



**SOUTH DAKOTA  
DEPARTMENT OF PUBLIC SAFETY  
WILDLAND FIRE EMPLOYEE AND  
EQUIPMENT USE GUIDE**

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## PREFACE

This Employee and Equipment Use Guide has been created by South Dakota Department of Public Safety, Wildland Fire (SDWF) to cover guidelines and requirements for state employee assigned to non-SDWF jurisdiction fires. This guide will be reviewed annually by SDWF staff and updated as needed.

## INTRODUCTION

- A. **Premature termination:** When a member of SDWF is released for cause or quits before the service period is over. Pay will be stopped at the time services are terminated or the last recorded entry on incident records. The incident shall notify the SDWF Duty Officer at 605-301-0563.
- B. **Equipment maintenance:** SDWF is responsible for the proper maintenance and safety of fire units and equipment. Intentional use of improperly maintained or unsafe fire equipment is grounds for immediate suspension by the Jurisdictional Agency (JA). Equipment that becomes inoperable or breaks down will be considered off-shift.
- C. **Fire training:** SDWF will ensure that personnel used in wildland fire suppression/prescribed burning/all-hazard efforts are properly qualified and participate in formal wildland fire training which meets or exceeds the National Wildfire Coordinating Group (NWCG) wildland fire standards.
- D. **Assignment related illness or injury:** SDWF is self-insured for general liability and vehicle insurance. SDWF will report any illness or injury to incident officials on the scene. Incident officials will notify the appropriate dispatch center and SDWF will complete the South Dakota First Report of Injury form. For incident use, the federal workers' compensation form may be completed for information gathering and documentation only.

*NOTE ON INCIDENTS WITHIN SOUTH DAKOTA: A workers' compensation claim may not begin until a copy of the South Dakota First Report of Injury form has been received by the individual's supervisor.*

# COMPENSATION PLAN

## SDWF PERSONNEL COMPENSATION

- A. **Compensation rates:** SDWF employees are compensated at their rate of pay in place at the time of dispatch.
- B. **Compensable time:** All hours recorded under this compensation plan will be recorded as either on-shift or off-shift. All on-shift time is compensable. All off-shift time is not compensable. For recording shift time, a calendar day will be defined as beginning at 0001 hours and ending at 2400 hours military time. Meal periods for personnel are not compensable as work time and will be documented on a CTR as a 30-minute break for shifts of eight hours or more.
- C. **Time recording:** SDWF employees will properly record time on their CTRs. If using the paper version, turn the yellow copy in to the Finance section at the end of shift or to the IC when there is no Incident Management Team (IMT). If using an electronic CTR (eCTR), email the eCTR to the Finance Section or IC after obtaining your supervisor's signature.
- D. **Required documentation:** The following originals should be provided to SDWF employees upon release from an incident:
  - 1. Electronic or white paper copy of CTRs (SD Emergency Personnel Time Report and Equipment Shift Ticket);
  - 2. Emergency Firefighter Time Report (OF-288);
  - 3. Emergency Equipment Use Invoice (OF-286);
  - 4. Pink copy of Emergency Equipment Fuel and Oil Issue slips (OF-304);
  - 5. Property Loss or Damage Report (OF-289, front and back).
- E. **Compensation for meals and lodging:** Whenever practical, the incident official will provide meals and sleeping arrangements for SDWF personnel. SDWF may secure or purchase meals and lodging but will obtain documented approval from the IC or designee, prior to making these arrangements. Receipts and documentation must be provided for all lodging. Compensation for lodging and meals will be made according to the State of South Dakota's per diem regulations and rates. Compensation over state per diem rate is allowed only when approved by the IC via letter or General Message.
- F. **Hazardous duty/overtime:** No additional compensation will be authorized for hazardous duty. Nor will there be any adjustments in hourly compensation rates for services rendered for night work, work on Sundays, or holidays.
- G. **Days off:** SDWF follows the NWCG Standards for Interagency Incident Business Management for Rest and Recovery (R&R) Time. R&R must be approved by the

incident and documented with a CTR signed by the employee's incident supervisor or finance chief from the incident.

- H. **Transportation of personnel:** To be compensated, SDWF must have approval from the ordering agency for separate transportation of fire personnel from the point of hire to the fire scene and from the fire scene to the point of hire. Mileage must be documented with the Finance Section. In the event of a transportation breakdown, alternative travel must be approved by the ordering agency.

## SDWF EQUIPMENT COMPENSATION

- I. **General instructions:** Resources ordered by another agency and provided by SDWF will be paid according to the mileage, hourly, and/or daily rates established for that equipment by SDWF for each classification standard. Use of this equipment must be noted under the equipment section of the CTR and verified by the supervisor. Refer to the Resource Workplan for current rates.
- J. **ATVs and UTVs:** Compensable when documented on a resource order.
- K. **Deductions:** SDWF will pay for or return any equipment and/or supplies checked out from Supply. SDWF will subtract these charges including any fuel costs and/or commissary items from the final invoice to the JA.
- L. **Cleaning and refitting equipment:** The JA will not compensate SDWF for the time and cost of cleaning and refitting equipment after the unit has returned to the point of hire.
- M. **Rental vehicles:** SDWF employees may seek reimbursement for rental vehicles, when listed on resource order.
- N. **Parking at an airport:** Vehicles used to transport personnel to the airport and parked will be reimbursed for the cost of parking and mileage but will not receive any daily/hourly payment while parked. Hired transport (ex. Uber, Lyft, taxi) will be reimbursed.
- O. **Damage claims to fire apparatus:** Damage to a fire unit must be reported to the state, the immediate supervisor, incident safety officer, IC, and Finance Section personnel prior to leaving the fire scene to ensure all appropriate paperwork is completed.
- P. **Lost or damaged equipment/gear:** Documentation must be filed with the IC or Finance Section at the incident stating the nature of any loss or damage. The IC or Finance Section will provide instructions and forms for appropriate documentation.

### SDWF Equipment Rates

All rates established with operating supplies provided by SDWF (wet).

Incident operational hours are from 0001-2400 hrs.

ATV	\$70/day*
UTV	\$225/day*
Command Vehicle (any vehicle not listed elsewhere on this chart)	\$125/day** + state fleet mileage rate (always charged while assigned to an incident even if not used. Does not need to be on fireline).
Crew Pickup	\$175/day** + state fleet mileage rate
Service Pickup	
Engine	Type 3 or 4 - \$125/hour + state fleet mileage rate. Type 5 or 6 - \$115/hour + state fleet mileage rate.
Transport (semi + trailer)	\$1170/day* + state fleet mileage rate.
Mobile Cache	Full size - \$600/day**
	Mini - \$150/day**
Dozer	Type 1 - \$210/hr Type 2 - \$150/hr Type 3 or 4 - \$100/hr
Skid Steer	\$625/day*
Mini Excavator	\$300/day*
Office Trailer (Plans/Finance)	\$250/day**
*Listed rate if hired for 8 hours or more. 50% off if hired for less than 8 hours. **Rate always applies while hired for an assignment.	