# North Tooele Fire District

Procedure

**306**

North Tooele Fire District Procedures Manual

**Wildland Deployment**

## PURPOSE

The purpose of this SOP is to provide direction for the management and administration of North Tooele Fire District (NTFD) personnel as related to Wildland Firefighting and other emergency incidents outside of the North Tooele Fire District.

## SCOPE

This SOP applies to all personnel engaging in out-of-district incidents.

## ENGINE MANAGEMENT

* + 1. Engine Crew Composition: When available, all NTFD type 3 and type 5 engines will be composed of one (1) engine boss and at least two (2) crew members. A NTFD Type 6 engine may be composed of one (1) engine boss and one crew member.
		2. Engine Boss (ENGB): When available, a National Wildfire Coordinating Group (NWCG) qualified engine boss will accompany each NTFD apparatus responding out- of-district on a wildland fire assignment. The engine boss is directly responsible for work effectiveness, safety, conduct, welfare, organization, briefings, and discipline of the crew at all times. Correct and complete incident billing packets are the responsibility of the engine boss. An engine boss trainee may be assigned. When an ENGB is not available, an NTFD Captain will assume the responsibilities of the ENGB.
		3. Engine Crew Member: Each crew member will join the crew at the assembly point, normally Stansbury Park Fire Station, and accompany them to the same location on return. Each crew member will be fully qualified as a wildland firefighter by NWCG.

## QUALIFICATIONS

* + 1. Physical Requirements: Engine crew members must annually complete the arduous pack test and submit the proper documentation to the Fire Chief. All physical tests will be proctored by either the on-duty Captain or the Fire Chief.
		2. Fitness Test: Operational members of any deploying NTFD Wildland team must meet the arduous fitness requirement. Other personnel must meet the NWCG requirements of the position for which they wish to be qualified.
		3. Training Requirements: The most current NWCG Wildland Fire Qualification Manual NWCG will be used to determine required training for each wildland fire qualified position. All supporting training and certificates will be forwarded to Utah Forestry, Fire, and State Lands (UFFSL) for entry into Incident Qualification System (IQS).

## DISPATCH AND MOBILIZATION PROCEDURES

### RESOURCE REQUESTS

Requests for NTFD resources will normally come from a State/Federal Emergency Management Assistance Compact (EMAC) request, Northern Utah Interagency Fire Center (NUIFC), Area Fire

management Officer (FMO) direct request, or Tooele County Sheriffs' Office Dispatch for mutual aid.

Normally, the request for resources will be processed as follows:

* + - 1. Resource order submitted to NTFD.
			2. NTFD will have one hour to respond to initial contact for an EMAC request as to whether or not a crew can be mobilized.
			3. If requested by NUIFC, FMO direct request or TCSO Dispatch the on-duty crew will respond immediately and a Group 2 page will be placed for backfill of the station.
			4. The Fire Chief assigns an available wildland fire crew, taking into consideration:
				1. Staffing needs of NTFD.
				2. Maintenance of crew members' experience levels.
				3. Rotation of crews.
				4. Time restrictions.
				5. Single resource deployment (Task Force Leader, Strike Team Leader, Paramedic, etc.) will be very limited.

### ENGINE CREW MOBILIZATION

Each qualified NTFD member wishing to participate will notify the Fire Chief of availability by the required deadline.

Crews will be rotated so each individual is given an opportunity for rotation for assignments out of district.

All crews should plan on a 14 day assignment when mobilized out of district.

### CREW/INDIVIDUAL PREPAREDNESS GUIDELINES

Crew members must be familiar with both mobilization and demobilization procedures.

* + - 1. Crew members shall be in good mental and physical condition; they cannot be sick, injured, or recovering from a recent injury or illness.
			2. It is recommended crew members not carry expensive personal items, i.e., iPod, camera, laptop, jewelry. Neither NTFD nor the requesting agency will be liable or responsible for lost, stolen, damaged or destroyed personal items not specifically requested by the incident.
			3. Individuals accepting an assignment agree, under ordinary circumstances, they will remain with the crew for the duration of the assignment. Examples of extraordinary circumstances include illness, injury, or disciplinary actions.
			4. Apparatus responding to incidents are expected to be self-sufficient for the first seventy-two (72) hours on an incident.
			5. COVID-19 precautions shall be taken as outlined by current NTFD guidelines. Face coverings shall be taken and used on incidents as directed by the incident managers.

### TRAVEL GUIDELINES

* + - 1. All travel to an emergency incident is compensable and will reflect the exact rate ticket billing time. Requests for pre-position of equipment, or severity assignments are also included.
			2. Compensable time begins when the individual starts travel as outlined above or, in the event of unforeseen dispatch delays, when they report to the point of departure. Time spent at an individual's residence preparing for an incident assignment is not compensable.
			3. Travel to and from the fire is considered work hours and individual crew members will remain dressed to work. Approved wildland pants and boots are to be worn during travel. T-shirts with any NTFD logo configuration are acceptable to be worn.

### WORK/REST AND LENGTH OF SHIFT GUIDELINES

To maintain safe and productive incident activities, NTFD supervisors, in conjunction with incident management personnel, must appropriately manage work and rest periods, assignment duration, and shift length for personnel.

* + 1. LEAVE USE AND LENGTH OF ASSIGNMENT Assignment of 13 Days or Less
			1. If the last day of the incident is part of the individual's normal shift assignment the individual is expected to remain at the regular work assignment until the normal time of completion. The returning individual may be given 2-3 hours upon return to attend to personal affairs before returning to their regularly scheduled shift as outlined above. This timeframe will have no leave charged.
			2. If the individual returns after 22:00 hrs. (10 pm) the individual will be allowed to go home for the remainder of their regularly scheduled 24 shift block with no leave charged.
			3. If the returning individual wishes to go home upon return, leave may be used for the remainder of the shift and subsequent work shifts. This leave must be approved by the Fire Chief and in keeping with NTFD minimum staffing and leave policies.

Assignment of 14 Days or more

(a) If the crew is assigned for a full 14 day assignment, NTFD will provide up to one (1) 24 hour work shift for rest and recovery as allowed by the Utah MOU program with no leave charged. The “no leave used” only applies to a full 14 day assignment and only to an employee that returns on the day before a regularly scheduled shift or on the first day of the regularly scheduled shift.

Assignment Extentions

1. Prior to NTFD personnel accepting back-to-back assignments, their health, readiness, and capability must be considered. The health and safety of crew members must not be compromised under any circumstance.
2. Assignment Extensions: Crews or individuals requesting assignment extensions will have an extension request form faxed and signed by the Fire Chief. Assignments may be extended when:
	1. Life and property are imminently threatened;
	2. Suppression objectives are close to being met;
	3. A military battalion is assigned; or,
	4. Replacement resources are unavailable, or have not yet arrived.
3. Upon completion of the standard fourteen (14) day assignment, an extension of up to an additional fourteen (14) days may be allowed for a total of up to thirty (28) days.

### OFF-SHIFT TIME

The degree of control to be maintained over NTFD crew members during off-shift hours is dependent upon location, the individual's work function, and the urgency of the emergency situation.

* + - 1. At the Incident Commander's (IC) discretion, NTFD crew members may be released during off-shift periods from the incident base or camp.
			2. At the IC's discretion, NTFD crew members may be restricted to an incident base and all other camps during off-shift periods. This is usually referred to as a "closed camp".
			3. Time spent restricted to the camp where personnel can rest, eat, or, to a limited degree, pursue activities of a personal nature is not compensable. Such time is compensable only to the extent needed to complete the guaranteed base hours. Time spent in ordered standby is compensable.
			4. The same policy applies to mobilization and demobilization facilities.
			5. Regularly scheduled 48 hour work shifts remain fully compensated while on deployment regardless of any situation.

### MEAL PERIODS

Compensable meal periods are the exception, not the rule. Personnel on the fire line may be compensated for their meal period if all of the following conditions are met:

* + - 1. The fire is not controlled; and
			2. The Operations Section Chief makes a decision 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

### PER DIEM

During travel hours, all personnel will receive a meal and incidental per diem at the Utah standard General Services Administration (GSA) rate (regardless of the destination). After arriving at the requesting state, if resources are pre-positioned or otherwise not provided meals, the GSA rate will be used for that area.

The full per diem amount must be paid directly to the employee. Itemized meal receipts will not be accepted.

A $5 incidental amount will be paid for every day deployed, not just travel days.

Once assigned to a logistically supported incident, meaning an incident that provides meals, personnel are no longer eligible for per diem. If the crew decides to stay or eat away from camp, they are no longer eligible for per diem and meals will be at their own expense.

~~NTFD will not generally pay per diem on wild fire assignments. Expenses incurred on severity assignments will be directly billed to the requesting fire agency if prior approval is obtained.~~

~~NTFD personnel should use the assigned NTFD credit cards to pay for all expenses and submit all receipts to the District Administrator upon completion of assignment.~~

### RECEIPT REQUIREMENTS AND ALLOWABLE LODGING EXPENSES

Receipts shall be required to support all lodging costs when travel exceeds allowable time. All receipts shall be turned in with the billing packet.

During travel, personnel will be provided a hotel bed, not necessarily their own room.

Pink ***originals*** from the Emergency Equipment Shift Ticket (EEST) Book ***must*** return from the fire.

### DRIVING HOURS

* + - 1. No driver will drive more than ten (10) hours behind the wheel within any duty-day.
			2. Multiple drivers in a single vehicle may drive up to the duty-day limitation provided no driver exceeds the individual "driving behind the wheel" time limitation of ten (10) hours.
			3. While in travel status, every effort should be made to only drive between 0500 and 2200.

### PERSONAL EQUIPMENT

Crew members are responsible for their own personal items during the deployment.

## NTFD OFFICER IN CHARGE (OIC) RESPONSIBILITIES

NTFD OIC will be responsible for support activities during mobilization and demobilization of crews. NTFD OIC will:

* + 1. Provide payment for meals, lodging, and other costs related to travel and/or support (preposition) assignments.
		2. Provide all engine crew supervision.
		3. Ensure individuals assigned to incident have necessary gear for a fourteen (14) day assignment.
		4. Submit all documentation for billings.
		5. Ensure crew members are given a final pre-travel briefing prior to departure.

## GENERAL POLICIES

### RULES OF CONDUCT

Unsatisfactory performance or conduct will not be tolerated. Every firefighter is important to the overall effectiveness of the crew.

Crew members will obey and follow instructions issued by supervisors. Organization and discipline will be maintained from the time a crew leaves their point of departure until they return.

Disciplinary action for unsatisfactory performance or conduct en route to or from the fire, on the fire, or at the staging area is the responsibility of the OIC and any other individuals assigned to the incident who have supervision as a component of their regular assignment.

Crews are expected to complete work assignments given and to maintain orderly conduct during the entire period of assignment.

NTFD Firefighters will:

* + - 1. Fight fire aggressively and safely.
			2. Complete work assignments within given timeframes if possible.
			3. Conduct themselves in an orderly manner while on the fire line, in fire camp, on "R & R", in travel status, and during ordered standby duty.
			4. Follow safe working practices at all times. Observe the "10 Standard Firefighting Orders" and "18 Situations that Shout WATCH OUT" as directed by the NWCG Incident Response Pocket Guide (IRPG), and use safety equipment provided to them.
			5. Maintain assigned NTFD and government equipment and tools in good, serviceable condition and, at the end of the assignment, return equipment in good condition to the place or person designated.
			6. Report for duty at the place and time designated, ready to begin the assignment.This will include the possession of the proper tools, equipment, and supplies needed for the assignment.
			7. Carry out instructions from supervisors unless otherwise prevented by unsafe conditions or situations.
			8. Maintain clean, orderly living areas including fire camps. Garbage, tools, and equipment will be picked up and disposed of or stored properly at all times.
			9. Maintain compatible working relationships with fellow workers, other crews, and supervisors. An attitude of cooperation will be expected from all firefighters.
			10. Follow all applicable NTFD policies and procedures.

## PAY PROVISIONS AND TIMEKEEPING

### PAY PROVISIONS

* + - 1. Firefighters will be paid in accordance with the current NTFD policy.
			2. Normal work shifts for crews on fires are intended to be no greater than sixteen (16) hours duty time per shift and a minimum of eight (8) hours non-duty time between shifts. Every day is considered a workday during an incident assignment until the assignment is over or the individual is officially released from the incident.
			3. Individual time cards shall be completed when internet service is available. If internet service is not available, the District Administrator may be contacted with hours for crew members. Hours must reflect actual billed hours on the EEST when not scheduled for regular shifts at NTFD. All regularly scheduled shifts will be entered as per normal.
			4. Volunteers that are deployed will be temporarily reassigned to a part-time seasonal firefighter position for the duration of the assignment.

### TIME CARD ENTRY

* + - 1. The actual hours worked will be entered on the Daily Roster.
				1. The Activity Code should be entered as EMAC and a notation made as to the name of the fire for personnel deployed.
				2. The Activity Code should be entered as "Reg Staff" for personnel on backfill.
			2. Normal on-duty regularly scheduled hours will be entered as per "regular hours" on the full-time employee timecard for Utah Retirement System purposes. Additional hours will be paid via supplemental check with the corresponding pay period.
			3. All backfill time entries will be entered as "hours added" on the full-time employee timecard for Utah Retirement System purposes..