

SOUTH DAKOTA
DEPARTMENT OF PUBLIC SAFETY
WILDLAND FIRE
MINI-MOBILIZATION GUIDE
FOR COOPERATORS

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PREFACE

This Mini-Mobilization Guide has been created by the South Dakota Department of Public Safety, Wildland Fire (SDWF) to outline basic guidelines and requirements for cooperating entities when working with the State of South Dakota on fire incidents. This guide will be reviewed annually by SDWF staff and the Black Hills Fire Advisory Board.

It is the expectation of the state wildland fire coordinator that these requirements be followed by all entities that sign the SDWF Cooperative Agreement. This guide does not supersede the terms of the SDWF Cooperative Agreement.

NOTE: Through our membership with the National Association of State Foresters, we strictly adhere to the National Wildfire Coordinating Group (NWCG) standards for training and qualifications. These standards are found in the PMS 310-1 and PMS 901-1 and we retain the right to require above and beyond these at any time.

COOPERATING WITH THE STATE OF SOUTH DAKOTA

A. Pre-season documentation: Maintaining accurate records with SDWF is crucial to ensure resource ordering capabilities and timely reimbursement.

1. An Annual Substitute W-9 must be submitted to SDWF before or with the first fire bill of the year to receive payment.
2. Any equipment that may be used on a wildland fire must be reported to SDWF using a Resource Information Form. New equipment or updates to existing equipment must be submitted to SDWF no later than January 31. If applicable, Great Plains Interagency Dispatch (GPC) will add or update equipment in the Incident Resource Ordering Capability (IROC) database no later than March 31. New equipment that becomes available after January 31 will be entered as time allows during the remainder of the year. Removal of equipment may occur at any time during the year.

B. Incident commander (IC): The cooperator, if first on the scene of an incident, will assume command of the incident and of the fire scene until relieved by a representative from the state or another agency representative with primary suppression responsibility. The IC must maintain communication with the state Duty Officer (DO) on incident status and resource needs.

C. Premature termination: When a member of the cooperator 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 DO at 605-301-0563.

D. Equipment maintenance: The cooperator 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 of the cooperator by the Jurisdictional Agency (JA). Equipment that becomes inoperable or breaks down will be considered off-shift.

- E. **Equipment inventory:** The cooperator will maintain and make available a current inventory of fire units and fire equipment used to fulfill the requirements of the SDWF Cooperative Agreement.
- F. **Fire training:** The cooperator 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 NWCG standards. All individual qualification records must be completed and maintained in the Incident Qualification System (IQS) and Incident Qualification Cards (IQCs, aka "Red Card") issued. Signed cards will be issued by the chief of the department or their designee to their personnel no later than June 1 of the current year. IQCs for personnel that possess qualifications requiring a Work Capacity Test (WCT) and RT-130 Wildland Fire Safety Training Annual Refresher are valid until the expiration date of either the WCT or RT-130, whichever is first. IQCs for personnel that possess qualifications that do not require a WCT or RT-130 are valid for 12 months from the date the card is signed by a certifying official.

Certified structural firefighter as recognized by the South Dakota Fire Marshal's office must be entered in IQS to be compensated for structure protection. Proper documentation of the WCT, all training certificates including proof of RT-130, and incident responses will be on file with the department for auditing by the state if requested. These will also be entered and maintained in IQS by the cooperator. For information on IQS, contact the SDWF Training and Aviation Program Manager.

Fire departments in South Dakota will need to provide their own "local agency" training and certification policy for ATV and UTV training. This is specific to obtaining the ATV Operator (ATVO) and UTVO (UTV Operator) qualifications that are recognized with the National Wildfire Coordinating Group (NWCG). For more information, please see the ATV_UTV Training Policy Change memo.

- G. **Illegal substance/alcohol:** The use or distribution of illegal substances or alcohol during an assignment is cause for immediate dismissal from the assignment. Likewise, a person found to be under the influence of illegal substances or alcohol while in active or standby status during an assignment will be dismissed.
- H. **Assignment related illness or injury:** The cooperator will report any illness or injury to incident officials on the scene. Incident officials will notify the appropriate dispatch center and complete the South Dakota First Report of Injury form. Barring extenuating circumstances, a copy of the completed form is to be sent to the fire business staff as soon as possible after the occurrence of the illness or injury and will be provided to SDWF no later than three business days after the occurrence. On out-of-state

assignments, the cooperator's workers' compensation form will be completed and filed with their insurance company. 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 fire business staff.

I. **Resource status:** For assignments outside the state of South Dakota, the cooperator must post their equipment and personnel status as "available" in IROC. Posting must be completed every week by 1200 on Thursday.

All resources are set back to "available local" every Thursday before 1200. Resources will need to re-status accordingly. The availability options are:

1. Local – within the GPC zone (South Dakota, Nebraska, and a small part of Wyoming, Montana, and North Dakota);
2. State – within South Dakota;
3. GACC – all of the dispatch zones that make up the Rocky Mountain Geographic Area;
4. National – all of the continental United States and Alaska;
5. Virtual – certain administrative positions may telework incidents via phone and computer rather than be physically present; and
6. Incident Management Team (IMT) – IMT members that are available to complex incident management teams.

MINIMUM REQUIREMENTS FOR INCIDENT PERSONNEL

A. **Age:** Must be at least 18 years of age.

B. **Wildland clothing and safety equipment:** The cooperator will ensure that all firefighters have and properly utilize the following Personal Protective Equipment (PPE) when responding to a wildland fire:

1. A fire-resistant shirt that meets current National Fire Protection Association (NFPA) 1977 requirements for wildland fire suppression;
2. Fire resistant pants or coveralls that meet current NFPA 1977 requirements for wildland fire suppression;
3. Leather lace-up boots, at least 8" high with lug soles;
4. A helmet or hard hat that meets American National Standards Institute (ANSI) (Z89.1-1986 Class A&B) specifications and current NFPA 1977 requirements for wildland fire suppression;

5. Leather gloves that meet NFPA 1977 requirements for wildland fire suppression;
6. One “New Generation” (M-2002) Fire Shelter with appropriate sizing for firefighter (e.g. Regular or Large);
7. Goggles or other proper eye protection;
8. Two quarts of drinking water;
9. One pair of earplugs or other hearing protection; and
10. Headlamp that attaches to the helmet or hardhat.

C. **IQCs:** All cooperator personnel, except those responding during initial attack (IA) or are ordered for structure protection, must have a valid IQC listing their current WCT (if applicable) and qualifications for the cooperator to be compensated for services on extended attack incidents.

D. **Initial Attack incident response:** All wildland engines and tactical tenders must be staffed with a minimum of two firefighters per engine. If the equipment is staffed with fully qualified firefighters or at least two firefighters that meet PMS 310-1 training standards, the cooperator is eligible for full compensation. If the minimum staffing for a fully qualified engine is not met, the cooperator will be paid at the Type 7 engine rate. If the minimum staffing for a fully qualified Tactical Tender is not met, the cooperator will be paid at the Type 3 Support Tender rate. Refer to Table 6 - Personnel Compensation for an explanation of how personnel are compensated based on their training and qualifications.

For extended attack, all individuals must be certified under the requirements in the sections below to be assigned to incidents under State of South Dakota or federal jurisdiction. For structure qualifications see STRUCTURE PROTECTION on page 17.

E. **Support tender staffing:** This vehicle will be staffed with a minimum of one driver/operator who must have completed RT-130 within the current year. The cooperator will be compensated for drivers at the AD-D per hour rate without a commercial driver’s license (CDL) or AD-E per hour rate with a CDL (CDL must be documented in IQS). Support tenders will be used to refill engines away from the fireline or for dust abatement, not direct fire suppression. These operators do not have to pass a WCT.

F. **Tactical tender staffing:** This vehicle must be staffed with a crew of two. The driver/operator must be a qualified firefighter type 1 (FFT1) or engine boss (ENGB). The second firefighter must be a qualified firefighter type 2 (FFT2) or higher as defined in NFES 2724, Interagency Standards for Fire and Aviation Operations. Tactical deployment is defined as direct fire suppression missions, such as pumping hose lays and running attack. Crews may use hose-reel, spray bars, and monitor if available to suppress fires. They may also be used to refill engines on or off the fireline.

G. **Engine boss (ENGB), engine boss trainee (ENGB (t)), and crew (wildland engines):** Personnel must meet the qualifications of their positions as outlined in PMS

310-1. Crew configurations and staffing levels for compensation under this section will be:

1. Minimum staffing for a fully qualified Type 6 engine crew for extended attack wildland fire incidents at the state standard will be one fully qualified ENGB and one fully qualified FFT2, FFT1 or ENGB(t). Minimum staffing at the regional standard (RMA Interagency Mobilization Guide chapter 40) is one ENGB and two fully qualified firefighters (any combination of FFT2, FFT1, ENGB(t)). ENGB(t) may only fill one of the two firefighter positions.
2. Minimum staffing for a fully qualified Type 3 engine crew, for extended attack fire incidents will be one fully qualified ENGB and a minimum of two fully qualified firefighters (any combination of FFT2, FFT1, ENGB(t)). ENB(t) may only fill one of the two firefighter positions. Additional firefighters may be assigned; however, the total number of crew members may not exceed five.
3. Minimum staffing for a fully qualified Type 4 engine crew, for extended attack fire incidents will be one fully qualified ENGB and a minimum of one fully qualified firefighter (FFT2, FFT1 or ENGB(t)). Minimum staffing at the regional standard (RMA Interagency Mobilization Guide chapter 40) is one ENGB and two fully qualified firefighters (any combination of FFT2, FFT1, ENGB(t)). ENGB(t) may only fill one of the two firefighter positions. Additional firefighters may be assigned; however, the total number of crew members may not exceed five.

H. **Dozer operators:** Operators must have completed S-130, S-190, L-180, IS-100, IS-700, and successfully completed a dozer specific field day. Annual completion of RT-130 and WCT at the “moderate” level are also required.

MINIMUM EQUIPMENT STANDARDS

All engines and water tenders must meet the minimum NWCG or state standards. Resource orders will be filled per the NWCG standard.

A. **Personal Owned Vehicles (POV):** POVs will not be used as emergency vehicles (engine, tender, ambulance, ATV/UTV, etc.) while cooperators are performing services in accordance with the Cooperative Agreement. A POV may only be used as a command vehicle (on the fireline) or crew rotation/support vehicle (off the fireline). POVs used as a command vehicle must also be 4x4 or AWD and equipped with a mobile radio. POVs used as a command vehicle or towing SDWF trailers must be covered under the cooperating entity’s automobile insurance. Proof of coverage must be provided to SDWF before seeking compensation. Violation of this section may result in the immediate dismissal from an incident and/or denial of compensation. SDWF and the State of South Dakota will not be held liable for any incidents involving POVs.

B. **Driver licensing:** At least two crew members on each engine must possess a valid

driver's license.

C. **Equipment inventory:** An accurate and current inventory list will be maintained for each engine and tender. An inventory record will be available with vehicles responding to an incident.

1. **Classification standards:** Engines and tenders will be classified by type according to NWCG or state standards. All tenders, Type 1 engines, and Type 2 engines may substitute 2 ½" hose with large-diameter hose (LDH).

D. **Ambulance typing:** The cooperators must be licensed through or have reciprocity with the South Dakota Department of Health and adhere to the administrative rules set forth in ARSD 44:05.

1. Type 2 –crew must have ALS training and a minimum of two staff (one EMT and one EMT-I, AEMT, or Paramedic). The ambulance must be able to transport two litter patients.

2. Type 4 –crew must have BLS training and a minimum of two personnel (one EMT and one first responder). The ambulance must be able to transport two litter patients.

COMPENSATION AND REIMBURSEMENT PLAN

When acting in accordance with the Cooperative Agreement, a responding cooperator will be compensated from the time and point of dispatch at the appropriate AD rates and as stated in the Chapter 50 supplement to the *NWCG Standards for Interagency Incident Business Management* (PMS 902) for the Rocky Mountain area and any subsequent amendments thereto. Excluding any non-compensable IA period, SDWF will apply the version of rates which are in effect at the time of dispatch, or when compensable time begins, except that all guaranteed minimums in PMS 902 are excluded from application to the SDWF Cooperative Agreement.

SDWF will not pay cooperator's expenses as a separate item. State, federal, or active military personnel assigned to firefighting duty and paid for this duty by their employer are not eligible for compensation to the cooperator.

SDWF will not pay for fire suppression unless the combined daily total for all IA efforts is greater than three hours. When the IA becomes compensable, payment is from the time of dispatch to the time of release from the incident as noted by times on a Crew Time Report (CTR). This compensable mutual aid period will apply to all new incidents within a 24-hour period after the initial dispatch.

COOPERATOR PERSONNEL COMPENSATION

A. **Compensation rates:** Rates are annually reviewed by the National Incident Business Committee. To find the appropriate AD pay rate, refer to the current year AD pay plan

which may be found at <https://www.fs.usda.gov/managing-land/fire/ibp/personnel>.

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. Equipment does not take breaks and will still be compensated for during the personnel meal break.

C. Compensation for fully and not fully qualified firefighters: Refer to Table 6 – Personnel Compensation.

1. The cooperator will be compensated for NWCG qualified firefighters at the AD rate for the position they are filling. Effective January 1, 2026, positions requiring S-130, S-190, L-180, IS-100, or IS-700 but missing in IQS will not be compensated.
2. For local IA incidents, the cooperator will be compensated at the AD-B rate for firefighters who have the required NWCG firefighter training (S-130, S-190, L-180, IS-100, and IS-700) and a current RT-130 but do not meet the physical fitness qualification (WCT).
3. The cooperator will be compensated for trainees at one step below the qualified rate for the position performed.
4. The cooperator will not be compensated for firefighters who do not have the required NWCG firefighter training.

D. Time recording: Cooperator's 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 IMT. If using the electronic version, email the CTR to the Finance Section or IC after obtaining your supervisor's signature.

E. Billing: SDWF encourages the use of electronic billing (e-bill). E-bills are fast, secure, and more efficient than paper billing. E-bills are electronic forms and/or paper documents that have been scanned and attached as PDFs. Send e-bills to sdwffirebilling@state.sd.us.

Effective immediately, original paper CTRs will no longer be accepted even if taped. Paper CTRs must be scanned and printed onto an 8.5" x 11" sheet of paper if mailing/hand delivering cost statements. Effective January 1, 2026, all fire billing documents should be e-bills. If e-billing is not used, then your department will forfeit its administrative fee.

F. Required documentation: The following originals, if applicable, should be provided to the cooperator upon release from an incident and accompany the cost statement

when submitted to the state for payment:

1. Electronic or scanned CTRs (SD Emergency Personnel Time Report and Equipment Shift Ticket);
2. Resource order form;
3. Receipts;
4. Emergency Firefighter Time Report (OF-288);
5. Emergency Equipment Use Invoice (OF-286);
6. Pink copy of Emergency Equipment Fuel and Oil Issue slips (OF-304);
7. Property Loss or Damage Report (OF-289, front and back); and
8. Inspection form (OF-296).

G. Reimbursement for meals and lodging: SDWF expects that all cooperators are self-sufficient for the first operational period. Whenever practical, the incident official will provide meals and sleeping arrangements for cooperators. The cooperator may secure or purchase meals and lodging but will obtain documented approval from the IC, or designee, prior to making these arrangements if reimbursement is expected. Receipts and documentation must be provided for all lodging. Reimbursement for lodging and meals will be made according to the State of South Dakota's per diem rates and regulations. Compensation over state per diem rate is allowed only when approved by the IC. IC approval must be a letter for out of state fires but may be a general message for in state incidents. Reimbursement will be made while in travel status consistent with the state's rates and procedures. The current per diem rates for South Dakota can be found at bhr.sd.gov.

1. Lodging: Reimbursement for lodging will be based on receipts and will not exceed the state's current rate per night per individual. Receipts for multiple occupancy rooms must show number of people and names of individuals. Individual reimbursement will be based on the total room rate (plus tax) divided by the number of occupants. All receipts must reflect a balance due of \$0.00.
2. Meals: Reimbursement for meals will be based on, and will not exceed, the current South Dakota per diem rates. Tips are not reimbursable. The rate for the first and last day will be based on the point of hire leave and return times. Must be outside of your home station's city limits or more than five miles away from your station if not in an incorporated city to be eligible.

Leave & Return Times	
Breakfast	5:31 AM - 7:59 AM
Lunch	11:31 AM - 12:59 PM
Supper	5:31 PM - 7:59 PM

H. Administrative fee: An administrative fee of 5% of the cooperator's total cost may be

added to the cost statement. This fee is not applicable for departments with negotiated personnel rates. Effective January 1, 2026, the administrative fee will be forfeited by departments that continue to submit hardcopy bills.

- I. **Hazardous duty/overtime:** No additional compensation will be authorized for hazardous duty. Adjustments in hourly compensation rates for services rendered for night work, work on Sundays, or holidays are not authorized.
- J. **Reassignment of individual engine crew members:** The crew leader will decide if individual crew members may be reassigned to a single resource position as requested by the fire on a general message form or resource order. Reassigned engine crew members will be compensated at the rate of the position they are filling. For example, if an engine crew member is reassigned as an emergency medical technician fireline (EMTF) certified, they will be compensated at the EMTF rate for the hours worked at that position. This must be documented on the CTR.
- K. **Work and rest, length of assignment, and day off:** To maintain safe and productive incident activities, incident management personnel must appropriately manage work and rest periods, assignment duration, and shift length for all incident personnel.
 - 1. Work and rest guidelines: These guidelines should be met on all incidents. Plan for all personnel to not exceed a minimum of 2:1 work/rest ratio (e.g. for every two hours of work or travel, provide one hour of rest).
 - 2. Driving guidelines: Cooperators dispatched and/or assigned to an extended attack incident will adhere to a 2:1 ratio and the following driving rules:
 - a. Drivers are limited to 10 hours driving time in a duty day.
 - b. Multiple drivers in a single vehicle may drive up to 16 hours, provided no driver is behind the wheel for more than 10 hours.
 - c. No driving before 0500 hours or after 2200 hours.
 - 3. Length of assignment: Standard assignment length is 14 days, exclusive of travel to and from the home unit, with possible extensions. Time spent in staging and preposition status counts toward the 14-day limit, regardless of pay status, for all personnel including IMTs. Upon completion of a 14-day assignment, an extension of up to an additional 14 days may be allowed (for a total of 30 days, inclusive of mandatory days off, and exclusive of travel).
 - 4. Days off: Regardless of the extension duration, two mandatory days off will be provided prior to the 22nd day of the assignment. For rest and recovery (R&R) that occurs in place on an incident, the cooperator may be reimbursed up to eight hours of base pay per day (personnel, meals, and lodging costs) if approved by the ordering agency. R&R must be documented on a CTR and signed by the IC or finance chief.

5. Cooperator resources are not entitled to paid day(s) off upon release from the incident or at their point of hire.

COOPERATOR EQUIPMENT COMPENSATION

A. General instructions: Engines and tenders ordered through GPC and provided by the cooperator will be paid according to rates established for that equipment by the state for each classification standard. Vehicles used to transport personnel, equipment, or supplies will be paid mileage rates established by the U.S General Services Administration (GSA). Compensation for equipment will be reviewed annually and the updated rate table will be made available on wildlandfire.sd.gov. If the minimum staffing for a fully qualified engine or tender is not met, the cooperator will be paid at the Type 7 engine rate. Current rates may be found in Table 5.

B. ATVs and UTVs: Compensable when documented on a resource order and utilized during the incident.

C. Transportation: When an apparatus is to be transported (lowboy), prior approval of the transport vehicle must be obtained from the ordering agency. Bumper-pulled or fifth wheel/gooseneck trailers must be ordered through IROC.

1. Lowboy transport: To be compensated, mileage must be documented with the Finance Section. The cooperator may seek reimbursement for the hourly/daily rate for the transport while it is moving to and from the incident. The cooperator must provide a copy of the transport's log showing the hours the vehicle was underway.
2. Tow Vehicles: The cooperator will be compensated for the vehicle at \$1.50 per mile, round trip, and for the driver at the AD-D rate for hauling fifth wheel, bumper hitch, or gooseneck trailers. Trailers must be ordered through the IROC with a formal resource order to qualify for this \$1.50 rate. If a POV is used, the vehicle must be covered under the cooperating entity's automobile insurance. Proof of coverage must be provided to SDWF before seeking compensation. Violation of this section may result in the immediate dismissal from an incident and/or denial of compensation. SDWF and the State of South Dakota will not be held liable for any incidents involving POVs.
3. Vehicle transport to and 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. Tips are not reimbursable. Receipts must be submitted with cost statement to be considered compensable.

NOTE: this is inclusive of the total tow vehicle reimbursement costs; the GSA mileage rate is not a separate rate.

D. Normal equipment maintenance: Equipment rates include the costs of regular

servicing, maintenance, and normal wear and tear associated with the use of the vehicles and equipment on an incident. Normal maintenance costs include fuel, oil, filters, tire repairs, tire replacement, repair and replacement of hand tools, hose, and other equipment provided with the unit.

- E. **Damage and/or mechanical failure claims to fire apparatus:** Damage and/or mechanical failure 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. Claims must be submitted to the cooperator's insurance company before any damages may be reimbursed or paid by the state. Any damage claims submitted to the state must be accompanied by the accident report filed at the incident, a written explanation from the cooperator stating the circumstances which resulted in the damage or loss, and a copy of comments from the insurance company.
- F. **Lost or damaged equipment or 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.
- G. **Deduction for equipment and supplies:** The cooperator will pay for or return any equipment or supplies checked out from Supply. SDWF will subtract these charges including any fuel costs and/or commissary items from the cooperators payment.
- H. SDWF may compensate cooperators for the time and cost of cleaning and refitting contract equipment after the unit has returned to the point of hire on a case by case basis.
- I. **Rental vehicles:** The cooperator may seek reimbursement for rental vehicles when listed on a resource order. The costs of the vehicle and additional rental insurance are reimbursable. Cooperators are advised that rental vehicles are their responsibility and that of their insurance carrier. Members of a cooperating agency will use their agency's certificate of insurance, not their personal auto insurance, as proof of coverage. Receipts must be submitted with cost statement to be considered compensable. It is recommended to obtain a National Emergency Rental Vehicle (NERV) when available.
- J. **Federal Excess Personal Property (FEPP):** FEPP equipment will receive a 30% deduction in compensation. Cooperators must mark FEPP equipment by filling in the corresponding checkbox on a Resource Information Form. Failure to report equipment as FEPP may result in a loss of equipment compensation.

INSTRUCTOR COMPENSATION

When requested by SDWF, a cooperator may be hired to provide instruction with written authorization from the wildland fire coordinator. Instructors will be compensated at the skill level required and course length (hours) will be determined by the *NWCG Standards for Course Delivery, PMS 901-1*. If the course guide does not give a clear definition on a minimum level of qualification, the state will reimburse instructors at the following rates:

100, 200, and 300 level courses will be compensated at the AD-H rate; 400 level or higher courses will be compensated at the AD-J rate. Instructors are eligible for South Dakota per diem rates for meals and lodging.

DISPATCHING

Cooperators are expected to follow the procedures listed in this section when dispatching fire units to wildland fires.

A. Great Plains Interagency Dispatch Center (GPC): GPC operates according to the following guidelines:

1. GPC in Rapid City will serve as the contact point for reporting wildland fires within the Black Hills Fire Protection District and state jurisdiction.
2. GPC will be staffed Monday-Friday from 8:00 AM to 4:30 PM. Once aircraft are brought in or when fire activity/seasonal changes, GPC is staffed from 8:00 AM to 6:00 PM, seven days a week. GPC may change this schedule at its discretion.
3. The radio call sign is "Great Plains Dispatch" and may be hailed on the Black Hills Fire Digital Talk groups, State Fire Digital Talk group, or an appropriate federal agency analog channel when GPC is in operation.
4. The telephone number is 605-399-3160, with a 24-hour answering service.

B. IROC: It is the responsibility of the cooperator to ensure that their resources are properly updated in IROC to be considered for fire assignments outside the dispatch zone or during any extended attack incident in or outside of the dispatch zone. GPC will assign resources to incidents within the Black Hills Forest Fire Protection District and the Great Plains Zone using the "closest forces" concept. The cooperator must send updated resource information to the SDWF Management Analyst (MA) as soon as possible. The SDWF MA will update the resource information in the state's resource management system, Fire Admin, and then will forward the information to GPC. GPC will update the resource information in IROC. Cooperators in Harding County are dispatched through Miles City Interagency Dispatch Center (MCC). The SDWF MA will send resource information for Harding County cooperators to MCC for IROC updates. Resources listed in IROC as available may be utilized as needed for incidents outside of the IA. For information on IROC status, contact GPC.

C. Initial contact: GPC will attempt to contact the cooperator by calling contacts in the order they are provided to SDWF on the Contact Information Form.

D. Mutual aid agreements: Cooperators with mutual aid agreements in place may request resources from other agencies. GPC will be notified in a timely manner of the filled request. However, when a cooperator responds to a local fire on private, state, or federal property under state or federal jurisdiction within a cooperator's area of primary

responsibility, or an adjacent area of mutual aid, the SDWF Cooperative Agreement will not supersede that mutual aid agreement.

- E. **Ordering fire suppression resources:** State and federal fire engines, tenders, air tankers, helicopters, other firefighting resources, and staffing needed for wildland fire suppression efforts will be ordered for an incident through GPC or MCC, as appropriate.
- F. **Federal resources:** Federal wildland fire suppression resources such as IMTs, aircraft, or National Guard resources must be ordered through GPC or MCC, as appropriate.
- G. **Alternate sources:** If state personnel, GPC, or MCC cannot be reached, a cooperator may request reinforcements through other contacts, such as their local public-safety answering point (PSAP).
- H. **Radio communications:** All cooperator radio communication analog equipment used in the performance of this contract must be narrowband capable per current Federal Communication Commission (FCC) rules. Wideband frequencies, in violation of FCC rules, will not be used in the performance of the SDWF Cooperative Agreement.

MOBILIZATION

- A. **Initial contact:** The fire chief or designee will be the initial contact person for the state when ordering any resources from a cooperator unless prior arrangements have been made for alternate contacts.
- B. **Transportation of personnel:** To be compensated, the cooperator 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.
- C. **Flight weight limits:** There are weight and cubic volume limitations when flying to or from an assignment. Gear larger than the standard red packs and oversize custom gear may not be acceptable. If gear is not acceptable for transportation by air, it will be left behind. Personnel must meet the following requirements:
 - 1. One soft-pack without a support frame not to exceed 45 pounds when packed with equipment and clothes.
 - 2. Firefighters may also bring line gear not to exceed 20 pounds.
 - 3. Individuals in certain overhead positions may be permitted to carry a briefcase with essential equipment as noted on the resource order or current version of the Interagency Standards for Fire and Fire Aviation Operations.
- D. **Resource order:** A cooperator must obtain their resource order showing travel from

GPC prior to departure for extended attack but may depart for initial attack without a resource order in hand.

PROCEDURES AT AN INCIDENT

- A. **Check-in procedures:** The crew leader or single resource will check-in at the Plans Section or other designated check-in point upon arrival at an incident.
- B. **Posting personnel and equipment time:** The single resource or crew leader will submit CTRs to the Finance Section each day.
- C. **Commissary or fuel purchases:** All commissary or fuel purchases must be recorded on Emergency Firefighter Time Reports (OF-288) or Emergency Equipment Use Invoices (OF-286). Commissary or fuel purchases must be deducted from the bill submitted to SDWF.
- D. **Injury or damage claims:** Any claims against the incident for injury or equipment damage must be cleared with the Finance Section, medical staff, ground support, and IC prior to the end of shift.
- E. **Evaluations:** Each crew or single resource should receive a performance evaluation before leaving an incident.
 - 1. A single resource or crew leader will request a performance evaluation for each incident.
 - 2. An engine boss or crew supervisor should complete a performance evaluation for each crew member.
- F. **Emergency Releases:** Requests for emergency release will be processed through GPC or MCC, per procedures.
- G. **Check-out procedures:**
 - 1. Before leaving an incident, each resource will stop in the Finance Section to review and sign personnel and equipment time reports to verify accuracy. Be sure to retain originals of signed time reports. Any additional demobilization procedures established by the incident will be followed as well.
 - 2. On smaller incidents, resources may need to check-out with ground support or another area on the incident.
 - 3. All original OF-288s and OF-286s (if provided by the incident), a pink copy of fuel and oil issue slips (OF-304), damage claims (OF-289, front and back), resource orders for replacement items, inspection forms (OF- 296, if provided), evaluation forms (if provided), and the white copy of the CTRs will be retained. These originals will accompany the cost statement when submitted to the state for SDWF.

CREW ROTATION, EXTENSION, AND EMERGENCY DEMOBILIZATION PROCEDURES

- A. **Engine crew rotation:** For either in-state or out-of-state resource orders, the assignment may last up to 14 days, excluding travel to and from the incident. In addition, the severity of the incident and availability of resources, may affect the length of an assignment. The incident will coordinate travel arrangements with the host dispatch center per current dispatch center mobilization guide (mob guide) directions. On fires within South Dakota, one crew rotation will be compensable by the state.
- B. **Resource extension requests:** All extension requests by the incident for crews and overhead will be documented with the procedure spelled out in the current Resource Extension Form. The incident will provide this form.
- C. **Emergency demobilization requests:** All requests for emergency demobilization should be initiated at the incident with the host dispatch center coordinating travel arrangements per mob guide direction.

STRUCTURE PROTECTION

The following are the requirements for Structure Protection Engines ordered for an incident in the State of South Dakota:

- A. **Structure protection clothing and safety equipment:** In addition to the required wildland PPE, it is expected that all structure PPE to include Self Contained Breathing Apparatus (SCBA) be provided by the cooperator for their personnel.
- B. **Structure protection - engines:** Must meet the minimum NWCG or state standards and Tables 1, 2, and 5 below. Structure protection engines should meet NFPA standards for structural firefighting. If the minimum staffing for a fully qualified structure protection engine is not met, the cooperator will be paid at the Type 7 engine rate.
- C. **Structure protection - personnel:**
1. **Structure qualifications:** Personnel assigned to a structure protection engine must be a rostered member of a fire department. It is recommended that all personnel be a certified structural firefighter, however, only the crew leader or person in charge of the structure engine must be a certified structural firefighter as recognized by the South Dakota Fire Marshal's office.
 2. **Wildland qualifications:** Personnel assigned to a structure protection engine are not required to complete any wildland training, however, to receive compensation, RT-130 must be completed annually. It is highly recommended to also complete S-130, S-190, L-180, IS-100, and IS-700.
 3. **IQS:** All structural and wildland fire training must be entered into IQS by the cooperator for compensation.

Personnel Rates for Structure Protection	
AD Rate	Training Requirements
No Pay	No structure certification and no RT-130
AD-B	No structure certification but current RT-130
AD-C	Structural certified and current RT-130 OR No structure certification but Wildland FFT2 qualified
AD-D	Structural certified and completed S-130, S-190, L-180, IS-100, IS-700, and current RT-130 OR Structural certified and Wildland FFT2 qualified

TABLES

TABLE 1 – ENGINE TYPE REQUIREMENTS

Minimum Requirements	Structure		Wildland				
	Type 1	Type 2	Type 3	Type 4	Type 5	Type 6	Type 7
Tank Capacity (gal)	300	300	500	750	400	150	50
Pump Flow (GPM)	1,000	500	150	50	50	50	10
At Rate Pressure (PSI)	150	150	250	100	100	100	100
Hose 2.5" (Feet)	1,200	1,000	-	-	-	-	-
Hose 1.5" (Feet)	500	500	1,000	300	300	300	-
Hose 1" (Feet)	-	-	500	300	300	300	200
Ladders per NFPA 1901	Yes	Yes	-	-	-	-	-
500 GPM Master Stream	Yes	-	-	-	-	-	-
Pump and Roll	-	-	Yes	Yes	Yes	Yes	Yes
Maximum GVWR (lbs)	-	-	-	-	26,000	19,500	14,000
Personnel	NWCG 4 Region 4** State 3*	3	3	NWCG 2 Region 3** State 2*	NWCG 2 Region 3** State 2*	NWCG 2 Region 3** State 2*	NWCG 2 Region 3** State 2*
<p>Additional wildland engine equipment minimum requirements are defined and illustrated in the <i>Interagency Standards for Fire and Fire Aviation Operations</i>.</p> <p>* State standard, not NWCG requirement. ** Rocky Mountain Area (RMA) engines not meeting the minimum personnel standard for orders within the RMA must receive prior approval from the receiving unit. This includes agencies that are sending Hummer brand Type 6 engines which only hold 2 individuals and may require a chase vehicle to be sent to meet the 3 personnel minimum per Chapter 40 of the RMA Interagency Mobilization Guide (2022).</p>							

TABLE 2 – WILDLAND ENGINE EQUIPMENT MINIMUM REQUIREMENTS

Description Requirements	Wildland Engine Type and Quantity				
	Type 3	Type 4	Type 5	Type 6	Type 7
Equipment Inventory List (with engine)	1	1	1	1	1
Drafting					
Hard suction – 8' section or greater	2	2	2	2	2
Strainer with foot valve	1	1	1	1	1
Appliances Gated wye 1 1/2"					
Inline tee w/ valve 1 1/2" NH x 1 1/2" NH x 1" NPSH	5	3	3	3	3
Inline tee 1 1/2" NH x 1 1/2" NH x 1" NPSH					
<i>NOTE: For appliances above you can have a combination of gated wyes or inline tees or all similar appliances above.</i>					
Nozzles					
1" NPSH adjustable	5	3	3	3	3
1 1/2" NH adjustable	1	1	1	1	1
3/4" GH adjustable	5	3	3	3	3
Reducers					
2 1/2" NH x 1 1/2" NH	1	1	1	1	1
1 1/2" NH x 1" NPSH	6	4	4	4	4
1" NPSH x 3/4" GH	5	3	3	3	3
Adapters					
1 1/2" NH double female	2	2	2	2	2
1 1/2" double male	1	1	1	1	1
1" NH x 1" NPSH	1	1	1	1	1
Water Handling Accessories					
1 1/2" hose clamp	1	1	1	1	1
Hydrant wrench	1	1	1	1	1
Spanner wrench	2	2	2	2	2
3/4" GH – 50' roll	10	6	6	6	6
Hose Gaskets					
1 1/2"	2	2	2	2	2
1"	2	2	2	2	2
3/4"	2	2	2	2	2

TABLE 2 - WILDLAND ENGINE EQUIPMENT MINIMUM REQUIREMENTS
CONTINUED

Description Requirements	Wildland Engine Type and Quantity				
	Type 3	Type 4	Type 5	Type 6	Type 7
Fire Line Tools					
Grubbing tool (e.g. Pulaski, Rogue Hoe, etc.)	1	1	1	1	1
Scraping tool (e.g. "Combi", McLeod, etc.)	1	1	1	1	1
Cutting tool (e.g. Pulaski, Axe, etc.)	1	1	1	1	1
Backpack pumps	1	1	1	1	1
<i>NOTE: Must have enough tools for everyone on engine.</i>					
Firing Devices					
Drip torches	1	1	1	1	1
Fusees (per person)	2	2	2	2	2
Miscellaneous					
Batteries (ex. AA, AAA, etc.) <i>NOTE: Must be self-sufficient for 48-hours.</i>	1	1	1	1	1
Pump fuel <i>NOTE: Sufficient for one operational period</i>	1	1	1	1	1
Tow strap, chain, or cable <i>NOTE: Must meet or exceed the wildland engine gross vehicle weight (GVW)</i>	1	1	1	1	1
Fire extinguisher (type ABC) <i>NOTE: Minimum size = 5 lbs</i>	1	1	1	1	1
Flagging ribbon rolls <i>NOTE: Assorted colors recommended</i>	3	3	3	3	3
First aid kit (10-person kit)	1	1	1	1	1
Meals ready-to-eat and drinking water sufficient for two operations periods per person or equivalent	1	1	1	1	1
Emergency reflectors (one box of three)	1	1	1	1	1
Assorted tools sufficient for minor maintenance	1	1	1	1	1
Bolt cutter – 18"	1	1	1	1	1

TABLE 3 – WATER TENDER TYPE REQUIREMENTS

Minimum Requirements	Tactical Tender		Support Tender		
	Type 1	Type 2	Type 1	Type 2	Type 3
Tank capacity (gal)	2,000	1,000	4,000	2,500	1,000
Pump minimum flow (GPM)	250	250	300	200	200
At rated pressure (PSI)	150	150	50	50	50
Max refill time (minutes)	-	-	30	20	15
Pump and roll	Yes	Yes	-	-	-
Personnel	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 of 200' of 1 ½", 50' of 2 ½" hose.***

TABLE 4 – WATER TENDER EQUIPMENT MINIMUM REQUIREMENTS

Description Requirements	Tactical Tender		Support Tender		
	Type 1	Type 2	Type 1	Type 2	Type 3
Equipment Inventory List <i>(with vehicle)</i>	1	1	1	1	1
Drafting Hard suction - 8' section or greater	2	2	2	2	2
Strainer with foot valve	1	1	1	1	1
Appliances Gated wye – 1 ½"	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					
Nozzles 1" NPSH Adjustable	1	1	1	1	1
1½" NH Adjustable	1	1	1	1	1
¾" GH Adjustable	1	1	1	1	1
Reducers 2½" NH x 1½" NH	1	1	1	1	1
1½" NH x 1" NPSH	2	2	2	2	2
1" NPSH x ¾" GH	1	1	1	1	1
Adapters 1½" NH double female	1	1	1	1	1
1½" NH double male	1	1	1	1	1
1" NH x 1" NPSH	1	1	1	1	1
Water Handling Accessories 1½" hose clamp	1	1	1	1	1
Hydrant wrench	1	1	1	1	1
Spanner wrench	2	2	2	2	2
¾" GH – 50' roll	2	2	2	2	2
Hose Gaskets 1½"	2	2	2	2	2
1"	2	2	2	2	2
¾"	2	2	2	2	2

*NOTE: Must have enough tools for everyone on the tender. 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 of 200' of 1 ½", 50' of 2 ½" hose.***

TABLE 4 - WATER TENDER EQUIPMENT MINIMUM REQUIREMENTS CONTINUED

Description Requirements	Tactical Tender		Support Tender		
	Type 1	Type 2	Type 1	Type 2	Type 3
Fire Line Tools					
Grubbing tool (e.g. Pulaski, Rogue Hoe, etc.)	1	1	1	1	1
Scraping tool (e.g. "Combi", McLeod, etc.)	1	1	1	1	1
Cutting tool (e.g. Pulaski, Axe, etc.)	1	1	1	1	1
Firing Devices					
Fusees (per person)	2	2	2	2	2
Miscellaneous					
Batteries (ex. AA, AAA, etc.) <i>NOTE: Must be self-sufficient for 48-hours.</i>	1	1	1	1	1
Pump fuel <i>NOTE: Sufficient for one operational period</i>	1	1	1	1	1
Tow strap, chain, or cable <i>NOTE: Must meet or exceed the vehicle's GVW</i>	1	1	1	1	1
Fire extinguisher (type ABC) <i>NOTE: Recommended size 5 lbs</i>	1	1	1	1	1
Flagging ribbon rolls <i>NOTE: assorted colors recommended</i>	3	3	3	3	3
First Aid Kit (10-person kit)	1	1	1	1	1
Meal Ready-to-Eat and drinking water sufficient for two operational periods per person or equivalent.	1	1	1	1	1
Emergency reflectors (one box of three)	1	1	1	1	1
Assorted tools sufficient for minor maintenance	1	1	1	1	1
<i>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.</i>					

TABLE 5 – EQUIPMENT RATES (NOTE: SUBJECT TO CHANGE)

SDWF Equipment* Rates for Cooperators			
All rates established with operating supplies provided by cooperator (wet). Incident operational hours are from 0001-2400 hours.			
Engine	Type 1	\$145/hr	Structure engine
	Type 2	\$140/hr	
	Type 3	\$125/hr	Wildland engine
	Type 4		
	Type 5	\$115/hr	
	Type 6		
	Type 7	\$60/hr	
Tactical Tender	Type 1	\$145/hr	
	Type 2	\$130/hr	
Support Tender	Type 1	\$137/hr	
	Type 2	\$122/hr	
	Type 3	\$102/hr	
ATV		\$70/day	
UTV (Basic, without equipment)		\$80/day	Accessory equipment is negotiable but will not exceed \$100/day.
Command vehicle (agency or personal**)		\$100/day + mileage based on the current GSA rate	Must be 4x4 or AWD, equipped with a mobile radio for incident communications, and assigned to line duty.
Crew Rotation /Support Vehicle (agency or personal)		Mileage based on the current GSA rate	For Crew Rotation, only one rotation per out-of-state incident and one rotation per shift is allowed per in-state incident for reimbursement. Crew Rotation is paid mileage to and from the incident only.
Trailer towing service		\$1.50/mile	IROC approved orders required. POV's** may receive this rate in place of the GSA mileage rate.
ALS Kit		\$65/day	Only when ordered in a medical support role (MEDL, EMTF, AEMF, EMPF). Kit must be listed on your Resource Order.
BLS Kit		\$25/day	
Rapid Extraction Module (REM)	Type 1	\$160/hr	All types require 1 vehicle, 1 UTV, and 1 trailer. Rate covers all equipment and ALS/BLS Kit but not personnel. Refer to PMS 552 for typing standards.
	Type 2	\$140/hr	
	Type 3	\$120/hr	
Ambulance	Type 2 (ALS)	\$125/hr	Personnel costs are included in the equipment rate for an ambulance.
	Type 4 (BLS)	\$100/hr	

*All FEPP equipment must be reported to SDWF on a Resource Information Form. FEPP equipment will receive a 30% deduction in pay rate.

** Personal vehicles must be covered under the cooperating entity's automobile insurance policy. Proof of coverage must be supplied to SDWF before seeking reimbursement.

TABLE 6 - PERSONNEL COMPENSATION

Operations			
Position	Firefighter Type 2 (FFT2)	Firefighter Type 1 (FFT1)	Engine Boss (ENGB)
Classes Required	S130/S190/L180 - Beginner Firefighter Training 1100 - Intro to the Incident Command System 1700 - Intro to the National Incident Management System	S131 - Firefighter Type 1 Training	I200 - ICS for Single Resources and Initial Action Incidents S230 - Single Resource Boss Training S231 - Engine Boss Training S290 - Intermediate Wildland Fire Behavior
Task Book Required?	No	Yes - FFT1/CT5 Task Book	Yes - Single Resource Boss Task Book
Pay Rate for Fully Qualified	AD-C	AD-D	AD-F
Pay Rate for Trainees	AD-B	AD-C	AD-E
Pay Rate for No RT-130 or Pack Test	AD-B	AD-B	AD-B
Pay Rate for No Training or Pack Test	No Pay	No Pay	No Pay
Progression	FFT2 → FFT1 → ENGB		

Command and General Staff			
Position	Incident Commander Type 5 (ICT5)	Incident Commander Type 4 (ICT4)	Incident Commander Type 3 (ICT3)
Classes Required	S131 - Firefighter Type 1 Training I200 - ICS for Single Resources and Initial Action Incidents	S200 - Initial Attack Incident Commander	ICS400 - Advanced ICS S300 - Extended Attack Incident Commander S390 - Intro to Wildland Fire Behavior Calculations
Task Book Required?	Yes - FFT1/CT5 Task Book	Yes - ICT4 Task Book* *Must already be a single resource boss*	Yes - ICT3 Task Book
Pay Rate for Fully Qualified	AD-E	AD-F	AD-E
Pay Rate for Trainees	AD-D	AD-E	AD-D
Pay Rate for No RT-130 or Pack Test	AD-B	AD-B	AD-B
Pay Rate for No Training or Pack Test	No Pay	No Pay	No Pay
Progression	ICT5 → ICT4 → ICT3		

All of these positions require this every year to be Fully Qualified:
 RT130 - Wildland Fire Safety Training Annual Refresher
 Successful completion of the Arduous level Work Capacity Test

Other Pay Rates:
 If you have the S130/S190/L180/100/1700 Training, but no pack test or refresher:

DEFINITIONS

Camp help – Workers hired to perform general labor and support services in fire camp.

Casuals – Persons hired and compensated under the Administratively Determined (AD) Pay Plan for Emergency Workers.

Cooperator – Any entity that has a current South Dakota Wildland Fire Cooperative Agreement.

Command Vehicle – Agency or personal vehicle used on an incident and is assigned to line duty. If a POV, it must be insured by the department.

Crew rotation vehicle – A vehicle used to transport replacement crews to a fire to relieve firefighters already on the fire and to transport the released crew back to the hire point.

Crew time report (CTR) – Report of crew and equipment hours per shift. Filled out daily and submitted to the time unit on an incident. May be electronic or paper version.

False alarm – An incident where resources are sent to a report of smoke or fire and no fire is found or no suppression is needed (e.g. monitored slash pile, mill smoke, fog).

Extended attack – An incident that exceeds the capability of the initial attack resources and/or organization to successfully manage the incident to conclusion. Any incident that exceeds one operational period may be considered an extended attack.

Fully Qualified Firefighter – An individual who has completed NWCG courses S-130, S-190, L-180, IS100, and IS700, annually completes RT-130, and annually passes the Work Capacity Test at the arduous level.

Incident resource ordering capability (IROC) – A web-based system that tracks all tactical, logistical, service, and support resources mobilized by the incident dispatch community. IROC has replaced the Resource Ordering and Status System (ROSS).

Incident qualifications card (IQC) – A card issued to qualified firefighters under the state's authority listing the person's current physical fitness rating (e.g. arduous, moderate, light, or none) and incident qualifications. Also known as a "red card."

Incident Qualification System (IQS) – A web-based system that records and tracks incident qualifications, experience, tasks books and fitness levels for individuals. IQS creates your "Master Record" and generates the IQC. IQS is also known as IQSWeb, or Incident Qualifications and Certification System (IQCS) to federal agencies.

Initial attack (IA) – The actions taken by the first resources to arrive at a wildfire to protect lives and property, and to prevent further extension of the fire. Normally limited to one operational period and usually does not exceed 24 hours.

National Application Portal (NAP) – Also known as the National Enterprise Support Service (NESS) Application Portal. A central environment that provides standardized user

authentication and user account management. A NAP account is required to access IROC for self-statusing and other uses.

National Wildfire Coordinating Group (NWCG) - Provides national leadership to enable interoperable wildland fire operations among federal, state, local, tribal, and territorial partners. NWCG standards establish common practices and requirements that enable efficient and coordinated national interagency wildland fire operations. These standards may include guidelines, procedures, processes, best practices, specifications, techniques, and methods.

Off-shift – Time for sleeping, resting, or eating when a person or crew is free from assigned duties, or when equipment is broken down or inoperable.

On-shift – Time spent traveling to and from the point of hire and related waiting time. This includes other travel necessary for the performance of work, such as from fire camp to fire line or between fire camps, while staged and actually working.

Ordered standby – Hours of work if the employee is restricted by official order to a designated post of duty and is assigned to be in a state of readiness to perform work. Meal breaks are not considered compensable time during periods of ordered standby.

Point of hire – The designated fire hall or remote station from which a fire unit or member was originally sent to a wildland fire. Usually the main fire hall for fire departments.

Severity requests – Requests for resources based upon the severity of the fire danger and the possibility of a disastrous wildland fire.

Staged – The period of time when, at the direction of the state or an incident official, fully outfitted personnel or equipment are held in a specific location ready for immediate assignment. This is considered on-shift time.

Structure Protection – Defined in this document as engines specifically ordered to provide structure protection at or near a wildland fire in the State of South Dakota. This differs from other types of engines or resources that may be assigned to structure protection on an incident.

Support Vehicle – Agency or personal vehicle used during an incident but is not assigned to line duty. If a POV, it does not have to be insured by the department.

Wet contract – An agreement in which the cooperator furnishes all operating supplies.

Work Capacity Test (WCT) - A test to verify that a person is physically capable of meeting the minimum fitness requirement associated with their assigned duties as described in PMS 310-1. There are three levels: arduous (pack test), moderate (field test), and light (walk test). For information on the work capacity test, refer to the PMS 307 (Work Capacity Test Administrators' Guide).

