

# **Mayer Fire Department**



## **Wildland Division Standard Operating Guidelines**

# MAYER FIRE DEPARTMENT

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## WILDLAND DIVISION STANDARD OPERATING GUIDLINES

Revised 07/2014

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## TAB 100 - OVERVIEW OF POLICY MANUAL



### MAYER FIRE DEPARTMENT

#### MISSION STATEMENT

*“Our family helping your family”*

***The Mayer Fire family is dedicated to helping the families that live, work and pass through our area in any way we possibly can.***

#### VALUES

**“We value a creative and proactive work place”**

- \* **We** view the people of our community and our visitors as customers who deserve our concern, care and attention.
- \* **We** recognize our employees are our most valuable resource and we are committed to them and their safety.
- \* **We** recognize that our personal conduct is inseparable from the professional reputation of the Fire Department.
- \* **We** support an organizational climate of mutual trust and respect.
- \* **We** believe in a team oriented, positive, and honest environment for all employees.
- \* **We** strive for excellence through teamwork, unity, leadership, personal and professional development, personal health and fitness, training and preparedness.
- \* **We** believe in open communication and mutually beneficial partnerships with neighboring fire agencies and communities.
- \* **We** recognize the importance of cost effective resource management.
- \* **We** encourage innovation and ownership within the Fire Department.

## **102 Organizational Chart**

Refer to the Mayer Fire Department's administrative policy and procedure manual for specific information.

## **103 Purpose**

The purpose of this SOG is to provide direction for the management and administration of Mayer Fire Department personnel as related to Wildland Firefighting and other emergency incidents outside of the Mayer Fire Department.

## **Scope**

This SOG applies to all personnel engaging in wildland fire incidents.

## **Objectives**

Through this SOG, it is Mayer Fire Department's goal to:

- Establish a system that ensures the Mayer Fire Management program has trained and qualified fire crews.
- Ensure the standardization of procedures for management of all MFD crews.
- Provide administrative and supervisory direction for management of all MFD crews.

## **TAB 200 - JOB DESCRIPTIONS**

This section contains the job descriptions for the Fire Department. These job descriptions provide each member of the fire department with the minimum requirements of each position and are not intended to be all inclusive of the duties or responsibilities of each position.

Below is a list of the job descriptions contained in this section:

***Engine Boss (ENGB)***

***Engine Operator (ENOP)***

***Firefighter Type-1 (FF1)***

***Firefighter Type-2 / Seasonal Firefighter (FF2)***

201

Mayer Fire Department  
Job Description

**ENGINE BOSS**

**Definition:** A single resource engine boss is responsible for supervising and directing firefighters on their crew. The engine boss is also responsible for the welfare of the crew and provides a contact between the crew and the appropriate Incident Command Organization.

**Tasks:**

- Obtain briefing from supervisor.
- Review assignments with subordinates and assign work tasks.
- Review current and predicted weather conditions and brief subordinates.
- Ensure adequate communications with supervisor and subordinates.
- Keep supervisor informed of progress and any changes.
- Inform supervisor of problems with assigned resources.
- Brief subordinates on safety items including the 10 & 18's, and LCES.
- Obtain necessary equipment and supplies.
- Make sound and timely decisions.
- Monitor work progress.
- Brief relief personnel on the line at the end of shift.
- Complete and turn in all time and use records on personnel and equipment.
- Maintain unit log (ICS Form 214).
- Maintain communication with home unit and AZSLD dispatch.
- set a good example for the Mayer Fire Department, your crew, and yourself.
- Know your firefighters and take care of them.
- Develop a sense of responsibility in your subordinates.
- Build your firefighters into a team.
- Keep your firefighters uniformed.
- Use your firefighters in accordance with their level of training and experience.

**Qualifications:**

- Must hold a red card approved through the AZSLD red card committee.
- Must pass a yearly arduous pack test with the Mayer Fire Department.
- Must have completed Firefighter type 1 (FF1) task book
- Basic ICS (I-200)
- S-230 Crew Boss/ S-231 Engine Boss
- S-290 Intermediate Wildland Fire Behavior
- RT-130 Annual Fireline Safety Refresher

**Suggested Training:**

- S-215 Wildland Operations in the Urban Interface
- S-270 Air Operations
- S-234 Ignition Operations
- L-280 Followership to Leadership
- S-260 Interagency Incident Business Management

202

Mayer Fire Department  
Job Description

## **ENGINE OPERATOR**

**Definition:** An engine operator is a working leader of a small group and is responsible for keeping assigned personnel fully employed on assigned jobs, operating the vehicle, and is normally supervised by an engine boss.

**Tasks:**

- Effectively operate apparatus at a Wildland fire.
- Inspect assigned apparatus and equipment for proper operation.
- Keep assigned apparatus and equipment clean and maintained.
- Make minor repairs to equipment on apparatus as needed.
- Keep records and log books updated daily.
- Ensure legal and safe driving practices are followed.
- Understand exactly what the supervisor wants done.
- Ensure that personnel have proper PPE and tools.
- Look after the safety of assigned personnel.
- Ensure that personnel have water and lunches.
- Report problems with personnel to supervisor.
- set a good example for the Mayer Fire Department, your crew, and yourself.
- Know your firefighters and take care of them.

**Qualifications:**

- Must have completed a Firefighter Type 1 (FF1) task book
- Must complete (ENOP) task book
- Must pass a yearly arduous pack test with the Mayer Fire Department.
  
- S-131 Advanced Wildland Firefighter
- S-133 Firefighter Type 1
- S-211 Wildland Portable Pumps & Water Use
- S-130/S-190/L-180/I-100 Basic Wildland Firefighter
- RT-130 Annual Fireline Safety Refresher

**Suggested Training:**

- S-212 Wildland Power Saws
- S-291 Firing Operations
- M&C Map and Compass class

203

Mayer Fire Department  
Job Description

## **FIREFIGHTER TYPE-1**

**Definition:** A firefighter type-1 is a working leader of a small group and is responsible for keeping assigned personnel fully employed on assigned jobs, and is normally supervised by an engine boss.

**Tasks:**

- Effectively operate apparatus at a wildland fire.
- Inspect assigned apparatus and equipment for proper operation.
- Keep assigned apparatus and equipment clean and maintained.
- Make minor repairs to equipment on apparatus as needed.
- Keep records and log books updated daily.
- Ensure legal and safe driving practices are followed.
- Understand exactly what the supervisor wants done.
- Ensure that personnel have proper PPE and tools.
- Look after the safety of assigned personnel.
- Ensure that personnel have water and lunches.
- Report problems with personnel to supervisor.
- set a good example for the Mayer Fire Department, your crew, and yourself.
- Know your firefighters and take care of them.

**Qualifications:**

- Must have a completed a firefighter type-2 (FFT2) task book.
- Must complete a (FF1) task book
- Must pass a yearly arduous pack test with the Mayer Fire Department.
  
- S-131 Advanced Wildland Firefighter
- S-133 Firefighter Type 1
- S-130/S-190/L-180/I-100 Basic Wildland Firefighter
- RT-130 Annual Fireline Safety Refresher

**Suggested Training:**

- S-212 Wildland Power Saws
- S-211 Portable Pumps and Water use
- S-291 Firing Operations

204  
Mayer Fire Department  
Job Description

## **FIREFIGHTER TYPE-2 / SEASONAL FIREFIGHTER**

**Definition:** A firefighter type-2 is the basic resource used in the control and extinguishment of wildland fires and works as a member of a crew under the supervision of a higher-qualified individual.

### **Tasks:**

- Perform manual and semi-skilled labor as assigned.
- Ensure that objectives and instructions are understood.
- Perform all work in a safe manner.
- Keep personal clothing and equipment in serviceable condition.
- Report accidents or injuries to supervisor.
- Report hazardous conditions to supervisor.
- Know yourself and seek improvement.
- Seek responsibility and take responsibility for your actions.
- set a good example for the Mayer Fire Department, your crew, and yourself.

### **Qualifications:**

- Must pass a yearly arduous pack test with the Mayer Fire Department.
- IS 700 NIMS: An Introduction
- S-130/S-190/L-180/I-100 Basic Wildland Firefighter
- RT-130 Annual Fireline Safety Refresher

## TAB 300 – PERSONNEL MANAGEMENT

### 301 CONDUCT

The following list of directives represents the standards of conduct for members of the Mayer Fire Department. The following policy is the basis for these directives: *Members of the Mayer Fire Department are expected to conduct themselves in a highly disciplined, professional, positive, productive, and mature manner.* Always being courteous and respectful of the public reflects pride on the firefighting profession and the Fire Department.

#### **All Members Shall:**

- Follow all written directives of the Mayer Fire Department.
- Follow the legal orders of a Superior Officer.
- Respond to duty when directed to do so.
- Use their training, capabilities, and best judgment to protect the public at all times.
- Perform their assigned duties in an efficient, safe, and timely manner.
- Keep and conduct themselves in a manner that reflects pride on the fire service.
- Keep themselves mentally and physically fit in order to perform effectively.
- Be concerned and protective of each other's welfare.
- Observe the work hours of their assigned position, never leaving their position until properly relieved.
- Not wear any part of the official uniform off duty without authorization except when in transit to or from work.
- Maintain department issued uniforms and equipment in a clean, neat and operable condition.
- Accept no reward, fee or valuable gift over \$20.00 from any person for services incidental to the performance of duty.
- Not furnish information relative to district policy, practices or affairs to anyone without consent from the Fire Chief.
- Not have firearms in any fire station at anytime, unless a post certified law enforcement officer.
- Obey the law.
- Notify their commanding officer and Administrative office, within 24 hours, of any change of residential address and / or telephone number.
- Treat with respect the public and district employees regardless of race, sex, religion, color, national origin, age, sexual orientation, or disability.

## **302 APPEARANCE**

It is the policy of the Mayer Fire Department to maintain a highly professional bearing and appearance at all time. It is the responsibility of the Company Officer to monitor the appearance of their personnel. No modifications of department issued clothing or equipment will be allowed without authorization of a Chief Officer.

Personal hygiene will be strictly managed to provide a healthy and clean living and working environment.

All personnel shall refrain from wearing the uniform or any portion thereof while off duty, except in transit to or from work or unless so authorized.

All personnel shall maintain department issued uniforms and equipment in a clean, neat and operable condition.

## **303 TOBACCO POLICY**

Tobacco use of any kind is prohibited while on duty. New operational employees hired on or after January 01, 2007, will be prohibited from using tobacco at any time both, on or off duty. All employees will be tested during their annual medical physicals for tobacco use.

## **304 DISCIPLINE**

### **304.1 Purpose**

It is the responsibility of every employee to observe the laws, rules, and regulations necessary to ensure the proper conduct during Department functions and the safe, efficient delivery of Department services. Disciplinary actions are sometimes necessary to correct or eliminate problems related to poor performance, inappropriate behavior or misconduct. The purpose of this section is to spell out the Department's disciplinary policies and procedures, including the rights and responsibilities of all parties.

## **304.2 DISCIPLINARY ACTION**

Disciplinary actions may range from counseling to dismissal from Department employment. Available options also include verbal and written reprimands, suspension without pay, salary reduction, and demotion. A progressive disciplinary policy will normally be observed to ensure that an employee is afforded adequate opportunity to correct deficiencies or unacceptable behavior. However, the severity of the offense may dictate overriding progressive discipline. Extreme cases of misconduct can result in immediate dismissal.

In determining appropriate disciplinary actions, consideration will be given to several different factors, including but not limited to, the seriousness of the offense or problem, the employee's work history and disciplinary record, frequency and nature of the violation, intent or malice, consistency with past disciplinary practices, and extenuating circumstances.

## **305 PAY PROVISIONS**

1. Firefighters will be paid in accordance with the current MFD's interagency agreement, this policy and the Interagency Business Management Handbook, chapter 10.
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. This includes personnel assigned to support an incident or multiple incidents from a location other than that the incident camp, such as dispatchers or individuals supporting air operations.
3. MFD Finance section will apply home unit pay regulations to determine compensable hours for a required day off during an incident and for required days off immediately following an incident.

4. All individuals are ensured pay for base hours of work, travel, or standby at the appropriate rate of pay for each workday.
5. Payment for hours worked in addition to normally scheduled shifts will only be paid after all necessary paperwork is turned in to finance department at MFD.
6. All required paperwork must be completed at the first opportunity upon returning to the District.
7. MFD may enter into agreements with other agencies to provide personnel and equipment for extended periods of time to meet staffing and resource needs. Specific rates and staffing may be negotiated to meet the needs of the requesting agency.

### **306 TIMEKEEPING**

1. The Engine Boss will submit an OFF-288 (Emergency Firefighter Time Report) to the Incident Finance Section for the crew. All shift times will be recorded on Crew Time Reports (SF-261), signed by the immediate supervisor and submitted to Finance at the end of each shift.
2. Prior to departure from each incident, the OFF-288 FTRs should be reviewed to ensure that time posted and any commissary deductions are correct. The employee's signature indicates agreement. Any disagreement must be settled at this time.
3. As required by Arizona State Forester's Cooperative Agreement all original CTR's are to be turned into MFD finance section personnel at the completion of their assignment.

### **307 INJURY COMPENSATION**

Individuals must disclose any and all existing ailments or injuries before being sent on assignment.

All injuries or illnesses are to be reported to the work supervisor immediately. Injuries or illnesses requiring medical treatment should be reported to the Compensation Injury Specialist as soon as possible. The employee and supervisor must complete all appropriate accident reporting forms. Medical treatment authorization forms will be completed by the Compensation Injury Specialist.

Decisions as to whether to retain personnel who sustained injuries or illness will be based on advised provided by medical personnel providing treatment.

In case of serious injury requiring hospitalization or death, the government has no authority to transport or subsist family members to/at the convalescence location. The IARR and other government officials can and will, assist in local transport of family members after they arrive at the convalescence location.

Refer to the Mayer Fire Department's safety and loss prevention policy and procedure manual for additional specific information.

### **308 PERFORMANCE EVALUATIONS**

Engine Bosses and individuals in overhead positions are mandated to obtain performance evaluations so the MFD will have a record of crew performance. Evaluations for a crew will be maintained by the MFD as part of the personnel records. Evaluations will be reviewed and used for determining training effectiveness, crew performance and crewmember potentials.

## **TAB 400 – EMERGENCY OPERATIONS**

### **401 Communication Model**

#### **Wildland Assignment (Low, medium, high)**

For Wildland assignments the initial on scene size-up report should include or use the following information when warranted.

##### Size-up En Route

- Smoke (volume, color, movement)
- Weather/Time of Day (temperature, humidity, wind, clouds)
- Best access (route in)
- Jurisdiction (government owned or private)
- Communications (command, tactical channels assigned while en route)

##### Size-up on Arrival

- Identify the unit on scene
- Fire Size (10'x10', ¼ acre, 5 acres, etc.)
- What is burning (fuel type, fire behavior, rate of spread)
- Topography
- Populations at risk (open grass field vs. urban interface)
- Access to the fire (vehicles, personnel, aircraft)
- Special Hazards (downed power lines, hazmat, snags, etc.)
- Point of Initial Attack (anchor points, etc.)
- Resources Needed (engines, hand crews, air operations)

##### Safety Benchmarks Prior to an Active Fire Fight

- LCANS Report (Location, Conditions, Actions, Needs, Safety zones)
- LCES (Lookouts, Communications, Escape Routes Safety Zones)
- 10 Standard Firefighting Orders
- 18 Watch Out Situations

##### Define the Strategy/Actions Taken

- Nothing Showing (Investigative Mode)
- Direct Attack (attacking with a hand-line)
- Indirect Attack (burnout operations, fire-line construction)
- Exposure Protection
- Evacuation, etc.

##### Establishment or Identify Command (IC)

- Assume Command
- Pass Command

## **402 Progressive hose lay (Travis Pack)**

### **402.01 Purpose**

While wearing full personal protective equipment, the Firefighter will demonstrate the skills and abilities to safely and efficiently deploy a progressive hose lay while safely and aggressively performing a direct wildland fire attack.

**Clock start:** Firefighter sets parking brake/places transmission in park.

**Clock stop:** Firefighter fully extends a single hose pack and charges lateral.

**Total time allowed: 3:00**

### **402.02 Procedures**

1. Dons Travis Pack upside down.
2. Remove approximately 5 feet of 1.5" trunk line from the pack.
3. Connects 1.5" trunk line to a discharge.
4. Starts/engages pump.
5. Charge a secondary attack line for a direct attack at 100psi.
6. Deploys Travis Pack until full extended in tandem with secondary attack line.
7. Remove gated-wye and 100' of 1" lateral hose line from hose pack.
8. Request 1.5" trunk line to be charged with water at 100psi.
9. Open gated-wye and allow for the 1" lateral hose line to fully charge.

### **402.03 Critical criteria**

If any of the following occur the evolution is considered failed.

1. Does not set apparatus parking brake/place transmission in park.
2. Does not chock apparatus wheels.
3. Fails to don proper PPE.
4. Fails to set pump discharge pressure at proper PSI.
5. Does not deploy a secondary attack line.
6. Creates water hammer.
7. Lateral 1" hose line becomes entangled while charging.
8. The firefighter performs an unsafe act.
9. The evolution is not completed in allotted time.

## **TAB 403 ANNUAL FIRELINE REFRESHERS**

# Mayer Fire District

## Wildland Firefighter Refresher Form (      )

This form will to be used to evaluate a Wildland Firefighter. A copy should be given to each employee with the original forwarded to the Wildland Coordinator for filing.

**Name:** \_\_\_\_\_

**Phone Number/s** \_\_\_\_\_

<b>Standard</b>	<b>Completed</b>	<b>Date</b>	<b>Evaluator</b>
Annual Fire Refresher RT-130			
Passed Pack Test (45min)			
Completed Wildland MCS			
Understands all policies			
Deployed fire shelter			
4 Hrs Refresher Training			
Participated in field training			
Vehicle Familiarization			
Red Card issued			

**Evaluator Comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Currently Qualified as:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**What Task Book Initiated:** \_\_\_\_\_

**Evaluator Signature:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

## TAB 500 – VEHICLE AND EQUIPMENT INSPECTION

### 501 PERSONAL EQUIPMENT

All firefighters involved in Wildland should keep a designated 14-day fire pack with personal gear and an initial attack wildland pack ready at all times to reduce response time and chance of forgetting something. All gear and personal items will be carried inside the bag and not attached outside.

### 502 INITIAL ATTACK WILDLAND PACK

Each firefighter should furnish the following personal and MFD issued items to have available at all times in their initial attack Wildland pack:

### REQUIRED INITIAL ATTACK EQUIPMENT

<input type="checkbox"/> NOMEX PANTS	<input type="checkbox"/> BASTARD FLAT FILE
<input type="checkbox"/> NOMEX SHIRTS	<input type="checkbox"/> EYE PROTECTION
<input type="checkbox"/> 8" LACE UP LEATHER BOOTS	<input type="checkbox"/> 4 BACKFIRING FUSEES
<input type="checkbox"/> GLOVES	<input type="checkbox"/> FOOD (ENOUGH FOR FIRST SHIFT)
<input type="checkbox"/> CLASS B HARD HAT W/CHIN STRAP	<input type="checkbox"/> INDIVIDUAL FIRST AID KIT
<input type="checkbox"/> FIRE SHELTER IN PLASTIC CASE	<input type="checkbox"/> EAR PROTECTION
<input type="checkbox"/> FIRE SHELTER CASE	<input type="checkbox"/> SMOKE PROTECTION GOGGLES
<input type="checkbox"/> I.A. PACK	<input type="checkbox"/> SPACE BLANKET
<input type="checkbox"/> HEADLAMP W/ GOOD BATTERIES	<input type="checkbox"/> PONCH OR RAIN JACKET
<input type="checkbox"/> 4 LITERS OF WATER	<input type="checkbox"/> IRPG

## 503 WILDFIRE DEPLOYMENT PACKING LIST

Each firefighter should furnish the following personal and MFD issue items to a Wildland incident:

### WILDFIRE DEPLOYMENT PACKING LIST

<input type="checkbox"/> RED CARD	<input type="checkbox"/> BLUE SHIRTS
<input type="checkbox"/> TASKBOOKS	<input type="checkbox"/> 14 PAIRS OF SOCKS
<input type="checkbox"/> HELMET	<input type="checkbox"/> 14 PAIRS OF UNDERWEAR
<input type="checkbox"/> NOMEX SHIRTS	<input type="checkbox"/> SWEATSHIRT
<input type="checkbox"/> NOMEX PANTS	<input type="checkbox"/> BALL CAP & SKULL CAP
<input type="checkbox"/> BELT	<input type="checkbox"/> LONG UNDERWEAR
<input type="checkbox"/> GOGGLES	<input type="checkbox"/> SHOWER SHOES
<input type="checkbox"/> GLOVES	<input type="checkbox"/> TOWEL/WASHCLOTH
<input type="checkbox"/> LEATHER BOOTS & SPARE LACES	<input type="checkbox"/> SOAP & SHAMPOO
<input type="checkbox"/> IRPG & FIRELINE HANDBOOK	<input type="checkbox"/> CONTACTS / GLASSES
<input type="checkbox"/> LINE PACK & FIRE SHELTER	<input type="checkbox"/> CONTACT CASE & SOLUTION
<input type="checkbox"/> ENGB BAG	<input type="checkbox"/> TOOTHBRUSH & TOOTHPASTE
<input type="checkbox"/> MAPS	<input type="checkbox"/> DEODORANT
<input type="checkbox"/> RESOURCE ORDER	<input type="checkbox"/> GOLDBOND POWDER
<input type="checkbox"/> CELL PHONE & CHARGER	<input type="checkbox"/> RAZOR/BLADES/SHAVING CREAM
<input type="checkbox"/> CAMERA	<input type="checkbox"/> SUNBLOCK
<input type="checkbox"/> COOPERATIVE AGREEMENT	<input type="checkbox"/> Q-TIPS
<input type="checkbox"/> RADIOS & CLONING CABLE	<input type="checkbox"/> TYLENOL
<input type="checkbox"/> WALLET & CASH & CC'S	<input type="checkbox"/> INSECT REPELLENT
<input type="checkbox"/> DEPT CREDIT CARD	<input type="checkbox"/> LAUNDRY DETERGENT
<input type="checkbox"/> CALLING CARD	<input type="checkbox"/> COMB/BRUSH
<input type="checkbox"/> TENT & RAIN TARP	<input type="checkbox"/> TOILET PAPER
<input type="checkbox"/> SLEEPING BAG	<input type="checkbox"/> SPACE BLANKET
<input type="checkbox"/> FOLDING CHAIR	<input type="checkbox"/> COMPASS
<input type="checkbox"/> TWO WAY RADIOS	<input type="checkbox"/> BELT WEATHER KIT/KESTREL
<input type="checkbox"/> GPS	<input type="checkbox"/> FLASHLIGHT
<input type="checkbox"/> COMPUTER	<input type="checkbox"/> LOTION
<input type="checkbox"/> HEARING PROTECTION	<input type="checkbox"/> ACE WRAP
<input type="checkbox"/> TRASH BAGS	<input type="checkbox"/> FIRST AID KIT
<input type="checkbox"/> MEDICATIONS (21 DAY SUPPLY)	<input type="checkbox"/> CHAP STICK
<input type="checkbox"/> HEAD LAMP	<input type="checkbox"/> SUNGLASSES
<input type="checkbox"/> OFF DUTY CLOTHES	<input type="checkbox"/> MOLE SKIN
<input type="checkbox"/> SLEEPING PAD	<input type="checkbox"/> BATTERIES
<input type="checkbox"/> COT	<input type="checkbox"/> BABY WIPES
<input type="checkbox"/> MAGAZINE & BOOKS	<input type="checkbox"/> SUNFLOWER SEEDS
<input type="checkbox"/> SATELLITE RADIO	<input type="checkbox"/> TARP UNDER TENT
<input type="checkbox"/> PT SHORTS	
<input type="checkbox"/> TENNIS SHOES	
<input type="checkbox"/> LIGHT/HEAVY JACKET	
<input type="checkbox"/> RAIN COAT/PONCHO	

## **504 TRAVEL STATUS DRIVING REGULATIONS**

No driver will drive more than ten (10) hours behind the wheel within any duty-day.

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.

While in travel status, every effort should be made to only drive between 0500 and 2200 hours.

## **505 ENGINE MANAGEMENT**

The Mayer Fire Department is responsible to maintain the appearance and operation of all Mayer Fire District property. This especially applies to the vehicles that are purchased used in the protection of life and property. Members of the Fire Department shall be charged with performing preventative maintenance and minor repairs of department vehicles and equipment in order to assure their proper function and to assure the longevity of department property.

Although every vehicle owned by the Mayer Fire District shall be inspected to various degrees on a daily, weekly, and monthly basis, in addition to following the guidelines set forth on the apparatus inspection forms, all vehicles owned and operated by the Mayer Fire District shall be started and checked every day. Those with fire pumps shall have the pumps operated and all the valves and gates opened and closed, with the exception of those with pre-connected fire hose. All equipment carried shall be inspected and accounted for daily.

Refer to the Mayer Fire Department's vehicle and equipment policy and procedure manual for specific information.

**Engine Crew Composition:** The MFD engine crew will be composed of **NO LESS** than (1) engine boss, one (1) engine operator and at least one (1) crew member. No more than one (2) seasonal crew member shall be considered for each crew (i.e. 4 person crew). The experience should include at least one shift of hot line experience.

**Engine Boss:** A qualified engine boss, preferably initial attack qualified, will accompany each MFD 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. An engine boss trainee may be assigned.

**Engine Crew Member:** Each crew member will join the crew at the assembly point, normally MFD station 22 and accompany them to the same location on return. Each crew member will be fully qualified, unless responding as a trainee.

## **506 QUALIFICATIONS**

**Physical Requirements:** Engine crew members must annually complete the arduous pack test and submit the proper documentation to the Wildland Coordinator by April 1<sup>st</sup> of each year.

**Fitness Test:** Operational members of MFD must meet the arduous fitness requirements. Other personnel must meet the NWCG requirements for the position for which they wish to red card.

**Training Requirements:** The most current Wildland Fire Qualification Manual NWCG 310-1 will be used to determine required training for ICS positions. In addition to the training outlined in the 310-1, additional minimum experience may be required for certain command and operational

positions. This additional training is outlined in Arizona State Forestry Division Policy Memo # 25. Certain positions, as outlined below, will be required to be qualified through the Arizona State Wildfire Qualification Review Committee.

The Arizona State Wildfire Qualification Review Committee is composed of Local Fire Department District representatives from across the State and State Forestry Division personnel. The Committee reviews the qualifications (training, experience, fitness and performance rating) for all State Forestry Division personnel and personnel from cooperating Local Fire Departments / Districts who are seeking Red Card Certification at the Single Resource Boss Trainee position and above for operations functions, and all Unit Leader Trainee positions and above for all non-operations functions. The Arizona State Wildfire Qualification Review Committee believes an evaluation of an individual's experience since the beginning of their career in wildland fire management, such as the number, variety and complexity of assignments and diversity of training evaluators is very important in determining whether an individual is fully prepared for Operations and Command positions. Experience gained from participation in prescribed fire-based projects may be accepted for up to 20% of the required fire line hours specified for the positions.

*Illustration:* Engine Boss (ENGB): As a new FFT2, to become a qualified engine boss, a person will need a minimum of + 120 hours as a qualified firefighter ( FFT2 ), + 120 hours as an advanced firefighter trainee ( FFT1 ), + 60 hours as a qualified advance firefighter ( FFT1 ), + 120 hours as an engine boss trainee. Other listed requirements of training courses, fitness, incident management levels, fuel types and number of evaluators also apply.

- **Sawyers:** If an incident overhead wants chainsaws and qualified personnel are available on the MFD crew, they can be used on the incident. At a minimum, MFD members designated as sawyers will have successfully completed Power saw Training, S-212 and demonstrated to MFD they have attained appropriate chainsaw use experience. Qualifications shall be documented on the crewmembers Red Card Certification.

- Sawyer Class A ( FALA ) : Qualified to cut 0” to 8”
- Sawyer Class B ( FALB ) : Qualified to cut 8” to 24”
- Sawyer Class C ( FALC ) : Qualified to cut 24” in diameter and larger

## **507 DISPATCH AND MOBILIZATION PROCEDURES**

Initial Attack (IA) Assignment: This will be handled immediately with the on duty crews with consideration given to the on duty crew’s qualifications. Backfill will be implemented ASAP with no hold up of the assignment. This is considered a mutual aid assignment. An IA Assignment < 24 hours the crews on the Mayer Fire Department Wildland Rotation List will not be moved to the bottom of the list.

Normally, the request for an Extended Assignment will be as follows:

1. Resource order submitted to MFD. MFD will respond to initial contact as to whether or not a crew can be mobilized.
2. MFD assigns next available crew from a rotation list, taking into consideration:
  - A. Rotation of crews.
  - B. Maintenance of crew members’ experience levels.
  - C. Benefit of crew members’ increased experience to the district.
  - D. Time restrictions.
  - E. Individuals on rotation who have not prearranged to have their position covered and are unavailable will likely be moved to the bottom of the list.
3. Resource orders are forwarded to whoever is responding as Engine Boss for the incident.
4. The Wildland Fire Committee Designee determines the crew and its availability with approval of the Chief Officer on duty.

5. MFD provides transportation and logistical routing as requested on the resource order.
6. Crews have a maximum of two (2) hours after call up to mobilize at a designated station to be ready for departure unless other time requirements are into affect (immediate departure is needed, not able to wait for allotted two hours, if departure time is at a later time).
7. IF resource request is for a response to neighboring agencies and the need is immediate, on duty crews will respond as if on a regular in district call at time of dispatch.

**A. Engine Crew Mobilization:** Each qualified MFD member wishing to participate will be assigned to a list as to next personnel to be put on an assignment (list is set to qualifications, last assignment and other previsions) set by the Wildland Fire Committee.

If a crew cannot be mobilized within the allotted time, the dispatch will be declined. If a crew can mobilize, but their dispatch is cancelled, they will remain as the next crew member to go out on next dispatch.

**B. Crew / Individual Preparedness Guidelines:** Crew members must be familiar with both mobilization and demobilization procedures.

1. For individuals holding the ICS position of FFT1, FFT2 and any other position below the Unit Leader Level, they must have a MFD issued Incident Qualification Card (Red Card). For individuals who are single resource trainee, unit leader trainee, or any higher level qualified or trainee position holder, they must have an Incident Qualification Card (Red Card) issued by the State Wildland Qualification Committee.
2. Crew members shall be in good mental and physical condition; they cannot be sick, injured, or recovering from a recent injury or sickness.

3. It is recommended crew members not carry expensive personal items, i.e. IPOD, camera, laptops, and jewelry. Incidents and the MFD are not responsible for lost, stolen, damaged, or destroyed personal items not specifically requested by the incident. If they are requested, such requests by the incident agency must be documented on the resource order.
4. 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, emergency at home, districts needs, or disciplinary action. Return transportation will normally be provided for individuals who quit or are dismissed while on assignment; however, the cost of the transportation may be deducted if MFD is unable to be reimbursed.
5. Apparatus responding to incidents are expected to be self sufficient for the first 24 hours on an in-state incident.

## **508 TRAVEL GUIDELINES**

All travel to an emergency incident is compensable because it results from an event which could not be scheduled or controlled. Severity and BAER team assignments are also included under this authorization

If Personal Operated Vehicle travel to and from an incident or jetport is authorized for overhead, it must be documented on the Resource Order and mileage will be paid at the current IRS mileage rate.

Compensable time begins when the individual starts travel as outlined above or when they report to the point of departure. Time spent at an individual's residence preparing for an incident assignment is not compensable. When traveling through different time zones, adjust the time at the beginning of the next calendar day.

All hours of actual travel are compensable. This includes traveling from a sleeping facility to the work site, e.g., incident base, fire line, dispatch office, buying team location. There is no limitation on hours, except for waiting time and meal breaks.

**A. *Travel Interruptions.*** Employees are in compensable travel status for only actual travel and for “usual waiting time “which interrupts travel. Usual waiting time is defined as time necessary to make connections in ordinary travel situations and travel interruptions as delays, when waiting at the airport terminals due to hazardous weather, heavy holiday traffic, airline mechanical problems, etc. Travel interruptions during a period of continuous travel are compensable up to three (3) hours as overtime if the travel times occur outside of the regular tour of duty, except as noted in (B), Meal Breaks. Travel time interruptions exceeding three (3) hours ( per one-way trip, to or from destination ) where individuals are free to sleep, eat, or, to a limited degree, pursue personal activities including waiting at an airport or other transportation site, are not compensable, and must be shown on the Crew Time Report, SF 261, as travel interruption. In addition, three (3) hour maximum limitation applies even when the one-way trip spans two (2) calendar days.

**B. *Meal Breaks.*** Time spent eating during travel interruptions is non compensable, e.g., eating while waiting in an airport or stopping at a restaurant, and must be shown as a break on the Crew Time Report, SF 261. Time spent eating while traveling in a plane, bus, or other vehicle is compensable.

- C. Return Travel.* Return travel for employees is compensable when the initial travel resulted from an event, which could be scheduled or administratively controlled (emergency incident). The time is compensable as overtime when the individual has completed their regular tour of duty.
- D.* Coordination with MFD and incident agency for pre-authorization is required for and individual to deviate return travel upon demobilization from an incident. Compensation will be in a leave status. Once travel to the MFD resumes, it is considered compensable and those pay provisions apply.

## **509 WORK / REST AND LEAVE OF SHIFT GUIDELINES**

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

- A. To assist in mitigating fatigue, days off are allowed during and after assignments. If necessary to reduce fatigue, Type 1/2 Incident Commander (IC) or Agency Administrator (AA) (incident host or home unit) may provide time off supplementary to mandatory days off requirements.
- B. For Type 3-5 incidents, paid days off should be a rare exceptions. However, if necessary, the Agency Administrator (incident host or home unit) may authorize day (s) off with pay.
- C. Work /Rest guidelines should be met on all incidents. Plan for and ensure that all personnel are provided a minimum 2:1 work to rest ratio (for every 2 hours of work of travel, provide 1 hour of sleep and or rest). Work shifts that exceed sixteen (16) hours and /or consecutive days that do not meet the 2:1 work/rest ratio should be the exception, and no work shift should exceed twenty-four (24) hours.

However, in situations where this does occur (for example, initial attack), incident management personnel will resume 2:1 work /rest as quickly as possible. **The intent of the guidelines is to manage fatigue** and provide flexibility for Incident Commanders and Agency Administrators managing initial attack, extended attack, and large fires. The guidelines are designed to ensure that for every two hours of work or travel, one hour of time off should be provided within a twenty-four (24) hour period. It does not matter when the twenty-four (24) hour period starts; all time recorded on the clock are counted as hours of work; time off the clock is counted as hours of rest, including meal breaks. The Incident Commander or Agency Administrator must justify work shifts that exceed sixteen (16) hours and those that do not meet 2:1 work/rest ratio. At a minimum the justification should be written on the CTR and signed by the Incident Commander or designee.

### **510 WILDLAND REHABILITATION LEAVE**

Upon returning from a wildland assignment, employees will be entitled to take time off in order to become rested and spend time with family, if they so choose. This is to assure a member is both physically and mentally prepared to return to duty. Time off will be as follows and will take place immediately upon returning.

- 0 – 24 hours: Employee returns to work Immediately
- > 24 < 240 hours: If the employee comes home during his shift he will get the balance of the shift off paid.
- > 240 hours:
  - ◆ If the employee returns during the 48 hours immediately preceding his 48 hour tour he will get the next shift off paid.
  - ◆ If the employee returns during his 48 hour tour he will get the remainder of the tour off paid.

Other time off may be approved at the discretion of the Fire Chief or his/her designee. If an employee's normally scheduled shift falls during this time, the employee shall be paid for any time missed, without it being charged to his/her leaves balances.

- A. Assignment Extensions: Regardless of extension duration, two (2) mandatory days off, not shifts, will be provided prior to the 22<sup>nd</sup> day of the assignment. Upon release from the assignment, regardless of the extension duration, two (2) mandatory days off will be provided immediately following the return to MFD.
- B. Required days off for personnel assigned to an incident are non-compensable when they occur on the employee's regular scheduled day(s) off.
- C. If days off other than those outlined above are requested, written recommendation from Incident Commander is required.
- D. Prior to MFD 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.
- E. 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;
  - 4) Replacement resources are unavailable, or have not yet arrived.
- F. 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 (30) days, inclusive of mandatory days off, and exclusive of travel). Regardless of extension duration, two (2) mandatory days off will be provided prior to the 22<sup>nd</sup> day of assignment.

## **511 EMPLOYEE ASSISTANCE PROGRAM**

The Mayer Fire Department will provide an employee assistance program (EAP) for each of its members. See Fire Administration for a copy of the current EAP contact and related information.

## **512 OVERTIME BACKFILL GUIDLINES**

An overtime backfill list shall be used anytime a fulltime member is needed other than their normally assigned shift, in excess of 10 hours or more. An employee who is contacted and either accepts or declines the overtime will be rotated. If the need is for BLS, we offer to BLS first, then ALS and then Captain BLS. If the need is for ALS, firefighters with ALS will be offered first, then, if no one can work, ALS Captains will be offered. If the need is for Captain, we go to the first Captain and then so in. For wildland backfill, we will use the Mayer Fire Department Overtime rotation list regardless of rank or medical certification. Schedulers must follow the scheduling directives in the MOU for staffing requirements.

## **513 ORDERED STANDBY**

An employee is on-duty and time spent on standby duty is considered hours of work, for work-related reasons, the employee is restricted by official order to a designated post of duty and is assigned to be in a state of readiness to perform work with limitations on the employee's activities so substantial the employee cannot use the time effectively for his or her own purposes. A finding that an employee's activities are substantially limited may not be based on the fact an employee is subject to restrictions necessary to ensure the employee will be able to perform his or her duties and responsibilities such as, restrictions on alcohol consumption or use of certain medications.

- A. Incident agencies or IMT'S that utilize ordered standby must document the decision and clock hours in writing. The clock hours must be recorded on the Emergency Firefighter Time Report, OF-288, for all compensable hours under ordered standby. Ordered standby demands careful attention to ensure compensation is paid where warranted and not paid when inappropriate.
- B. The following guidelines are provided for uniformity:
- 1) Compensable standby shall be limited to those times when an individual is held, by direction or orders, in a specific location, fully outfitted and ready for assignment.
  - 2) Individuals are not entitled to standby compensation for time spent eating when actual work is not being performed. This applies even though the individuals may be required to remain at the temporary work site.
  - 3) Time spent in a mobilization or demobilization center, or other general area, including incident base, where the individual can rest, eat, or to a limited degree, pursue activities of a personal nature is not compensable as ordered standby.
- C. Such time is compensable only to the extent needed to complete the guaranteed eight (8) hours for that calendar day. No pay authority exists to guarantee individuals more than their base hours. Incident Commanders or Agency Administrators do not have the authority to guarantee more than base hours

## **514 OFF-SHIFT TIME**

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

- A. At the Incident Commander(IC) discretion, MFD employees may be released during off-shift periods from the incident base or camp.
- B. At the IC's discretion, MFD employees may be restricted to an incident base and all other camps during off-shift periods. This is usually referred to as a "closed camp".
- C. 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.
- D. The same policy applies to mobilization and demobilization facilities.

### **515 MEAL PERIODS**

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

- A. The fire is not controlled.
- B. 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.
- C. The compensable meal break is approved by the supervisor at the next level of the crew boss and it is documented on the Crew Time Report, SF-261. 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 Crew Time Report, SF-261.
- D. Compensable meal breaks include time spent eating while traveling in a plane, bus or other vehicle.
- E. For personnel in support positions and fire line personnel after control of the fire, a meal period of at least thirty (30) minutes must be ordered and taken for each work shift e.g., a minimum thirty (30) minute break for shifts of eight (8) hours or more. Ideally, a break of thirty (30) minutes should be taken for each six (6) hours on duty.

## **516 Per Diem as established per US General Service Administration**

Refer to GSA.GOV

[www.gsa.gov/perdiem.](http://www.gsa.gov/perdiem)

## **517 Cooperative Fire Rate Agreements**

This will be updated every 2 years by the Wildland Coordinator and placed in every vehicle under State Contract by Fire Department personnel.

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