



Rocky Mountain Coordinating Group

NWCG Interagency Standards for Incident Business Management - Supplement

This document provides direction for the Rocky Mountain Geographic Area and supplements the NWCG Interagency Standards for Incident Business, PMS 902.

CHAPTER 50 - COOPERATIVE RELATIONS

Supplement No.: RMCG-2020-50

Effective Date: May 1, 2020

Duration: Effective until superseded or removed

Approved: Brian Achziger, Chair, Rocky Mountain Coordinating Group

Posting Instructions: Supplements are numbered consecutively by chapter number and calendar year. Post by document; remove entire document and replace with this Supplement. Retain this transmittal as the first page of this document.

New Document: RMCG-2020-50, 05/1/2020, 47 pages

Superseded Document: RMCG-2019-50, 05/17/2019, 50 pages

Digest:

- Update state specific information for Rocky Mountain Area
- Updated Agency Contact List

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.

- 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 annual operating plans and cooperators should carry the operating plan with them to an incident.
- The rates established in the Rocky Mountain Area supplement to Chapter 20 of the NWCG Standards for Interagency Incident Business Management (SIIBM) are intended for private contractors and normally are not used for cooperators.
- 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.
- When equipment rates do not include personnel costs, document personnel time on a Crew Time Report, SF-261, and Incident Time Report, OF-288. Mark "Other" in Block 4. Give originals of the OF-288 to cooperator personnel.
- Normal wear and tear. Equipment use on an incident may include conditions which are harsher than non-incident use of the same equipment. Use beyond normal wear and tear can be determined by the incident Finance Section Chief, Procurement Unit Leader, Contracting Officer, or Incident Business Advisor.
- 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 the 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 the 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.

EXHIBITS

EXHIBIT 01 - Colorado..... 4
EXHIBIT 02 - Kansas 15
EXHIBIT 03 - Nebraska..... 16
EXHIBIT 04 - South Dakota..... 17
EXHIBIT 05 - Wyoming..... 38
EXHIBIT 06 - Agency Specific Contacts 47

EXHIBIT 01 - Colorado**Colorado Department of Public Safety (CDPS)**
Division of Fire Prevention & Control (DFPC)
Division of Homeland Security & Emergency Management (DHSEM)

This supplement outlines operating procedures for State Responsibility Fires within the State of Colorado and for state and local cooperators assigned to incidents under other jurisdictions. The Division of Fire Prevention and Control (DFPC), the lead state agency for wildland fire, and the Division of Homeland Security & Emergency Management (DHSEM), the lead state agency for all-hazards incidents, are both divisions of the Colorado Department of Public Safety (CDPS). The DFPC uses all Incident Command System (ICS) forms and processes, as described in the current Standards for Interagency Incident Business Management (SIIBM).

Part I – Colorado State Responsibility Fires – addresses procedures and information when a wildland fire is declared a State Responsibility Fire, as well as for any state non-fire emergency.

Part II – Colorado Cooperators on Other Jurisdictions – addresses procedures and information when Colorado state and local government resources are assigned to other jurisdictional incidents, including in-state federal and all out-of-state assignments.

Colorado cooperators submit requests for reimbursement for any fire assignment to the DFPC Fire Billing office. Requests for reimbursement for Colorado all-hazards assignments are submitted to DHSEM. For further information, contact the DFPC Incident Business Specialist (720) 544-2262, a DFPC Regional Battalion Chief (BC), or DHSEM staff at (720) 852-6689.

PART I – COLORADO STATE RESPONSIBILITY FIRES

A copy of the current DFPC Incident Business & Administration Operating Guidelines (IBOG) will be provided to an Incident Management Team (IMT) assigned to a State Responsibility Fire. Contact the local DFPC Regional BC, Agency Administrator (AADM), Incident Business Advisor (IBA) or DFPC Incident Business Specialist if a copy is not provided at the initial briefing. The DFPC IBOG is also available on the DFPC Fire Billing: CRRF and Reimbursement web page.

Personnel

Personnel time will be documented on the Crew Time Report (SF-261) and recorded on Incident Time Reports (OF-288). Travel should be recorded separately on the OF-288 and return travel time should be left open. Original OF-288s are given to State of Colorado employees and cooperators at the time of demobilization. Original SF-261s may be retained by the incident when OF-288s have been created.

Commissary

Agency-provided commissary will not normally be established on State Responsibility Fires. Individual firefighter needs will be considered on a case-by-case basis. DFPC employees are not eligible for commissary by payroll deduction. Colorado cooperators may be eligible for payroll deduction commissary if authorized by their home department.

Compensation for Injury and Agency Provided Medical Care (APMC)

The State of Colorado carries Workers' Compensation insurance coverage for all CDPS employees for work related injuries/illnesses. CDPS employees are required to report work-related injuries and illnesses to their home unit supervisor in writing within **four (4) calendar days**.

Colorado county and local cooperators must provide workers' compensation insurance for all personnel included under the terms of their State & County Cooperative Agreement and Colorado 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 required. Federal CA-1 and CA-2 forms may be used for documentation if department-specific forms are not readily available. Information may be transferred to appropriate forms at a later date, if necessary.

The State of Colorado has no authority to establish APMC on State Responsibility Fires. On multiple jurisdictional incidents, APMC may be provided through a 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)

POVs are not to be signed up on either Incident-Only EERA or CRRF. Both POVs and agency vehicles should be noted on original resource orders as authorized at time of dispatch.

When authorized for use on an incident, POV mileage will be reimbursed to state or cooperator personnel as a travel expense. POV odometer readings for daily use may be documented on a Shift Ticket (OF-297) and signed by the incident supervisor.

Fuel provided by the incident for a POV will be posted to the OF-288 Incident Time Report as a commissary deduction.

Damages or claims related to POV use on an incident will not be reimbursed to the employee or charged to the incident.

Acquisition and Equipment Timekeeping

A Buying Team may be ordered by DFPC when needed to support a Type 1 or Type 2 IMT on a State Responsibility Fire. The assigned Incident Business Advisor (INBA) will manage the Buying Team and coordinate activities with the IMT and Expanded Dispatch.

Emergency Equipment Use Invoices for contract equipment resources created from valid state or federal agreements may be processed for payment through the DFPC Fire Billing office. On multi-jurisdictional fires, the agencies involved will identify the administrative office for payment and appropriate process on a case-by-case basis.

Payment office address for Colorado State Responsibility Fires is:

Colorado Division of Fire Prevention & Control
7385 Greendale Road, #102
Windsor, CO 80550

Contract claim resolutions may be delegated to a federal contracting officer if one is assigned to a State Responsibility Fire.

Property Management

Requests for durable or accountable property on a State Responsibility Fire will be approved in writing by the INBA or DFPC AADM. On multi-jurisdictional incidents, all agencies involved will determine disposition of durable property.

Repair or replacement requests for accidental damage to cooperator/local government agency equipment while assigned to the incident must be reported promptly to appropriate incident personnel and documented for possible reimbursement and charge against the incident. Documentation will be submitted to DFPC for final resolution of state and local cooperator reimbursement.

Incident Business Coordination

An Incident Business Advisor (INBA) may be assigned to a Colorado State Responsibility Fire.

A full incident documentation package (both planning and finance documents) is required by DFPC for each State Responsibility Fire. If the fire is a multi-jurisdictional incident, a complete package may be requested for each jurisdictional agency. A digital fire package may be accepted if approved by the DFPC INBA or DFPC AADM.

National Incident Management Records documentation

https://www.nwccg.gov/sites/default/files/ibc_master_doc_index.pdf and SIIBM Chapter 40 guidelines will be followed unless specifically directed otherwise.

State and Local Cooperators

Colorado state, county, local and municipal resources (both personnel and equipment) are covered under the current Colorado Statewide Cooperative Wildland Fire Management and Stafford Act Response Agreement. Copies of the current statewide agreement and statewide Annual Operating Plan (AOP) can be found on the Rocky Mountain Coordination Center website:

https://gacc.nifc.gov/rmcc/incident_busn_management.php.

Colorado cooperators responding to an incident should provide a copy of their current CDPS Colorado Resource Rate Form (CRRF). This form documents the associated costs that will be submitted to DFPC for reimbursement. See CRRF Use and Conditions document attached. All established cooperator rates, as documented on a current CRRF, are for equipment only; additional actual expense of personnel will be reimbursed to the cooperator. All equipment rates are dry (i.e., fuel & oil are provided by the benefiting agency) and do not include personnel expenses for operator or crew. The daily guarantee does not apply on the first and last days of an incident; payment will be for hours of actual work and/or travel only.

If the effective period of the CRRF ends during an incident assignment, documentation is considered to be valid for the duration of that assignment. If there isn't a CRRF in effect at the time of a State Responsibility Fire or specific equipment is not included on the CRRF, current state cooperator equipment rates will be used. The DFPC Regional BC, AADM, INBA or other DFPC representative will assist the cooperator in completing a CRRF after the incident assignment. Do not use an Incident-Only EERA (OF-294) for Colorado cooperator resources. Current standard state cooperator rates are

posted on the DFPC website: <https://www.colorado.gov/pacific/dfpc/fire-billing-crrf-and-reimbursement>.

If a DFPC representative or INBA is not assigned to the incident, contact the DFPC Incident Business Specialist at (720) 544-2262 or (303) 263-5937 for information.

Colorado cooperator resources assigned to a State Responsibility Fire may be requested either through the interagency Resource Ordering & Status System (ROSS) or its successor system (IROC), or the State mobilization system (WebEOC). Either version of a resource order request is valid for assignments on a State Responsibility Fire.

Emergency Equipment Shift Tickets (OF-297) and Equipment Use Invoices (OF-286) are completed for cooperator equipment. Crew Time Reports (SF-261) and Incident Time Reports (OF-288) are created to document time for equipment operator(s) and single resource personnel. The original Equipment Use Invoice with pink copies of Shift Tickets will be given to all Colorado state and local cooperator resources at demobilization. The original copies of OF-288s will be given to state employees or operator(s) at the time of demobilization.

Colorado cooperator equipment may remain on-shift during meal breaks while assigned to a State Responsibility Fire. Shift Tickets do not need to show meal breaks for the equipment; the CTR for the personnel assigned to that piece of equipment must show breaks as taken, or provide documentation for compensable meal periods as required by the SIIBM.

State and local resources from other states will be documented and forms will be distributed as directed in the cooperative agreement and/or SIIBM supplement from that state. These resources should provide the applicable agreement and/or process to the incident finance staff.

Federal equipment resources assigned to a State Responsibility Fire must be documented with either an equipment listing (provided by Ground Support) or a Shift Ticket for each federal vehicle with the inclusive dates assigned to the incident. No payment documents are created, but this federal equipment documentation is necessary on State Responsibility Fires.

Colorado National Guard (CONG)

CONG resources are state cooperators under the Colorado Statewide Cooperative Wildland Fire Management and Stafford Act Response Agreement. Orders are coordinated by DFPC through DHSEM. Use of any Colorado National Guard resource (equipment, facility or personnel) requires State approval. Written requests should be submitted to the DFPC AADM or Regional BC prior to ordering or use.

Current rates for CONG fixed wing and rotary wing resources are available from the assigned State INBA or DFPC representative.

Colorado Department of Corrections (CDOC) State Wildland Inmate Fire Team (SWIFT)

CDOC resources are state cooperators under the Colorado Statewide Cooperative Wildland Fire Management and Stafford Act Response Agreement. CDOC handcrews are statused and ordered through ROSS or its successor system. SWIFT (aka Juniper Valley) handcrews are documented on a CRRF, provided to finance staff by the crew boss. On-shift time will be submitted on Shift Tickets and

recorded on an Equipment Use Invoice, OF-286. The crew boss receives the original OF-286 and pink Emergency Equipment Shift Tickets when demobilized from the incident.

Current information on CDOC resources is available from the assigned State INBA or DFPC representative.

Claims

The State INBA and AADM must be notified of any actual documentation or potential claim information as soon as possible.

PART II – COLORADO COOPERATORS ON OTHER JURISDICTIONS

All state, county, local and municipal resources (both personnel and equipment) from within the State of Colorado are covered under the current Colorado Statewide Cooperative Wildland Fire Management and Stafford Act Response Agreement. Copies of the current statewide agreement and statewide Annual Operating Plan (AOP) can be found on the Rocky Mountain Coordination Center website:

https://gacc.nifc.gov/rmcc/incident_busn_management.php.

Colorado cooperators responding to an incident should provide a copy of their current CDPS Colorado Resource Rate Form (CRRF). This form documents the associated costs that will be submitted to the Division of Fire Prevention and Control (DFPC) for reimbursement. See CRRF Use and Conditions document attached. All established cooperator rates, as documented on a current CRRF, are for equipment only; additional actual expense of personnel will be reimbursed to the cooperator. All equipment rates are dry (i.e., fuel & oil are provided by the benefiting agency) and do not include personnel expense for operator or crew.

If the effective period of the CRRF ends during an incident assignment, documentation is considered to be valid for the duration of that assignment. Do not use an Incident-Only EERA (OF-294) for any Colorado state or local resources. Current standard state cooperator rates are posted on the DFPC website: <https://www.colorado.gov/pacific/dfpc/fire-billing-crrf-and-reimbursement>.

Personnel

Personnel time will be submitted on the Crew Time Report (SF-261) and recorded on Incident Time Reports (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. Original SF-261s may be retained by the incident.

Days off may be granted to State of Colorado employees and cooperators when current SIIBM criteria are met. When days off are provided at the incident, show “Day Off” on the OF-288 with no hours recorded. 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 demobilized from an incident, return travel time should be left open on the OF-288. Days off after release should not be recorded on the OF-288 for State of Colorado employees and cooperators; the home unit will determine eligibility for paid days off after return travel is recorded by home unit.

Commissary

DFPC employees are not eligible for commissary by payroll deduction. Colorado cooperators may be eligible for payroll deduction commissary if authorized by their home department.

Compensation for Injury and Agency Provided Medical Care (APMC)

The State of Colorado carries Workers' Compensation insurance coverage for all CDPS employees for work related injuries/illnesses. CDPS/DFPC employees are required to report work-related injuries and illnesses in writing to their home unit supervisor within four (4) calendar days.

Other Colorado cooperators provide workers' compensation insurance for personnel included under the terms of their State & County Cooperative Agreement and CRRF. Home unit workers' compensation contact information for each department is located on Page 1 of the CRRF. Cooperators experiencing injury or illness while assigned to an incident should complete their appropriate home department forms and notify their home unit as soon as required. Federal CA-1 and CA-2 forms may be used for documentation if department-specific forms are not readily available. Information may be transferred to appropriate forms at a later date, if necessary. When necessary, incident personnel should contact employee's home unit for information and authorization for treatment of workers' compensation injury or illness.

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

Colorado employees and cooperators may be treated for eligible 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.

Travel Expense and Personal Vehicles (POV)

Not all Colorado 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.

Both agency vehicles and POVs should be authorized by notation on original resource orders as authorized at time of dispatch. POVs are not to be signed up on either Incident-Only EERAs or CRRFs.

When authorized for use on an incident, POV mileage will be reimbursed to state or cooperator employee as a travel expense. POV odometer readings for daily use may be documented on a Shift Ticket (OF-297) and signed by the incident supervisor.

Fuel provided by the incident for a POV must be posted to the employee's OF-288 Incident Time Report as a commissary deduction.

Damages or claims related to POV use on an incident will not be reimbursed to the employee or charged to the incident.

Cooperator Equipment Timekeeping

All equipment rates are dry (i.e., fuel & oil are provided by the benefiting agency) and do not include personnel expenses for operator or crew. The daily guarantee does not apply on the first and last days of an incident; payment will be for hours of actual work and/or travel only.

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 Incident Time Report (OF-288) for reporting and recording personnel time. Original signed OF-288 and OF-286, with pink copies of Shift Tickets, are given to Colorado resources when demobilized from the incident.

Colorado cooperator equipment may remain on-shift during meal breaks. Shift Tickets do not need to show meal breaks for the equipment; the CTR for the personnel assigned to that piece of equipment must show breaks as taken, or provide documentation for compensable meal periods as required by the SIIBM.

Crew rotations will be arranged and paid for through IMT and incident dispatch center procedures.

The daily guarantee for equipment does not apply on mandatory days off provided at the incident.

Equipment Loss/Damage and Transportation

Repair or replacement requests for accidental damage to cooperator/local government agency equipment while assigned to the incident must be reported promptly to appropriate incident personnel and documented for possible reimbursement and charge against the incident. Documentation will be submitted to the Colorado DFPC for reimbursement of actual expenses. Cooperators must provide written documentation to the incident regarding reported loss or damage, which should be reviewed by the FSC and/or INBA. Final reimbursement determination may be made by DFPC staff according to the incident documentation and FSC/INBA recommendations.

For incident destinations beyond 300 miles from the cooperator's home unit, lowboy transport is preferred for engines, tenders and ambulances. Lowboy transportation should be requested from the dispatch center by the cooperator when accepting an engine assignment. If lowboy is not available through ROSS or its successor system IROC, the cooperator may arrange transport to the incident only and expense will be reimbursed by DFPC; this should be authorized on the cooperator's resource order.

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.

If engine, tender or ambulance is not transported via lowboy to or from an incident, an additional special rate of \$1.00/mile may be claimed for distances over 300 miles from/to the home unit. Odometer readings should be recorded on Shift Tickets to document miles driven. Mileage reimbursement does not apply when traveling between incidents.

When 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 their daily guarantee while equipment is being repaired.

CDPS employees and Colorado cooperators are paid through the DFPC Fire Billing office for fire assignments and through DHSEM for State all-hazard incidents. Appropriate billings will be submitted from DFPC or DHSEM to the appropriate incident jurisdictional agency.

Payment office address for all wildland fires is:

Colorado Division of Fire Prevention & Control
7385 Greendale Road, #102
Windsor, CO 80550

Payment office address for all State all-hazard incidents is:

Colorado Division of Homeland Security & Emergency Management
Logistics Unit
9195 East Mineral Avenue, Suite 200
Centennial, CO 80112

Colorado Department of Corrections (CDOC) State Wildland Inmate Fire Team (SWIFT)

CDOC resources are state cooperators under the Colorado Statewide Cooperative Wildland Fire Management and Stafford Act Response Agreement. CDOC handcrews are statused and ordered through ROSS or its successor system. SWIFT (aka Juniper Valley) handcrews are documented on a CRRF, provided to finance staff by the crew boss. On-shift time will be submitted on Shift Tickets and recorded on an Equipment Use Invoice (OF-286). The crew boss receives the original Emergency Equipment Use Invoice and pink Emergency Equipment Shift Tickets when demobilized from the incident.

Contact DFPC Incident Business Specialist at (720) 544-2262 with questions on CDOC resources.

(REMAINDER OF PAGE LEFT BLANK INTENTIONALLY)

COLORADO RESOURCE RATE FORM (CRRF)
Colorado Department of Public Safety
Division of Fire Prevention and Control
Division of Homeland Security and Emergency Management

Colorado Resource Rate Form Use and Conditions

The Colorado Resource Rate Form (CRRF) is the State of Colorado's only document for a Cooperator to list their equipment reimbursement rates for resource mobilization. It may also capture personnel cost **estimations** (primarily for Non-Wildfire All-Hazard Incidents). The CRRF provides information for incident management teams, and facilitates the entry and maintenance of this information in WebEOC and ROSS/IROC. This document is standardized and stand-alone, and is the only document to be used for incident reimbursement through the State of Colorado.

General Conditions

1. Cooperator agrees to a commitment up to 14 days, excluding travel, unless otherwise specified in the resource order. Any rotation of personnel or equipment without prior approval from the incident will not be reimbursed to the Cooperator.
2. Cooperators have the same status and responsibilities as state or federal agencies, including incident replacement of tools and supplies.
3. Crew swaps at the request of the incident will be coordinated with the appropriate incident management team and interagency dispatch center/SEOC (All-Hazard Incidents) and all expenses for crew rotations will be charged to the incident. Any rotation of personnel or equipment without prior approval from the incident may not be reimbursed to the cooperator.
4. Cooperator reimbursement guidelines and forms are available on the DFPC website: www.dfpc.state.co.us for Wildland Fire incidents.
5. Annual cooperator reimbursement guidelines and forms are available on the DHSEM website: www.dhsem.state.co.us for All-Hazard incidents.

Equipment

1. Equipment will be typed according to applicable standards.
 - a. The following equipment will be typed according *Interagency Standards for Fire and Fire Aviation Operations* (NFES 2724), including equipment inventory:
 - i. Engines, Types 3 through 7
 - ii. Tenders, Tactical, Types 1 and 2; and Support, Types 1 through 4; Dozer, Types 1 through 3
 - b. All other equipment will be typed according to applicable NFPA or FEMA standards.
2. Equipment work rates do not include operator(s) or operating supplies (fuel and oil). Operating supplies will be provided by the incident.
3. Equipment use should be documented on an Emergency Equipment Shift Ticket (OF297) and recorded on an Emergency Equipment Use Invoice (OF-286).
4. Minimum Daily Guarantee (Block 17) does not apply on first and last days of an incident. Payment will be for actual work and/or travel hours only.

5. Equipment that does not pass a pre-use inspection performed by the benefiting agency after arriving at an incident may be rejected and the Cooperator may not be compensated for any time or expense incurred.
6. Cooperator will not be reimbursed if equipment leaves incident without being officially released and cooperators shall bear all costs of returning equipment and operator(s) to the point of hire.
7. Equipment being driven to and from incidents will be paid at the established work rate.
8. Whenever equipment is transported to an incident, the Cooperator will be reimbursed for actual hours that equipment is transported, not to exceed Minimum Daily Guarantee.
9. If transportation is not provided for engines and tenders to incidents more than 300 miles from home unit location, a special mileage rate may be requested by the cooperators for miles driven beyond 300 miles. Shift Ticket documentation should include both hours and odometer readings for travel days.
10. Equipment will not be compensated for time when broken down or for scheduled days off at the incident.
11. Original Equipment Use Invoice (OF-286) and pink Shift Tickets (OF-297) should be given to the operator at time of release.
12. Equipment and staffing for wildland fire incidents should meet the current Rocky Mountain Area (RMA) standards found in the RMA Mobilization Guide (Chapter 70). Staffing standards of an engine or tender on local fire incidents are negotiable with benefiting agency.

Personnel

1. Personnel time for single resources and equipment operators should be documented on a Crew Time Report (SF-261) and recorded on an Incident Time Report (OF-288) at the incident. Original OF-288 and yellow copies of CTRs should be given to the operator at time of release. In absence of the above noted forms (primarily for Non-Wildfire All-Hazard Incidents), a timesheet that is mutually signed by the cooperators personnel and incident supervisor, finance section, or incident commander can stand in place. Timesheets submitted without the above noted signatures will be delayed in processing and potentially rejected.
2. Cooperator is responsible for workers' compensation coverage for all assigned personnel. Agency Provided Medical Care (APMC) treatment expense for cooperators personnel can be paid by the incident agency.
3. Personnel will provide a copy of their current incident qualifications card on all interagency incidents. Cooperators responding out of their local jurisdictional area on fire resource orders must meet NWCG qualifications for assigned positions.
4. Personnel will be given daily guarantee for days off provided at the incident or when equipment is broken down.
5. Return travel time should be left open on Incident Time Report (OF-288) given to personnel at time of release.

Damage & Loss

1. Requests for damage to or loss of cooperators tools or equipment which occur at the incident **must** be documented in writing at the incident prior to demobilization and should be reviewed for recommendation by the Finance Section and/or assigned Incident Business Advisor.

2. Reimbursement requests will be reviewed by CDPS personnel, and approved or denied depending upon the circumstances, supporting documentation, and appropriate guidelines. See SIIBM Chapter 50 Colorado supplement for additional information regarding wildland fire reimbursement.
3. Employee claims for personal property lost or damaged on the incident will be considered for reimbursement on a case by case basis.

EXHIBIT 02 - Kansas

Kansas Forest Service (KFS)

THIS PAGE LEFT BLANK INTENTIONALLY FOR FUTURE SUPPLEMENT

EXHIBIT 03 - Nebraska

Nebraska Forest Service (NFS)

THIS PAGE LEFT BLANK INTENTIONALLY FOR FUTURE SUPPLEMENT

EXHIBIT 04 - South Dakota**South Dakota Wildland Fire Division (SDWF)**

SD Wildland Fire (SDWF) has agency resources and Cooperators available for all-risk incidents under the authority and provisions in the Cooperative Fire Management Agreement (CFMA). Information provided is from Statewide Annual Wildfire Action Plan for the Division of Wildland Fire. The Action Plan covers information helpful to Incident Management Teams (IMTs) managing fires in South Dakota and instances where South Dakota resources are ordered for out-of-state assignments. Information contained herein is organized by the Standards for Interagency Incident Business Management (SIIBM) chapters and other reference documents are cited. For further information you may fax 605-393-8044 or contact Brenda Even, Division Finance Officer in Rapid City, SD at 605-393-8115, Brenda.Even@state.sd.us

SDWF uses all Incident Command System (ICS) forms, the same as in SIIBM and in the finance kits. With the exception of the Crew Time Report (SF261) and Equipment Shift Tickets (OF-297), we have developed a Crew Time Report (AG-DOF-217/89) to contain personnel and equipment in one form, as seen in Exhibit A.

State and Cooperator Personnel**1. Emergency Fire Fighters and Casuals:**

- a. **Casuals** - SDWF does hire casual and emergency fire fighters under the AD payment plan as call-when-needed (CWN) seasonal employees.
- b. **Permanent & Seasonal Employees** are hired under SD Bureau of Human Resources & Department of Agriculture specific pay plans and the actual rate of pay, plus benefits, is charged to the incident.
- c. **Cooperator / Fire Department Personnel** who fill positions (overhead or engine) on incidents are paid under the AD Pay Plan, based on qualifications and the position they are filling, per their agreement with the state. The Cooperator shall be compensated for personnel as follows:
 - i. **Compensation for Fully and Non-fully Qualified Firefighter.** The following applies for compensation of services performed under this agreement.
 1. The Cooperator will be compensated for NWCG qualified firefighters at the AD rate for the position they are filling.
 2. The Cooperator will be compensated for Firefighters, who have the required NWCG firefighter training (S-130/S-190, L-180, I-100), but **DO NOT MEET** the physical fitness qualification, at the AD-B rate for initial attack.
 3. The Cooperator will **NOT** be compensated for Firefighters, who do not have NWCG firefighter training, and the physical fitness qualification, unless superseded by the authority of the SD Wildland Fire Coordinator.
 - ii. **Engine Boss, Engine Boss Trainee and Crew (Wildland Engines).** Personnel must meet the qualifications of the individual positions as outlined in the Wildland Fire Qualifications Subsystem Guide (PMS 310-1).

1. Crew configurations and staffing levels for compensation under this section will be as follows:
 - a. Minimum staffing for a fully qualified Type 6 Engine crew, for extended attack wildland fire incidents, will be one fully qualified ENGB and one (1) fully qualified firefighter (Firefighter Type 2 (FFT2) or Firefighter Type 1 (FFT1)). An ENGB(t) may be substituted for the firefighter. Two (2) or three (3) firefighters may staff an engine and additional firefighters may be assigned if approved by the incident.
 - b. Staffing for a fully qualified Type 3 Engine crew, for Type 1, 2, or 3 fires, will be one fully qualified ENGB and a minimum of two (2) fully qualified firefighters. There can be any combination of FFT2 or FFT1 firefighters and an ENGB(t) may be substituted for one of the firefighter positions. Additional firefighters may be assigned, however; the total number of crew members may not exceed five (5) personnel.
 - c. Staffing for a fully qualified Type 4 Engine crew, for Type 1, 2, or 3 fires, will be one fully qualified ENGB and a minimum of one (1) fully qualified firefighter (FFT2 or FFT1). An ENGB(T) may be substituted for the firefighter. Additional firefighters may be assigned; however, the total number of crew members may not exceed five (5) personnel.
 - d. All engine crews responding to local Type 4, Type 5, or IA incidents must be staffed with a minimum of two (2) firefighters per engine. All firefighters must meet PMS 310-1 training standards for Cooperator to be eligible for compensation. If the personnel requirement is not met the Cooperator will be paid, for equipment, at the command rate.
2. Length of Assignment: SDWF employees are authorized administrative days off, after the incident, based on length of assignment which will be charged to the incident, with a letter of authorization. The days should be documented on a CTR and signed by the Finance Section at the incident. This can take the place of a letter if one is not available.
3. Pay Plans: State employees' costs are reimbursed based on their wage and benefits. The eISuite default rate tables reflect these rates as a median cost and include premium pay, subsistence and ground travel costs. Cooperators are reimbursed based on their cooperative agreements with SDWF and should provide a copy of their agreement to the Finance Section.
4. Personnel Time Keeping: All personnel time will be documented on the SDWF Crew Time Report (AG-DOF-217/89) 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: SDWF employees and Cooperators are not entitled to hazard pay as per State policy.
6. Commissary: State Employees are authorized payroll deductions for commissary purchases. Cash and personal credit card may be used and is the preferred method of payment. Cooperators

are authorized payroll deductions for commissary purchases. Payment is made via deduction from the Cooperator's invoice.

Compensation Injury and Illness

1. Agency Provided Medical Care (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 SIIBM and will also file appropriate state worker compensation insurance forms.
2. Workers Compensations: State employees are covered for work related injuries or illness under the SD Workers Compensation Program (WCP). If a state employee is injured or contracts a disease as a result of and/or in the course of your employment, it must be reported as soon as possible to their supervisor. Within three business days of the occurrence, the individual or his/her supervisor must report in writing the circumstance of the injury or disease 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 Human Resources. Failure by the employee to file the claim on time may result in denial of the claim. The individual should keep in contact with their personnel representative to ensure a claim is properly filed. Federal CA forms can be used, as documentation for State employees and Cooperators, to take back to their home unit.
3. Cooperator Coverage: State Cooperators are covered under the SD State Workers Compensation Program when responding to incidents within South Dakota and on incidents threatening SD. They are required to carry workers compensation insurance on all employees and volunteers, for coverage on out-of-state assignments. A contact person or appropriate forms should be provided to the incident, if a need arises.

Travel

1. Per Diem: Employees and Cooperators are self-supporting. The State follows the SIIBM definition for incident provided meals and lodging. When not provided by the incident, reimbursement for food and lodging is based on State travel policy or as specified in Cooperator agreements. SD State Engine Crews, Bear Mountain and Black Hat Hand crews can be self-supporting.
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, and the rental vehicle is operated by a South Dakota State Employee the damage will be covered by the State's Risk Management Division. Cooperators will not be covered for damages under South Dakota's Office of Risk Management, please contact the SD Fire Business Staff for assistance.

Acquisition

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: SDWF 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 statewide product and service contracts. These are commonly ordered products and services used for all State agencies.

- SDWF would be the purchaser if these State Purchasing Contracts are used to guarantee pricing and proper documentation.
- b. Agreements initiated by SDWF 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.
3. 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 SDWF. The following is the SDWF payment address:

SD Wildland Fire
Fire Business Staff
3305 West South Street
Rapid City, South Dakota 57702-8160

4. Land and Facility Use Agreement Form: SDWF will use a Land Use Agreement form that complies with State Purchasing policy and State law. SDWF 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 countersigned by a federal contracting officer with the appropriate Federal Acquisition Regulation (FAR) clauses attached.
5. 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.
6. 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 for payment by the incident, for equipment with hourly and daily rates. Equipment use will be documented in block 8 of the SDWF Crew Time Report (AG-DOF-217/89).
 - b. State vehicles working under a mileage rate for agency overhead and crew transport will document use on State Fleet & Travel Management forms.
7. Cooperator Equipment: SDWF is the single hiring point for Local Government Fire Service Organizations. Cooperators are signed up through the SD Wildland Fire 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 the personnel are paid the AD rate for the position they are filling and qualified for.
 - b. Equipment time for Cooperators will be recorded using the SDWF Crew Time Report (AG-DOF-217/89), no shift ticket is needed. Original documents (OF-286 and white copy of CTR) are given to the Cooperator at time of demobilization.
 - c. Cooperators submit an invoice to SDWF with the original incident documents. Incident billings will be submitted by SDWF to the appropriate payment agency.
8. County Owned Equipment: County equipment and services may have established County use rates. Contact the County Fire Coordinator or County Emergency Manager for rate schedules when using County equipment. SDWF Crew Time Report (AG-DOF-217/89) is required to document use. The original OF-297 will be given to the operator at the time of demobilization. The County will bill SDWF for reimbursement through County Agreements with SDWF. If there

isn't a signed Joint Powers Agreement the equipment can be signed up on an incident only Emergency Equipment Rental Agreement (EERA). Incident billings will be submitted by SDWF to the appropriate payment agency.

(REMAINDER OF PAGE LEFT BLANK INTENTIONALLY)

Equipment Rates & Specifications

ENGINE TYPES:

Description Requirements	Wildland					
	Type 3	Type 4	Type 5	Type 6	Type 7	Type 9*
Minimum Flow – (GPM)	150	50	50	30	10	6
At Rated Pressure – (PSI)	250	100	100	100	100	100
Tank Capacity – (Gal.)	500	750	400	150	50	-
Hose 2.5” – (Feet)	-	-	-	-	-	-
Hose – 1.5” – (Feet)	1,000	300	300	300	-	-
Hose 1” – (Feet)	500	300	300	300	200	
Ladder – (Feet)	-	-	-	-	-	-
Master Stream – (GPM)	-	-	-	-	-	-
Max GVWR – (Pounds)	-	-	26,000	19,500	14,000	
Personnel – (Minimum)	3**	2**	2**	2**	2	

* State standard not NWCG requirement.

** In-State standard is 2 or 3 personnel.

Additional Wildland Engine Equipment Minimum Requirements are defined and illustrated in the *Interagency Standards for Fire and Fire Aviation Operations*.

Common additional items that may be requested as needed:

- All-wheel drive
- Pump & Roll
- High pressure pump (minimum 40 GPM at 250 PSI)
- Class A Foam Proportioner
- Compressed Air Foam System (CAFS) with minimum 40 CFM compressor
- Additional personnel

WATER TENDER REQUIREMENTS:

Description Requirements	Non-Tactical Tender (Size/Qty.)			Tactical Tender (Size/Qty.)			State Standard (Size/Qty.)	
	Type 1	Type 2	Type 3	Type 1	Type 2	Type 3	Type 4	Type 5
Tank Capacity – (GAL)	4,000	2,500	1,000	2,000	1,000	400	400	400
Pump Minimum Flow – (GPM)	300	200	200	250	250	80	80	-
At Rated Pressure – (PSI)	50	50	50	150	150	80	-	-
Max refill time – (Minutes)	30	20	15	-	-	-	-	-
Pump and Roll	-	-	-	Yes	Yes	-	-	-
Personnel – (Minimum)	1	1	1	2	2	1	1	1

NOTE: Water tenders must carry appropriate hose, clamps, adapters, and tools to be able to fill engines and or portable tanks including national standard thread; national hose (NH) national pipe standard hose (NPSH) and/or from camlock to fire thread. All types will meet federal, state and agency requirements for motor vehicle safety standards including all GVW ratings when fully loaded. Water tenders must carry a minimum a 200' of 1 ½, 50' of 2 ½ hose.

WATER TENDER REQUIREMENTS CONTINUED:

Description Requirements	Non-Tactical & Qty.			Tactical			State Standard	
	Type 1	Type 2	Type 3	Type 1	Type 2	Type 3	Type 4	Type 5
Equipment Inventory List <i>(With Engine)</i>	1	1	1	1	1	1	1	1
Drafting Hard Suction – 8' section or greater	2	2	2	2	2	2	2	2
Strainer with foot valve	1	1	1	1	1	1	1	1
Appliances Gated Wye – 1 ½”	1	1	1	1	1	1	1	1
Inline Tee w/ Valve – 1½” NH x 1½” NH x 1” NPSH								
Inline Tee – 1½” NH x 1½” NH x 1” NPSH								
<i>NOTE: For appliances above you can have a combination of any of the three listed or all of one.</i>								

WATER TENDER REQUIREMENTS CONTINUED:

Description Requirements	Non-Tactical			Tactical			State Standard	
	Type 1	Type 2	Type 3	Type 1	Type 2	Type 3	Type 4	Type 5
Nozzles								
1" NPSH Adjustable	1	1	1	1	1	1	1	1
1/2" NH Adjustable	1	1	1	1	1	1	1	1
3/4" GH Adjustable	1	1	1	1	1	1	1	1
Reducers								
2 1/2" NH x 1 1/2" NH	1	1	1	1	1	1	1	1
1 1/2" NH x 1" NPSH	2	2	2	2	2	2	2	2
1" NPSH x 3/4" GH	1	1	1	1	1	1	1	1
Adapters								
1 1/2" NH Double Female	-	-	-	-	-	-	-	-
1 1/2" NH Double Male	-	-	-	-	-	-	-	-
1" NH x 1" NPSH	1	1	1	1	1	1	1	1
Water Handling Accessories								
1 1/2" Hose Clamp	1	1	1	1	1	1	1	1
Hydrant Wrench	1	1	1	1	1	1	1	1

Spanner Wrench	2	2	2	2	2	2	2	2
¾" GH – 50' Roll	2	2	2	2	2	2	2	2
Hose Gaskets								
1½"	2	2	2	2	2	2	2	2
1"	2	2	2	2	2	2	2	2
¾"	2	2	2	2	2	2	2	2
Fire Line Tools								
Grubbing tool (e.g. Pulaski, Rogue Hoe, etc.)	1	1	1	1	1	1	1	1
Scraping Tool (e.g. "Combi", McLeod, etc.)	1	1	1	1	1	1	1	1
Cutting Tool (e.g. Pulaski, Axe, etc.)	1	1	1	1	1	1	1	1
Back Pack Pumps	-	-	-	-	-	-	-	-
<i>NOTE: must have enough tools for everyone on the tender.</i>								

WATER TENDER REQUIREMENTS CONTINUED:

Description Requirements	Non-Tactical			Tactical			State Standard	
	Type 1	Type 2	Type 3	Type 1	Type 2	Type 3	Type 4	Type 5
Firing Devices								
Drip Torches	-	-	-	-	-	-	-	-
Fusees (Per Person)	2	2	2	2	2	2	2	2
Miscellaneous								
Batteries (<i>ex. AA, AAA, etc.</i>) <i>NOTE: Must be self-sufficient for 48-hours.</i>	1	1	1	1	1	1	1	1
Pump Fuel <i>NOTE: Sufficient for one operational period (e.g. 16hrs.)</i>	1	1	1	1	1	1	1	1
Tow Strap, Chain, or Cable <i>NOTE: Must meet and/or exceed the wildland engine Gross Vehicle Weight (GVW)</i>	1	1	1	1	1	1	1	1
Fire Extinguisher (<i>Type A-B-C</i>) <i>NOTE: Recommended size = 5lbs.</i>	1	1	1	1	1	1	1	1
Flagging Ribbon Rolls <i>NOTE: assorted colors recommended</i>	3	3	3	3	3	3	3	3

First Aid Kit (10-person kit)	1	1	1	1	1	1	1	1
Meal, Ready-to-Eat (MRE) & Drinking Water – Sufficient for two (2) operations periods per person or equivalent.	1	1	1	1	1	1	1	1
Emergency Reflectors – one (1) box of three (3)	1	1	1	1	1	1	1	1
Assorted Tools – Sufficient for minor maintenance	1	1	1	1	1	1	1	1
Bolt Cutter – 18"	-	-	-	-	-	-	-	-

NOTE: Water tenders must carry appropriate hose, clamps, adapters, and tools to be able to fill engines and or portable tanks including national standard thread; national hose (NH) national pipe standard hose (NPSH) and/or from camlock to fire thread. All types will meet federal, state and agency requirements for motor vehicle safety standards including all GVW ratings when fully loaded. Water tenders must carry a minimum a 200' of 1 ½ , 50' of 2 ½ hose.

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 firefighting standards. Each engine must have, at a minimum, the following items for personnel:

1. NFPA approved protective clothing for structural firefighting.
2. NFPA approved protective hoods.
3. NFPA approved gloves for structural firefighting.
4. NFPA approved helmets for structural firefighting.
5. NFPA approved SCBA's; for structural firefighting.
6. NFPA approved footwear for structural firefighting.
7. 400 ft of 1 ½” single jacket wildland hose.
8. 200 ft of 1” single jacket wildland hose.
9. One hand tool for each crew member, ex. 2 – Shovels: 1 – Mc Leod, 1 – Pulaski.
10. The following appliances:
 - o 2 – 1 ½” to 1” Forestry “T”s”
 - o 2 – Reducers
 - o NSP – 1 ½” to 1”
 - o 2 – 1 ½ “ – 40 GPM nozzles
 - o 2 – 1” – 20 GPM nozzles
 - o 2 – Forestry clamps for single jacket wildland hose
11. New Generation (2002) Fire shelters for all personnel with appropriate sizing.
12. Ladder, 20 foot extension.

STRUCTURE PROTECTION RATES:

Engines	Type 1	\$115.00/hr.	<i>NOTE: Add \$20.00 per hour for CAFS</i>
	Type 2	\$110.00/hr.	
Personnel	AD Rate	Training Requirements	
	AD-B	No training other than RT-130 – annual refresher	
	AD-C	S-130, S-190, I-100, L-180, I-700 – RT-130 annual refresher	
	AD-D	All above training plus S-215 or South Dakota Fire Marshal’s Equivalent	
<i>NOTE: All rates established with operating supplies provided by Cooperator (wet)</i>			

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 Website, under Fire Business. The Fire Department Personnel should be carrying a copy of their current South Dakota State Wildland Fire Cooperative Agreement and Mini Mobilization Guide which identifies the rates for personnel and equipment. If they don’t have it the information can be obtained from their fire chief or SD Wildland Fire, Fire Business Staff or by accessing the State of South Dakota Open Government / OpenSD website and searching under contracts and grants. The URL is: <http://open.sd.gov/contracts.aspx>

Compressed Air Foam System (CAFS): Add \$20.00/hr to the base engine rate listed below for any engine equipped with a Compressed Air Foam System (CAFS) meeting the following minimum capacity, 40 CFM @ 100 PSI, to cover the cost of foam based on an application rate of three tenths of one percent @ 25gpm and additional equipment. The CAFS unit does not have to be ordered and the rate is paid from minute one, on Cooperator Engines. When CAFS is used on a State of South Dakota Wildland Fire Division Engine it will need to be ordered and will be paid \$20 per hour used.

The approving agency will replace any foam used at an incident from the State Cache, if not available at the incident. If the foam is unavailable, an S number needs to be requested by completing a General Message form and submitting it to the Rural Fire Assistance Specialist or Supply Unit Leader. The items should also be noted on the CTR with the equipment and the cost statement. It will be reimbursed at the current GSA rate.

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, the contractor can request replacement through the State supply cache or bill the State for the gel or foam used.

Severity: Cooperator engines and water tenders assisting with severity will be reimbursed at a rate of 75% of the hourly rate. Personnel are reimbursed for the full hourly rate for the position they are filling.

Prescribed Fires: Cooperator engines and water tenders assisting with prescribed fire assignments will receive a daily rate that corresponds to the hourly rate for the type of engine (e.g. type-6 engine that receives \$82.00/hour will receive \$82.00/day) plus mileage in accordance with GSA rates per class of vehicle, for the duration of the assignment. Personnel are reimbursed for the full hourly rate for the position they are filling.

South Dakota Wildland Fire Division			
Equipment Rates Table			
<i>All rates established with operating supplies provided by Cooperator (wet) Incident operational hours are from 0001-2400 hrs.</i>			
Engines	Type 3	\$95.00/hr.	All Type 3, 4, 5, 6 engines equipped with CAFS, add \$20.00 per hour
	Type 4	\$95.00/hr.	
	Type 5	\$82.00/hr.	
	Type 6	\$82.00/hr.	
	Type 7	\$30.00/hr.	
	Type 9	\$15.00/hr.	
Tactical Tenders	Type 1	\$115.00/hr.	
	Type 2	\$100.00/hr.	
	Type 3	\$80.00/hr.	
	Type 4	\$50.00/hr.	
	Type 5	\$40.00/hr.	
Non-Tactical Tenders	Type 1	\$107.00/hr.	
	Type 2	\$92.00/hr.	

	Type 3	\$72.00/hr.	
	Type 4	\$50.00/hr.	State Standard Water Tender
	Type 5	\$40.00/hr.	State Standard Water Tender
Power Saws		\$5.00/hr. for the first 2 hrs or \$30.00 per shift	
ATVs		\$40.00 per day	
UTVs <i>(Basic, without equipment)</i>		\$50.00 per day	Accessory equipment negotiable – NOTE: Not to exceed \$100/day total
Portable Pumps	0 – 200 GPM	\$30.00/24-hour day	With appropriate pump kit
	200+ GPM	\$40.00/24-hour day	
Portable Tanks	> 1,500 Gallons	\$20.00/24-hour day	N/A
	1,500+ Gallons	\$25.00/24-hour day	
Command vehicle (STEN, DIVS) or any vehicle assigned to line duty	Radio equipped for use on incident	\$65.00 per 24-hour day and mileage based on the current GSA rate; POV mileage only	Must be 4WD
Crew rotation vehicle		Mileage based on the current GSA rate	Mileage to and from incident only, one rotation per incident
Trailer towing services		\$1.50/mile	IROC approved orders required
Ambulance	Type 1	\$2,325.00/ 24-hour day	
	Type 2	\$2,325.00/ 24-hour day	
	Type 3	\$1,942.00/ 24-hour day	
	Type 4	\$1,8325.00/ 24-hour day	

- Water tenders used in a non-tactical or support roles will be paid as a support tender.

Always refer to Cooperator contract for deviations on any of the above charts
SD State Rate for Wildland Fire Equipment

RESOURCE	RATE
ATV's	\$40.00/Day
UTV's	\$100.00/Day
Chainsaws / Power Saws	\$5.00/hour for usage under 2 hours. A flat rate of \$30.00/maximum, when usage is greater than 2 hours.
Chipper	State Fleet Mileage rate and \$60 per hour for use of Chipper plus employee wages
Pickup (CH,CJ,CL,CM)	State Fleet Mileage rate and \$20 per hour for use of vehicle, plus employee wages
State Vehicles (not previously mentioned)	State Fleet Mileage rate plus employee wages
Engine Type 3 or 4 (D series)	State Fleet Mileage rate and \$60 per hour for use of Engine plus employee wages
Engine Type 6 (CN,CP,CQ,CR,CS,CT,CU,CV)	State Fleet Mileage rate and \$40 per hour for use of Engine plus employee wages
CAFS Unit	\$20 per hour used on the incident
Semi-Tractor and Lowboy (D series)	\$7.00 per mile driven plus employee wages
Mobile Cache	\$600/Day
Dozer	\$90.00/Hour
10 KW Generator	\$65.00/Day
Floatable Pump (200 GPM)	\$30.00/Day
Heliwell	\$50.00/Day
Portable Tank – less than 1500 Gallon	\$20.00/Day
Portable Tank – greater than 1500 Gallon	\$25.00/Day

IC's Trailer	\$100.00/Day
Plans Trailer	\$250.00/Day
Information Trailer	\$100.00/Day
Finance Trailer	\$250.00/Day
Logistics Trailer	\$100.00/Day
Operations Trailer	\$100.00/Day
Safety/CTSP Trailer	\$100.00/Day

MILEAGE RATES FOR THE STATE OF SD CAN BE FOUND AT:

<https://boa.sd.gov/fleet-travel/ftm-rates.aspx>

Property Management

1. Incident Base Security Storage: SDWF 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, Incident Replacement of NFES Items, the SIIBM and any additional IMT / Agency Administrator written direction (Ref: SD State Annual Operating Plan).

Incident Business Coordination

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 required for each State jurisdictional fire. Incident Management Record guidelines and SIIBM Chapter 40 guidelines will be followed unless specifically directed otherwise.

Incident Management Record guidelines can be found at:

<https://www.nwccg.gov/sites/default/files/committee/docs/ips-imt-instructions-for-managing-incident-records.pdf>

4. Buying Team: The State may provide (if available) SDWF personnel with State issued 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 eISuite will use the default rate tables as set up.
 - b. In accordance with eISuite standard operating procedures, the eISuite database will be transitioned back to enterprise, for management by the host agency, upon demobilization of Incident Management Team (IMT). Further guidance will be given to the team during the in briefing.
 - c. a. Finance sections should not have SSNs and/or TINs written down on paper copies; because all federal AD's have been assigned an ECI number and contractors use DUNNs numbers. If it is a State of SD Contractor a DUNNs number is not required and can be left blank or filled in with all 9's. For Cooperators who are paid the AD rates they do not need an ECI number and can be set up in eISuite as other with the rate that is appropriate for the position they are filling. However SSNs/TINs should never be copied and kept in the Finance package, even if the individual gives it to you. Please shred or give back to them!

Cooperative Relations

1. Cooperative Agreements. SDWF 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 ensure all necessary steps are met to use these resources, they must be ordered through Great Plains Interagency Dispatch Center, on behalf of SD Wildland Fire. Time, for personnel and equipment, will be documented by National Guard Liaison Personnel, who will give daily cost estimates to the Finance Section.
 - b. Department of Corrections (Inmates) – SD has approximately 100 trained inmates available for fire duty. Costs involved include: \$2,420 per 12 hour shift per 20 person 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. 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.
 - 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

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 must 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

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 SDWF at the State Office Level.

1. 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. In the 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.
2. Land and Facility Use Claims: SDWF will make claims determination and settle all LUA claims executed by SDWF.

Cost Accounting

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 SIIBM, Exhibit 52.
2. Black Hat & Bear Mountain Hand Crew State Resources: The Crew Superintendent or Crew Boss will give finance information on rates for equipment and personnel. They are made up of permanent and part-time/seasonal 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, and Fire Business. Rates can also be found under the Acquisitions portion of this supplement, for South Dakota.
4. Cooperator equipment: Each participating Fire Service Organization has a signed Cooperative Fire Suppression agreement with SDWF. These rates follow the guidelines established in the agreement and above. Cooperators will have a copy of the current Cooperative Fire Suppression agreement for the Finance Section.
5. Cost Calculations – Spreadsheet: A spreadsheet for incident cost calculations is available representing estimates for SD and the Rocky Mountain Region.

Additional Information can be found at the SD Dept. of Ag's website:
<http://sdda.sd.gov/wildland-fire/fire-business-management/agreements/>.

(REMAINDER OF PAGE LEFT BLANK INTENTIONALLY)

EXHIBIT A

Crew Time Report, AG-DOF217/89

South Dakota

AG-DOF217/89

FIRE DEPARTMENT
CREW/EQUIPMENT TIME REPORT

CREW NAME (VOL FIRE DEPT (1))					
FIRE NAME (2)				FIRE NUMBER (3)	
4		5		7	
NAME OF EMPLOYEE	CLASSIFICATION	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 Division, must be brought home by all SD State Employees and Cooperators.

Yellow Copy - Retain at the fire scene by agency responsible for the fire (State or Forest Service).

Pink Copy - Retained by the Fire Department.

EXHIBIT 05 - Wyoming Wyoming State Forestry Division (WSFD)

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

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

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

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

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

Payment office address for Wyoming state land fires is at the WSFD HQ:

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

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

WYOMING FIREFIGHTER PERSONNEL (Ref: SIIBM CHAPTER 10)

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

Days off may be granted to Wyoming cooperators when current SIIBM criteria are met. When days off are provided at the incident, show "Day Off" on the OF-288. Eligibility for paid days off will be determined by the home unit. Paid days off will only occur on the employee's regular work days; there will be no compensation on employee's regular days off.

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

Cooperators are reimbursed according to the FF rates described in the "Wyoming Wildland Fire Resource Mobilization Guide". The FF rate shown for each classification is the rate per hour to be paid for all service required for each cooperator. Premium compensation of one and one half times the hourly rate will not be paid for FF rates.

The percentage of benefits can be added to all fire billings including but not limited to; workers comp, FICA and Medicare. Percentages will be established by employing agency each year.

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

COMPENSATION INJURY AND ILLNESS (Ref: SIIBM Chapter 10)

1. **APMC:** The State/County is not authorized to provide APMC on State/Private land fires. On multiple jurisdictional incidents, APMC may be provided through a federal agency. Wyoming firefighters may receive APMC on other jurisdictional fires under guidelines in the SIIBM and will file appropriate State Worker Compensation insurance forms.
2. **Workers Compensation Insurance:** Wyoming firefighters are covered under Wyoming Workers Compensation for incident related injury/illness. If a Wyoming firefighter is injured or contracts a disease as a result of and/or in the course of an incident their employer must be notified no later than 72 hours after sustaining the injury. A Report of Injury form can be found on the following web site: <http://wsfd.wyo.gov/fire-management/fire-business>, from a Wyoming Agency Rep or on the Wyoming Department of Workforce Services, Workers Compensation Division web site: www.wyomingworkforce.org. If guidance is needed, there is a list of all the Workers Compensation offices in Wyoming in the Wyoming Wildland Fire Resource Mobilization Guide.
3. The "Wyoming Report of Injury" form must be received by State Workers Comp office within 10 days.

Federal CA forms cannot be used for Wyoming Workers Compensation.

TRAVEL (Ref: SIIBM Chapter 10)

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

Wyoming state travel policy (found at <http://wsfd.wyo.gov/fire-management/fire-business>)

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

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

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

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

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

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

ACQUISITION (Ref: SIIBM Chapter 20)

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

Current equipment rates are in the “Wyoming Wildland Fire Resource Mobilization Guide” or at the Wyoming State Forestry Division website at: <http://wsfd.wyo.gov/fire-management/fire-business>

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

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

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

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

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

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

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

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

Direction may be given by the Unit Administrator Group for EERAs on joint ownership. EERAs will be for “Incident Only”. A new EERA must be done for each new incident.

During completion of the CONTRACTOR block, the EIN/SSN number must be filled in on the EERA. A signed W-9, Request for Taxpayer Identification Number and Certification, must be completed before payment is possible. The W-9 form can be found on the following website: <http://wsfd.wyo.gov/fire-management/fire-business> or from a Wyoming Agency Rep. The form should be attached to the payment documents, when submitting for payment. The W-9 form, also located on the above website, should be completed when the “Administrative Office for Payment” is for a local jurisdictional entity.

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

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

On Use Invoice Block 4, please use these dates:

Beginning 04/15/present year – Ending 04/14/following year

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

As previously mentioned, the rates to be used for state and county department resources are found in the “Wyoming Wildland Fire Resource Mobilization Guide”. Procedures for the OF-286 invoices at the end of the incident are to ensure all deductions for fuel, oil and repairs are posted and the documents are signed. Time worked on incident will be finalized on incident. Travel home may be left off of the invoice and will be completed by the County Fire Warden. The original OF-286, along with original Emergency Equipment Shift Ticket (OF-297) and any Fuel and Oil tickets (OF-304) are sent home with the equipment for billing purposes.

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

Wyoming equipment remain in paid status during meal breaks while on-shift at an incident.

The CTR for personnel assigned to that piece of equipment should show breaks taken or provide documentation for compensable meal breaks as required by the SIIBM.

OF-286 may be used for miscellaneous expenses in the same manner as hiring equipment. State/County/Department/District do not use Blanket Purchase Agreements, but have a large variety of charge accounts set up in communities throughout the state.

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

Copies of the vendors itemized invoice showing name, address, date, incident name and total amount due, must be attached to the OF-286. The vendor invoices must be dated and have printed name as well as a legible signature and title of the person making the purchase. A maximum 18 percent gratuity may be included on meal invoices (except sack and “to go” meals).

PROPERTY MANAGEMENT (Ref: SIIBM Chapter 30)

1. **Incident Base Security Storage** - State/County/Department/District can provide law enforcement for incident security.
2. **Property Accountability Controls** - Wyoming firefighters are entitled to incident replacement for government items consumed and agency property damaged or lost. For items that are not able to be filled at the supply or ground support unit upon demobilization, an “S” number shall be given in order that the item(s) may be purchased at the home unit. Replacement of Wyoming firefighter property will be accomplished through the supply ordering system as described in the National Mobilization Guide Chapter 20, Interagency Standards for Fire & Fire Aviation Operations chapter 11, SIIBM Chapter 20 and 35 and Rocky Mountain Area Interagency Mobilization Guide Chapter 20.
3. **Durable or accountable property** - Any request for durable or accountable property on a state or private land fire will be approved by the District/Assistant Forester, Agency Rep, County Fire Warden or District Chief. On multi-jurisdictional incidents, all agencies involved will determine disposition of durable or accountable property.

BUSINESS COORDINATION (Ref: SIIBM Chapter 40)

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

COOPERATIVE RELATIONS (Ref: SIIBM Chapter 50)

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

Any equipment that does not pass a pre-use inspection after arriving at the fire may be rejected and the cooperator will not be compensated for any time or travel expense incurred. Equipment use will be documented on Emergency Equipment Shift Tickets (OF-297) and summarized on the Equipment Use Invoice (OF-286), fuel and oil charges are documented on Fuel and Oil Issue (OF-304). Equipment operators and single resource personnel use the Crew Time Report (SF-261) and Incident Time Report (OF-288).

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

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

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

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

Smokebuster crews are restricted to the State of Wyoming boundaries, with the following exception; they can also be dispatched to wildland fires in the Black Hills of South Dakota. These crews are configured as 5 to 7 man squads with a red carded crew boss from WSFD. Department of Corrections officer will be sent along with the 20 man crews or overnight assignments. In lieu of a correctional officer, the crew supervisors will be responsible for the inmate crew's needs before, during and after shift. This may cause the supervisors to claim work hours in excess of the 2:1 work/rest ratio. The supervisors "in camp" work hours should not be counted against the work/rest ratio.

Individual Incident Time Reports (OF-288) will be kept on individual crew bosses and correctional officers. Incident 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, then Smokebusters (i.e. 14 Smokebusters, 7 Smokebusters, 7 Smokebusters (2)).

3. **Wyoming Helitack** - The Wyoming State Helitack (based out of the Glenrock, Wyoming) is ordered directly from Casper Interagency Dispatch Center.

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

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

4. **Other Wyoming State Agencies** - Resources ordered for wildland fire incidents from Wyoming Office of Homeland Security (WOHS), Wyoming Military Department (WMD) and Wyoming Department of Transportation (WYDOT) resources will be placed with the Casper Interagency Dispatch Center. The Casper Interagency 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 Casper Interagency Dispatch Center with the status.

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

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

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

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

5. **State Fire Management Assistance (FMAG)** - In the event a wildland fire threatens a community it is possible to receive financial assistance through a Fire Management Assistance Grant (FMAG) from the Federal Emergency Management Agency (FEMA) to offset the suppression costs to the state and local communities.
 - a. The State will be responsible for initiating the process, notifying FEMA and collecting the required documentation.
 - b. Agency Administrators and/or the delegated IMT will cooperate with the State representatives working the declaration: collecting cost data, time and invoice records, and planning documents to support the request for FEMA cost sharing funding.
 - c. Incident management personnel may be asked to help State personnel or the Principal Advisor to obtain information in support of the state’s reimbursement claim request.
 - d. The State and IMT work together to assure existing agreements are understood and cost accounting procedures are adequate to provide a clear, supportable record of the state’s share of incident costs. In most cases, the costs need to be identified by operational period.

CLAIMS AND ACCIDENT REPORTING (Ref: SIIBM Chapter 70)

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

protecting agency. Absence of any State forms, a federal employee claim form can be used for documentation and determination of the claim at the employee's home unit.

COST ACCOUNTING (Ref: SIIBM Chapter 80)

1. **Cost Share Agreement** – The host Agency Administrator is responsible for initiating a cost share agreement. Preferred Cost Share template is in the SIIBM or it can be found at: <http://wsfd.wyo.gov/fire-management/fire-business>. Include names and contact information of principle authors.
2. **Cooperator Equipment** – Rates are established and published in the “Wyoming Wildland Fire Resource Mobilization Guide”. At each incident cooperators should provide this to the Finance Section, if not provided, it can be found at: <http://wsfd.wyo.gov/fire-management/fire-business>.
3. **Cost Calculation Spreadsheet** – A spreadsheet for incident cost calculations is available and represents estimates for Wyoming and the Rocky Mountain GACC. The spreadsheet is a tool for estimating costs during initial attack or Type 3 IMT where e-ISuite is not in use. The spreadsheet can be found at: http://gacc.nifc.gov/rmcc/incident_busn_management.php.
4. **Collecting Incident Costs** – All costs shall be collected from the beginning of the incident, including any mutual aid or reciprocal periods.

EXHIBIT 06 - Agency Specific Contacts

For questions regarding agency-specific incident business issues, contact:

Agency	Name	Address	Email	Phone Numbers
BLM- WY	Kayla Davin	BLM-Wyoming State Office 5353 Yellowstone Road Cheyenne, WY 82009	kdavin@blm.gov	(307) 775-6054 o (307) 256-2565 c (307) 775-6098 f
ST - WY	Shielah Esterholdt	Wyoming State Forestry 5500 Bishop Blvd Cheyenne, WY 82002	shielah.esterholdt@wyo.gov	(307) 777-7060 o (307) 241-2757 c f
BLM-CO	Kerry Jacobson	BLM-Colorado State Office 2850 Youngfield St Lakewood, CO 80215	kjacobson@blm.gov	(303) 239-3958 o (769) 610-2231 c (303) 239-3811 f
ST - KS	Aimee Hawkes	Kansas Forest Service 2610 Claflin Road Manhattan, KS 66502-2798	aimeh2@ksu.edu	(785) 532-3302 o c (785) 532-3305 f
FWS	Brooke Malcolm	US Fish & Wildlife Service Mountain Prairie Region 6 134 Union Blvd. Suite 300 Lakewood, CO. 80226	brooke_malcolm@fws.gov	(303) 445-4306 o (303) 386-5152 c (303) 850-2925 f
ST - NE	Mark Frickel	University of Nebraska - Lincoln Nebraska Forest Service IANR 402 W. State Farm Road North Platte, NE 69101	mfrickel2@unl.edu	(308) 249-6763 o c f
NPS	Maria MacKie	National Park Service Intermountain Region 12795 W. Alameda Parkway Lakewood, CO 80228	maria_mackie@nps.gov	(303) 969-2971 o (720) 884-6125 c f
ST - SD	Brenda Even	SD Wildland Fire 3305 West South Street Rapid City, SD 57702	brenda.even@state.sd.us	(605) 393-8155 o (605) 430-0044 c (605) 393-8044 f
BIA	Diane Cartney	BIA - Natural Resources Dept 115 4 th Ave SE, Suite 400, MC301 Aberdeen, SD 57401	diane.cartney@bia.gov	(605) 226-7621 o (605) 380-1567 c (605) 226-7358 f
FS - R2	Carol Cadola	USDA Forest Service Rocky Mountain Region, R2 1617 Cole Blvd, Bldg 17 Lakewood, CO 80401-3305	carol.cadola@usda.gov	(303) 275-5316 o (720) 357-2744 c (303) 275-5754 f
ST - CO	Erin Claussen	CO Division of Fire Prevention & Control 7385 Greendale Road, #102 Windsor, CO 80550	erin.claussen@state.co.us	(720) 544-2262 o (303) 263-5937 c (970) 667-0529 f