

# Santaquin City Resolution 10-02-2022

## A RESOLUTION OF THE SANTAQUIN CITY COUNCIL TO APPROVE AN INTERLOCAL COOPERATION AGREEMENT WITH UTAH COUNTY RELATING TO FIRE AND 911 AMBULANCE SERVICES WITHIN UTAH COUNTY

**WHEREAS**, SANTAQUIN CITY (AGENCY) is a political subdivision of the State of Utah and has a responsibility to provide fire and ambulance services for the preservation of life and property; and

**WHEREAS**, UTAH COUNTY (COUNTY) is responsible to provide adequate fire protection and 911 ambulance services in the unincorporated area of Utah County (Utah Code §§ 11-7-1; 11-48-101.5, 103); and

**WHEREAS**, the COUNTY is desirous of contracting with AGENCY for the performance of the hereinafter described services within a portion of the unincorporated area of the COUNTY to assist COUNTY to provide adequate fire protection and 911 ambulance services in the unincorporated area of Utah County; and

**WHEREAS**, the AGENCY has fire protection and 911 ambulance capabilities and is willing to provide fire protection, extrication, and 911 ambulance services to the COUNTY as outlined below in accordance with applicable laws, rules and regulations; and

**WHEREAS**, the governing body of every incorporated municipality and the board of commissioners of every county shall provide adequate fire protection within their own territorial limits and shall cooperate with all contiguous counties, municipal corporations, private corporations, fire districts, or federal governmental agencies to maintain adequate fire protection within their territorial limits (Utah Code § 11-7-1); and

**WHEREAS**, , the governing body of each municipality and county shall ensure at least a minimum level of 911 ambulance services are provided within their territorial limits by a ground ambulance provider (Utah Code § 11-48-103); and

**WHEREAS**, a county may enter into a contract to receive 911 ambulance services, and a municipality may enter into a contract to provide 911 ambulance services; and

**WHEREAS**, all the privileges and immunities from liability which surround the activities of any county or municipal corporation fire-fighting force or fire department when performing its functions within the governmental unit's territorial limits shall apply to the activities of that governmental unit's fire-fighting force or department while furnishing fire protection outside its territorial limits under any contract pursuant to Utah Code § 11-7-3; and

**WHEREAS**, such contracts are authorized and provided for by the provisions of the Utah Interlocal Cooperation Act.

**NOW THEREFORE, BE IT RESOLVED**, by the Santaquin City Council that the attached Interlocal Cooperation Agreement between Utah County and Santaquin City is hereby approved, and that the City's Mayor and Recorder are authorized and directed to execute and deliver said Agreement, a copy of which is attached hereto, on behalf of the City for fire and 911 ambulance services.

This resolution shall be effective on the date it is adopted.

Approved and adopted by the Santaquin City Council this 4<sup>th</sup> day of October, 2022.

  
Daniel M. Olson, Santaquin City Mayor



Councilmember Art Adcock	Voted	<u>Y</u>
Councilmember Elizabeth Montoya	Voted	<u>Y</u>
Councilmember Lynn Mecham	Voted	<u>Y</u>
Councilmember Jeff Siddoway	Voted	<u>Y</u>
Councilmember David Hathaway	Voted	<u>Y</u>

Attest:

  
Amalie R. Ottley, Santaquin City Recorder

**FIRE AND 911 AMBULANCE SERVICES INTERLOCAL COOPERATION  
AGREEMENT**

THIS AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2022, by and between UTAH COUNTY, a body corporate and politic of the State of Utah, hereinafter referred to as COUNTY, and \_\_\_\_\_, hereinafter referred to as AGENCY, a political subdivision of the State of Utah, with their principal offices currently located at 100 East Center Street, Provo, Utah, and \_\_\_\_\_ Utah, respectively.

**WITNESSETH:**

**WHEREAS**, COUNTY is responsible to provide adequate fire protection and 911 ambulance services in the unincorporated area of Utah County (Utah Code §§ 11-7-1; 11-48-101.5, 103); and

**WHEREAS**, the COUNTY is desirous of contracting with AGENCY for the performance of the hereinafter described services within a portion of the unincorporated area of the COUNTY to assist COUNTY to provide adequate fire protection and 911 ambulance services in the unincorporated area of Utah County; and

**WHEREAS**, the AGENCY has fire protection and 911 ambulance capabilities and is willing to provide fire protection, extrication, and 911 ambulance services to the COUNTY as outlined below in accordance with applicable laws, rules and regulations; and

**WHEREAS**, the governing body of every incorporated municipality and the board of commissioners of every county shall provide adequate fire protection within their own territorial limits and shall cooperate with all contiguous counties, municipal corporations, private corporations, fire districts, or federal governmental agencies to maintain adequate fire protection within their territorial limits (Utah Code § 11-7-1); and

**WHEREAS**, the governing body of each municipality and county shall ensure at least a minimum level of 911 ambulance services are provided within their territorial limits by a ground ambulance provider (Utah Code § 11-48-103); and

**WHEREAS**, a county may enter into a contract to receive 911 ambulance services, and a municipality may enter into a contract to provide 911 ambulance services; and

**WHEREAS**, all the privileges and immunities from liability which surround the activities of any county or municipal corporation fire-fighting force or fire department when performing its functions within the governmental unit's territorial limits shall apply to the activities of that governmental unit's fire-fighting force or department while furnishing fire protection outside its territorial limits under any contract pursuant to Utah Code § 11-7-3; and

**WHEREAS**, such contracts are authorized and provided for by the provisions of the Utah Interlocal Cooperation Act.

**NOW THEREFORE** the parties hereto agree as follows:

### **DEFINITIONS**

The following terms shall have the meaning indicated below.

**Cultivated Land.** Land that has been cleaned and has cultivated crops, such as grain fields.

**Fire Call.** Response to a fire in the unincorporated area of Utah County when notified by Dispatch except for wildland fires on state or federal property.

**Hazardous Occupancies.** Locations, structures or land uses defined or designated as Hazardous Occupancies by the International Fire Code.

**Incident.** Any occurrence where firefighting resources are committed to a scene pursuant to this Agreement in the unincorporated area of Utah County except for wildland fires on state or federal property.

**Initial Attack Force.** Resources initially committed to an incident.

**Standby.** Fire resources staged in reserve during an incident and available for emergency response.

**Structure.** Anything constructed, the use of which requires fixed location on the ground, or attachment to something having a fixed location upon the ground.

**Wildland.** Land which is in an undeveloped, natural state, lacking structures or cultivated crops.

**911 ambulance services.** The same as that term is defined in Utah Code § 11-48-101.5.

### **Section 1. EFFECTIVE DATE; DURATION**

This Interlocal Cooperation Agreement shall become effective and shall enter into force, within the meaning of the Interlocal Cooperation Act, upon the submission of this Interlocal Cooperation Agreement to, and the approval and execution hereof by the governing bodies of the COUNTY and AGENCY. The term of this Agreement shall be from the execution hereof by all parties for five (5) years. The Interlocal Cooperation Agreement does not take effect until executed copies are filed with the keeper of records of each of the parties. Unless previously terminated in accordance with any prior agreements with AGENCY for fire protection services, any and all prior agreements, practices, course of dealings and understandings for AGENCY to provide fire protection services for COUNTY are hereby terminated. All future dealings of the parties related to fire protection services provided in unincorporated Utah County shall be governed by this Agreement.

### **Section 2. ADMINISTRATION OF INTERLOCAL COOPERATION AGREEMENT**

The COUNTY and AGENCY do not contemplate nor intend to establish a separate legal or administrative entity under the terms of this Agreement. The COUNTY and AGENCY agree that, pursuant to Section 11-13-207 Utah Code Annotated, 1953 as amended, COUNTY shall act as the administrator responsible for the administration of this Agreement. The parties further agree that this Agreement does not anticipate nor provide for any organizational changes in the parties. The COUNTY agrees to keep all books and records in such form and manner as the County Auditor shall specify and further agrees that said books shall be open for examination by AGENCY at reasonable times on reasonable notice. All records created or received by the COUNTY in accordance with this Agreement shall be COUNTY records. The COUNTY and AGENCY do not intend to jointly acquire, hold, or dispose of real or personal property pursuant to this Agreement. At all times, including upon termination, all real and personal property, including all equipment used for the services provided hereunder, shall be owned, equipped, maintained, and disposed of by the party that acquires it.

### **Section 3. PURPOSES**

This Agreement has been established and entered into between the COUNTY and AGENCY for the purpose of outlining the circumstances and conditions under which AGENCY

will provide fire protection and 911 ambulance services to a portion of the unincorporated area of Utah County.

#### **Section 4. PROVISION OF SERVICES**

A. Fire Response Area. In accordance with available equipment, personnel certification and training levels, except for wildland fires on state or federal property, AGENCY agrees to provide fire protection and 911 ambulance services to the unincorporated portions of Utah County within the fire response area(s) assigned to AGENCY (UCHL1) as indicated on the current Utah County Fire Response Area map attached as Exhibit A (hereinafter the "Fire Response Area") whenever called upon to do so by AGENCY'S dispatch center, (hereinafter "Dispatch"). If AGENCY is not dispatched by the designated COUNTY dispatching agency or Central Utah 911 dispatch, AGENCY shall direct its dispatch center to immediately notify COUNTY's designated dispatching agency or Central Utah 911 dispatch of all fires and 911 ambulance calls in the Fire Response Area. Upon notification from AGENCY'S dispatch center, Central Utah 911 dispatch will simultaneously contact the Utah County Fire Marshal for all 911 ambulance calls and fires except for wildland fires on state or federal property in the Fire Response Area unless directed otherwise by COUNTY through the COUNTY incident commander.

The COUNTY shall have no responsibility for a fire or 911 ambulance incident call answered by AGENCY outside the corporate limits of the COUNTY, an incident call answered by AGENCY within the corporate limits of any municipality, except for unincorporated islands within said limits, nor for incidents on State and Federal lands.

The COUNTY shall be responsible for the enforcement of State and County laws, including the International Fire Code as adopted by the State of Utah and COUNTY, within the Fire Response Area. The COUNTY shall be responsible to conduct appropriate onsite fire inspections within the Fire Response Area, including hazardous occupancies. The AGENCY and COUNTY shall comply with all applicable Federal, State, and Local fire response and 911 ambulance laws and regulations in carrying out its obligations under this contract. COUNTY will have no responsibility to compensate AGENCY for resources which exceed the resources directed by COUNTY through the COUNTY incident commander.

Compensation for wildland fires on Federal and State-owned properties are excluded from this Agreement. Billings for wildland fire responses on State and Federal owned properties will

be submitted to Utah County under the applicable State and/or Federal agreement in effect on the date of the fire response.

B. Standards of Operation. In accordance with available equipment, personnel certification and training levels, AGENCY agrees to provide vehicle, structure and non-structure fire protection, and 911 ambulance services, to the Fire Response Area, and to comply with all applicable laws, rules and regulations, subject to the response priorities set forth in Section 4.F. All engines and 911 ambulances dispatched on unincorporated area fires and 911 ambulance calls shall transmit and receive on Dispatch radio frequencies. All AGENCY personnel responding to a wildland fire after initial attack shall be Red Card Certified per the Utah Division of Forestry, Fire and State Lands and shall receive sufficient in-service training to maintain those levels of certification. AGENCY's fire protection services in the Fire Response Area shall be performed in substantial compliance with all applicable rules and regulations set by the National Fire Protection Association (NFPA) and National Wildland Coordinating Group (NWCG).

C. Incident Command Organization. AGENCY and the COUNTY agree to respond and operate under the Incident Command System (ICS). As appropriate, the Utah County Fire Marshal, the County Sheriff, County Fire Chief, or their designee experienced and qualified in firefighting, and the AGENCY fire chief, or his/her designee shall, at the discretion of COUNTY, establish an incident or unified command on all incidents AGENCY is dispatched to occurring within the Fire Response Area. In the absence of the Utah County Fire Marshal, the County Sheriff, or County Fire Chief, or their designee experienced and qualified in firefighting, the Incident Commander shall be the AGENCY Chief or his designee according to AGENCY'S operating procedure until transfer or relief of incident command by the Utah County Fire Marshal, the County Sheriff, County Fire Chief, or their designee experienced and qualified in firefighting, or the federal or state onsite designee for wildland fires on federal or state lands. Relief or transfer of incident command inasmuch as is possible shall be orderly, face to face, and announced via dispatch to document the command transfer and inform fire personnel. The on-scene Incident Commander shall have the authority to increase or decrease the necessary level of services required per incident. The on-scene Incident Commander shall as soon as possible release equipment and personnel from an incident which are not necessary or no longer being utilized at the incident.

When responding to any fire or 911 ambulance call, AGENCY, through dispatch or otherwise, will promptly notify the County Fire Marshal or County Fire Chief, or their designee.

AGENCY's initial resources may be relieved as determined by the County Fire Marshal of County Fire Chief, or their designee. AGENCY will not be entitled to compensation if COUNTY is not notified in accordance with this Agreement.

1. Wildland fires. AGENCY will respond to wildland fires on state and federal lands only when dispatched to do so by Dispatch or the Northern Utah Interagency Fire Center (NUIFC). When AGENCY is dispatched to a wildland fire, AGENCY shall relinquish incident command to the Utah County Fire Chief, Utah County Fire Marshal, or their designees, in accordance with Section 4.C. above, or to federal/state forces whenever requested to do so. AGENCY will not act as a wildland fire incident commander unless on initial attack, or unless qualified as an incident commander under National Wildland Coordinating Group (NWCG) standards and no federal, state or county NWCG qualified incident commander is present. AGENCY personnel responding to wildland fires reported on federal/state land will be red card certified, if practicable, with required protective equipment. When responding to wildland fires on federal/state lands, AGENCY shall also comply with the Northern Utah Annual Operating Plan for Fire Management between the Forest Service, BLM, National Park Service, BIA, USFWS and the State of Utah in effect in on the date of the incident. If possible, for wildland fire responses on federal and state lands, AGENCY will only respond with the equipment and personnel indicated by the applicable NUIFC Runcard Zone in effect on the date of the incident, or as otherwise requested by NUIFC, authorized by the federal/state agency with jurisdiction or requested by the County Fire Chief or their designee. AGENCY resources responding to a wildland fire shall be capable of accessing and actively suppressing a wildland fire, shall meet NWCG engine classifications.

When responding to wildland fires, AGENCY will also promptly notify NUIFC upon arrival on scene. Upon receipt of a fire size up, the agency with jurisdiction will provide AGENCY with guidance and authorization. The agency with jurisdiction shall relieve AGENCY's initial resources as determined by the federal/state duty officer, the County Fire Chief or their designee, unless a documented field agreement (documentation such as dispatch log could be sufficient) is made to continue authorized actions. AGENCY will also advise the federal/state land manager with jurisdiction, the County Fire Marshal



or County Fire Chief as applicable when responding to non-wildland fire incidents on state and federal lands.

D. Reports and Billing. Within 30 days of an incident, AGENCY shall submit to COUNTY a completed copy of the Utah Fire Incident Report System (UFIRS) report for any fire call, and a copy of COUNTY's 911 ambulance billing report for any 911 ambulance call, within the Fire Response Area with all applicable sections for each fire incident accurately completed. County shall acknowledge receipt of all billing reports as soon as practicable. For each fire incident or 911 ambulance call, AGENCY shall report each piece of equipment to Central Utah 911 dispatch, AGENCY's applicable dispatch, or another governmental dispatch center which is sent to, and necessary for the incident, enabling Dispatch, for each piece of equipment, to document the time of departure for the incident, time of arrival at the incident, departure from the incident, the return of the equipment to the station and when the equipment is available for another incident. Time billed for equipment and manpower shall be determined by dispatch logs, and as accepted, at COUNTY's discretion, by COUNTY. Rehabilitation time necessary to restore equipment to operational status terminates once the resource is placed back "in-service" or "available". No rehabilitation time for equipment shall exceed two hours.

AGENCY shall also submit to COUNTY a fully completed and accurate Utah County Fire Report and Billing Form within 30 days of each incident. This report and the UFIRS report are necessary for the purpose of receiving reimbursement for fighting fires based on the rates set forth in this Agreement. In order to track all expenses related to fire suppression and 911 ambulance calls, billing shall, for each piece of equipment, be based on the entire time that each piece of AGENCY equipment is responding to the fire or 911 ambulance call at the rates listed in Exhibit "B" as documented by dispatch logs. Providing the County Fire Report and Billing Form and the UFIRS report to COUNTY in a timely manner, within 30 days of an incident, is a requirement for payment of services. AGENCY will refund COUNTY for any expenses reimbursed to AGENCY from third parties which are paid to AGENCY by COUNTY.

The AGENCY shall at any time during normal business hours, and as often as the COUNTY may deem necessary, make available to the COUNTY for examination, all of its records and data with respect to any specific incidents in the unincorporated area of Utah County to which the AGENCY responds and shall permit the COUNTY or its authorized agent or representative to

audit and inspect all invoices, materials, payrolls, records of personnel and conditions of employment and other data relating to incidents covered by this Agreement.

The AGENCY agrees to provide COUNTY with a copy of any Interlocal Mutual Aid Fire Protection Agreement or similar 911 ambulance service agreement which the AGENCY has or subsequently enters into with any other municipality. AGENCY consents to COUNTY becoming a party to all Interlocal Mutual Aid Fire Protection Agreements between municipalities. County's membership therein will not, in any way, obviate its obligation to make the payments and honor the other commitments of this Agreement.

E. Water. AGENCY agrees to respond to all residential structure calls for service with an appropriate amount of water, as determined by incident command, or, if possible, not less than 2000 gallons of water (total combined in all responding vehicles) and with the ability to replenish that supply.

F. Multiple Alarms. Alarms for fire suppression, 911 ambulance services, or other responses within the Fire Response Area shall be answered in the sequential order in which they are received insofar as is practical. When multiple incidents require AGENCY to respond simultaneously to an in-city and an unincorporated area alarm, or to two or more unincorporated area alarms, responses shall be based upon the following priorities:

1. All in-city 911 ambulance calls.
2. All in-city fire alarms.
3. Unincorporated 911 ambulance calls.
4. Unincorporated area fire alarms involving structures.
5. Unincorporated area fire alarms involving vehicles.
6. Unincorporated area fire alarms involving cultivated lands in the Fire Response Area when called by Dispatch or at COUNTY'S request.
7. Unincorporated area alarms involving a wildland fire posing a threat to forest, range, or watershed lands in the Fire Response Area when called by NUIFC for federal/state lands.
8. Other fires in the Fire Response Area when called by Dispatch or at COUNTY'S request.

Once a response has occurred, AGENCY will not leave the call prematurely. Subject to Section 4.C., when AGENCY responds under this Agreement, AGENCY personnel and equipment will

remain at the scene, which in the best judgment of the Incident Commander are adequate and necessary for the incident.

G. Service Outside Designated Fire Response Area. The COUNTY shall pay AGENCY upon presentation of an itemized bill for service in unincorporated Utah County outside the Fire Response Area whether covered by a mutual aid agreement or not, according to the rates in effect under this Agreement on the date of the incident, whenever:

1. AGENCY is called upon to assist another municipality through an on-scene incident commander or designee at an incident within the unincorporated area of Utah County and outside AGENCY'S Fire Response Area, or;

2. AGENCY is called at COUNTY request to provide first response to an incident within the unincorporated area of Utah County outside the Fire Response Area.

H. County Responses within Agency. If COUNTY responds to an incident within the AGENCY city limits, COUNTY may bill AGENCY using the rates contained in Section 5 below for any response requested by AGENCY.

I. Miscellaneous. AGENCY shall request, and COUNTY shall, if manpower and resources permit, remain or report to a fire incident or 911 ambulance call in the Fire Response Area after a fire has been extinguished or 911 ambulance service has been rendered if necessary for any purpose, including but not limited to, fire or criminal investigations, flare up control, and standby. AGENCY shall respond to the scene of a fire incident or 911 ambulance call, regardless of whether the route to the incident occurs on or off paved roads.

## **Section 5. COMPENSATION**

A. Guaranteed Fire Apportionment Payment. AGENCY agrees that the Guaranteed Fire Apportionment Payment will provide COUNTY with incident coverage for the first hour of response to an incident.

1. A Guaranteed Fire Apportionment Payment is to be paid to the AGENCY by the COUNTY and shall be calculated based on the formula described in EXHIBIT B attached hereto and incorporated herein by this reference. Beginning each AGENCY fiscal year, AGENCY shall receive notice of the amount of the Guaranteed Fire Apportionment Payment, which shall be paid in quarterly payments due the first week of July, October, January, and April, plus any hourly sum due pursuant to this section, which hourly sums

shall be due within thirty (30) days of billing. Quarterly payments shall be made by COUNTY pursuant to the formula set forth herein. The Guaranteed Fire Apportionment Payment shall be adjusted annually in order to make a fair distribution of funds, based on the number of county improved parcels, AGENCY responses to COUNTY fires, annexations, and COUNTY fire expenditures. Responses shall be based on a five-year average of the five most current years for which data is available. The total amount available for the Guaranteed Fire Apportionment in SCHEDULE B shall be modified annually based on the property tax collections in Utah County Special Service Areas 7 and 9. AGENCY may bill, and COUNTY is obligated to pay in accordance with said corresponding bills, and in accordance with this agreement, starting January 1, 2022.

2. The COUNTY agrees to pay AGENCY for AGENCY manpower and AGENCY equipment for fire services under this Agreement in accordance with the Engine Classifications, Apparatus Classifications, Water Tender Requirements, and vehicle, equipment and personnel Standard Rate Structure for FD Engines and FD Rates for apparatuses contained in the Utah Division of Forestry, Fire and State Lands Fire Department Manual in effect on the date of the fire incident or as otherwise stated in Exhibit C. Only AGENCY volunteers and employees and AGENCY owned resources are reimbursable under this Agreement. COUNTY agrees to make payment to AGENCY for each piece of AGENCY equipment dispatched to an incident by Dispatch as documented by dispatch logs. The Guaranteed Fire Apportionment Payment will reduce the amount billed for the first hour of an incident and will be deducted from the total billing.

3. Manpower not included in the Standard Rate Structure for FD Engines or FD Rates for FEPP Engines will be compensated as provided below. Equipment not provided for above, not listed in Exhibit "C" or not subject to FEPP rates will be billed as provided in the Utah Division of Forestry, Fire and State Lands Fire Department Manual in effect on the date of the fire incident. Only AGENCY volunteers, employees and AGENCY owned resources are reimbursable under this Agreement.

B. 911 Ambulance Compensation. COUNTY will pay AGENCY the amount listed in the 2022 Utah Fire Department Manual and Rates produced by the Utah Division of Forestry, Fire & State Lands, as amended, which manual is incorporated herein by this reference, for ambulance services per hour per 911 ambulance call.

C. Billing. The UFIRS report, Utah County Fire Report, and applicable COUNTY 911 ambulance billing report and Billing Forms complying with Section 4.D detailing the services rendered must be submitted as provided in Section 4.D. All Utah County Fire Report, Billing Forms, and AGENCY 911 ambulance report for fires and 911 ambulance calls occurring in the month of December must be submitted on or before January 31<sup>st</sup> of the ensuing year. Utah County has no obligation to pay invoices not submitted in a timely manner. Prior to payment, all invoices must be verified and approved for payment by the Utah County Fire Department of the Utah County Sheriff Office or the Utah County Fire Marshal's Office as applicable. For services paid by the hour, the time shall be rounded to the nearest minute.

D. Responses on State or Federal Lands. AGENCY will seek reimbursement for all costs expended by AGENCY for wildland fire responses located on state and federal lands in accordance with the state and federal agreements in effect on the date of the incident and this Agreement. AGENCY shall assist COUNTY in receiving state and federal reimbursement for fighting wildland fires on state and federal lands by remitting fully completed and accurate County Fire Report and Billing Forms and the UFIRS reports for each wildland fire incident based on the applicable rates for wildland fires on state and federal lands. These reports and billing forms are not a bill, but merely an accommodation to COUNTY. The COUNTY is not responsible to AGENCY for state and federal land wildland fire response payments that are not reimbursed from state or federal sources.

E. One AGENCY ambulance will be compensated per structure fire alarm in the Fire Response Area as provided in this Agreement. Additional ambulances may be compensated if deemed necessary by COUNTY.

#### **Section 6. METHOD OF TERMINATION**

This Agreement will terminate pursuant to the provisions of Section 1 of this Agreement. Prior thereto, either party may terminate this Agreement upon ninety (90) days prior written notice of termination to the other party.

#### **Section 7. INDEMNIFICATION AND HOLD HARMLESS**

COUNTY and AGENCY are each agencies or subdivisions of the State of Utah. Each of the parties agrees to indemnify and save harmless the other for damages, claims, suits and actions

arising out of their own acts or omissions including negligence undertaken in connection with this Agreement. It is expressly agreed between the parties that the obligation to indemnify is limited to the liability limits set forth in the Utah Governmental Immunity Act, Utah Code § 63G-7-604 and that neither party waives any of the provisions, protections and immunities of the Utah Governmental Immunity Act. In the event of a claim against COUNTY or AGENCY arising out of AGENCY's provision of fire protection services under this Agreement, each party shall maintain their own defense in any action in which they are a party. The AGENCY and COUNTY shall be entitled to all the privileges and immunities granted under Utah Code Title 11 Chapter 7.

#### **Section 8. INSURANCE**

AGENCY shall carry commercial general liability insurance through AGENCY'S insurer in the minimum amounts stated in UCA 63G-7-604 or in such minimum liability limits established by the state risk manager pursuant to UCA 63G-7-604, to insure against loss or liability arising out of AGENCY's provision of fire protection services pursuant to this Agreement. AGENCY shall name COUNTY as a certificate holder on this insurance and provide COUNTY with proof of maintaining the required insurance. In the event of a claim against COUNTY or AGENCY arising out of AGENCY's provision of fire protection services under this Agreement, each party shall maintain their own defense in any action in which they are a party.

#### **Section 9. FILING OF INTERLOCAL COOPERATION AGREEMENT**

Executed copies of this Agreement shall be placed on file in the office of the Utah County Clerk and with the official keeper of records of AGENCY and shall remain on file for public inspection during the term of this Agreement.

#### **Section 10. AMENDMENTS**

This Agreement may not be amended, changed, modified or altered except by an instrument in writing which shall be (a) approved by the governing body of each of the parties, (b) executed by a duly authorized official of each of the parties, (c) submitted to an authorized attorney for review as to proper form and compliance with applicable law as required by Utah Code § 11-13-202.5(3), and (d) filed in the official records of each party.

### **Section 11. SEVERABILITY**

If any term or provision of this Agreement or the application thereof shall to any extent be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to circumstances other than those with respect to which it is invalid or unenforceable, shall not be affected thereby, and shall be enforced to the extent permitted by law. To the extent permitted by applicable law, the parties hereby waive any provision of law which would render any of the terms of this Agreement unenforceable.

### **Section 12. GOVERNING LAW**

All questions with respect to the construction of this Agreement, and the rights and liability of the parties hereto, shall be governed by the laws of the State of Utah.

### **Section 13. MISCELLANEOUS PROVISIONS**

The parties hereby represent that each of them has lawfully entered into this Agreement, having complied with all relevant statutes, ordinances, by-laws and other legal requirements applicable to their operation.

Time shall be of the essence.

In the event that litigation is necessary to enforce this Agreement against either Party, the prevailing party shall be entitled to reasonable attorney's fees against the other party.

### **Section 14. SUCCESSORS AND ASSIGNMENT**

This Interlocal Cooperation Agreement shall be binding upon the heirs, successors, administrators, and assigns of each of the parties thereto. Neither AGENCY nor COUNTY shall assign, sublet or transfer the performance of, or its interest in, this Agreement without the written consent of the other.

### **Section 15. NOTICES**

All notices, demands and other communications required or permitted to be given hereunder shall be in writing and shall be deemed to have been properly given if delivered by hand or by certified mail, return receipt requested, postage paid, to the parties at their respective places of business, or at such other addresses as may be designated by notice given hereunder:

Utah County  
c/o Kirk Bertelsen  
100 East Center Street  
Provo, Utah  
[ucfm@utahcounty.gov](mailto:ucfm@utahcounty.gov)

City Name  
c/o [insert contact name]  
[insert address]  
[insert email]

#### **Section 16. INTERPRETATION**

The invalidity of any portion of this Interlocal Cooperation Agreement shall not prevent the remainder from being carried into effect. Whenever the context of any provision shall require it, the singular number shall be held to include the plural number, and vice versa, and the use of any gender shall include all genders and business entities. The paragraph and section headings are for convenience only and do not constitute a part of the provisions hereof. Waiver by either party of any provision or term of this Interlocal Cooperation Agreement shall not be construed by the other party as a waiver of any subsequent breach of the same provision or term.

#### **Section 17. NO PRESUMPTION**

Should any provision of this Interlocal Cooperation Agreement require judicial interpretation, the Court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against the party, by reason of the rule of construction that a document is to be construed more strictly against the person who himself or through his agents prepared the same, it being acknowledged that all parties have participated in the preparation hereof.

#### **Section 18. ENTIRE AGREEMENT**

This Interlocal Cooperation Agreement shall constitute the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

[Signatures on following page]



IN WITNESS WHEREOF, the parties have signed and executed this Agreement, on the dates listed below.

**UTAH COUNTY**

Authorized and passed on the \_\_\_\_ day of \_\_\_\_\_, 2022.

**BOARD OF COUNTY COMMISSIONERS  
UTAH COUNTY, UTAH**

\_\_\_\_\_  
Thomas V. Sakievich, Commission Chair

**ATTEST:**  
**JOSH DANIELS**  
Utah County Clerk/Auditor

By: \_\_\_\_\_  
Deputy

**REVIEWED AS TO PROPER FORM AND  
COMPLIANCE WITH APPLICABLE LAW:**

**DAVID O. LEAVITT**  
Utah County Attorney

By: \_\_\_\_\_  
Deputy

AGENCY: Santaquin City

Authorized and passed on the 4th day of October, 2022.



[Signature]  
Mayor

ATTEST:

[Signature]  
City Recorder

REVIEWED AS TO PROPER FORM AND  
COMPLIANCE WITH APPLICABLE LAW:

By: [Signature]  
City Attorney

EXHIBIT A  
FIRE RESPONSE AREA MAP

# Utah County Fire Response Zones July 2022



1:154,626  
1 inch = 2.44 miles



Utah County Information Systems  
GIS Division  
2855 South State Street  
Provo, UT 84605  
(801) 863-4626

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Printed by: Maryjane Date: 7/28/2022  
Doc: 2022.JulyFireMap

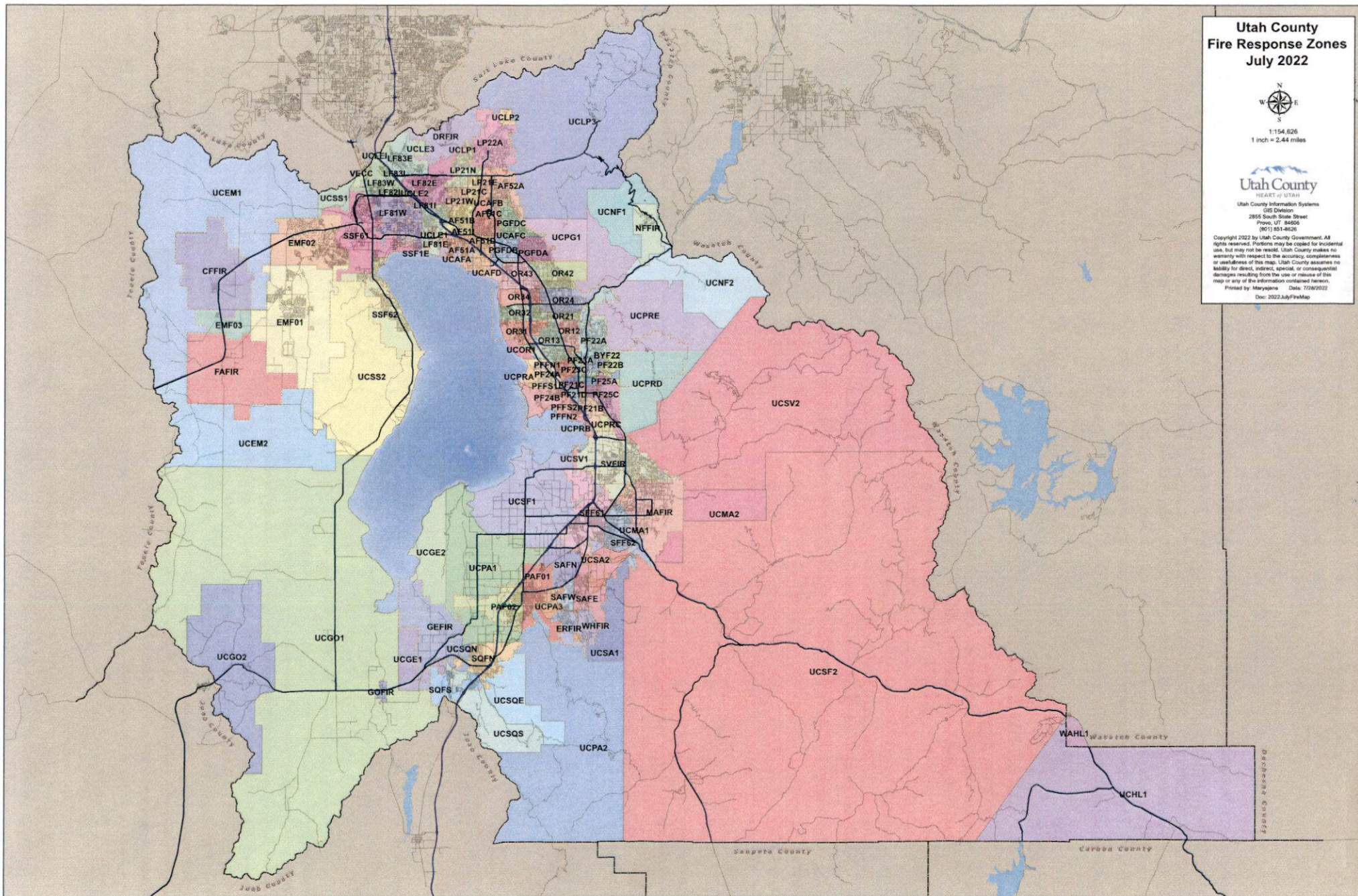


EXHIBIT B  
GUARANTEED FIRE APPORTIONMENT FORMULA

$$\text{Base Ratio} = \frac{1}{2} (A/B) + \frac{1}{2} (C/D)$$

Guaranteed Fire Apportionment Payment = (Base Ratio) X (annual property tax collected in service Areas 7 and 9 less County Fire Related Expenses)

A = Number of unincorporated area fire responses within AGENCY'S Fire Response Area, five-year average.

B = Number of fire responses within the entire unincorporated area, five-year average.

C = Number of taxable unincorporated area parcels within AGENCY'S Fire Response Area, with improvements greater than \$15,000.

D= Total number of taxable unincorporated area parcels, with improvements greater than \$15,000.

The total dollars available will be adjusted annually, based on the fire related tax collected in Utah County Special Service Areas 6, 7, and 9, less County Fire Related Expenses.

EXHIBIT C  
COMPENSATION RATES

EQUIPMENT

Equipment will be compensated at the Standard Rate Structure for FD Engines or FD Rates for FEPP Engines contained in the Utah Division of Forestry, Fire and State Lands Fire Department Manual in effect on the date of the incident, unless otherwise provided in Section 5 or as indicated below for equipment not included in the Standard Rate Structure for FD Engines or FD Rates for FEPP Engines contained in the Utah Division of Forestry, Fire and State Lands Fire Department Manual.

	<u>Equipment/Incident</u>	Fee
1.	Extrication	\$200.00/extrication actually performed
2.	False Alarm or wrongful dispatch	\$200.00 per dispatch
3.	Aerial Apparatus	\$245.00/hour

Minimum Standards for Engine Type

Components	1	2	3	4	5	6	7
Pump Capacity (GPM)	1000	500	120	70	50	50	20
Tank Capacity (Gallons)	400	400	500	750	500	200	125
Hose 2 1/2" (feet)	1200	1000					
Hose 1 1/2" (feet)	400	500	1000	300	300	300	200
Hose 1' (feet)	200	300	300	300	300	300	200
Ladder (Feet)	20	20					

Heavy Stream (GPM)	500						
Personnel	4	3	3	3	3	3	2

Rates for Federally owned equipment (FEPP), used to fight fires, will be billed according to the State Federal Excess Rates (66% of Great Basin Rates) to be updated annually, and do not include personnel costs.

#### ADDITIONAL PERSONNEL

Unless otherwise stated in the Utah Division of Forestry, Fire & State Lands Fire Department Manual and Rates in effect at the time of the incident, additional necessary on scene personnel not included in the Equipment rates shall be paid \$15 per hour per person for each person that is not a certified fire fighter. To the extent possible, only certified fire fighter personnel will respond to structure fires. Personnel responding to wildland fires other than initial attack must have red card certification. Structure fire personnel rates shall be determined as calculated in the Utah Division of Forestry, Fire & State Lands Fire Department Manual and Rates in conjunction with the FEMA Skills Crosswalk Wildland Training for Structural Firefighters attached hereto as Exhibit D.

EXHIBIT D  
FEMA SKILLS CROSSWALK WILDLAND TRAINING FOR STRUCTURAL  
FIREFIGHTERS



# 2022 Utah Fire Department Manual and Rates



Utah Division of  
Forestry, Fire & State Lands

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## **2022 CHANGES AND ADDITIONS**

1. Updated Cooperator Letter
2. Added Unstaffed Equipment Rates for Engines and Water Tenders
3. Added State Approved Crew member rate (04/07/2022)
4. Removed all references to the Utah Fire Service Certification System.
5. Added Calculated true cost rate explanation
6. Corrected EDRC and EDSD position rates
7. Updated all reference forms for 2022
8. Removed Utah Fire Department Recertification Form for ICT5 and above
9. Adjusted equipment hourly rates (04/07/2022)
10. Added 24 hour stand by language in the General Provisions and Instructions section
11. Crew Carrier Rate increase (04/07/2022)

## INTRODUCTION

The Utah Division of Forestry, Fire & State Lands (FFSL or the Division) Fire Department Manual & Rate Book defines the required procedures for wildland fire certification, and establishes program requirements. Payment methods are defined for Utah Fire Departments, Fire Districts (FD), and supporting agencies providing services on wildland fires outside their jurisdictional area of responsibility or during extended attack. For the purposes of this document, the term Federal Cooperator denotes federal agencies under the Department of the Interior (e.g. Bureau of Land Management, National Parks Service, Bureau of Indian Affairs, U.S. Fish and Wildlife Service) and U.S. Department of Agriculture (i.e. Forest Service).

The described procedures are designed to be used on fire management activities by fire departments and local and county government agencies. As defined in the Cooperative Fire Management Agreement, it is FFSL's responsibility to be the single hiring point for equipment and personnel obtained from Utah FDs for all resources dispatched outside their jurisdictional responsibility.

It is the responsibility of the local FFSL Area Manager (or designee) to establish a Utah Wildfire Resource Memorandum of Understanding (UWRMOU) with fire service organizations for work on wildland fires outside their area of jurisdictional responsibility. A list of FFSL Area offices and contacts is included in this document.

Agencies using equipment or personnel from FDs are responsible for equipment and personnel timekeeping at the incident. **It is the responsibility of the FD to enter fire billings into the Fire Business System, and then submit all original payment documentation from the incident, both personnel and equipment, to the appropriate FFSL Area office for payment.**

When five (5) or more engines are dispatched to an incident, FFSL may furnish, upon request, a liaison to ensure the FDs and the incident are made aware of their responsibilities. The role of the liaison is to ensure Cooperative Fire Rate Agreements are valid and FD resources are familiar with the IMTs procedures, (i.e. timekeeping, caterers, showers, re-supply, etc.). Although Incident Management Teams (IMT) are responsible for keeping time for all cooperators, **ALL original payment packages are to be sent home with the FD for FFSL to audit and issue payment.**

## AGREEMENTS

FFSL is a party to the Master Cooperative Wildland Fire Management and Stafford Act Response Agreement. This agreement defines the relationships and procedures for working with Federal Cooperators on wildland fires in Utah. Clause 10 under Section IV, Interagency Cooperation, states, "The local, city, and county fire resources are considered resources of the state." It also directs that, "The state will maintain all required agreements with those entities." FFSL maintains a Wildland Fire Protection Agreement with every county and many towns and cities. If a FD chooses, they may enter into a UWRMOU with FFSL.

The UWRMOU becomes an addendum to the Wildland Fire Protection Agreement with eligible entities as described in 65A-8-203(1)(a). This document provides a mechanism for procurement, use and compensation for FD resources outside their jurisdictional area of responsibility and/or during extended attack. This procedure is reinforced and restated in the current statewide Operating Plan (OP) to which all wildland fire management agencies in Utah are party. Section 2.1.12 states, "Local fire departments that respond to fires outside their area of statutory authority will establish a UWRMOU with FFSL." Local OPs further define the specific roles and responsibilities of wildland fire management agencies. Each interagency dispatch zone has an OP.

## SIGN-UP PROCEDURE

Eligible FDs are to contact the local FFSL Area office. Contact information is listed in the Reference Section of this document. Division personnel will assist the FD in establishing an UWRMOU with FFSL. This UWRMOU defines the roles and responsibilities of each party.

The FD will also develop a Fire Rate Agreement (FRA) as part of the UWRMOU. The FRA is within the Fire Business System (FBS) and shall be entered and maintained by the FFSL area office. The local area FFSL office can and will guide you through the process using FBS. The FRA will identify all equipment available for fire assignments with set hourly rates, and identify minimum and standard staffing levels for each piece of equipment. Minimum staffing levels are defined by National Wildfire Coordinating Group (NWCG) standards. See the FRA general provisions in the Reference Section.

Nothing in the UWRMOU commits the FD to make equipment or personnel available to fire assignments outside their jurisdictional responsibility. The FD may restrict resource availability in order to provide an adequate level of fire protection on lands within their jurisdictional boundary or service area.

Once the department has established a UWRMOU and FRA with FFSL, and the equipment is found to be in safe working condition, it will be listed at the local interagency dispatch center. It will be the responsibility of the Division to notify the Dispatch Center when equipment and/or personnel are available for dispatch and the duration of the availability.

Yearly DOT equipment inspections will be required for all equipment placed on the department FRA. A copy of the DOT safety inspection (or equivalent) shall be sent to the Area office annually prior to the fire season. No payment will be made until this document has been received by the local FFSL area office.

An inventory and program compliance inspection may be done by Division personnel annually. This inspection is to assure that required equipment is on board apparatus listed on the FRA. Capabilities may also be examined such as radio programming, pumping and drafting capabilities, required UWRMOU documents on-board etc. Lists of required equipment is provided in this document

## ASSIGNMENTS

In order for FD resources to be eligible for reimbursement under the UWRMOU, they must be requested or approved by the Division or its Federal Cooperators. Payment will be made only for fire management activities on lands outside the FDs established jurisdictional boundaries, extended attack within the FD jurisdictional area, when requested by FFSL or on state or federal lands within the FDs jurisdictional boundaries when requested by the jurisdictional agency. Independent action taken by the FDs on lands owned by the state or federal government is not eligible for reimbursement without immediate notification to the Division and approval of the agency having jurisdiction. Although action may occur under "closest forces" or mutual aid, in order to protect the FDs jurisdiction or neighboring jurisdictions during IA, reimbursement should not be assumed.

Initial attack on private lands is the responsibility of local government per 65A-8-202 & 202.5 until fire management authority is delegated to FFSL per 65A-8-203.

The Division's Area duty officer must approve resources dispatched outside of the local interagency fire center dispatch zone.

**Initial Attack: (IA)** A FD may be the first and/or only resource to respond to a wildland fire on behalf of FFSL or its Federal Cooperators. In this case, the FD must be able to communicate by radio with the local dispatch center. Communication must include, but not be limited to, fire size-up, fire status, and an

accurate GPS location, as well as times on-scene, returning to station and out-of-service. Radio frequencies, Size-Up and reporting forms are available at the local FFSL area office. All reasonable efforts will be made to protect the point of the fire start or POO (Point of Origin). Refer to Exhibit D in the Statewide OP for details.

If there are no state or federal engines on the fire the FD resource may also be expected to provide other information regarding the incident in the form of a Fire Report. The information in the Fire Report is necessary to process the invoice for reimbursement to the FD. On small IA fires, the local interagency fire center may or may not issue a Resource Order.

**Extended Attack:** When dispatched to an extended attack incident, it is recommended that a Resource Order be obtained from the local dispatch center. All assignments going out of state require that a Resource Order be obtained prior to departure from the home unit. This will be used to track equipment and personnel while assigned to the incident and is necessary for the billing process. The interagency dispatch center will inform the resource where to report. Once on the incident, equipment and personnel must check-in with incident management and provide required documentation (e.g. Resource Order and Cooperative Rate Agreement).

If an IMT is managing the fire, check-in takes place in the Planning Section and a copy of the Cooperative Fire Rate Agreement must be provided to the Finance Section. On a smaller incident, check-in and confirmation of the Rate Agreement may be handled by the Incident Commander (IC).

A Vehicle/Heavy Equipment Inspection may be required at check-in. A copy of the inspection is kept with the vehicle at all times. If equipment is damaged on the incident, the inspection document is required to verify the condition of the equipment prior to use on the incident.

**Damage to rolling equipment in excess of normal wear and tear will be documented at the incident and follow Property Management Guidelines (Chapter 30) and vehicle accident incident reporting procedures. Supply numbers may be issued for repairs/replacement. All claims for damage must be approved by State Office Fire Management personnel.**

Claims for damaged vehicles and equipment must be reported to the jurisdictional agency or IMT and to a Division representative upon arrival home. All equipment and supplies that were used on the incident should be restocked before leaving the incident. While on the incident a Supply (S) Number must be obtained for items that cannot be replaced on the incident. Although this is required by the state for payment an S# alone is not approval for reimbursement.

Resources will be tracked by the local interagency fire center by use of systems such as Interagency Resource Ordering Capability (IROC) or Wildland Fire Computer Aided Dispatch (WildCAD). Resources will comply with Incident Command System (ICS) / National Incident Management System (NIMS) demobilization procedures and will never "self-demobilize" from an assigned incident. When released from an incident, a release inspection and post-inventory may be required on equipment. Ensure Emergency Equipment Shift Tickets (Shift Tickets) are complete and **signed**. A performance evaluation should be completed whenever possible. The standard assignment length is up to 14 days, exclusive of travel from and to home unit.

**Time Keeping** In all cases, a Shift Ticket for equipment and Crew Time Report (CTR) for additional personnel or single resource must be completed and signed at the end of each operational period. Any piece of equipment that is rotating personnel must clearly show the hours of the personnel that are being rotated. The line supervisor or IC must sign the CTR and/or Shift Tickets and **legible copies** must be turned into finance daily. **Original copies (pinks for the Shift Ticket and white for the CTR) must be submitted with the invoice to the FFSL Area office.** It is advised that the FD keep a legible copy for internal records. Preferred method of timekeeping is to round to the nearest half hour.

**Compensable meal periods: Personnel** on the fire line may be compensated for their meal period if all the following conditions are met:

- The fire is not controlled, and
- The Operations Section Chief or Incident Commander decides that it is critical to the effort of controlling the fire that personnel remain at their post of duty and continue to work as they eat, and may not show a meal break but must be documented on time reporting documents.
- The compensable meal break is approved by the next level supervisor and the qualifying condition is documented on the CTR and/or Shift Ticket
- In those situations where incident support personnel cannot be relieved from performing work and must remain at a post of duty, a meal period may be recorded as time worked for which compensation shall be allowed and documented on the CTR/Shift Ticket as IA in "Remarks" section as "No lunch taken due to uncontrolled fire line with further explanation such as structure protection or to meet daily objectives". If a lunch is not documented on the CTR or Shift ticket, the lunch will be automatically deducted by the State

**Prescribed fire (RX) and other fire management projects:** Under the direction of the Division, the UWRMOU may be used for procuring personnel and equipment for other fire management activities such as fuels mitigation and RX projects, inside and outside the FD jurisdictional area. Project work conducted for federal agencies must be performed under the conditions of agreements specific to their agency specific procurement requirements. Any project work with costs exceeding \$5,000 must be done under the conditions of a separate agreement.

**All Risk Assignments:** It is common for wildland fire resources to assist with non-fire incidents. The ability to mobilize a large and versatile workforce, skilled and knowledgeable in ICS, has proven invaluable in recent disaster recovery efforts. When requested under the authority of the Stafford Act, it is possible for Utah state resources to assist with these incidents. However, such incidents must have a presidential declaration of disaster before our services are eligible for reimbursement. All such incidents must be handled on a case-by-case basis. Be sure to check with the local FFSL Area office before accepting all risk assignments under the UWRMOU program.

## **PAYMENT PROCEDURE**

For the FD to receive prompt payment for assignments outside their area of jurisdictional responsibility, it is imperative that the correct documentation is submitted in the appropriate time frame. When submitting the initial billing from your fire department a W-9 form must be attached to the first bill of the year. Claims for reimbursement **must be submitted to the local FFSL Area office within 30 days after release from an incident or as soon as possible. No request for reimbursement will be accepted after the end of the calendar year.** Invoices and claims submitted with incomplete documentation will be returned to the FD and not processed until all required documentation is received by the Division. Necessary forms are listed below.

- If any fire department picks up additional personnel from another fire department to meet minimum staffing standards, the original fire department will be responsible to bill the state for all fire personnel and will then be required to disburse funds to the secondary fire department. Supplemental Fire Fighters are not included nor supported.
- Reimbursement request will, at a **minimum**, contain the invoice from the Fire Business System, original Shift Tickets (OF 297) and/or CTRs (OF 261), a copy of the Resource Order (if on a Type I or II incident), and any "S" numbers, if issued. Original Receipts for any hotel stays are required.

Meals (per diem) must have documentation in the form of a worksheet showing the meals that the individual paid for.

- Items requested for resupply will need a General Message form (213 ICS) identifying item, Property Loss or Damage Report (OF 289) signed by finance/claims, the IC or a Division representative, a Replacement Acquisition form (OF 315) for items available through the national cache system signed by the IC and Supply, and/or a Claim for Loss of Personal Property (OF 95). On larger incidents the Incident Business Advisor (IBA) approves non-cache items. The Agency Administrator (AA) and FMO should also be included.
- Accident claim for reimbursement will need to have a Motor Accident form from the FD. If the FD does not have a form, a Motor Accident Form (SF 91) and Witness Statement form (SF 94) will need to be completed. All forms must be approved by finance/claims or the IC if a finance section is not available. A Division representative must be notified immediately.
- While on an incident, if personnel are sick or injured, and a medical claim is filed, the FD Workman's Compensation form must be used. Be sure to meet the timeline requirements on first notification for Workmen's Compensation, i.e. – the documents must be filed within a certain time frame or will not be accepted.

## TRAINING AND CERTIFICATION

FDs entering into a UWRMOU with FFSL must meet NWCG training and qualification standards for the position they are filling on incidents outside of their local interagency dispatch zone.

FFSL has established a developmental standard for FDs working toward becoming fully qualified under NWCG standards. Under this classification, all firefighters are required to be certified, Red Carded wildland firefighters, however; the engine is not required to have a fully qualified Engine Boss (ENGB) in command. This classification has a separate and lower rate structure. Federal agencies will not accept this standard and may require that FD resources meet NWCG standards when operating on lands under federal jurisdiction.

FD personnel receive their Red Cards and official documentation of NWCG qualification through the Division of Forestry Fire and State Lands. The training requirements to reach the Single Resource ENGB position are listed below.

Position:	NFPA	WFF1	WFF2	ENGB
	NWCG	FFT2	FFT1	ENGB
Required Training		S-130 S-190 L-180 I-100 IS-700 RT-130	S-131 S-133 RT-130 Certification of the FFT1 Position Task Book S-211 S-212	S-230 RT-130 S-290 I-200 Certification of the ENGB Position Task Book



## 1. Training

There are several opportunities to receive training. Utah Fire Rescue Academy (UFRA) or the local FFSL Area offices can provide the required training at no cost to the FD. Much of this training can be delivered to the FD and presented according to the needs and scheduling availability of the participants. All issuing of NWCG certificates will follow the standards outlined by NWCG in the PMS 901-1. All training must be recorded in IQS by a FFSL official by verifying applicable training certificates and Performance Task Books.

### 2 . Pass the physical fitness test

Once the firefighter has completed the NWCG training the physical fitness test must be taken as identified in the PMS 307 Pack Test Administrators Guide. This test can be administered in-house and verified by the FD Chief. To remain current, the physical fitness test is required to be taken annually. The Division reserves the right to monitor this testing by the department.

All Red Cards are valid for one year from the date issued.

Individuals serving on structural engines deployed outside the local dispatch zone for structure protection will, at a minimum, be certified at the National Fire Protection Association (NFPA) WWF1 level as well as NWCG FFT2.

## WILDLAND FIRE PERSONAL PROTECTIVE EQUIPMENT

FDs entering into a UWRMOU with FFSL will be required to wear appropriate personal protective equipment (PPE) while engaged in fire suppression activities. The local FFSL Area office can assist in acquiring wildland fire PPE. Required PPE is listed below.

1. Boots: All leather, lace-up type, minimum 8 inches high with lug-type soles and are in good condition (steel toe boots are not allowed).
2. Hard Hat: Plastic, Class B, ANSI Z89.1, 1986, OSHA approved, with chin strap. Note: Hard hat meeting NFPA Standard 1977, 2003 Edition, is required.
3. Gloves: One pair of heavy-duty leather gloves per person.
4. Eye Protection: One pair per person (meets standards ANSI 287, latest edition).
5. Headlamp: One lamp per person with batteries and attachment for hard hat.
6. Canteen: One-quart size, two per person required, four per person recommended (filled prior to arrival at incident).
7. New Generation Fire Shelter: One serviceable shelter per person.
8. Flame Resistant Clothing: Shirt and trousers for fireline duties, flame resistant clothing must:
  - a. Self-extinguish upon removal from heat source.
  - b. Act as an effective thermal barrier by minimizing conductive heat transfer.
  - c. Not melt or shrink to any appreciable degree upon decomposition during exposure to a high heat source.
  - d. Be manufactured from flame retardant treated (FRT) cotton, FRT rayon, FRT wool, aramid (Nomex), or other similar fabric. Must be NFPA 1977 compliant
9. Turn-out Gear (structural engines only)

# ENGINES AND WATER TENDERS

## **Classifying:**

When classifying engines and water tenders, all of the requirements for both equipment and staffing must be met and must be certified. An UWRMOU must be signed by the FD Chief, or a designee, stating that both equipment and staffing meet the minimum requirements. The FFSL State area office must validate the FRA for it to be valid. Equipment lacking this certification will not be enrolled in the UWRMOU program and is not available for reimbursement. Prior to dispatch, it is the FDs responsibility to submit the certification/agreement (FRA) to the FFSL area office.

## **Tank Baffling:**

The water tanks must be equipped with partitions which reduces the shifting of the water load. Engines need to have the water tank baffled in a manner that conforms to NFPA Standards for Mobile Water Supply Apparatus, or the American Society of Mechanical Engineers standards.

## **Training Requirements (Engines and Tactical Water Tenders only)**

Engines and tactical water tenders must have a qualified ENGB in command to meet NWCG standards. However, a developmental classification will be accepted while operating within the local interagency dispatch zone. All crew member(s) need to be qualified to at least the NWCG FFT2

## **Additional Requirements:**

When fully loaded, including operators and accessory equipment, the vehicle will conform to manufacturer's gross vehicle weight rating (GVWR), or state highway gross vehicle weight (GVW) limits, whichever is less. This includes balancing the load in a manner that all axle weights comply with the manufacturer's gross axle weight rating.

Vehicles shall be configured in a manner that the vehicle center of gravity is within the design limits of the equipment.

# ENGINE REQUIREMENTS

The following information applies to both structural and wildland engines.

At the time of the pre-season inspection, the FD must provide a complete inventory list of the firefighting accessories on the vehicle. A copy of the inventory must be given to the FFSL fire warden. In addition, while on an incident, the inventory may be requested by the Procurement Unit. The required inventory list is in the Reference Section.

## **Additional Training Requirements:**

Individuals serving on structural engines, deployed outside the local interagency dispatch zone, for structure protection must, at a minimum, be certified at the wildland FFT1 level as well as structural Firefighter 1.

## **Classification for Engines:**

**MINIMUM STANDARDS:** The following guide is to aid in the classification of engines. When typing equipment, all standards must be met for the equipment to be qualified to NWCG standards. Failure to meet any standard will place the equipment in a lower type or lead to disqualification from the UWRMOU program.

Components	Engine Classifications Minimum Standards						
	1*	2*	3	4	5	6	7
Pump Capacity (GPM at PSI)	1000+ 150	250+ 150	150 250	50 100	50 100	50 100	10 100
Tank Capacity	400+	400+	500+	750+	400-750	150-400	50-200
Hose, 2 ½" (feet)	1200	1000	--	--	--	--	--
Hose, 1 ½" (feet)	400	500	500	300	300	300	--
Hose, 1" (feet)	-0-	-0-	500	300	300	300	200
Ladder (feet)	**48'	**48'	--	--	--	--	--
Master Stream (GPM)	500	--	--	--	--	--	--
Personnel (minimum number)	4	3	3	2	2	2	2

\*Type 1 and 2 structural engines must meet minimum specifications of NFPA 1901.

\*\*This includes 24' extension ladder, 14' roof ladder and 10' attic ladder for a total of 48'.

## Guide for Apparatus Classification NFPA Minimum Standards for Structure Fire Apparatus

**Purpose:** This guide was developed to aid those not familiar with structural fire apparatus, but who have a need to access the capabilities and minimum equipment standards required of this apparatus to function within a particular ICS type (for dispatch and payment purposes).

**Standards for Structural Fire Apparatus:** The following is a list of equipment deemed necessary for structural apparatus to operate safely and efficiently on the fire ground. This list, while not complete, is taken from NFPA Standards 1901, 1903, and 1904, 2003 editions. Type 1 and 2 engines would be expected to follow these requirements and to include the equipment when in the structure firefighting mode. These NFPA Standards should be consulted if additional information or equipment listing is needed.

### Universal Requirements:

- All hose and appliance thread must meet the national standard, not iron pipe or others.
- Adapters are acceptable.
- A red flashing light, or lights visible through 360 degrees in a horizontal plane, must be installed. In addition, a pair of flashing, oscillating or rotating warning lights must be affixed on the front of the vehicle facing forward and below the windshield level with another pair affixed at the back of the vehicle facing to the rear. An intersection light must be affixed between the front wheel and the front of the vehicle on each side.
- Two universally mounted sealed beam rear lights must be provided.
- Audible warning equipment in the form of one automotive horn and one electric or electronic siren must be provided.
- The ignition key, if any, cannot be removable.

### NFPA 1901, 2003 Edition – Additional Standards for Type 1 and 2 Engines

- Axes, 1 each, pick head and flat head, 6lb.
- Ladders, 1 each, 14 ft. roof (folding hooks) and 24 ft. 2-section extension.

- Suction hose, minimum of 15 ft.
- Pike pole or plaster hook, 1 each, 6 ft.; and 1 each, 8 or 10 ft.
- Hand lights, portable, 2 each.
- Fire extinguisher, portable, 2 each, 80 BC Dry Chem. Or 10 BC CO2.
- Fire extinguisher, 1 each, 2-½ gal water.
- One double female swivel connection with pump intake threads on one end and one or more 2 ½” female connections with National Standard hose thread on the other.
- SCBA, 1 each for each firefighter; 30-minute positive pressure, NFPA 1981 compliant. (Type I and II structural engines only)
- SCBA spare cylinders, 1 each for each SCBA carried, for SCBA type used. (Type I and II structural engines only)
- First Aid Kit, 1 each, 24 unit
- Combination fog nozzles, 2 each, 200 GPM minimum; 2 each, 95 GPM minimum
- Double male, 2 each and double female, 2 each (sized to fit hose used).
- Double-gated reducing wye, 1 each (sized to fit hose used).
- Hydrant wrench, 2 each, combination spanner wrench, 4 each
- Two-wheel chocks (meets industry standards)
- Rubber mallet, 1 each, suitable for loosening suction hose connections

Structure Engine Inventory listed in the Reference Section

## **WATER TENDER REQUIREMENTS**

### **Tactical Water Tenders**

Tactical water tenders (WTT) are intended for use in the following tactical operations; in support of urban interface incidents when structures are involved, for use on the fireline or in direct support of fire suppression activities. Tactical use is defined as “direct fire suppression missions such as; pumping hose lays, live reel use, running attack and use of spray bars and monitors to suppress fires”.

### **Non-Tactical Water Tenders**

Non-tactical water tenders (WAT) are intended for use in the following operations, dust abatement, water transfer and unloading into a port-a-tank or engine. Water tenders will not be used in direct suppression activities.

Water tenders must have a spreader bar or other apparatus that is capable of broadcasting an even spray.

### **Training Requirements**

Non-tactical water tender operators need to be qualified at the NWCG FFT2 or NFPA WFF1 wildland firefighter 1 level if supporting suppression activities on the fireline.

## Water Tender and Tactical Water Tender Classification

Components	Minimum Standards Non-Tactical Water Tender (WAT)		
	1	2	3
Pump capacity (GPM)	300	200	200
Tank capacity (Gallons) (	4000	2500	1000
Off Load capacity (GPM)	300	200	200
Maximum Refill Time (minutes)	30	20	15

Components	Minimum Standards Non-Tactical Water Tender (WAT)		
Personnel	1	1	1
Drafting Capability or refill pump	Yes	Yes	Yes

Components	Minimum Standards Tactical Water Tenders (WTT)	
	1	2
<b>Type</b>		
Tank Capacity (gallons)		
Minimum	2000	1000
Maximum	NONE	2500
Pump Minimum Flow (gpm)	250	250
@ rated pressure (psi)	150	150
Hose (feet)		
Live Hose Reel ¾ inch ID	100	100
Spray Bar or Equivalent (Monitor)	Yes	Yes
Pump and Roll	Yes	Yes
Foam Proportioner System	Yes	Yes
Drafting Capabilities - MAY USE PORTABLE PUMP THAT MEETS MINIMUM STANDARDS	Yes	Yes
Personnel (minimum)	2	2

Minimum Required Components for Water Tenders can be found in the Reference Section.

## VEHICLE, EQUIPMENT AND PERSONNEL RATES

### General

FD engines and equipment entering into a UWRMOU with FFSL may be reimbursed using one of three different rate structures; NWCG fully qualified rate, Developmental rate or the calculated true cost rate. In all cases **NWCG minimum staffing requirements must be met as listed below.**

- NWCG fully qualified: personnel training and qualifications must meet all NWCG standards. A single resource ENGB must be in command of the engine or tactical water tender to be fully qualified. Equipment may be available, at the FD Chief's discretion, for dispatch anywhere inside or outside the local interagency dispatch zone with approval of the FFSL Area Duty Officer
- Developmental: equipment must meet the minimum inventory set forth in the Reference Section. Personnel must be qualified at least to NWCG FFT2 or NFPA WFF1. Equipment under this classification is only available for assignment within the local interagency dispatch zone.
- Developmental equipment will be paid at a standard rate and will not be increased.

- Calculated true cost rate is based on the individual's cost to the employing agency and is averaged between the overtime and base hour calculation to determine a single hourly rate. This rate structure requires validation by FFSL of accurate calculation methods. Some budgeted fringe benefits may not be reimbursable to agencies because the intent of this method is to ensure entities are made whole for deploying and not to profit further. When utilizing the true cost rate, personnel must carry documentation showing the actual amount associated with each employee. The rate for all personnel using (True Cost Rate) must be readily available to all IMT's or incidents requesting rates associated with all individuals. This True Cost Rate option has been approved for Career and Combination fire departments for 2022. If there are question please reach out to the area FMO for direction.
- **Standard Rate Structure**

FD equipment will normally be compensated at an hourly rate.

<b>FD Engines</b>				
<b>Class</b>	<b>Unstaffed Equipment Rate</b>	<b>Developmental Rate Adjusted</b>	<b>Fully Qualified NWCG</b>	<b>NWCG # Persons</b>
T1 Engine	\$169	NA	\$284	4
T2 Engine	\$159	NA	\$249	3
<b>Wildland Engines (including State Engines)</b>				
T3 Engine	\$134	\$209	\$224	3
T4 Engine	\$135	\$185	\$195	2
T5 Engine	\$124	\$174	\$187	2
T6 Engine	\$114	\$164	\$174	2
T6 Engine / Gamma Goat	\$114	\$164	\$174	2
<b>Water Tenders (Tactical)</b>				
T1 Tender	\$120	\$170	\$180	2
T2 Tender	\$110	\$160	\$170	2
<b>Water Tenders (Non-Tactical)</b>				
T1 Tender	\$106	\$131	\$141	1
T2 Tender	\$96	\$121	\$131	1
T3 Tender	\$91	\$116	\$126	1

### **Federal Excess Personal Property**

Some fire service organizations have on loan FEPP equipment.

All FEPP vehicles must meet the terms of the custodial agreement to be reimbursed under this program.

The rate for this equipment is determined by using two-thirds (66%) of the rate that best fits the equipment. Equipment rates are composed of an operating and depreciation component. The two-thirds rate is intended to cover operating expenses of the equipment. Since the title of FEPP equipment stays with the federal government, and depreciation is not an appropriate expense for the FD, the reduction in rate reflects the calculated depreciation amount for the equipment.

FD Rates FEPP Engines				
Class	Unstaffed Equipment Rate	Developmental Rate	Fully Qualified NWCG	# Persons
T1 Engine	\$111.54	NA	\$226.54	4
T2 Engine	\$104.94	NA	\$194.94	3
Wildland Engines				
T3 Engine	\$88.44	\$163.44	\$178.44	3
T4 Engine	\$89.10	\$139.10	\$149.10	2
T5 Engine	\$81.84	\$131.84	\$141.84	2
T6 Engine	\$75.24	\$125.24	\$135.24	2
Water Tenders (Tactical)				
T1 Tender	\$79.20	\$129.20	\$139.20	2
T2 Tender	\$72.60	\$122.60	\$132.60	2
Water Tenders (Non-Tactical)				
T1 Tender	\$69.96	NA	\$104.96	1
T2 Tender	\$63.36	NA	\$98.36	1
T3 Tender	\$60.06	NA	\$95.06	1

### Other Provisions

- For additional personnel, increase the hourly rate \$25 per person, per hour (NWCG and Developmental). **Additional personnel must be approved, in writing, by the incident. Additional personnel must be agreed to by the FD, and FFSL.** Actual staffing will be recorded on the equipment Shift Ticket. Any additional personnel, beyond standard staffing, must be listed on a CTR.
- Pay entitlement, including administrative leave, for a paid day(s) off cannot be authorized on the individual's regular day(s) off at their home unit. Individual firefighter days off must be established at the home unit, or the typical days off will be assumed to be Saturday and Sunday.
- No reimbursement will occur for equipment not meeting NWCG minimum staffing requirements on out of area assignments.
- Tactical water tenders that do not have two people listed on the Shift Ticket, one as an ENGB, will only be paid as "support" water tender. "Tactical" must be printed on the Shift Ticket for payment as a tactical tender.
- Type 1 engines not meeting minimum staffing standards (4) may be compensated as a Type 2 engine if minimum staffing is 3.
- If engine/crew personnel are switched out during an incident and the swap results in a change in qualifications (ENGB replaced with FFT1), the rate will be adjusted at that time to reflect the appropriate rate, qualified or developmental.
- Type I and Type II engines do not require an NWCG qualified Engine Boss, but must be staffed with Red-Carded personnel at the basic firefighter level. **NO other equipment, outside of Tactical Water Tenders and Type 1 engines, not meeting NWCG staffing will be reimbursed.**

Rates for additional FD equipment and personnel are listed below. Any additional equipment, EMTs or paramedics must be listed on the Cooperative Fire Rate Agreement and approved by the Division.

FD Rates Miscellaneous Equipment		
Rates were determined after a comparison study was completed between geographic areas.		
Additional Equipment		
	Hourly Rate	Maximum Daily Rate
Pumpkin/Porta Tank (min. 1500 gal)	N/A	\$85
Approved Crew Member Rate (Approved 20-person hand crews Only)	\$42	n/a
Portable pumps > 200 GPM (order specifically)	\$17	\$135
ATV – 4 Wheel Drive	\$11	\$100
UTV – Gators / side by side	\$14	\$125
Command Vehicle (Only miles. USED on Fireline when requested)	.60 per mile**	n/a
Sedan/ Van/Station Wagon	.60 per mile**	n/a
4X2 Truck	.60 per mile**	n/a
4X4 Sport Utility	.60 per mile**	n/a
4X4 Truck	.60 per mile**	n/a
Crew Carrier	\$1.70 per mile**	n/a
Portable Office Trailer w/o operator	--	\$300
Mechanic Service Truck with operator (For minimum requirements refer to NWCG SIIBM)	\$100	\$892
Communications / Command / RV, w/operator	\$120	\$1440
Truck tractor w/Trailer w/operator	\$3.70/mile or \$70 Hour*	\$840
Truck tractor w/Trailer no operator	\$44	\$525
Chainsaws (ordered specifically)	\$8	\$50
Generators 35 kw – 70 kw	\$15	\$175
Command Post Vehicle RV w/operator	\$120	\$1440
Chipper 14" or > – Includes truck w / operator	\$65	\$910
Ambulance ALS 2 staff	\$160	\$2250 <b>SS</b> *** \$3712.50 <b>DS</b>
EMT Basic /Medic with/ALS Kit	\$58	\$800
EMT Advanced/Medic with/ALS Kit	\$65	\$900
Paramedic/Medic with/ALS Kit	\$71	\$1000
Insertion/Rescue Bag (IRB) Medical / ALS Bag (when ordered only)	\$15	\$210

\* *Whichever is greater for transport*

\*\* *Mileage will only be reimbursable when mileage is verified on a shift ticket or CTR.*

\*\*\* *Hospital transport may be charged at the prevailing ambulance service area rate, not the rate under this agreement. When an ambulance is in transport it will be off the clock from the incident. When transport is complete an hourly rate will be used for that entire day. Not to exceed the daily maximum. SS = Single Shift (8 - 16 hours), DS = Double Shift, Double shift requires 24/7 coverage with 2:1 being met by switching crew members out daily.*

*If a rental vehicle is utilized, FFSL will reimburse rental and fuel costs incurred when costs have been properly documented. (Receipts are required)*

**Daily Rate:** Equipment paid by a daily rate is based on a calendar day (0001-2400). For partial days worked, either at the beginning or ending time of hire, payment will be based on the established hourly rate for shifts of less than 8 hours. **Wet Rate:** The cost of fuel, oil and other lubricants or additives are



included in the hourly or daily rate and the FD is responsible for this cost. Fuel obtained from the incident fuel tenders will be deducted from any invoices.

**Personnel Positions**

Overhead Position	STANDARD RATE
FFT2, AREP, THSP, FOBS, EDRC, RADO, CREP, READ, HECM	\$25
FFT1, ICT5, BCMG, EQTR, EDSD, ENOP	\$30
SOFR, SRB, ICT4, LEO, HEQB, ENGB	\$35
Unit Leader Type 2, Section Chief 3, LOFR, INVF, TFLD, STL	\$45
DIVS, ICT3, Section Chief Type 2, LOG2	\$55
Section Chief Type 1, PIO, SOF2	\$60
Incident Commander Type 1	\$65

\*Additionally, an Organized Crew Rate has been established for a State approved 20-person crew. The rate associated with each crewmember is \$42.00 per hour. This crew rate may only be used by a State approved crew. The State Fire Management Officer will be the approving authority.

A Squad (5-6 members) member rate for fire personnel has also been established and will be based on the individual squad member's qualifications. This rate should never exceed the SRB rate (\$35 hr.). The rate should be between the SRB (\$35 hr.) and FFT2 (\$25 hr.) rates depending on qualifications held by each squad member. The squad rate is only to be utilized when the State has approved squad member's qualifications. Squads shall only be used for in-state assignments.

EMTs and Paramedics: Fireline EMTs (EMTF) and Fireline Paramedics (EMPF) are required to complete the following NWCG training: ICS-100, ICS-200, IS-700, L-180, RT-130, S-130, S-190, S-270 and S-290 for certification. All EMTs and Paramedics dispatched outside their interagency dispatch zone will be "line qualified", meaning the individual must have a minimum qualification of NWCG FFT2 with a current red card with an arduous fitness rating and a current EMT or Paramedic card issued by the Utah Dept. of Health, Division of Emergency Medical Services.

All EMT and Paramedics must have a Resource Order from the Interagency dispatch center that must have "with kit and 4x4 vehicle" in the special needs or comment section in order to be reimbursed. This will also enable the EMT or Paramedic to be resupplied by the incident for items expended from their kit. Kit contents are listed in the Reference Section. Additional "ALS Kits" or IRB kits must be ordered and have a resource order from the interagency dispatch center in order to be reimbursed.

**Backfill: Backfill charges are not reimbursable under the agreement.**

## Project Equipment and Personnel Rates

<b>FD Project Rates</b>	
Rates were determined after a comparison of rental rates minus profits	
<b>Additional Equipment</b>	
Type	Hourly/Mileage Rate
Personnel Rate	\$26.00 per hour
Crew Rate (per person)	\$26.00 per hour
ATV – 4 Wheel Drive (actual hours used)	\$9.00 per hour
Command Vehicle (4x4 – 4x2 pickup)	.60¢ per mile
Crew Carrier/Engine (transport only)	.80¢ per mile
Water Tender (all sizes)	\$1.25 per mile
Chipper 14" or > – Includes towing truck	\$35.00 per hour
Skidder w/trailer and truck for transport	\$45.00 per hour
Bobcat with Fecon Head (Forestry Mulcher) with trailer and truck for transport	\$55.00 per hour
Chainsaw >16"	\$1.50 per hour or \$15.00 max daily

***Mileage is included in the above rates unless identified.***  
**\*\*RATES ABOVE DO NOT INCLUDE OPERATORS FOR EQUIPMENT\*\***

## Heavy Equipment

All heavy equipment is required to be equipped with certified rollover protection, a safety canopy, an approved spark arrestor (if not turbo charged) on all naturally aspirated engines, axe or Pulaski, shovel, fire extinguisher (minimum 10: BC rating), headlights, backup lights and backup alarm.

Dozer (or crawler tractor with dozer blade): Included in the rate is an operator (DOZ operator does not have to be Heavy Equipment qualified (HEQB) but a qualified HEQB must supervise DOZ operations), FD provided support for pilot cars, fuel, maintenance, operator transportation and hauling/transporting permits, if required.

Type	Engine Net HP At Flywheel	Hourly Rate	Daily Rate Maximum	How to Hire
3	50 HP – 99 HP	\$105	\$1470	Wet
2	100 HP – 199 HP	\$152	\$2130	
1	200 HP and Greater	\$184	\$2572	

Refer to Chapter 20 of the NWCG Standards for Interagency Incident Business Management (SIIBM, PMS 902) for make and model within each type.

Road Grader: Included in the rate is an operator (grader operator does not have to be HEQB but a qualified HEQB must supervise grader operations), FD provided support for pilot cars, fuel, maintenance, operator transportation and hauling/transporting permits, if required.

Type	Engine Net HP at Flywheel	Hourly Rate	Daily Rate Maximum	How to Hire
4	75 HP – 114 HP	\$110	\$1320	Wet
3	115 HP – 144 HP	\$125	\$1500	
2	145 HP – 199 HP	\$135	\$1620	
1	200 HP – 250 HP	\$200	\$2400	

Refer to Chapter 20 of the SIIBM for make and model within each type.

**Other Rates:** Rates for equipment or services not listed here will be negotiated during a pre-season sign-up period.

Equipment not signed up under this agreement may be hired as needed on an incident. Any agreements made under these circumstances will be for the duration of the incident and under a different rate structure.

## REFERENCE SECTION

### Utah Division of Forestry, Fire & State Lands Directory

<b>Main Salt Lake Office</b>	
<p><b>Brett Ostler</b> State Fire Management Officer 1594 West North Temple, Suite 3520 PO Box 145703 Salt Lake City, Utah 84116-5703 801-538-5389 phone 385-251-0144 cell <a href="mailto:brettostler@utah.gov">brettostler@utah.gov</a></p>	<p><b>Wade Snyder</b> Deputy State Fire Management Officer 1594 West North Temple, Suite 3520 PO Box 145703 Salt Lake City, Utah 84116-5703 801-538-7222 801-554-6121 cell <a href="mailto:wadesnyder@utah.gov">wadesnyder@utah.gov</a></p>
<p><b>Ben Huntsman</b> Fire Business Manager 1594 West North Temple, Suite 3520 PO Box 145703 Salt Lake City, Utah 84116-5703 801-538-5413 phone 385-222-0513 cell <a href="mailto:benhuntsman@utah.gov">benhuntsman@utah.gov</a></p>	<p><b>Wes Ashton and Rhonda Shay</b> Fire Business Specialists 1594 West North Temple, Suite 3520 PO Box 145703 Salt Lake City, Utah 84116-5703 Wes office, 801-538-5427 Wes Cell, 385-260-0157 / Rhonda Cell 385-266-2655 <a href="mailto:washton@utah.gov">washton@utah.gov</a> / <a href="mailto:rshay@utah.gov">rshay@utah.gov</a></p>
<b>Bear River Area</b>	<b>Wasatch Front Area</b>
<p><b>Counties Served:</b> Box Elder, Cache, Rich, Weber <b>Dusty Richards</b> Fire Management Officer 1780 N Research Parkway, Suite 104 Logan, Utah 84341 435-752-8701 phone 435-890-2071 cell <a href="mailto:dustinrichards@utah.gov">dustinrichards@utah.gov</a></p>	<p><b>Counties Served:</b> Utah, Davis, Morgan, Salt Lake, Tooele <b>Dave Vickers</b> Fire Management Officer 1594 West North Temple, Suite 3520 Salt Lake City, Utah 84116-5703 801-538-5351 phone 801-554-8984 cell <a href="mailto:dvickers@utah.gov">dvickers@utah.gov</a></p>
<b>Northeast Area</b>	<b>Central Area</b>
<p><b>Counties Served:</b> Daggett, Duchesne, Summit, Uintah, Wasatch <b>Ryan Lafontaine</b> Fire Management Officer 2210 S Hwy 40 Suite B Heber City, Utah 84032 (385) 375-0552 cell (603) 391-6964 other <a href="mailto:ryanlafontaine@utah.gov">ryanlafontaine@utah.gov</a></p>	<p><b>Counties Served:</b> Juab, Millard, Piute, Sanpete, Sevier, Wayne <b>Fred Johnson</b> Fire Management Officer 2031 South Industrial Park Road. Richfield, Utah 84701 435-896-2558 phone 435-851-1546 cell <a href="mailto:fredjohnson@utah.gov">fredjohnson@utah.gov</a></p>
<b>Southwest Area</b>	<b>Southeast Area</b>
<p><b>Counties Served:</b> Beaver, Garfield, Iron, Kane, Washington <b>Mike Melton</b> Fire Management Officer 646 North Main Street Cedar City, Utah 84721 435-586-4408 phone 435-590-4712 cell <a href="mailto:mikemelton@utah.gov">mikemelton@utah.gov</a></p>	<p><b>Counties Served:</b> Carbon, Emery, Grand, San Juan <b>Rudy Sandoval</b> Fire Management Officer 319 N. Carbonville Rd. Suite D Price, Utah 84501 435-613-3770 phone 435-650-0114 cell <a href="mailto:rudysandoval@utah.gov">rudysandoval@utah.gov</a></p>

# Cooperator Letter



State of Utah

SPENCER J. COX  
Governor

DEIDRE M. HENDERSON  
Lieutenant Governor

Department of Natural Resources  
Division of Forestry, Fire & State Lands

BRIAN C. STEED  
Executive Director

JAMIE BARNES  
Director

January 1, 2022

To Whom It May Concern:

The Utah Fire Departments are Cooperators of the State of Utah. It is recognized, under the Master Cooperative Wildland Fire Management and Stafford Act Response Agreement (CFMA) between the State of Utah and the federal land management agencies, as state-controlled suppression resources when dispatched outside their area of responsibility.

They should be treated and tracked as a cooperator crew and/or equipment (Crew Time Reports, Emergency Firefighter Time Report, Emergency Equipment Shift Ticket, etc.). They have copies of the Utah CFMA with the federal land management agencies, the state-wide Operating Plan, and the State/County Cooperative Agreement.

By Agreement, these resources will be paid by the State of Utah when used on federal fires inside the State of Utah or any out-of-state fires regardless of ownership/administration. For federal fires within the state, reimbursement to the state for these resources is made as part of the overall settlement between the State and federal land management agencies for all fires. Out-of-state fire costs are billed by the state to the appropriate fire billing processing center depending on jurisdictional agency responsible for the fire. **The original documentation must be returned with the suppression resource!**

Should you have questions concerning these resources please contact:

Brett Ostler  
State Fire Management Office  
Office: 801-538-5389  
Cell: 385-251-0144

Wade Snyder  
Deputy State Fire Management Officer  
Cell: 801-554-6121

Sincerely,

*Brett Ostler*

Brett Ostler (Jan 5, 2022 13:05 MST)

Brett Ostler  
State Fire Management Officer



INCIDENT PROJECT ORDER NUMBER	<b>RESOURCE ORDER</b>		Initial Date/ Time		2. INCIDENT/ PROJECT NAME				3. INCIDENT/ PROJECT ORDER NUMBER				4. OFFICE REFERENCE NUMBER				
	5. DESCRIPTIVE LOCATION/ RESPONSE AREA					6. SEC	TWN	RNG	Base MDM	8. INCIDENT BASE/ PHONE NUMBER				9. JURISDICTION/ AGENCY			
						7. MAP REFERENCE								10. ORDERING OFFICE			
						11. AIRCRAFT INFORMATION								LAT			
	BEARING	DISTANCE	BASE OR OMNI		AIR CONTACT	FREQUENCY		GROUND CONTACT	FREQUENCY	RELOAD BASE	OTHER AIRCRAFT/ HAZARDS						
12. Request Number	Ordered Date/ Time	From	To	QTY	RESOURCE REQUESTED	Needed Date/ Time	Deliver To	To	From	Time	Agency ID	RESOURCE ASSIGNED	ETD	ETA	RELEASED		Time ETA
															Date	To	
13. ORDER RELAYED					ACTION TAKEN				ORDER RELAYED					ACTION TAKEN			
Req. No.	Date	Time	To	From					Req. No.	Date	Time	To	From				

## Emergency Equipment Shift Ticket (OF-297)

Shift tickets must be completed at the end of each operational period. The fire service organization and the person responsible for directing the work of the equipment are responsible to see that Shift Tickets are completed. **Any known defects or damage to equipment going on or off shift must be documented in the "Remarks" section.** All personnel must be listed on the Shift Ticket. Additional personnel must be listed on a CTR.

<b>EMERGENCY EQUIPMENT SHIFT TICKET</b>						<b>E-10</b>	
<i>NOTE: The responsible Government Officer will update this form each day of shift and make final and final equipment inspections.</i>							
<b>1. AGREEMENT NUMBER</b> UT-NWS-TO-114			<b>2. CONTRACTOR (name)</b> MOAB VALLEY FD				
<b>3. INCIDENT OR PROJECT NAME</b> SLOUGH 6		<b>4. INCIDENT NUMBER</b> P# e.g. P4LAZU		<b>5. OPERATOR (name)</b> JIM DUNCE			
<b>6. EQUIPMENT MAKE</b> CHEVY		<b>7. EQUIPMENT MODEL</b> F350		<b>8. OPERATOR FURNISHED BY</b> <input checked="" type="checkbox"/> CONTRACTOR <input type="checkbox"/> GOVERNMENT			
<b>9. SERIAL NUMBER</b> VGA91187		<b>10. LICENSE NUMBER</b> 9999-87		<b>11. OPERATING SUPPLIES FURNISHED BY</b> <input checked="" type="checkbox"/> CONTRACTOR (wet) <input type="checkbox"/> GOVERNMENT (dry)			
<b>12. DATE</b>	<b>MO</b>	<b>DAY</b>	<b>YEAR</b>	<b>13. EQUIPMENT USE</b>		<b>14. REMARKS (released, down time and costs, problems, etc.)</b>  Junior Joe Joe Senior  Mileage start 13258 Mileage end 13458 Total miles 200	
<small>START</small>	<small>STOP</small>	<small>WORK</small>	<small>SPECIAL</small>	<small>4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840. 841. 842. 843. 844. 845. 846. 847. 848. 849. 850. 851. 852. 853. 854. 855. 856. 857. 858. 859. 860. 861. 862. 863. 864. 865. 866. 867. 868. 869. 870. 871. 872. 873. 874. 875. 876. 877. 878. 879. 880. 881. 882. 883. 884. 885. 886. 887. 888. 889. 890. 891. 892. 893. 894. 895. 896. 897. 898. 899. 900. 901. 902. 903. 904. 905. 906. 907. 908. 909. 910. 911. 912. 913. 914. 915. 916. 917. 918. 919. 920. 921. 922. 923. 924. 925. 926. 927. 928. 929. 930. 931. 932. 933. 934. 935. 936. 937. 938. 939. 940. 941. 942. 943. 944. 945. 946. 947. 948. 949. 950. 951. 952. 953. 954. 955. 956. 957. 958. 959. 960. 961. 962. 963. 964. 965. 966. 967. 968. 969. 970. 971. 972. 973. 974. 975. 976. 977. 978. 979. 980. 981. 982. 983. 984. 985. 986. 987. 988. 989. 990. 991. 992. 993. 994. 995. 996. 997. 998. 999. 1000.</small>			
07/07/09	06:30	11:30	5				<b>15. EQUIPMENT STATUS</b> <input checked="" type="checkbox"/> a. Inspected and under agreement <input type="checkbox"/> b. Released by Government <input type="checkbox"/> c. Withdrawn by Contractor
07/07/09	12:00	22:00	10				
						<b>16. INVOICE POSTED BY (Recorder's initials)</b>  _____	
<b>17. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE</b> Your signature			<b>18. GOVERNMENT OFFICER'S SIGNATURE</b> Div sup's signature		<b>19. DATE SIGNED</b> Date it the day you worked		

MSN 7913-01-119-6028  
50287-102

OPTIONAL FORM 297 (Rev. 7-96)  
USDA/USDI





## Military Time

Since military time uses a unique two-digit number to identify each of the 24 hours in a day, a.m. and p.m. are unnecessary.

The following table summarizes the relationship between regular and military time.

Regular Time	Military Time	Regular Time	Military Time
Midnight	0000	Noon	1200
1:00 a.m.	0100	1:00 p.m.	1300
2:00 a.m.	0200	2:00 p.m.	1400
3:00 a.m.	0300	3:00 p.m.	1500
4:00 a.m.	0400	4:00 p.m.	1600
5:00 a.m.	0500	5:00 p.m.	1700
6:00 a.m.	0600	6:00 p.m.	1800
7:00 a.m.	0700	7:00 p.m.	1900
8:00 a.m.	0800	8:00 p.m.	2000
9:00 a.m.	0900	9:00 p.m.	2100
10:00 a.m.	1000	10:00 p.m.	2200
11:00 a.m.	1100	11:00 p.m.	2300

### What about Military Minutes?

Regular and military times use the same number of minutes per hour and they use minutes in exactly the same way. Military minutes do not exist and there is no need to convert minutes when going back and forth between the two-time systems.

### Is Midnight 2400 or 0000?

The question sometimes arises whether midnight is written as 2400 or 0000. Military and emergency services personnel refer to midnight both ways. However, digital watches and clocks that display time in a 24-hour format and computer equipment treat midnight as the start of a new day and express it as 0000.

### Writing Military Time

Different professions and types of organizations write military time differently. The military, emergency services and hospitals usually write military time as hours and minutes without a colon and often add the word "hours" afterward. The format is: hours minutes Example: 1331 = 1:31 pm

# General Message (213 ICS)

## GENERAL MESSAGE (ICS 213)

<b>1. Incident Name (Optional):</b>		
<b>2. To (Name and Position):</b>		
<b>3. From (Name and Position):</b>		
<b>4. Subject:</b>	<b>5. Date:</b>	<b>6. Time</b>
<b>7. Message:</b>		
<b>8. Approved by: Name:</b> _____ <b>Signature:</b> _____ <b>Position/Title:</b> _____		
<b>9. Reply:</b>		
<b>10. Replied by: Name:</b> _____ <b>Position/Title:</b> _____ <b>Signature:</b> _____		
<b>ICS 213</b>	<b>Date/Time:</b> _____	



## Claim Form Damage, Injury, or Death (OF 95) 2 pgs.

<b>CLAIM FOR DAMAGE, INJURY, OR DEATH</b>		<b>INSTRUCTIONS:</b> Please read carefully the instructions on the reverse side and supply information requested on both sides of this form. Use additional sheet(s) if necessary. See reverse side for additional instructions.		FORM APPROVED OMB NO. 1105-0008	
1. Submit to Appropriate Federal Agency:			2. Name, address of claimant, and claimant's personal representative if any. (See instructions on reverse). Number, Street, City, State and Zip code.		
3. TYPE OF EMPLOYMENT <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN		4. DATE OF BIRTH	5. MARITAL STATUS	6. DATE AND DAY OF ACCIDENT	7. TIME (A.M. OR P.M.)
8. BASIS OF CLAIM (State in detail the known facts and circumstances attending the damage, injury, or death, identifying persons and property involved, the place of occurrence and the cause thereof. Use additional pages if necessary).					
<b>9. PROPERTY DAMAGE</b>					
NAME AND ADDRESS OF OWNER, IF OTHER THAN CLAIMANT (Number, Street, City, State, and Zip Code).					
BRIEFLY DESCRIBE THE PROPERTY, NATURE AND EXTENT OF THE DAMAGE AND THE LOCATION OF WHERE THE PROPERTY MAY BE INSPECTED. (See instructions on reverse side).					
<b>10. PERSONAL INJURY/WRONGFUL DEATH</b>					
STATE THE NATURE AND EXTENT OF EACH INJURY OR CAUSE OF DEATH, WHICH FORMS THE BASIS OF THE CLAIM. IF OTHER THAN CLAIMANT, STATE THE NAME OF THE INJURED PERSON OR DECEDENT.					
<b>11. WITNESSES</b>					
NAME			ADDRESS (Number, Street, City, State, and Zip Code)		
12. (See instructions on reverse). <span style="float: right;">AMOUNT OF CLAIM (in dollars)</span>					
12a. PROPERTY DAMAGE		12b. PERSONAL INJURY		12c. WRONGFUL DEATH	12d. TOTAL (Failure to specify may cause forfeiture of your rights).
I CERTIFY THAT THE AMOUNT OF CLAIM COVERS ONLY DAMAGES AND INJURIES CAUSED BY THE INCIDENT ABOVE AND AGREE TO ACCEPT SAID AMOUNT IN FULL SATISFACTION AND FINAL SETTLEMENT OF THIS CLAIM.					
13a. SIGNATURE OF CLAIMANT (See instructions on reverse side).				13b. PHONE NUMBER OF PERSON SIGNING FORM	14. DATE OF SIGNATURE
<b>CIVIL PENALTY FOR PRESENTING FRAUDULENT CLAIM</b>				<b>CRIMINAL PENALTY FOR PRESENTING FRAUDULENT CLAIM OR MAKING FALSE STATEMENTS</b>	
The claimant is liable to the United States Government for a civil penalty of not less than \$5,000 and not more than \$10,000, plus 3 times the amount of damages sustained by the Government. (See 31 U.S.C. 3729).				Fine, imprisonment, or both. (See 18 U.S.C. 297, 1001.)	

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95-109

NSN 7540-00-634-4046

STANDARD FORM 95 (REV. 2/2007)  
PRESCRIBED BY DEPT. OF JUSTICE  
28 CFR 14.2

# Motor Vehicle Accident Form (SF 91) 5 pgs.

<b>MOTOR VEHICLE ACCIDENT (CRASH) REPORT</b>	<i>Please read the Privacy Act Statement on Page 4</i>	INSTRUCTIONS: Sections I through IX are filled out by the vehicle operator. Section X, Items 73 thru 83c are filled out by the operator's supervisor. Section XI thru XIII are filled out by a crash investigator for bodily injury, fatality, and/or damage exceeding \$500.			
<b>SECTION I - FEDERAL VEHICLE DATA</b>					
1. DRIVER'S NAME (Last, First, Middle)		2. DRIVER'S LICENSE NUMBER/STATE/LIMITATIONS		3. DATE OF CRASH	
4a. DEPARTMENT/FEDERAL AGENCY PERMANENT OFFICE ADDRESS			4b. TELEPHONE NUMBER	4c. E-MAIL ADDRESS	
5. TAG OR IDENTIFICATION NUMBER	6. ESTIMATED REPAIR COST \$	7. YEAR OF VEHICLE	8. MAKE	9. MODEL	
				10. SEAT BELTS USED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
11. DESCRIBE VEHICLE DAMAGE					
<b>SECTION II - OTHER VEHICLE DATA (Use Section VIII if additional space is needed)</b>					
12. DRIVER'S NAME (Last, First, Middle)		13. SOCIAL SECURITY NUMBER/ TAX IDENTIFICATION NUMBER		14. DRIVER'S LICENSE NUMBER/STATE/LIMITATIONS	
15a. DRIVER'S WORK ADDRESS			15b. TELEPHONE NUMBER		
16a. DRIVER'S HOME ADDRESS			16b. HOME TELEPHONE NUMBER		
17. DESCRIPTION OF VEHICLE DAMAGE			18. ESTIMATED REPAIR COST \$		
19. YEAR OF VEHICLE	20. MAKE OF VEHICLE	21. MODEL OF VEHICLE		22. TAG NUMBER AND STATE	
23a. DRIVER'S INSURANCE COMPANY NAME AND ADDRESS			23b. POLICY NUMBER		
			23c. TELEPHONE NUMBER		
24. VEHICLE IS <input type="checkbox"/> CO-OWNED <input type="checkbox"/> RENTAL <input type="checkbox"/> LEASED <input type="checkbox"/> PRIVATELY OWNED		25a. OWNER'S NAME(S) (Last, First, Middle)		25b. TELEPHONE NUMBER	
26. OWNER'S ADDRESS(ES)					
<b>SECTION III - FATALITY OR INJURED (Use Section VIII if additional space is needed)</b>					
27. NAME (Last, First, Middle)			28. SEX	29. DATE OF BIRTH	
30. ADDRESS					
<b>A</b>	31. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> FATALITY <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN		32. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)	33. LOCATION IN VEHICLE	34. FIRST AID GIVEN BY
	35. TRANSPORTED BY		36. TRANSPORTED TO		
37. NAME (Last, First, Middle)			38. SEX	39. DATE OF BIRTH	
40. ADDRESS					
<b>B</b>	41. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> FATALITY <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN		42. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)	43. LOCATION IN VEHICLE	44. FIRST AID GIVEN BY
	45. TRANSPORTED BY		46. TRANSPORTED TO		
<b>47. PEDESTRIAN</b>	a. NAME OF STREET OR HIGHWAY		b. DIRECTION OF PEDESTRIAN (Southwest (SW) corner to Northwest (NW) corner, etc.) FROM _____ TO _____		
	c. DESCRIBE WHAT PEDESTRIAN WAS DOING AT TIME OF CRASH (crossing intersection with signal, against signal, diagonally; in roadway playing, walking, hitchhiking, etc.)				

Previous editions are NOT usable

National Stock Number  
7540-00-634-4041

**STANDARD FORM 91 (REV. 9/2020)**  
Prescribed by GSA - FMR (41 CFR) 102-34.290

## Statement of Witness (SF 94) 3 pgs.

<b>STATEMENT OF WITNESS</b> <i>(Attach additional sheets if necessary)</i>	<i>Please read the Privacy Act Statement on Page 3</i>	<b>OMB Control Number: 3090-0118</b> <b>Expiration Date: 11/30/2023</b>
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Paperwork Reduction Act Statement - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 3090-0118. We estimate that it will take 20 minutes to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate, including suggestions for reducing this burden, or any other aspects of this collection of information to: U.S. General Services Administration, Regulatory Secretariat Division (M1V1CB), 1800 F Street, NW, Washington, DC 20405.

**1. WITNESS INFORMATION**  
a. NAME OF WITNESS:

b. HOME ADDRESS *(include ZIP Code)*

c. E-MAIL ADDRESS

d. WORK TELEPHONE NUMBER	e. CELLULAR TELEPHONE NUMBER	f. HOME TELEPHONE NUMBER
--------------------------	------------------------------	--------------------------

**2. ACCIDENT INFORMATION**

a. DID YOU WITNESS THE ACCIDENT?	b. DATE OF ACCIDENT:	c. TIME OF ACCIDENT: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	d. TIME YOU ARRIVED AT SCENE? <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
----------------------------------	----------------------	--	---

3. WHERE DID THE ACCIDENT OCCUR? *(Give Street Location, City, and State)*

4. TELL IN YOUR OWN WAY HOW THE ACCIDENT HAPPENED.

5. WAS ANYONE INJURED, AND IF SO, EXTENT OF INJURY IF KNOWN?

6. DESCRIBE THE APPARENT DAMAGE TO PRIVATE PROPERTY.

7. DESCRIBE THE APPARENT DAMAGE TO GOVERNMENT PROPERTY.

8. DESCRIBE ROAD AND CONDITIONS THAT INFLUENCED THE ACCIDENT *(e.g. weather, terrain, debris, road work, time of day).*

9. DID YOU NOTICE ANYTHING UNUSUAL PRIOR TO OR DURING THE ACCIDENT?  
IF YES, PLEASE DESCRIBE WHAT YOU NOTICED AND WHY YOU THINK IT WAS PERTINENT TO THIS ACCIDENT.

# Utah Worker's Compensation Form (Not all cooperators are under WCF) 2 pgs.

Form 122E

## EMPLOYER'S FIRST REPORT OF INJURY OR ILLNESS

Rev 10/2019

TO BE COMPLETED BY EMPLOYER WITH ORIGINAL SENT TO INSURANCE CARRIER AND COPY SENT TO INJURED WORKER		
INJURED WORKER INFORMATION:		
Name:	Phone:	
Address:	City:	State: Zip:
Social Security Number:	Date of Birth:	
Marital Status:	Sex: Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown <input type="checkbox"/>	
Occupation / Job Title:	Date Hired:	
Employment Status:	Number of Dependents:	
Wage:	Wage Period:	Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/>
Full Pay for Day of Injury: Yes <input type="checkbox"/> No <input type="checkbox"/>	Number of Days Worked per Week:	
EMPLOYER INFORMATION:		
Business Name:	Phone:	
Employer Contact:	Phone:	
Mailing Address:	City:	State: Zip:
Employment Address:	City:	State: Zip:
Employer FEIN:		
INSURANCE INFORMATION:		
Carrier:	Phone:	
Carrier Address:	City:	State: Zip:
Policy / Self-Insured Number:	Policy Period:	
OCCURRENCE/TREATMENT:		
Date of Injury / Disease:	Time of Injury:	Date Employer Notified:
Nature:	Body Part:	Cause:
Last Day Worked:	Date Disability Began:	Date Returned to Work:
Fatality: Yes <input type="checkbox"/> No <input type="checkbox"/>	Date of Death:	Date Administrator Notified:
Address of Occurrence:	City:	State: Zip:
Premises: Employer's <input type="checkbox"/> Other <input type="checkbox"/> Description:		
Accident Description:		
Provider Injured Worker Received Care From:		
Provider Address:	City:	State: Zip:
Treating Physician:	Phone:	
Initial Treatment:	No Medical Treatment <input type="checkbox"/> Minor: By Employer <input type="checkbox"/> Minor: Clinic/Hospital <input type="checkbox"/> Emergency Care <input type="checkbox"/>	
	Hospitalized- 24 Hours <input type="checkbox"/> Future Major Medical/Lost Time Anticipated <input type="checkbox"/>	
Witnesses: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes list their names and phone number:		
For your protection, it is required by Utah Law to give notice that workers' compensation fraud is a crime. See next page for full fraud statement.		



160 East 300 South 3<sup>rd</sup> Floor P.O. Box 146610 Salt Lake City, Utah 84114-6610  
Office: (801)-530-6800 Fax: (801)-530-6804 Toll Free: (800)-530-5090 [www.laborcommission.utah.gov](http://www.laborcommission.utah.gov)







## Minimum Inventory Required for Wildland Engine

<b>Hose: Type 3 Engine</b>		<b>Hand Tools</b>	
500 ft	1 ½	1	Fire Shovel
500 ft	1 inch	1	Pulaski
200 ft	¾ inch	1	Scraping Tool of Choice
<b>Hose: Type 4, 5 &amp; 6 Eng.</b>		<b>Miscellaneous</b>	
300 ft	1 1/2 inch	2 roll	Flagging
300 ft	1 inch	1	Fire Extinguisher (5BC +)
200 ft	¾ inch	1	Belt Weather Kit
<b>Water Handling Equip.</b>		1	First Aid Kit
2	1 inch Gated Wyes	1	Hydrant Wrench
2	1 ½ inch Gated Wyes	2	MRE per person (minimum)
2	1 inch Combination Nozzles	5 gals	Extra Fuel for truck / pump
2	1 ½ inch Combination Nozzles	1	Jack and Lug Wrench
1	Forester Nozzle (optional)	1	Drip Torch or 1cs. Fusees
1	¾ inch Nozzle	1	Backpack Pump
1	1 ½ inch Double Male	2	Bastard Files
1	1 ½ inch Double Female	1	Chainsaw 20" bar minimum
4	1 ½ inch to 1 inch Reducers	1	Chainsaw Chaps
2	1 inch to ¾ inch Reducer	1	Eye & Ear Protection
1	2 ½ to 1 ½ Hydrant Adapter	1	Gal. Mixed Gas + 1 qt. Bar Oil
20 ft	Suction Hose and Foot Valve	1	Chainsaw Tool Kit
1	Spanner Wrench 1-1 ½ combo	2	Flashlights
1	Hose Clamp	1 box	Extra Batteries (lights + radios)
		2	Wheel Chocks
	Pump Test:	5 gal	Drinking Water
	Draft Test:	1	Handheld Radio (field programmable)
		1	Handheld GPS Unit (NAD 83)
Required Documents: Inventory, UWRMOU, FD Handbook, Cooperator Letter, Rate Agreement, Proof of Insurance,			
Does the apparatus have all of the appropriate interagency frequencies in a narrow band radio?			

## Structure Engine Inventory

County: \_\_\_\_\_ Dept: \_\_\_\_\_  
 Engine ID: \_\_\_\_\_ UWRMOU # \_\_\_\_\_

Engine Type Class:  Type 1  Type 2

List Taken from NFPA Standards 1901,1903,1904 2003 edition. Type 1 and 2 engines would all be expected to follow these requirements and to include this equipment when in the structural fire fighting mode.

**Refer to Fire Department Manual and Rate book for further information and explanations.**

- All hose and appliance threads NST. Adaptors are acceptable
- Red flashing light, or rotating lights visible 360 \*       Two sealed beam rear lights
- Automotive type horn and electronic siren.       Ignition Key if any shall not be removable

1	Axe Pick Head	1	Ladder 14 foot Roof
1	Axe Flat Head	1	Ladder 24 ft. extension
	Suction Hose Minimum 15 ft.	1	Ladder 10 ft Attic
1	Pike Pole or Plaster hook 6 foot	1	First Aid Kit ( Basic OSHA
1	Pike Pole or Plaster hook 8 or 10 foot	2	Combination Fog Nozzle 200 GPM
2	Hand Lights Portable	2	Combination Fog Nozzle 95 GPM
2	Fire Extinguisher 80 BC or 10 BC CO2	2	Double Male Sized to each hose used
	Wildland Hand Tool ( 1 per Person)	2	Double Female " "
1	DBL F swivel connection ( see manual	1	Gated Wyes Sized to each hose used
	SCBA 1 for each firefighter 30 min PP	2	Hydrant wrench
	SCBA spare cylinder 1 for each SCBA	4	Spanner wrench
2	Wheel Chocks Industry standard	1	Rubber mallet
	Narrow Band Radio ( programmable)		UWRMOU Documentation
	Full Wildland PPE for all Personnel		Full Structural PPE for all Personnel
1	Chain Saw + Saw Safety Equipment	1	Handheld GPS (NAD83)
	Pump Test		Draft Test

Comments: \_\_\_\_\_

Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_

## Water Tender Minimum Inventory Checklist

County: \_\_\_\_\_  
 Plate: \_\_\_\_\_

Dept: \_\_\_\_\_  
 UWRMOU # \_\_\_\_\_

Tender Type Class: \_\_\_\_\_

Tactical: Yes • No •

√	Hose		√	Tools	
	100 ft	1 ½ inch hose		1	Fire Shovel
	200 ft	2 ½ inch hose		1	Pulaski
	20 ft	Suction hose with foot valve			
√	Water Handling Equipment		√	Miscellaneous	
	1	1 ½ inch Double Male		1	Fire Extinguisher (5BC +)
	1	1 ½ inch Double Female		1	Handheld Radio (field prog.)
	1	2 ½ to 1 ½ Hydrant Adapter		2	MRE per person (minimum)
	1	1 ½ inch Gated Wye		1	First Aid Kit (5 person)
	1	Hose Clamp		2	Flashlights
	1	Hydrant Wrench		1 box	Extra Bat (lights + radios)
	1	Spanner Wrench		2	Wheel Chocks
				5 gal	Drinking Water
				5 gal	Extra Fuel for truck
<b>Tactical Tenders Must Also Have Items listed Below</b>					
	300 ft	1 inch hose		1	Belt Weather Kit
	2	1 inch Combination Nozzles		1	Drip Torch or 1cs. Fusees
	2	1 ½ inch Combination Nozzles		2	Bastard Files
	4	1 ½ inch to 1 inch Reducers		1	Chainsaw 20" bar minimum
	2 roll	Flagging		1	Chainsaw Chaps
	1	Backpack Pump		1	Chainsaw Tool Kit
	1	GPS Handheld Unit (NAD 83)		1	Eye & Ear Protection
Required Documents: Inventory, UWRMOU, FD Handbook, Cooperator Letter, Rate Agreement, Proof of Insurance, Pre-Use Inspection					
Does the apparatus have all of the appropriate interagency frequencies in a narrow band radio?					
Pump and Draft Test					

Comments: \_\_\_\_\_ Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_

## Equipment and Supply Lists

### Emergency Medical Technician (EMT) Personnel

\*Additional equipment/supplies as allowed for by licensure, credentialing and/or incident medical director and specific to incident needs. Number of items needed is dependent on the size of the incident. This list is not intended to define or limit contractual purchases.

<b>Oxygen &amp; Airway</b>	
Oxygen cylinder, Jumbo-D, filled	Nasal cannula, Adult
Bag-Valve-Mask, Hand Operated, Self Re-Expanding Bag, Adult, Clear Mask, Tubing & Reservoir (no CO2)	Suction unit, hand-powered, wide-bore tubing, rigid pharyngeal curved suction tip, tonsillar, suction catheters, 5F-14F (Suction Easy, or like)
CPR Pocket Mask, "Seal Easy" Blob®, w/Oxygen Port & 2 ea. one-way valve, or like	Bag, oxygen, sized to hold listed contents, & suitable for back country operations
Oxygen regulator, 0-15 LPM & 1 spare gasket	Oxygen Masks, adult, non-rebreather
Airway, Oropharyngeal (1 ea. Size 2, 3, 4, 5 & 6)	Airway, Nasopharyngeal, size 30, 32, 34 & 36 FR

<b>Trauma Supplies</b>	
Bandage, Gauze, Sterile, 4x4	Dressing, Finger Tip, Cloth
Bandage, Gauze, Sterile, 2x2	Dressing, Band-Aid, Cloth, 1" x 3"
Bandage, Gauze, non-sterile, 4x4 bulk	Dressing, Butterfly, Large
Bandage, Gauze, 3" x 5 yards	Dressing, Butterfly, Small
Bandage, Conforming Gauze Bandage, 4.5"	Dressing, Non-Adhering, 3" x 3", "Telfa®" or like
Bandage, Conforming Gauze Bandage, 2", or like	Dressing, Transparent, 4" x 4 1/2", "Tegaderm®" or like
Bandage, Self Adherent Wrap, Coban®, 1" or like	Dressing, Transparent, 2" x 3 1/2", "Tegaderm®" or like
Bandage, Self Adherent Wrap, Coban®, 2" or like	Bandage, underwrap, athletic
Bandage, Self Adherent Wrap, Coban®, 3" or like	Dressing, 2nd Skin®, 1" squares
Bandage, Elastic, 4", ACE® wrap or like	Dressing, 2nd Skin®, 3" circles
Tourniquet, arterial occlusion type	Dressing, 2nd Skin®, pack
Bandage, Triangular, 40" x 40" x 56"	Moleskin®, 10" x 5 yards

Dressing, Knuckle, Cloth	Dressing, Occlusive, 4" x 4" or like
Dressing, Multi-Trauma, 10" X 30"	Tape, Porous (athletic), 2"
Dressing, Combo, 5" x 9"	Tape, Transpore®, 1"
Dressing, Non-Adherent, 2" x 3"	Prep-Pad, Providone / Iodine
Tincture of Benzoin	

<b>Equipment</b>	
Pulse Oximeter, finger w/case	Holster, belt type
Safety Pins	Shears, Bandage, 7 1/2"
Ring Cutter	Shears, Bandage, 4 1/2"
Tweezers, splinter	Shears, Trauma, 7 1/2"
Tweezers, splinter w/magnifier	Scissors, Tissue, Straight
Thermometer, Oral, digital w/10 sheath	Scissors, Tissue, Curved
Forceps, 5-1/2"	Clipper, finger nail
Sphygmomanometer, adult, of high quality	Stethoscope, of high quality
Penlight	Clipper, toe nail
Scalpel, disposable	Clipboard, 9" x 12 1/2"
Magnifier, hand held, with light	Bag, Backpack first aid, "True North Medic Pack®", or like, for line walking
Automated External Defibrillator w/appropriate supporting supplies	

<b>Splinting Items</b>	
C-Collar, Stiff Neck® Type adjustable, or like	Head Blocks, adjustable
C-Collar, Stiff Neck®, No-Neck, or like	Splint, finger
Splint, Sam® splint or like	Splint, Traction (KTD® folding or like)
Upper and lower extremity immobilization devices, air or vacuum type	Bag or case (hold listed items except backboard) w/attachment system to hold bag to backboard

Backboard, (prefer folding 350 lb. capacity)	Splints, Cardboard, assort. or like in lieu of air or vacuum
Restraint Strap(s), suggest Spider strap-color coded	Extrication Device, KED® or Oregon Spine Splint II® or like
SKED® Rescue Litter , vacuum spine board or like	Pelvic splint, T-POD®, Sam Sling® or like

<b>General Supplies</b>	
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Pencil, mechanical or writing pen	Emergency blanket
Bag, Bio-Hazard, 5 gal, 12" x 15"	Hot pack, disposable, 5" x 8" or larger
Bag, Plastic, Zip-Lock, (snack size )	Cold pack, disposable, 5" x 8" or larger
Bag, Plastic, Zip-Lock, (gallon size)	Solution, hydrogen peroxide, 16 oz.
Eye protection (full peripheral glasses or goggles)	Bedpan, disposable
Face Mask w/splash shield	Urinal, disposable

<b>General Supplies Cont.</b>	
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Gloves, non-latex exam, med.	Isopropyl Alcohol, 99%, cleaning
Gloves, non-latex exam, large	Betadine Solution, skin cleaning microbicide
Gloves, non-latex exam, small	Emesis bag
Gloves, non-latex exam, XL	Tongue Depressor, Sterile
Eye, Irrigating solution, 4 oz.	Lock Box to store patient evaluation forms per agency regs.
Disinfectant hand wash, commercial antimicrobial (towelette, spray, liquid)	Disinfectant solution – equipment
Hand sanitizer. 4 oz.	Brush, scrub surgical
Gown, disposable, open back	Syringe, Sterile, 20-60 cc (wound cleaning)
Sterile Water or Normal Saline (wound cleaning)	

<b>Burn Supplies</b>	
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Burn sheet, non-disposable	Burn sheet, disposable
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Burn Kit, Water-Jel (1 ea. Dressing 36" x 30", 8" x 18", 4" x 16" & face, 3 ea. 4" x 4", 4 ea. 4" x 3" gauze a 1 ea. Scissors) or like kit	Fluid, Sodium Chloride, 0.9% (Normal Saline)
<b>Suggested Printed Items</b>	
Patient care charts/forms	OTC issue/tracking form
First Aid reference guide(s)	Medical Direction approved Protocols

- |   |
|---|
| <p><b>* Any support supplies or items like batteries or bags to hold equipment, etc. are to be included.</b></p>  |
| <p><b>** In general, equipment &amp; supplies are to be suitable for remote field operations &amp; fireline walking.</b></p>  |
| <p><b>*** This equipment &amp; supply list may change with updated treatment protocols &amp; standards orders.</b></p>  |
| <p><b>**** When building kits, appropriate personal protective equipment for medical personnel blood borne pathogen and biohazard exposure is to be included.</b></p> |



## Equipment and Supply List Advanced EMT Personnel

(This list is in addition to the EMT equipment & supplies listed above, when medical control is established)

<b>Airway &amp; Equipment</b>	
Advanced Airway kit -per medics protocols – Multi-lumen only (i.e., LMA®, King Airway, Combitube®, etc.)	Oxygen Mask, Nebulizer w/1 ea. tubing, thpiece, tee adapter & reservoir
<b>Equipment</b>	
Glucometer and supplies	

<b>IV Supplies (needleless systems required when available)</b>	
Bag, IV starter Kit	Syringe, Sterile, assorted sizes (10, 20 & 60 cc)
IV Catheters, Protective® Plus, or like, assorted sizes	Tourniquet, IV, Disposable, non-latex
Pressure Infuser Bag, Disposable	Sharps case, 1 qtr.
IV Fluid Administration Set, Needleless, Adjustable (selec-3) Macro-drip 10-15-60 gtts	Fluid, Lactated Ringers, 1000 ml bags (per standing orders)
Syringe, Sterile, "Vanish Point®", or like, 3cc w/25g x 5/8" needle	Syringe, Sterile, "Vanish Point®", or like, 1cc w/25g x 5/8" needle
Needle, Hypodermic, 25 gauge	Needle, Hypodermic, 18 Gauge
Sharps Container, Pocket Size	Prep Pad, alcohol, large
Intraosseous device, w/supporting supplies (per standing orders)	Prep Pad, iodine/povidone, large
Fluid, Sodium Chloride, 0.9% (Normal Saline), 1000 or 500 ml. bags (or fluids per standing orders)	IV Starter kit, Veniguard® or like system
<b>Drugs mg/ml fix</b>	
Albuterol Inhaler, 17 gm, with spacer	Naloxone Hydrochloride, 2 mg per mfg.
Albuterol Sulfate Solution, 2.5 mg/3 ml per mfg.	Nitroglycerin 0.4 mg, Tablet, 25/bottle
Dextrose 50% Injection, 25 g/50 ml per mfg.	

## Equipment and Supply List Paramedic Personnel

(This list is in addition to the EMT & Advanced EMT equipment & supplies listed above, when medical control is established)

<b>Airway &amp; Equipment</b>	
Advanced Airway kit - per medics protocols (i.e., ET Kit, King Airway®, etc.)	Monitor/Defibrillator, Portable, battery-operated w/appropriate supporting supplies
<b>Drugs mg/ml fix</b>	
Atropine Sulfate, 0.1 mg/1 ml, 10 ml per mfg.	Epinephrine 1:10000, 0.1mg/ml, 10 ml per mfg.
Dopamine Medicated IV Drip	Epinephrine 1/1000, 1mg/ml, 1 ml per mfg.
Calcium Chloride 10%, 10 ml vial	Lidocaine 2%, 20 mg/ml, 5 ml per mfg.
Diphenhydramine, 50 mg/ml, 1 ml per mfg.	Lidocaine Medicated IV Drip
<b>Drugs mg/ml fix continue</b>	
Sodium Bicarbonate Preload	Diltiazem – (Cardizem®, Dilacor®, Tiazac®)
Midazolam – (Versed®) 5 mg vial	Magnesium Sulfate 1 gm vial
*Preloaded syringes preferred when available	
**Additional drugs as allowed for by licensure, credentialing and/or incident medical director.	

### Over-the-Counter Products

This list of items is to be provided by established programs, or incident Medical Units, with medical control approval. Unit doses are preferred as available, to assure recipient retains drug identification, indications, contraindications and dosage directions.

Antacid, Tablet, unit dose	Cough Drops, Halls® type or like
Anti-Diarrheal, unit dose	Diphenhydramine, 25 mg caps or dissolving strips, unit dose
Anti-Fungal Cream, Athlete's Foot, .5 oz., unit dose	Hand Lotion, unit dose
Anti-Itch Cream, Hydrocortisone 1%, 1/32oz, unit dose	Eye drops, 1/2, unit dose
Anti-Pain gel or liquid , Tooth, unit dose	Eye Irrigating Solution, 4 oz.
Nasal Spray, saline, unit dose	Lip Balm, unit dose SPF (Hydrating not wax)
Anti-Pain/Inflammatory, Acetaminophen, 500 mg, unit dose	Bacitracin® Ointment, or Polysporin®, or like, 1/32 oz., unit dose
Anti-Pain/Inflammatory, Aspirin, 325 mg, unit dose	Nasal Decongestant, "Afrin Spray®", unit dose
Anti-Pain/Inflammatory, Ibuprofen, 200 mg, unit dose	Nasal Decongestant, Day Time, unit dose
Anti-Pain/Inflammatory, Naproxen, 220 mg, unit dose	Nasal Decongestant, Night Time, unit dose
Muscle Rub, Ben Gay® or like, 2 oz.	Providone-Iodine, ampoules
Bag Balm®/Aquaphor®, unit dose	Glucose, Insta 15g, unit dose
Cough Drop, Chloraseptic®, or like, unit dose	Tampon & Sanitary Napkins
Foot Powder, 2 to 4 oz., Gold Bond® or like	Anti-Itch Cream, Calagel® or like, unit dose
Poison ivy/oak creams – Tecnu®, Zanfel® or like	Lotion, Sun Block, 20 SPF or higher, 1 to 2 oz.
Hemorrhoidal suppositories or creams	Dextrose, tube, 15gm
Cough suppressant, mucolytic or like	Acid Reducer (Prilosec®, Zantac®, Tagamet®)

## Large Incident Assignment Checklist

Always keep a copy of the Rate Book available, and refer to this checklist.

### When called to an incident, Questions to Ask:

- ❑ What is a Resource Order? This will be used to track equipment and personnel to the incident, during the incident, and when it is released. A copy of the Resource Order must be obtained in order to check-in at an incident and must be attached to the final invoice.
- ❑ Where to report? The incident may have several reporting locations. The dispatch center assigning the Resource Order will provide incident check-in information, including location.
- ❑ Who to report to? Dispatch will provide information for check-in, but typically this takes place with the Planning Section at Status/Check-in. Larger incidents may establish staging areas providing check-in. Incident contact information (i.e. radio frequencies, phone numbers, etc.) is supplied at check-in.
- ❑ Starting time? Communicate with dispatch to determine departure time, hours in travel, and estimated time of arrival at the reporting location. This is important for incident operations and for payment procedures. Time in travel status must be clearly indicated on CTRs and Shift Tickets. While in travel status, personnel **MUST** take a lunch break if travel exceeds 8 hours.

### Upon Arrival at Location of Incident:

- ❑ Have Resource Order available for check-in.
- ❑ After check-in, a copy of the Cooperative Fire Rate Agreement (FRA) must be given to the Finance Section. Equipment payment is determined by this documentation. You will be asked for a rate sheet for crews and or personnel that are using the True Cost rates.
- ❑ An Emergency Equipment Shift Ticket or CTR must be initiated at time of travel. A signed Shift Ticket or CTR with a breakdown of travel hours and work hours is required to receive payment.
- ❑ A Vehicle/Heavy Equipment Inspection may be completed upon arrival and a copy must be kept with the vehicle at all times.
- ❑ A complete inventory list must be provided upon check-in. Equipment must meet minimums as outlined in this document.

### During Incident:

- ❑ Be sure a Shift Ticket and CTR is completed and signed at the end of each operational period. Shift Tickets and CTR must be turned into the Finance Section daily.
- ❑ Keep **originals** of Shift Ticket and CTR. Payment is based on the information recorded on these forms. Signed originals must be retained by the FD for payment from the State of Utah.
- ❑ While on incident, a letter of justification for hotels and meals will be required.
- ❑ Restock of equipment and supplies from the Supply Unit are allowed. Upon demobilization, for items that are not available at the Supply or Ground Support Unit, an "S" number will need to be obtained by the FD for the item(s) that need to be replaced. A copy of the S# Resource Order must be submitted, with the receipt of purchase, for reimbursement.

- ❑ Medical injuries or sickness must fill out Utah Workman's Compensation form. The fire may pay for minor medical treatment on the incident. The original of the Utah Workman's Compensation form needs to be attached to the paperwork and brought to the home unit. All paperwork must be held by FD in case further questions arise about the bill. If additional medical attention is needed at the home unit, paperwork must be filed with the Workman's Compensation Fund. Form is in the Reference Section.

**Upon Release from the Incident:**

- ❑ A Release and Post-Inventory Inspection may be performed on equipment before departure from the incident.
- ❑ A Performance Evaluation should be completed whenever possible.
- ❑ Emergency Equipment Shift Ticket(s) and CTRs must be complete and signed. FD must submit original copy for reimbursement.
- ❑ Completed finance packages (Original Shift Tickets, CTRs, and S Numbers, inspections and General Messages) must be given to the FD for delivery to the appropriate FFSL Area office for payment.
- ❑ Time in travel status must be clearly indicated on CTRs and Shift Tickets. While in travel status, personnel MUST take a lunch break if travel exceeds 8 hours

## Acronyms

AA	Agency Administrator
OP	Operating Plan
CAFS	Compressed Air Foam Capabilities
CTR	Crew Time Report
EERT	Emergency Equipment Shift Ticket (OF-297)
DFMO	Deputy Fire Management Officer
FBS	Fire Business System
FD	Utah Fire Departments, Fire Districts
FEPP	Federal Excess Personal Property
FFSL	Utah Division of Forestry, Fire & State Lands or the Division
FFT1	Firefighter Type 1 (NWCG) equivalent to WFF2 Wildland Firefighter 2 (NFPA)
FFT2	Firefighter Type 2 (NWCG) equivalent to WFF1 Wildland Firefighter 1 (NFPA)
FMO	Fire Management Officer
FRA	Fire Rate Agreement
FRT	Flame Retardant Treated
GVW	Gross Vehicle Weight
GVWR	Gross Vehicle Weight Rating
HEQB	Heavy Equipment Qualified
IA	Initial Attack
INBA	Incident Business Advisor, Type 1 and 2
IC	Incident Commander
ICS	Incident Command System
SIIBM	Standards for Interagency Incident Business Management
IMT	Incident Management Team
UWRMOU	Memorandum of Understanding
NFPA	National Fire Protection Association
NIMS	National Incident Management System
NWCG	National Wildfire Coordinating Group
PPE	Personal Protective Equipment
ROSS	Resource Ordering and Status System
RX	Prescribed fire
UFRA	Utah Fire and Rescue Academy
UHP	Utah Highway Patrol
WAT	Non-Tactical Water Tenders
WFF1	Wildland Firefighter 1 (NFPA) equivalent to FFT2 Wildland Firefighter 2 (NWCG)
WFF2	Wildland Firefighter 2 (NFPA) equivalent to FFT1 Wildland Firefighter 1 (NWCG)
WTT	Tactical Water Tenders

## General Provisions and Instructions to Cooperative Rate Agreement Form

Utah Fire Departments are Cooperators of the State of Utah. Agreement between the State of Utah and federal land management agencies identifies Cooperators as State controlled resources when dispatched outside their area of jurisdictional responsibility.

The Cooperative Fire Rate Agreement (CFRA) is established pursuant to the Cooperative Intergovernmental Agreement and/or Utah Wildfire Resource Agreement currently in effect between the Utah State Forester and the Cooperator/County. Refer to the Great Basin geographic supplement to SIIBM chapter 50 and Payment tool kit for additional information on Utah Cooperators.

### Incident Financial Guidance

- Cooperators are afforded the same status and responsibilities as state or federal agencies, including equipment replacement of tools and supplies (Chapter 30-6; 30-7 SIIBM).
- Damage to rolling equipment in excess of normal wear and tear will be documented at the incident and follow Property Management Guidelines (Chapter 30) and vehicle accident incident reporting procedures. Supply numbers may be issued for repairs/replacement.
- Equipment use will be recorded each day on shift ticket form (OF-297) including a listing of each assigned personnel by first and last name. Odometer start and end must also be recorded if being reimbursed a mileage rate.
- Single overhead and crews will record time on Crew Time Reports (SF-261)
- Single overhead with vehicles may record mileage start and end and daily use of vehicle in block 11 (remarks) on Crew Time Reports (SF-261)
- Incident agency should keep file copies only. Cooperators and /or County must submit original time and payment documents to the State Area Office listed on the CFRA for reimbursement.
- All cooperator personnel have cooperator provided workers compensation coverage. APMC may be used when provided by the benefiting agency and agreed to by the employee.
- All equipment is provided with operating supplies (wet).
- Equipment rates include minimum NWCG staffing as indicated on the CFRA. When approved, rates are adjusted up or down at \$25.00/hour +/- staff levels.
- Developmental rates denote a cooperator cannot currently meet NWCG and industry standards for staffing. Ref. Current year Fire Department Manual and Rate Book for rate.
- FEPP denotes federal excess equipment loaned to the Cooperator and provided to the incident at reduced rates.

### Provisions:

1. Equipment and staffing qualifications will meet State qualifications outlined in the FD Manual. The State reserves the right to perform inspections to insure compliance with the FD Manual requirements, and the right to reject equipment, which is not in safe and operative condition or does not meet inventory requirements. No payment will be made for rejected equipment.
2. Equipment staffed at a "developmental" rate (as indicated on the CFRA) is available for use within the Cooperator's local interagency dispatch zone. Final equipment and staffing "Fitness for Use" will be determined by the benefiting agency.
3. Staff changes on equipment must be indicated in the remarks on the shift ticket OF-297. Number or personnel on shift must meet approved staffing levels. Exception:
  - a. Type 1 Engine may reduce staff levels to a Type 2 staffing and rate.
  - b. Tactical Water Tender staffed with one person is paid at the appropriate Support Tender rate.
4. Operating supplies are to be provided by the Cooperator (wet) except generators and volume pumps when ordered. Operating supplies include fuel, oil, filters, and lube/oil changes. Even though all operating supplies are to be furnished by the Cooperator, the benefiting agency may, at its option, elect to furnish such supplies when necessary to keep the equipment operating. The cost of such supplies will be deducted from payment to the Cooperator.

5. Replacement of consumables' or damage/loss of cooperator property will follow SIIBM Chapter 30-6; 30-7, and benefiting agency guidelines when damage or loss is determined not the result of negligence by the Cooperator.
6. Damage / Loss to rolling equipment in excess of normal wear and tear will be documented in writing at the incident prior to demobilization. Damage to vehicles will be reported to the incident safety officer for investigation and documented on appropriate motor vehicle accident forms. Damage and loss reporting of equipment will follow SIIBM Chapter 30-6 and 30-7. A supply number (S#) for repair and/or replacement may be issued if determined damage is beyond normal wear and tear for the cooperator.
7. Employee Claims for personal property lost or damaged on the incident will be considered for reimbursement on a case by case basis and adjudicated by the State.
8. Payments:
  - a. Rates of payments: Payment for equipment and staffing furnished shall be in accordance with the following, except as provided in clause 9:
    - i. Inclusive rates for equipment are based on approved staffing levels where staff is indicated.
    - ii. Hourly Work Rates: Shall apply when the cooperator's resources are under hire as ordered and on shift, including relocation of equipment under its own power or when transported.
    - iii. Mileage Work Rate: Mileage or hourly rate applies whichever is greater for each calendar day.
    - iv. Maximum daily rate for equipment will be the total payment for the equipment in a calendar day when the hours worked multiplied by the hourly work rate equal the maximum daily rate.
    - v. Equipment under a Daily rate receives full payment when under hire for 8 or more hours. Half day or an hourly rate is applied if it is less than 8 hours.
    - vi. Equipment will not be compensated for the time when broken down.
    - vii. Double shift (DS) is staffed with two operators (one per shift). DS may be approved by the incident management team only. There will be no compensation for a double shift unless a separate operator(s) is/are ordered in writing for the second shift. Compensation for DS will be calculated using 1.65% of the Daily rate.
  - b. Method of Payment: **Originals are retained by the cooperator when released** from the incident for payment by the State. A cooperator invoice will be submitted to the Utah State Area Office preferably no more than 30 days after returning to their home unit. The Administrative office for payment is the Area Office listed on page 1 of the Cooperative Fire Rate Agreement (CFRA). Original invoices and payment documents generated at the incident are **not** submitted to the jurisdictional agency.
9. Payment Exceptions
  - a. No further payment under Clause 8 will accrue during any period that equipment under hire is not in a safe or operable condition or when Cooperator furnished staffing is (are) not available.
  - b. If the Cooperator withdraws equipment and/or staffing prior to being released, no further payment under clause 8 shall accrue and the cooperator shall bear all costs of returning equipment and/or operator(s) to the point of hire.
  - c. After inspection and acceptance for use, equipment and/or furnished staffing that cannot be replaced or equipment that cannot be repaired at the site of work by the Cooperator or by the benefiting agency, within 24 hours, may be considered as being withdrawn by the Cooperator, except that the benefiting agency will bear all costs of returning equipment and/or staffing to the point of hire as promptly as emergency conditions will allow.
10. Cooperators out of their local jurisdiction area must meet NWCG qualifications for assigned positions and Utah State qualifications for all incidents (reference developmental rate in the Utah FD Manual and Rate Book).
11. Subsistence:
  - a. Cooperators will be self-supporting when accepting an assignment. The incident may provide food and lodging including a designated camping area and meals ready to eat (MRE). The cooperator shall provide sleeping equipment such as tents or shelters, sleeping bags, etc.
  - b. When not provided by the incident, reimbursement for meals and lodging is based on the employees' agency travel policy. GSA rates are the standard rates used for per diem. GSA rates will apply if the agency does not have a documented travel policy. Meals and lodging will be reimbursed by the State when the resource is following travel orders or for approved documented expenses when not provided by the incident. The cooperator will provide travel expense documentation for any approved meals and lodging preferably within 30 days of returning to their duty station.
12. Commissary must be paid by the employee with cash or credit card. No invoice or payroll deductions are allowed.
13. Personal Protective Equipment supplied by the Cooperator must include, hardhat, goggles or safety glasses, long sleeve fire resistant shirt, fire resistant trousers, leather lace-up boots with minimum 8" top and non-skid soles, leather work gloves, headlamp, and a fire shelter. Personal protective equipment shall meet NFPA 1977-93 where applicable.



14. Accepted driving guidelines and work/rest guidelines listed in the SIIBM and FD Manual and Rate Book will be followed. The Incident Commander or Agency Administrator must justify work shifts that exceed 16 hours and those that do not meet 2:1 work/rest ratio. Justification will be documented in the daily incident records. Documentation shall include mitigation measures used to reduce fatigue. Incident approval of the agency pay document certifies that the required documentation is on file, and no further documentation is required for pay purposes.
15. Length of Assignment: Standard assignment length is up to 14 days, exclusive of travel from and to home unit.
16. When requested by the receiving agency for a resource to be on stand-by/on-call or available on a 24 hour basis. A signed document from the receiving agency must be obtained stating the need for 24 hour coverage. If no signed documentation is provided there will be no reimbursement for those hours while off duty.

# Skills Crosswalk

## Wildland Training for Structural Firefighters

### Overview

*Skills Crosswalk (Crosswalk)* identifies critical wildland firefighting skills that structural firefighters need to be safe and effective in either of two situations: when making an initial attack on a wildland fire in their jurisdiction, or when working with state and federal wildland firefighter agencies.

The *Crosswalk* was developed by analyzing and comparing National Fire Protection Association (NFPA) structural firefighting standards with National Wildland Coordinating Group (NWCG) wildland firefighting Position Task Books. The resulting *Crosswalk* identifies wildland skills and knowledge not incorporated within standard structural firefighting training. By incorporating a structural firefighter's existing fire suppression knowledge and skills, use of *Crosswalk* reduces required classroom hours, minimizes curriculum redundancies, and makes efficient use of limited training hours.

Coursework, practical demonstration of skills using NWCG Task Books (or other appropriate means), and the use of materials in resource kits assembled for each position have been incorporated into the *Crosswalk*.

### Purpose of the *Skills Crosswalk*

In every area of the nation, rural development is expanding into wildland areas. Since the 1980's the rural population has more than doubled, with 140 million people now living in rural areas.<sup>1</sup> As a result, rural and volunteer firefighters increasingly manage fire in the Wildland Urban Interface (WUI). The *Crosswalk* provides a performance-based methodology and a learning resource guide for qualified structural firefighters to develop wildland firefighting knowledge and skills in a focused and time-efficient format. Structural firefighters with wildland skills work more safely and effectively on initial and extended attack operations. Cooperative firefighting efforts with neighboring jurisdictions and with federal wildland firefighters are enhanced.

The *Crosswalk* provides a standardized resource to guide local agencies in the development of training programs structured to meet needs of structural fire department personnel. By implementing the *Crosswalk*, wildland fire protection capacity and capability will be increased throughout the nation.

<sup>1</sup> US Census bureau statistics from 2006 report on migration from urban to rural America, [www.census.gov/](http://www.census.gov/)  
Population living in WUI 1960's 25,000,000; 1970's 47,000,000; 1980's 60,000,000; 1990's 97,000,000; 2000's 140,000,000.



FEMA



## NWCG Positions Used for the *Skills Crosswalk*

Four specific NWCG positions are incorporated in *Crosswalk*, each paired with a counterpart structural position, as shown below:

Structural Fire Counterpart Position	Entering Qualifications	NWCG Position
Non-Supervisory Structural Firefighter, Basic	Meets NFPA 1001 for Firefighter 1, or equivalency	Firefighter 2 (FF2)*
Non-Supervisory Structural Firefighter, Advanced	Meets NFPA 1001 for Firefighter 2, or equivalency	Firefighter 1 (FF1)*
Driver/Operator/Engineer or Company Officer	Meets NFPA 1021 for Fire Officer 1, or equivalency	Single-Engine Resource Boss (ENGB)
Experienced lieutenants, captains, chief officers	Meets NFPA 1021 s for Fire Officer, or equivalency	Strike Team Leader (STEN)

\*NWCG firefighter position designations 1 and 2 are opposite of NFPA designation (Firefighter 1=advanced)

## Using *Skills Crosswalk*

### Authority Having Jurisdiction

The designated “Authority Having Jurisdiction” (AHJ) plays a primary role in the use and administration of the *Crosswalk*. The AHJ is defined by NFPA as an organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, installation, or a procedure. State and/or local law designate the AHJ for wildland fire protection within a given jurisdiction. Fire department chiefs, state fire marshals, state foresters, training officers, and other qualified fire protection officials are typically designated as the AHJ. The AHJ determines firefighter eligibility for *Crosswalk* use.

### Training Organizations

State fire training authorities, state, county or city municipalities, rural fire districts, individual fire departments, or other agencies and organizations responsible for local firefighter training and/or certification may use the *Crosswalk*. *Crosswalk* can serve as an avenue of equivalency with NWCG standards. It may also be used to guide local firefighters in the development of wildland firefighting skills.

### Instructor Qualifications

Qualifications for instructors to teach the NWCG curriculum are described in the Field Manager’s Course Guide, Publication 901-1. Certification of instructor qualifications is the responsibility of the employing agency. All instructors should have training in how to be an instructor and be experienced in the content that they are teaching. For more information consult the Field Manager’s Course Guide found on the NWCG Web site at <http://www.nwcg.gov/pms/training/training.htm>



## Structural Firefighters

*Crosswalk* can be used as an NWCG equivalency and certification tool by structural firefighters and fire officers who meet the qualifications of firefighters as specified by NFPA 1001 and NFPA 1021, respectively, or the training standard determined as equivalent by the AHJ.

## Skills Crosswalk Contents

For each position level, *Crosswalk* has three components:

- 1) Knowledge and skills
- 2) Performance evaluation and documentation
- 3) Resource kits

### Knowledge and Skills

The *Crosswalk* identifies the specific knowledge and skills identified as gaps for structural firefighters. It indicates the corresponding NWCG class or lesson component, the lesson style (e.g. web-based or classroom presentation) and the length of the exercise. The *Crosswalk* will be posted on the USFA Website with links to NWCG resources. Portions of the curriculum are available in modular self-study formats, such as Web-based interactive lessons, CD-ROM, or written material. Demonstrations and field exercises are sometimes required to complement the curriculum. Ideally, training officials should use the NWCG lesson components within the context of their own training development.

### Performance Evaluation and Documentation

The NWCG Position Task Books for each position level are the recommended tool to evaluate successful performance and they serve as documentation of required tasks, behavior and knowledge. Alternative types of training and experience documentation are acceptable, but must be equivalent in content to the position task book used for the position.

### Resource Kits

Crosswalk Resource Kits containing materials integral to the successful suppression and management of wildland fires are included in the *Crosswalk*.

## The Skills Crosswalk and NWCG Position Certification

Upon completion of the required academic and performance tasks, the AHJ reviews the candidate's *Crosswalk* documentation. Taking into account the candidate's skills, abilities, experience, aptitudes, and overall fit for the position, the AHJ may certify the individual as qualified for the NWCG position at once, or may require additional study and/or practical training for certification.

Position certifications of firefighters and company officers completing the *Crosswalk* process are accepted by NWCG member organizations as fully equivalent to standard NWCG certifications.

### Roles, Responsibility, and Accountability

The NWCG and the US Fire Administration expect that fire protection organizations assuming wildland duties do so with safety as their first priority. The *Crosswalk* was developed to improve safety and operational effectiveness in wildland fire suppression activities. The process allows for a performance-based approach to qualifications by acknowledging the existing skills of qualified structural personnel. Successful implementation of *Crosswalk*—and its credibility as a system of certification and equivalency



for the structural fire service—depends on the professionalism and accountability of its users. As such, participants in the *Crosswalk* process have distinct roles and responsibilities to protect *Crosswalk* integrity.

### The AHJ is responsible for:

- Ensuring and certifying that a firefighter has satisfied *Crosswalk* requirements according to guidelines.
- Conducting rigorous and appropriate testing and assessments that demonstrate the firefighter's knowledge and ability to safely and effectively perform required skills through on-the-job performance, simulations, drills and exercises, or a combination of like situations.
- Completing a thorough evaluation of the firefighter's overall suitability for wildland firefighting position certifications attained through the *Crosswalk* process. The AHJ assumes considerable professional responsibility in this determination.
- Issuing qualifications cards or other documentation of qualification, as locally appropriate or legally required.
- Maintaining documentation supporting certifications for all personnel using *Crosswalk*.

### The firefighter is responsible for:

- Honest assessment of his or her own abilities, aptitudes, and overall suitability for assuming wildland firefighting positions.
- Completion of all *Crosswalk* academic and practical lesson components.
- Consistent review of learning materials and completion of appropriate refresher sessions and exercises.

## Benefits of the *Skills Crosswalk*

Qualified structural firefighters already possess basic knowledge and competencies, and the *Crosswalk* focuses study and practical learning exercises on only critical wildland fire suppression concepts that are not addressed in structural training curriculum. Redundancies between wildland and structural fire suppression training programs are then significantly reduced. Completion of the standard NWCG curriculum requires about 233.5 classroom hours to complete coursework required for Strike Team Leader. *Crosswalk* enables a qualified company officer (NFPA Standard 1021 or equivalent) to complete focused coursework in 94 hours.



## Skills Crosswalk—Wildland Training for Structural Firefighters

The table below portrays training hours savings realized with use of the *Crosswalk* for the equivalent structural firefighter position.

NWCG Positions	NWCG Curriculum Hours	Structural Equivalent Positions	Skills Crosswalk Hours
Firefighter 2 (FF2)	67.5	Non-Supervisory Structural Firefighter, Basic	21
Firefighter 1 (FF1)	54	Non-Supervisory Structural Firefighter, Advanced	17.5
Single-Engine Resource Boss (ENGB)	88	Driver/Operator/Engineer or Company Officer	44
Strike Team Leader (STEN)	24	Experienced lieutenants, captains, chief officers	12.25
Total	233.5	Total	94.75

### Background

In June 2003, the National Association of State Foresters issued a report to the United States Congress titled "The Changing Role and Needs of Local, Rural and Volunteer Fire Departments in the Wildland-Urban Interface." The report described the expansion of wildland fire responsibilities of America's structural fire service, in particular the predominantly rural and volunteer organizations serving communities near the wildland-urban interface. Several important training-related recommendations were offered to boost safety and capacity in wildland fire suppression operations undertaken by these departments.

NWCG member organizations (Department of Interior Bureaus, United States Forest Service, United States Fire Administration, the Intertribal Timber Council, and the National Association of State Foresters) coordinated with subject matter experts from the North American State Fire Training Directors, the International Association of Fire Chiefs and the National Fire Protection Association. As a result of this effort, training programs and policies were developed to create a training and qualifications reciprocity system. The *Crosswalk* is among these projects.

After construction of the *Crosswalk* methodology, structural and wildland fire personnel from Arizona, Arkansas, Florida, Montana, New Jersey, Oregon, Pennsylvania, Texas and New Jersey tested and validated the system. "Skills gaps" were then developed for each position. The International Association of Fire Chiefs (IAFC) refined the *Crosswalk* through trial applications with personnel. The *Crosswalk* is a dynamic document. Modifications to the process will likely result as user input is incorporated into the *Crosswalk* structure and procedures

### For Additional Information

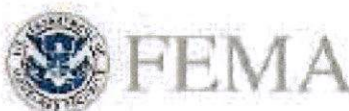
The *Skills Crosswalk* can be found at: <http://www.usfa.dhs.gov>

NWCG publications for ordering training support materials can be found at: <http://www.nwcg.gov>

Contacts for questions:

Michael Dougherty, USFA Representative, 208-387-5698

Kelly Hawk, BLM Representative, 208-387-5984



# Skills Crosswalk

## Wildland Training for Structural Firefighters

The levels of training have been defined as:

- **Non-supervisory Structural Firefighter: Basic**
- **Non-supervisory Structural Firefighter: Advanced**
- **Company Officer**
- **Strike Team/Task Force Leader**

### Required for equivalency:

#### Non-supervisory Structural Firefighter: Basic

- Academic knowledge as listed in the Skills Crosswalk
- **Performance Component:** Completion of Field Exercise for NWCG Firefighter 2 (FF2)
- List of Personal Protective Equipment
- Resources Kit

#### Non-supervisory Structural Firefighter: Advanced

- **Prerequisite:** Field exercise for "Non-supervisory Structural Firefighter: Basic"
- Academic knowledge as listed in the Skills Crosswalk
- **Performance Component:** Completion of NWCG Position Task Book for Firefighter 1 (FF1)
- Resources Kit

#### Company Officer

- **Prerequisite:** Completion of NWCG Position Task Book for Firefighter 1
- Academic knowledge as listed in the Skills Crosswalk
- **Performance Component:** Completion of NWCG Position Task Book for Single-Engine Resource Boss (ENGB)
- Resources Kit

#### Strike Team/Task Force Leader

- **Prerequisite:** Completion of NWCG Position Task Book for Single-Engine Resource Boss (ENGB)
- Academic knowledge as listed in the Skills Crosswalk
- **Performance Component:** Completion of NWCG Position Task Book for Strike Team/Task Force Leader (STEN)
- Resources Kit



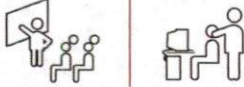



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## Non-supervisory Structural Firefighters: BASIC

A non-supervisory structural firefighter requires both academic knowledge and skill performance. The table below lists the skills required and where the skills are taught in the NWCG curriculum. Also listed is the Field Exercise required at the basic level to prove skill attainment.

Performance Component			
Completion of Field Exercise in NWCG Firefighter 2 (FF2) training.			
Wildland Skills	NWCG Resources		
	Where to Find It	Lesson Style	Length (in hours)
			
<b>Basics</b>			
Wildland fire behavior <ul style="list-style-type: none"> <li>Identify principle environmental factors affecting fire behavior.</li> <li>Explain how fuel size affects fire behavior.</li> <li>Explain how the arrangement of fuels affects fire behavior.</li> <li>Describe how wind affects fire spread.</li> <li>Give weather factors which affect fuel moisture.</li> <li>Describe how topography affects fire spread.</li> <li>Describe how building construction and arrangement affect fire spread.</li> </ul>	S-190 <sup>1</sup>	CD-ROM/Web-based OR Classroom	6-8 Hours
<b>Fireline Construction</b>			
Follow established procedures in securing the fireline. <ul style="list-style-type: none"> <li>when working around fireline equipment.</li> <li>Identify hazards and safety procedures when working around fireline machinery.</li> </ul> Black lining  Coordinated fire crew methods: leap frog and bump up	S-130 <sup>2</sup> Unit 9 Suppression	Classroom	1.5 Hours
<b>Suppression and Mopup</b>			
Systematic procedures for locating and suppressing fire	S-130 Unit 11 Mopup and Securing the Fireline	Classroom/video	2 Hours
Firing devices: preparation and use	S-130 Unit 7 Firing Devices	Hands-on demo	1 Hour

<sup>1</sup> Introduction to Wildland Fire Behavior

<sup>2</sup> Firefighter Training

<sup>3</sup> Water Use and Pumps




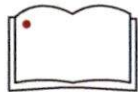



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# Crosswalk—Wildland Training for Structural Firefighters

## Non-supervisory Structural Firefighters: BASIC (cont.)

Wildland Skills	NWCG Resources		
	Where to Find It	Lesson Style	Length (in hours)
		   	
Wildland hoses: Hose pack construction, fittings, progressive hose lay and deployment	S-211 <sup>3</sup> Unit 2, Lesson A Fittings and Hose Unit 2 Lesson D Hose lays	Classroom	Lesson A 1 Hour Lesson D 45 Minutes
<b>Safety</b>			
List life threatening situations in wildland fires.	S-130 Unit 4A Watch out situations and Fire Orders	Classroom/demo/video	2-2.5 Hours
Follow established procedures in securing the fireline.  Follow established procedures when working around fireline equipment.  Identify hazards and safety procedures when working around fireline machinery.	S-130 Unit 4B LCES	Classroom/video	1 hour
Fire shelter use	S-130 Unit 4C Fire Shelter	Classroom/video	2 Hours
Identify situations which warrant immediate action and/or reporting	S-130 Unit 4D Potential Hazards and Human Factors on the Fireline	Classroom/video	3 Hours
Safely transport personnel and equipment, appropriate to locality, commercial and small fixed wing aircraft required  Safety procedures around engine, dozers and tractor plows  Safety procedures for retardant/water drops	S-130 Unit 5 Transportation Safety	Classroom	0.5 Hours
<b>Estimated Total Training Time:</b>			<b>21 Hours</b>

### Personal Protective Equipment (PPE)

#### Required

Meets the requirement of NFPA 1977 Standard On Protective Clothing And Equipment For Wildland Firefighting, 2005 edition; and a fire shelter approved by the AHJ.

#### Recommended

A backpack for personal equipment and at least 2 quarts of drinking water.

### Resources Kit

- Incident Response Pocket Guide (IRPG) (PMS 461)
- Fireline Handbook (PMS 410-1)
- Fuels, Fire Behavior, and Tactics by geographic areas of the US.
- Local specific materials.




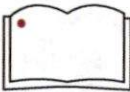
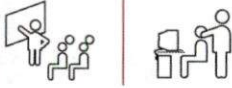

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## Non-supervisory Structural Firefighters: ADVANCED

A non-supervisory advanced structural firefighter requires both academic knowledge and skill performance. The table below lists the skills required and where the skills are taught in the NWCG curriculum. Also listed is the Position Task Book required at this level to prove skill attainment.

Performance Component
Successful completion of NWCG Position Task Book for Firefighter 1.

Wildland Skills	NWCG Resources		
	Where to Find It	Lesson Style	Length (in hours)
			
Resources			
Apply Risk Management Process found in PMS 410-1 Fireline Handbook and PMS 461 Incident Response Pocket Guide	S-131 Fireline Reference Materials	Classroom/video	1 Hour
Sizeup			
Sizeup wildland fire <ul style="list-style-type: none"> <li>• Define hazards and evaluate escape routes/safety zones</li> <li>• Point of origin and cause</li> <li>• Size of fire</li> <li>• Location of head</li> <li>• Values to be protected (improved properties, agricultural, recreational, etc.)</li> <li>• Weather conditions (current/forecasted)</li> <li>• Fuel group (may also include building materials and arrangement of improved properties)</li> <li>• Topography</li> <li>• Time of day</li> <li>• Current and expected fire behavior/intensity.</li> </ul>	S-231 <sup>5</sup> Sizeup Considerations Unit 3	Classroom	1.5 Hours
Safety			
Continuously evaluate incident/apply L.C.E.S.	S-131 Unit 3 Tactical Decision Making	Exercises (Sandtable)	5 Hours
Serve as a lookout			
Operate and maintain chainsaw in wildland environment, esp. sharpening and low-limbng techniques.	S-212 <sup>6</sup> Unit 2 Maintenance	Demonstration/lecture	4 Hours
	S-212 Unit 3 Chain Saw Tasks and Techniques	Classroom/video	5 Hours

<sup>4</sup>Firefighter Type 1

<sup>5</sup> Engine Boss





<sup>6</sup> Wildland Fire Chain Saws



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Non-supervisory Structural Firefighters: ADVANCED (cont.)

Wildland Skills	NWCG Resources		
	Where to Find It	Lesson Style	Length (in hours)
			
<b>Radio</b>			
Training in programmable radios and narrow band radio use.	Narrow band tutorial in PowerPoint	<a href="http://www.fireradios.net/Tutorial.aspx">http://www.fireradios.net/Tutorial.aspx</a>	1 Hour
<b>Maps and Compass</b>			
<ul style="list-style-type: none"> <li>• Accurately determine local declination</li> <li>• Use compass to point to true north</li> <li>• Accurately orient map using compass, landmarks, improved properties, streets, access roads, and topographic features</li> <li>• Accurately identify current location by determining back azimuths to two identifiable landmarks or topographic features</li> <li>• Verify location by comparing topographic features or street references with map. Describe location in terms of coordinates or other acceptable description.</li> <li>• Accurately read map symbols</li> <li>• Accurately compute distance and bearing</li> <li>• Navigate from point to point using map, compass, and pacing</li> <li>• Accurately navigate to an assigned destination</li> <li>• Utilize available property improvement maps to identify areas of concern</li> </ul>	<i>Basic Land Navigation</i> PDF (PMS 465)	<a href="http://www.nwcg.gov/pms/pubs/pubs.htm">http://www.nwcg.gov/pms/pubs/pubs.htm</a>	Self-study
<b>Estimated Total Training Time:</b>			<b>17.5 Hours</b>

**Resources Kit**

- Incident Response Pocket Guide (IRPG) (PMS 461)
- Fireline Handbook (PMS 410-1)
- Fuels, Fire Behavior, and Tactics by geographic areas of the US.
- Radio programming guide.
- Equipment Safety Inspection Checklist (OF-296)
- Local specific materials.




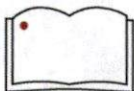



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## Company Officer

Company Officer requires both academic knowledge and skill performance. The table below lists the skills required and where the skills are taught in the NWCG curriculum. Also listed is the NWCG Position Task Book to prove skill attainment at the Company Officer level.

Performance Component
Successful completion of NWCG Position Task Book for Single-Resource Boss (Engine).

Wildland Skills	NWCG Resources		
	Where to Find It	Lesson Style	Length (in hours)
		   	
<b>Situational Awareness</b>			
Evaluate fuels, topography, and weather through entire operational period.	S-290 Intermediate Wildland Fire Behavior	Classroom	32 Hours
Keep supervisor informed about progress, changes in conditions, fire behavior, and special events. Inform face-to-face, if possible.			
<b>Fireline Construction and Safety Leadership</b>			
Identify escape routes and safety zones.	S-230 Unit 4B Entrapment	Classroom	
Complete fireline construction assignment <ul style="list-style-type: none"> <li>Determine type of line construction. Locate fireline, reevaluate LCES as conditions change and work progresses.</li> <li>Construct fireline based on principles of fireline construction, including burnout and backfiring.</li> </ul>	S-230 <sup>7</sup> Unit 4C Fireline Operations, Tactics and Safety	Classroom / video	4 Hours
Take special precautions for downhill and/or indirect line construction			
Adjust fireline location to specific conditions and provide for safety of assigned personnel			
Modify production standards and time frames for accomplishment of fireline construction tasks			
Utilize appropriate safety orders: Standard Fire Orders, Watch Out Situations, WUI Watch out situations and agency policy. <ul style="list-style-type: none"> <li>Develop plans based on safety guidelines, Spot check tactical operation for compliance in safety, and ensure all ops. Comply with LCES</li> </ul>			
Complete fireline construction assignment. <ul style="list-style-type: none"> <li>Supervise portable pump/hose lay delivery system for tactical work assignment.</li> </ul>	S-211 <sup>8</sup> Unit 1D Portable Pump Setup	Classroom	1 hour

<sup>7</sup> Crew Boss (Single Resource)

<sup>8</sup> Portable Pumps and Water Use



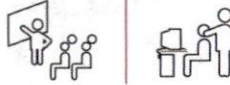



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# Crosswalk—Wildland Training for Structural Firefighters

## Company Officer (cont.)

	NWCG Resources		
	Where to Find It	Lesson Style	Length (in hours)
			
Identify tactical capability and limitations of an engine.	S-231 Unit 1 Engine and Crew Capabilities and Limitations	Classroom	1 Hour
Locate water sources and check for volume, cleanliness, and permission from owner to use water source in engine re-supply.	S-215 Unit 5A Initial Operations and Site Preparation	Classroom	2 Hours
Compare engine attack method alternatives to type of assignment specifically Wildland engine tactics	S-215 Unit 5B Structure Protection Tactics, Engine Operations, Water Use and Class A Foam.	Classroom	2 Hours
Sustain water and chemical agent supply for engine assignment.			
Make specific assignments to protect structures.			
Check engine communications. Ensure compatibility and operation.			
Obtain engine maintenance schedule and ensure engine is maintained.			
Arrange/provide for en route logistical needs and check point	S-230 Unit 2 Mobilization	Classroom	1 Hour
Assemble assigned personnel for departure from incident and brief supervisors/subordinate personnel.	S-230 Unit 6 Demobilization and Post-Incident Responsibilities	Classroom	1 Hour
Depart incident.			
Arrange/provide for enroute logistical needs.			
Demobilization procedures.			
Check in with agency dispatcher prior to disassembly of crew at home location.			

<sup>9</sup> Fire Operations in the Wildland Urban Interface

### Company Officer (cont.)

#### Resources Kit

- Incident Response Pocket Guide (IRPG) (PMS 461)
- Fireline Handbook (PMS 410-1)
- Fuels, Fire Behavior, and Tactics by geographic areas of the US.
- Radio programming guide

- Equipment Safety Inspection Checklist (OF-296)
- ICS 201 Incident Briefing form
- ICS 214 Unit Log form
- ICS 213 General Message form
- ICS 224 Crew Evaluation form
- ICS 221 Demobilization Checkout
- CA-1 Traumatic Injury Form (Federal form)
- OF-289 Property Loss or Damage Report
- Regional & National Mobilization Guides
- Local Specific Materials

#### Finance Forms

- Form 261 Crew Time Report
- Form 297 Emergency Equipment Shift Ticket
- Form 288 Emergency Firefighter Time Report
- Form 286 Emergency Equipment – Use Invoice



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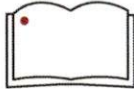
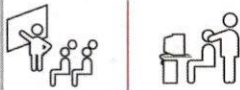



## Strike Team/Task Force Leader

The role of the Strike Team/Task Force Leader requires academic knowledge and skill performance.

### Performance Component

Position Task Book for Task Force Leader (TFL) Strike Team Leader (STL).

Wildland Skills	NWCG Resources		
	Where to Find It	Lesson Style	Length (in hours)
			
Plan Tactical Actions	S-330 <sup>10</sup> Unit 3, Engagement	Classroom	8 Hours
Monitor work progress			
Line scouting and beyond			
Long-term logistics			
Provide for structural protection from wildland fire exposure	S-215, Unit 4 Structure Triage	Classroom Video	2.5 Hours
	S-215, Unit 5C, Support Resources and Unit 5D, Firing Devices	Classroom Video	1.75 Hours
<b>Estimated Total Training Time:</b>			<b>12.25 Hours</b>

### Resources Kit

- Incident Response Pocket Guide (IRPG) (PMS 461)
- Fireline Handbook (PMS 410-1)
- Fuels, Fire Behavior, and Tactics by geographic areas of the US.
- Radio programming guide
- Regional & National Mobilization Guides
- Equipment Safety Inspection Checklist (OF-296)
- ICS 201 Incident Briefing form
- ICS 214 Unit Log form
- ICS 213 General Message form
- ICS 224 Crew Evaluation form
- ICS 221 Demobilization Checkout
- CA-1 Traumatic Injury Form (Federal form)
- OF-289 Property Loss or Damage Report
- Local Specific Materials

### Finance Forms

- Form 261 Crew Time Report
- Form 297 Emergency Equipment Shift Ticket
- Form 288 Emergency Firefighter Time Report
- Form 286 Emergency Equipment – Use Invoice

<sup>10</sup> Task Force/Strike Team Leader



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