaded to the repository and the master database is transferred to the host agency. The repository file is encrypted and automatically purges Tax ID number (TIN) and social security numbers. The database and all backups are then deleted from any team devices. A copy of the database and last back-up file along with the password and administrative account will be provided

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on electronic media and placed in the Finance package given to the hosting agencies.

Cooperative Relations (Ref: Chapter 50 Section 51-54; IIBMH)

1. **Cooperative Agreements.** City, county, and rural fire service organizations are considered State resources and are subject to the condition in the Cooperative Fire Management Agreement and Operating Plans.
2. **Ordering of Wyoming Office of Homeland Security (WOHS), Wyoming Military Department (WMD) and Wyoming Department of Transportation (WYDOT) resources:**
 - a. Orders for resources for wildland fire incidents from these state agencies will be placed with the Interagency Zone Dispatch Center. The Interagency Zone Dispatch Center will then place the order with the Wyoming State Forestry Division (WSFD) Duty Officer. The WSFD Duty Officer will order the requested resources through these respective state agencies and respond back to the Interagency Zone Dispatch Center with the status.
 - b. Available (WMD) incident resources include but are not limited to: ground transportation, Blackhawk Helicopters with buckets, dozers and MAFFS unit. When ordered, a liaison from the Guard will accompany the ordered resources. Upon being ordered the National Guard will notify Wyoming State Forestry Division with the equipment identification and a manifest with the personnel responding.
 - c. Available WOHS incident resources include but are not limited to: Communications trailer, portable radio cache, refrigeration trailer and generators.
 - d. Available WYDOT incident resources include but are not limited to: Highway signs, dozers, and road graders.
3. **Ordering of Wyoming State Forestry Inmate Crews (Smokebusters & Fire Wrangles) and State of Wyoming Exclusive Use Helicopter:**
 - a. In order to streamline the mobilization of the above mentioned WSFD resources, Northern Great Plains (Rapid City, SD), Northern Utah (Salt

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Lake City, UT) Teton (Moose, WY) and Rawlins (Rawlins, WY) Interagency Dispatch Centers may order directly from the dispatch center in charge of that resource.

- b. The Smokebusters (based out of the Wyoming Honor Conservation Camp in Newcastle, Wyoming) can be ordered directly from Casper Interagency Dispatch Center.
- c. The Fire Wranglers (based out of the Wyoming Honor Farm in Riverton, Wyoming) can be ordered directly from Cody Interagency Dispatch Center
- d. The State of Wyoming Exclusive Use Helicopter (based out of the Casper area) can be ordered directly from Casper Interagency Dispatch Center
- e. This ordering will be done via the Resource Ordering Status System (ROSS).

These resources are restricted to the State of Wyoming boundaries, with the following exception.

Inmate Hand Crews (Smokebusters) (Fire Wranglers)

The Wyoming State Forestry Division operates forestry/firefighting programs at the Wyoming Honor Conservation Camp in Newcastle, (Smokebusters) and the Wyoming Honor Farm in Riverton, (Fire Wranglers). They have approximately 70 NWCG qualified inmates who can be dispatched to both wildland and prescribed fires within the state. They can also be dispatched to wildland fires in the Black Hills of South

Dakota. These crews are configured as 5 to 7 man squads with a red carded crew boss from the State Forestry Division. In some instances a Department of Corrections officer will be sent along with the 20 man crews. In lieu of a correctional officer, the crew supervisors will be responsible for the inmate crew's needs before, during and after shift. This may cause the supervisors to claim work hours in excess of the 2:1 work/rest ratio. The supervisors "in camp" work hours should not be counted against the work/rest ratio.

Time keeping for the Inmate Hand Crews

Individual Emergency Firefighter Time Reports (OF-288) will be kept on individual crew bosses and correctional officers. Emergency Firefighter Time Reports (OF-288) will not be kept on individual inmate crewmembers. Do only one OF-288 for each crew. Name them; number of crew members plus which group they are, (i.e. 14 Smokebusters, 7 Smokebusters, 7 Smokebusters (2), 7 Wranglers, 7 Wranglers (2)).

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For COST portion of I-Suite only:

The estimated cost of a 7 man squad including supplies, crew bosses and equipment is \$830.00 per day. An estimated cost of a 20 man crew including supplies, crew bosses and equipment runs \$2,500.00 per day.

4. Emergency Fire Suppression Account (EFSA) Fires:

- a. WSFD will become the Administrative Office for Payment for state & private land EFSA qualifying fires.
- b. WSFD will keep all original documentation and whenever possible will process all I-BPA and EERA payments.
- c. WSFD can and will make payments based on any current federal agreements.
- d. Payment office address for Wyoming EFSA fires:
Wyoming State Forestry Division
1100 West 22nd Street
Cheyenne, WY 82002
- e. On large multi-jurisdictional, federal land fires that qualify as an EFSA fire; the cost share agreement will specify the Administrative Office for Payment.
- f. On multi-jurisdictional fires, the agencies will determine appropriate payment processing.
- g. Contract claim resolutions and corresponding payment invoices may be delegated to a federal contracting officer if assigned to an EFSA fire.
- h. When a Cost Share Agreement is done, it will be noted within the agreement which entity will retain the original financial documentation package. If a cost share agreement is negotiated, an incident package may be requested for each agency represented. IIBM Chapter 40 guidelines will be followed unless specifically directed otherwise.

5. **State Fire Management Assistance (FMAG).** In the event a wildland fire threatens a community it is possible to receive financial assistance through a Fire Management Assistance Grant (FMAG) from the Federal Emergency Management Agency (FEMA) to offset the suppression costs to the state and local communities.

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

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AGENCY SPECIFIC CONTACTS

For questions regarding agency specific business management issues, contact:

Colorado State Forest Service – Janell K.H. Ray, Fire Division, Building 1049, 5060 Campus Delivery, Fort Collins, CO 80523-5060. Phone (970) 491-1063, Cell (970) 222-0367, Fax: (970) 491-3445. Email: janell.ray@colostate.edu

Idaho Department of Lands – Ken Homik, Bureau of Fire Management, 3284 Industrial Loop, Coeur d’Alene, Idaho 83815. Phone (208) 666-8648, Cell (208) 755-2924, Fax (208) 769-1524. Email: khomik@idl.idaho.gov

Kansas Forest Service – Sandy Chandler, 2610 Claflin Road, Manhattan, KS 66502-2798. Phone (785) 532-3313, Cell (785) 313-3863, Fax (785) 532-3305. Email: schandle@ksu.edu

Nevada Division of Forestry – Scott Sisco, 2478 Fairview Drive, Carson City, NV 89701. Phone (775) 684-2522, Cell (775) 443-7740, Fax (775) 684-2573. Email: ssisco@forestry.nv.gov

South Dakota Wildland Fire Suppression Division – Brenda Even, 4250 Fire Station Rd, Suite 2, Rapid City, SD 57703. Phone (605) 393-8115 or (605) 393-8011, Fax (605) 393-8044. Email: brenda.even@state.sd.us

Utah Division of Forestry, Fire & State Lands - Jane Martinez, 1594 W. North Temple, Suite 3520, Salt Lake City, UT 84114. Phone (801) 538-5427, Cell (801) 541-6764, Fax (801) 533-4111. Email: janemartinez@utah.gov

Wyoming State Forestry Division – Lynda Berckefeldt, 1100 W. 22nd Street, Cheyenne, WY 82002-0600. Phone (307) 777-7300, Cell (307) 421-0065, Fax (307) 777-5986. Email: lberck@wyo.gov

Bureau of Indian Affairs – Diane Cartney, Great Plains Regional Office, Branch of Natural Resources, 115 4th Ave SE, MC301, Aberdeen, SD 57401. Phone (605) 226-7621, Fax (605) 226-7358. Email: diane.cartney@bia.gov

U.S. Fish & Wildlife Service – David Lucas, Denver Federal Center, PO Box 25486, Denver, CO 80225. Phone (303) 236-4366, Cell (720) 329-1685, Fax (303) 236-6958. Email: David_C_Lucas@fws.gov

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AGENCY SPECIFIC CONTACTS

Bureau of Land Management – Carol Salo, Idaho State Office, 1387 S. Vinnell Way, Boise, ID 83709. Phone (208) 373-3852, Cell (208) 631-1625, Fax (208) 373-3850. Email: csalo@blm.gov

Bureau of Land Management – vacant, Wyoming State Office, P.O. Box 1828, Cheyenne, WY 82003. Phone (307) 775-6305, Fax (307) 775-6098. Email:

Bureau of Land Management – Beverly Derringer, Colorado State Office, 2850 Youngfield Street, Lakewood, CO 80215. Phone (303) 239-3958, Cell (303) 619-9673, Fax (303) 239-3811. Email: bderringer@blm.gov

Bureau of Land Management – Brenda DeBerg, Nevada State Office, 1340 Financial Blvd., Reno, NV 89502. Phone (775) 861-6574, Fax (775) 861-6668, Cell (775) 722-3055. Email: bdeberg@blm.gov

Bureau of Land Management – Tori Blunt, Utah State Office, 170 South 500 East, Vernal, UT 84078. Phone (435) 781-4419, Cell (801) 879-2036, Fax (435) 781-4410. Email: tblunt@blm.gov

National Park Service – Karrie Davin, Intermountain Region, 12795 West Alameda, Lakewood, CO 80228. Phone (303) 969-2358, Cell (720) 244-7055, Fax (303) 969-2037. Email: karrie_davin@nps.gov

US Forest Service R4 – Lee Ann Evans, Intermountain Region, 324 25th Street, Ogden, UT 84401. Phone (801) 625-5565, Cell (801) 388-2236, Fax (801) 625-5594. Email: levans@fs.fed.us

US Forest Service R2 – Denise Tomlin, Rocky Mountain Region, 740 Simms Ave, Golden, CO 80401. Phone (303) 275-5316, Cell (303) 378-0785, Fax (303) 275-5754. Email: dtomlin@fs.fed.us

Buying Team Coordinator – Tom Underwood, Intermountain Region AQM, 324 25th Street, Ogden, UT 84401. Phone (801) 625-5764, Cell (801) 332-0790, Fax (801) 625-5365. Email: tmunderwood@fs.fed.us