

# Tempe Fire Department Policies and Procedures

## Wildland Fire Team (~~Operations and Deployment~~)

### 213.00

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## Purpose

The purpose of this document is to establish policies and procedures for the organization and deployment of the Tempe Fire Department Wildland Fire Team.

## Policy

The Tempe Fire Department (TFD) will attempt to support, when requested, the Arizona State Forestry Division (ASFD) ~~Forestry Division of the Arizona State Land Department (ASLD)~~, during times of high wildland fire activity. This support is established through an Inter-Governmental Agreement (IGA) between the City of Tempe and the State of Arizona. All costs associated with the deployment of Tempe personnel and equipment is reimbursed. A Cooperative Fire Rate Agreement (CFRA) establishes equipment rental rates and ~~The IGA is renewed every two years with the Phoenix District Forester.~~

~~In the western United States, Wildfires can quickly become large scale events requiring the assistance of many local, state and federal fire agencies.~~

The Tempe Fire Department recognizes wildfires can quickly become large-scale incidents and that the protection of life, property and critical infrastructure often require a statewide or even national ~~nationwide~~ response. The Tempe Fire Department will ~~attempt to~~ fill requests by the Arizona Interagency Dispatch Fire Center (ADC) ~~(AIFC)~~, as long as the deployment does not diminish the staffing requirements for the city. Requests which may include apparatus with TFD personnel or qualified ~~individuals personnel who may be requested individually~~ for state staffing needs.

The IGA also allows for the assistance of state resources to the City of Tempe. The ~~ADC State Fire dispatch center (AIFC)~~ and/or the Phoenix District Forester should be contacted when possible assistance by the state is needed. Resources include but are not limited to: fire fighting equipment, heavy machinery equipment (Dozers), Water Tenders, aircraft, personnel, Incident Management Teams or other disaster assistance ~~contractors or~~ resources.

## Procedure

### Organization

The wildland fire program will be organized by the Wildland Fire Coordinator and under the supervision of ~~a the Personnel and Safety Deputy Battalion Chief (DC)~~. During assignments, personnel shall comply with all Tempe Fire Department safety practices and procedures according to current department policy.

The Wildland Fire Coordinator will have the responsibilities of:

1. Liaison between the Arizona Forestry Division and TFD for program development and operation, and maintain department status with the ADC.
2. Assist in mobilization and deployment of personnel and equipment when needed.
3. Identify with the Wildland DC, team members and potential team members, and submit an annual team member availability list.

4. Identify and coordinate training needs of team members, including annual TFD refresher training and fitness test ("Pack Test").
5. Complete current CFRA including Fire Chief's signature and deliver to District Forester.
6. Assist in maintaining records of billing, training, and deployments.
7. Oversee wildland fire equipment cache.

The TFD Wildland Fire Team will follow the nationally recognized guidelines of the National Wildfire Coordinating Group (NWCG) as well as Arizona Forestry Division requirements. Personnel will be trained to meet at a minimum, the Fire Fighter Type 2 (FFT2) requirements in wildland fire fighting to be considered qualified under the National Interagency Incident Management System (NIIMS). Under this system, personnel qualifications will be annually updated and certified individuals will be issued a NIIMS Incident Qualifications card ("Red Card").

TFD personnel interested in becoming a part of the Wildland Team must send E-mail or written notification to the Wildland Fire Coordinator and the DC responsible for the Wildland Team, requesting to participate in the program.

Members will receive their normal paycheck from the city including Fair Labor Standards Act (FLSA) compensation while on a wildland fire assignment.

Any hours worked on a non-scheduled work day, and not within the 0800-0800 time frame of their normal shift, will be paid at the overtime rate.

If a member has a pre-scheduled vacation or time-trade and is called for a deployment, the member has three options:

1. Find relief for the time trade
2. Cancel the time trade/vacation
3. Decline the assignment

### **Dispatch/Mobilization**

No Tempe Fire Department member will be deployed for wildland duty with the Arizona Forestry Division ~~State Land Department~~ without the approval of the Fire Chief or Acting Fire Chief.

It is the responsibility of the Arizona Forestry Division to determine the type of equipment needed for a particular incident.

Requests for resources officially come from the Arizona Interagency Dispatch Center (ADC). However, valley fire agencies have created a consortium called the Central Arizona Wildland Response Team (CAWRT). Tempe, as a part of the CAWRT, has agreed to an apparatus deployment process using the Mesa Alarm Room as the central contact point. A rotational Duty Officer from one of the east valley departments is responsible for arranging the proper resources once contacted via Mesa Alarm by the ADC, using a deployment list managed by all east valley agencies. This includes Tempe and all fire departments/districts east of Central Avenue in Phoenix. Phoenix FD is a part of the CAWRT West group. This process is for the deployment of engines and water tenders only. The CAWRT Duty Officer will contact the TFD on duty Deputy Chief for apparatus assignments.

For all other requests or in the event the CAWRT is not deploying resources, the ADC AIFC will contact the on duty ~~Deputy Battalion~~ Chief by phone, and request the particular resource and/or personnel.

The ~~Arizona Interagency Dispatch Center~~ ~~Arizona Interagency Fire Center~~ is the statewide deployment center for all state resources cooperating with the Arizona Forestry Division ~~State Land Department, Forestry Division~~. They can be reached 24 hours a day, seven days a week by phone at 1-800-309-7081.

The on duty DC will then make the appropriate arrangements via TeleStaff or direct phone call, and prepare any apparatus. The following dispatch information should be recorded:

1. Fire Name and Number
2. Resource Order Number  
("E" number for equipment or "O" number for personnel; Example: E-11)
3. Meeting or check-in location
4. Meeting or Check-in date and time
5. Radio frequencies
6. Telephone/Cell phone numbers
7. Strike Team/Task Force Leader name and radio ID (if applicable)
8. Name of the Incident Commander

A Resource Order will provide most of this information if it is immediately available from the ADC. The Resource Order should be sent via e-mail or FAX to the responding resources supervisor for incident check-in as well as proper documentation and billing. A copy must go with the responding resource.

The On-Duty Deputy Battalion Chief should contact the Personnel and Safety DC responsible for the Wildland Team Battalion Chief to make arrangements for a deployment. The On-Duty DC BC will notify the department through E-mail of the resources/apparatus and personnel deployed. The Personnel and Safety the DC responsible for the Wildland Team Chief will notify the Support Service Chief, Assistant Chief (Operations) and the Fire Chief.

## Deployment

Staffing of equipment assigned to a state or federal incident will follow the current Arizona Forestry Division State Fire Management agreement, and current Tempe Fire Department policy.

Deployment Types:

- A Type I engine deployment staffed with a Fire Captain, an Engineer or acting Engineer, and (2) Fire Fighters.
- Individual EMT or Paramedic with EMS equipment for fire line or base camp support.
- Individual fire personnel for overhead or equipment staffing needs.
- Personnel for Incident Management Team assignments

~~In the event that a current TFD member qualified as an Engine Boss is unavailable, the AIDC AIFC can attempt to provide one. The wildland fire coordinator or on-duty Battalion Chief should first can also call other fire departments in the the Central Arizona Wildland Response Team (CAWRT). coordinated through the Peoria Fire Department. Some of the participating agencies in the CAWRT are Peoria FD, Mesa FD, Chandler FD, Apache Junction FD, or Black Canyon City FD.~~

~~It is Arizona Forestry Division State Fire policy that each engine be staffed with a qualified Engine Boss. In the rare instance a TFD Engine Boss is not available one from another CAWRT agency can be used. That agency must have a current and valid IGA with the Arizona Forestry Division.~~

~~On TFD engine assignments, one or more crewmembers will should be an Arizona certified paramedic.~~

Personnel will be called based upon a previously established team seniority list. After dispatch, once a crew/member has been deployed for a period of two days (48 hours), the crew/member will then drop to the bottom of the pick list. If a crew/member is cancelled or demobilized prior, those members will remain on the top of the pick list. Personnel need to be able to respond to and depart the TFD meeting location station #2 within one hour.

When incident activity is high, the use of an "Expanded Dispatch" system is often used. In this situation, ~~the ADC State Fire Dispatch (AIFC)~~ may not be the agency calling, rather, a ~~dispatch center set up by a specific fire calling for resources using Arizona's fire departments.~~ Similarly, the Central Arizona Wildland Response Team (CAWRT) can call for individuals to cross staff department resources. The department with the equipment being "ordered" will have the incident information and will make the phone calls to meet staffing levels. This is acceptable and recognized by the Forestry Division.

~~Records of "back-fill" (constant staffing) for personnel away on deployment should be kept for proper billing to the State Land Department after the incident.~~

Any personnel or crews on ~~state~~ assignment should attempt to make daily contact with the ~~Personnel and Safety DC~~ responsible for the Wildland Team or On-Duty ~~DC BC~~ to inform of their crew status, assignment updates or location changes (with available cell ~~phone~~ or satellite phone access).

The ~~ADC AIFG~~ should be contacted ~~by the responding resource~~ by phone or radio in the following situations:

1. *En route to incident*
2. *On Scene*
3. *Released and returning to Tempe*
4. *Returned and back in service*
5. *At any time for further information, emergency contact, or for reassignment.*

~~As requested by the Arizona Interagency Fire Center, Weekly TFD resource status lists and availability can are to be updated by FAX to the AIDC AIFC every Thursday, starting April 1.~~

The Wildland Fire Coordinator will attempt to make status reports to team members during times of high fire activity. This will facilitate keeping team members aware when a possible assignment could be imminent.

~~A current Further, an updated~~ list of the deployment rotation will be maintained by the wildland coordinator and the Captain FIT's ~~and available on the FD public drive for review at any time.~~ Changes will be made by the FIT or wildland coordinator after review with the ~~either the wildland coordinator or Personnel and Safety DC BC.~~ ~~Access should be made available for team members in order to review current status on the list for any pending deployment activity.~~

The TFD and all personnel assigned to an incident, agree by accepting the assignment, to complete the assignment up to the maximum 14 days (excluding travel), unless there is a family emergency or hardship on the department or city as determined by the Fire Chief.

TFD members working as state employees ~~on their days off~~ need to notify the ~~DC~~ responsible for the ~~Personnel and Safety Wildland Team BC~~ or On-Duty ~~DC BC~~ when a request for them to remain assigned to an incident will require a switch to TFD deployment status.

### **Return to Home Unit**

1. Upon completion of a seven (7) day assignment, personnel will be ~~relieved from the remainder of the shift if it is a duty-day and~~ allowed one day (day #8) off ~~whether that # day is a duty day or non-duty day.~~
2. Personnel who return from a fourteen (14) day assignment will ~~be relieved from the remainder of the shift if it is a duty-day and~~ allowed two (2) days off (days #15 and #16) whether those days ~~they~~ are duty days or non-duty days.
3. Members returning from an incident for over 72 hours will be relieved from the remainder of the shift if it is a duty day, and then report to work as assigned.
4. Travel time does not account for days off.

The intent of this time is for rest and recuperation and is applicable to line and staff personnel. The rest period will prohibit any personnel from constant staffing or engaging in outside employment during the one or two days off.

## Fire Behavior Factors

Operating at a wildland or urban interface fire requires an understanding of fire behavior complexities which are not found in ~~has similarities and differences from~~ the structural fire environment. Fires in vegetation fuels still require the ~~three~~ 3 sides of the fire triangle, heat, fuel, and oxygen, for combustion. Further, wildland fires are also influenced by radiation and convective heat, and in a lesser sense, conduction. But most importantly, wildland fires are very susceptible to behavior changes by the conditions of fuel, weather, and topography. Fire personnel need to be constantly aware of the characteristics of these factors when assigned to an incident.

1. Fuel – Drought, Fuel Moisture, Fuel Loading, Fuel Type, Arrangement/Continuity
2. Weather – Winds, Temperature, Relative Humidity (RH), Storm Fronts, Lightning
3. Topography – Slope (steepness), Aspect, Elevation

The sum of these factors will help determine the severity and intensity of fire behavior and help to predict the direction and intensity of fire spread.

Personnel assigned to a wildland fire should consider current and predicted weather patterns, previous fire behaviors, current fire behavior, fuel types and loading, topography, and available resources in order to make safe fire-fighting decisions.

## Incident Priorities

When dealing with wildland fire incidents, the priorities of the Tempe Fire Department are:

1. **Protection of life (Public and Firefighter safety)**
2. Incident Stabilization
3. Property conservation
4. Natural resource protection

Risk Management:

- We will risk our lives a lot, in a calculated manner, to save SAVABLE lives.
- We will risk our lives a little, in a calculated manner, to save SAVABLE property.
- We will not risk our lives at all, for lives, property or the environment that are already lost/cannot be saved.

## Safety/PPE

As with all fire department operations, safety should be the prime consideration to all personnel. Personnel operating at ~~state/federal~~ wildland fire incidents shall adhere to Arizona ~~Forestry Division State Land Department~~ guidelines, and all personal protective equipment required under current ~~Forestry Division Fire Management~~ agreements shall be worn. It is the responsibility of every fire fighter to conduct themselves in a safe and professional manner at all times. Personnel who are involved with unfamiliar operations will seek the necessary guidance and supervision to prevent accidents and injury.

All personal protective equipment, including structure, EMS and wildland PPE should be brought on Type 1 engine deployments. On wildland engine assignments, only wildland PPE is required.

Wildland PPE ensemble assignment: Nomex shirt or jacket, NFPA-compliant Nomex or Nomex/Kevlar wildland pants, Web Gear with Fire Shelter and (2) water bottles, min. 8" all-leather, lace-up boots (no steel toe), helmet with shroud, goggles, gloves, and hearing protection (when needed). All cotton undergarments should be worn under PPE. Nomex station pants will be worn under the blue EMS/brush pants if worn on deployments. Long sleeve cotton shirts can also provide additional radiant heat protection. It is recommended that long pants and long sleeve cotton shirts be worn underneath the Nomex protective ensemble (especially with department issued brush pants), to double the protection from radiant heat. If a helmet shroud is not available, personnel should wear a structure fire hood to protect the head and face.

Structure PPE ensemble assignment: Current Tempe Fire Department PPE and SCBA.

Medical PPE ensemble assignment: Current Tempe Fire Department Policy.

Full protective clothing shall be worn when operating in hazardous or potentially hazardous environments. This includes the Fire Shelter, which shall be carried and accessible at all times while involved in suppression operations or on the fire line

Crews will be familiar with ~~should follow~~ and implement NWCG guidelines from the *Fireline Handbook* or *Incident Response Pocket Guide* including:

- LCES: Lookouts, Communications, Escape Routes, Safety Zones
- 10 Standard Fire Orders
- 18 Watchout Situations

Prior to fireline activities, crewmembers should ensure that they have been given a thorough briefing, have established lookouts and communications, and designated escape routes to safety zones.

In the event of a TFD an injury or accident, immediate contact should be made with the department following Standard Operating Procedures.

Current state/federal guidelines include a work-to-rest ratio of 2:1. If a crew works a 12-hour operational period, a 6-hour rest period is required to maintain safety. *Any operation outside of this 2:1 guideline requires written approval by the Incident Commander.*

Any Captain/Engine Boss who feels an assignment is beyond the capability of the crew should inform the immediate supervisor in order to provide for the optimum safety of the crew.

## Equipment

A wildland fire equipment cache is maintained for TFD apparatus assignments prepared in the warehouse to supplement the standard structural fire equipment carried on TFD Tempe Fire Department apparatus. Personnel should prepare apparatus for deployment, and assure all equipment on state deployment inventory list is loaded.

TFD Type 1 apparatus should be prepared and outfitted for assignment to a structural or wildland fire assignment, BLS or ALS EMS assignment, or other typical first responder incident.

Fire Engineers or acting Engineers and driver/operators of TFD equipment and apparatus shall be responsible for apparatus and equipment daily checks and proper use and operation according to established department S.O.P.

Any member responding in a single role capacity for an overhead position or medical position should inspect and prepare all assigned equipment prior to departure.

Special equipment needs from on-duty BC may include the following:

1. ~~Credit Card for fuel, food and lodging~~
2. ~~Cell phone/Satellite Phone~~
3. ~~Other specialized equipment~~

The wildland fire cache contains the following ~~is located at the rear of the warehouse.~~ This specialized equipment for apparatus deployment:

1" & 1 ½" wildland hose	MREs (Meals Ready to Eat)
Wildland fire nozzles/wyes	Fusees
Web gear w/ fire shelters	Brush jackets
Fire line hand tools	Hose clamps, couplings/adapters/reducers
D.O.T. triangles	Class 'A' foam
Collapsible backpack pumps	Chain saw and kit
ALS bag/monitor or AED	Special drug box off SI272

Any equipment or supplies used or damaged on an incident should be restocked/replaced on the incident at the Supply Unit. If replacement equipment is not available, a Supply Request should be initiated and a Supply Number ('S' number) received for proper replacement during billing. This includes un-replaceable medical supplies.

## Communications

Very High Frequency (VHF) radios are the main frequencies for state, federal and tribal incidents. However, there might be instances where local agencies will be using UHF, 400 MHz, or 800 MHz frequencies, especially in California. This will have to be sorted out to ensure proper communications.

In Arizona, Initial attack resources will most commonly operate on the state mutual aid channel: 154.280. ~~This is channel 4, "A" deck on current TFD mobile and portable radios. Once assigned to an incident, programmable radios and different frequencies may be assigned.~~

On established incidents, a Communications Plan will be implemented using several frequencies. The frequencies will need to be programmed into TFD programmable radios or radios checked-out at the incident.

The Tempe Fire Department has Bendix King (BK) portable, programmable radios for state fire deployments. The BK radio has over 200 channels, and can scan between any of the 14 channel frequencies in the group. This radio is field programmable by keypad, cloning, or computer programming at base camp.

Current King radio programming is as follows:

- Group 1: Phoenix Fire white channels 1-12 (13 and 14 are weather)
- Group 2: Phoenix Fire blue channels 13-24 (13 and 14 are weather)
- Group 3: Arizona Forestry Division State Land Department frequencies**
- Group 4: Tonto National Forest frequencies

Group 5: Prescott area fire departments and National Forest  
Group 6 -12: Various local agencies (USFS, BLM, State Fire Departments)  
Group 13, and 14 or 15 should be used for incident programming.

Group 3 Channels:

Channel 1: Phoenix Area (Repeated)  
Channel 2: Tucson Area (Repeated)  
Channel 3: Flagstaff Area (Repeated)  
Channel 4: Various state coverage's (Repeated)  
Channel 5: State mutual aid (not repeated)  
Channel 6: Tactical/Car-to-Car (not repeated)  
Channel 7: Tactical/Air-to-Ground contact (not repeated)  
Channel 8: Tactical/Car-to-Car (Not repeated)  
Channels 9-11: National (NIFC 1, 2, 3) fire tactical channels (not repeated).  
Channels 13-14: Phoenix and Tucson weather channels.

Due to federal radio regulations, radios will most likely need to be programmed to operate in the Narrow Band mode.

All agencies operating on wildland fire assignments will employ the use of clear text for all communications. The Arizona Interagency Dispatch Fire Center radio call sign is "Arizona Dispatch State Fire". Examples of Tempe unit call signs would be "Tempe Engine 2710" or "Tempe Car 2745". Most areas of the state are covered by Arizona Forestry repeater (channels 1 thru 4) radio frequencies for ADC contact.

~~State fire channel 1 (Group #3) should be used when leaving to advise on response status. Depending on location, appropriate state fire channels should be used for normal communication with dispatch and to inform of on scene status.~~

Personnel may also be issued 2-4 TFD non-programmable handheld Saber radios to facilitate inter-crew communications for use when assigned to non-fireline assignments. Keep in mind frequencies in these radios might be used by other agencies in the area of operations and TFD would not be authorized to use them.

The department has a satellite phone for official department use during deployments. The intent of this phone is for back-up communications to the department or incident command post in the event of an emergency situation or for base hospital contact or other pertinent communications needs. This phone may be used in a limited fashion to contact family members when on extended incidents in remote areas with no other phone capabilities. This must be approved by the Wildland DC or the TFD captain assigned to the apparatus.

### **Suppression Crew Operations (Single Resource, Strike Team/Task Force, Overhead)**

Tempe Fire Department apparatus may be dispatched individually or as a part of a Strike Team or Task Force. A *Strike Team* will consist of (5) like engines, most likely assembled with engines from other valley agencies. A *Task Force* will consist of a mixed group of engines or other resources. Each Strike Team or Task Force will have a NIIMS-qualified Strike Team/Task Force Leader, common communications, and Strike Team/Task Force ID/call sign.

Tempe Fire Department personnel and equipment may be assigned to the following types of duties:

1. Structure protection
2. Staffing state fire equipment
3. Stationary pumping operations
4. Local fire department station coverage and responses (EMS and structure fire protection)

5. Helicopter water supply operations or other water supply operations
6. Mop up of accessible areas
7. Area reconnaissance and area pre-planning
8. Fire line and/or base camp Emergency Medical Services.

Apparatus shall not be taken off *improved* roads unless designed to do so. Maintain Resource and Strike Team/Task Force integrity – No freelancing.

### **Structure Protection**

The Tempe Fire Department Type 1 structure engines can be expected to operate in the urban interface for structure protection of homes, businesses and other improvements. To operate safely, crews should be aware of the following safety concerns:

1. Limited ingress and egress
2. Limited water supplies
3. Power lines
4. LPG tanks
5. Septic tanks
6. Animals
7. Bridge load limits
8. Extreme Fire Behavior
9. Hazardous Materials
10. Public panic

Due to the potential of numerous structures and a lack of resources, crews involved in structure protection may have to triage structures for defense. This involves an evaluation process to determine which structures might be capable of being saved. The evaluation should fall into three categories:

1. Defendable without any effort (take no action)
2. Not defendable with the time and resources available (take no action)
3. Defendable with the time and resources available (take action)

The choice to stay and protect structures and improvements should take into consideration that the location provides for a true safety zone for the crew and apparatus and all LCES is in place. With time, crews may “Prep and Go” prior to fire arrival or in a life safety situation perform a “Rescue Drive-by” whereas the crew rescues civilians from a home or other location and then retreats to a safe area.

An alternative and safe option for structure protection is to allow the fire front to pass and then immediately return to suppress spot and encroaching fires.

Structures with the following features could be deemed unsafe to defend:

- Wood shingle roofs
- Wood-sided finish
- Unprotected eaves and attic spaces
- Hazardous materials present
- Located in saddles or “chimneys”
- Excessive vegetation next to structure with no defensible space

Actions taken by crews performing structure protection duties should include the following:

- Ensure apparatus windows, doors and compartments are closed

- Post a Lookout, confirm communications, identify escape routes and safety zones
- Establish a plan and contingency plans
- Back apparatus into position and locate a water supply (garden hose, pool, water tank)
- Close windows and doors, etc. of structure
- Remove light-weight curtains, close heavy drapes and shutters
- Move combustibles away from the structure
- Shut off the gas or LPG
- Ladder the roof with homeowner's ladder
- Cover attic vents
- Turn on porch or other exterior light
- Deploy 1 ½" or 1 ¾" hose lines around the structure (use shortest lengths possible)
- Remove vegetation necessary from around structure(s) to improve defense
- Pre-treat with 1% Class A foam 5-10 minutes before arrival of fire front
- Have a 1 ½" or 1 ¾" protection hose line for the truck
- Remain mobile; be prepared to redeploy quickly
- Watch for embers entering apparatus air filter element
- Maintain LCES

When defending a structure, abandon the operation if more than ¼ of the roof is involved.

Do not attempt interior fire operations without standard structural fire resources.

### **Medical Unit Operations**

Personnel who are assigned to work as medical personnel will work under the Medical Unit Leader. Personnel are required to have passed the annual refresher training and Fitness test.

Assignments will be for fireline areas to support fire personnel or for base camp staffing needs. TFD personnel will be responsible for checking BLS or ALS equipment and must be able to work within the ICS system independently. Typically an EMTB will be assigned to a paramedic and vice versa. However, EMS personnel must be capable of working independently if the incident requires. After check-in to an incident, personnel must access and review the incident's Incident Action Plan (IAP), medical plan and make sure they are briefed on all aspects of the incidents activities and assignment areas.

~~EMS equipment is carried in line packs with BLS or BLS and ALS equipment. The line packs also hold the Fire Shelter which is required of fire line personnel.~~ Advanced Life Support (ALS) and Basic Life Support (BLS) kits will be available for team members who respond as fireline-qualified medical personnel. These kits are to carry medical supplies as well as the personal fire shelter. Kits will be reimbursed per State contract, and must be accounted for and checked-in at the incident.

A kit should be taken to every incident if ordered, and checked-in for proper reimbursement using the *Emergency Equipment Shift Ticket*.

Patient care will be rendered following current Tempe Fire Department off-line protocols that have been established by the department and approved by medical control. If patient care is initiated, a TFD EMS encounter form will be completed. A normal patch, or if necessary, a post-patch will be made to medical control during or as soon as possible, after the incident. The TFD base hospital will be utilized to seek on-line medical direction when indicated while on deployments.

Upon return from the assignment, the individual will enter any paper reports into the TFD ePCR program.

## Paperwork, Billing, and Reimbursement

The Tempe Fire Department and Arizona Forestry Division IGA State Land Department Cooperative Agreement allows for the compensation of fire fighting resources, personnel, and required "back-fill" staffing. All crews and personnel will be responsible for submitting the following forms:

1. Crew Time Reports ("CTR") for personnel time
2. Emergency Equipment Shift Ticket (apparatus/equipment)
3. Fire Time Report ("Red Dog") – on team managed fires

Deployed crews need to have CTR and Shift Ticket records for each day of travel and days assigned to the incident. The Fire Time Report will document all hours while on the incident. The state requires ORIGINALS of all documents to be brought back for TFD billing.

Equipment rates for apparatus are billed at an hourly rate, starting at the time of dispatch, and should be recorded daily on the Emergency Equipment Shift Ticket. Staff vehicles are billed at a daily rate plus mileage and are also recorded on the Emergency Equipment Shift Ticket. Incident times should be set by the Strike Team/Task Force Leader or immediate supervisor. Signatures are needed on all forms by the immediate supervisor or Incident Commander. On large incidents, duplicate copies should be turned in to the Time Unit of the Finance Section.

Personnel are required to take a minimum 30-minute lunch break during the operational period. In some instances, a dinner break will also be required on the CTR. The Engine Boss should confirm with the Strike Team/Task Force leader or other supervisor to ensure accurate break times are being reflected.

Upon being demobilized released from an incident assignment, crews should receive a packet from the Finance Section with total incident hours to return for billing. Make sure you have all ORIGINAL time sheets (CTR, FTR, shift tickets).

Upon return from a deployment, up to 2 hours may be added to the equipment and personnel time to refit, restock, and return the truck into service. Upon completion, the AIDC AIFG should be contacted by phone to notify of the department and equipment status.

The department shall record all crew and equipment times, as well as costs to constant staff for any position left open by personnel on assignment. Broken or damaged equipment may also be billed if crews received an "S" (supply) number from State Land or responsible agency. Retain all hotel, food, fuel or other supply receipts for reimbursement. Lack of any travel receipts or proper billing paperwork may result in loss of payment to the department or crewmembers.

Billing Invoices will be completed either by the Wildland Fire Coordinator, Personnel Deputy Battalion Chief responsible for the Wildland Team, or administrative assistant. Billing invoices are required to be submitted to the Arizona Forestry Division, Phoenix District State Land Department within 90 30 days of return from the incident in order to receive prompt payment.

## Travel

During travel to an incident, the fire department is required to be self-sufficient for the first twelve hours. Any meals during this time frame are the responsibility of the individual and will not be reimbursed by the Forestry Division.

After the first twelve hours, meals and hotels will be reimbursed while in travel status or when instructed by the incident. These costs must fit within the current state travel allowances.

Any approved hotel stay must be documented with a receipt for reimbursement. Do NOT accept any extra charges for safes, room service, premium cable, etc. These are not reimbursable.

The Engine Boss must be aware of current state travel policies and follow the travel expense allowances for the particular area of stay and meals. Any expenses exceeding the state policy is not reimbursable. The Engine Boss or assigned individual is responsible for keeping receipts for all expenses incurred and eligible for reimbursement. Any lack of documentation may result in loss of reimbursement.

A documented ½ hour break must be taken during any travel over six hours on the CTR. This will be deducted by the state if it is not accounted for.

## Records

All billing records will be maintained by the department administration. Annual on-going invoicing totals will be kept in the "Wildland Folder" on the FD public drive.

Training and experience records are to be maintained by the individual personnel, as well as through electronic recording on Firehouse software and personnel files.

The Wildland Fire Coordinator will assist in the maintenance of all personnel records, training needs, and deployment lists.

## Training

The National Wildfire Coordinating Group has established guidelines for personnel operating on wildland fires. Personnel who wish to advance in position will need to follow the course requirements, as well as work through the appropriate NWCG Position Task book.

The Position Task book is an experienced based system where personnel are signed off for tasks and skills required of the position, while on assignments. Upon completion of the required courses, and following completion of a Position Task book, personnel will be considered for advancement. Advancement must be to the next highest skill position or in other sections (i.e. Logistics, Planning, etc.). Task books will be reviewed by the Training and Professional Development Deputy Battalion Chief and/or the Wildland Fire Coordinator for completion and certification.

NWCG PMS 310-1 outlines basic competencies and training requirements for wildland fire positions. This publication can be found on-line or through the TFD Wildland Fire Coordinator.

Any position above Fire Fighter Type 1 must be submitted for approval to the Arizona State Forestry Division Qualifications Committee. This committee oversees ICS position competency, currency and qualification. The Arizona Forestry Division has outlined additional position requirements in state policy #25 available on-line or from the TFD Wildland Coordinator. The Fire Management Division of the Arizona State Land Department may wish to confirm personnel or refer for further training.

The common ICS positions found within the TFD Wildland Fire Team and the minimum necessary training and step progression is as follows:

### Fire Fighter Type 2 (basic) – minimum team requirement

*Required (all taught in one course):*

S-130 Wildland Firefighter

S-190 Introduction to Wildland Fire Behavior  
I-100 Introduction to the Incident Command System  
L-180 Human Factors (after 11/2004)

Also (available on line):  
IS-700.a NIMS: An Introduction  
IS-800.b National Response Framework, An Introduction

Also suggested:  
S-215 Fire Operations in the Urban Interface

Fire Fighter Type 1 (advanced)

*Required:*  
Qualified as FFT2  
S-131 Advance Fire Fighter / Squad Boss

Also Suggested:  
S-211 Pumps and Water Use  
S-212 Wildland Fire Power Saws  
L-280 Followership to Leadership  
S-290 Intermediate Wildland Fire Behavior

Engine Boss (Single Resource Boss)

*Required:*  
Qualified as FFT1  
S-230 Crew Boss  
S-231 Engine Boss  
S-215 Fire Operations in the Urban Interface  
S-200 Initial Attack Incident Commander  
S-290 Intermediate Wildland Fire Behavior  
I-200 Basic Incident Command System

Also Suggested:  
S-234 Firing Operations  
S-260 Interagency Incident Business Management  
S-270 Basic Air Operations

Strike Team/Task Force Leader

*Required:*  
Qualified as ENGB/CRWB  
S-330 Strike team/task Force Leader  
S-300 Extended Attack Incident Commander  
S-336 Fire Suppression Tactics  
S-390 Introduction to Fire Behavior Calculations  
I-300 Intermediate Incident Command System

Completion of a 4-hour annual refresher course is required by the Arizona State **Forestry Division** ~~Land Department~~. The refresher training can be held in-house or from other outside agencies recognized by the Arizona State **Forestry Division** ~~Land Department~~. At that time, team members will be required to pass the annual fire shelter deployment test in 25 second or less, as well as the fitness test.

The “Pack Test” is the nationally recognized fitness test for wildland fire personnel who engage in wildland fire suppression. This test signifies the “Arduous” level for fitness. The test process is a 3 mile, level ground walk (no running) completed in 45 minutes or less, while carrying a 45 pound weight vest. Fire personnel must have completed and passed their most recent Fire Department physical at the Tier 1 level prior to taking the Pack Test and becoming available for team deployment.

At the completion of the annual refresher training and having passed the fitness test, the Wildland Fire Coordinator will print and distribute the NIIMS qualifications cards to team members. Qualifications Cards should be carried by all members when on an assignment, and will be checked by immediate supervisors and by the check-in unit at assignments. Copies of the card will ~~should~~ be submitted to the ~~Wildland Deputy Battalion~~ Chief for TFD records.

Once all TFD team members have completed refresher training and fitness testing, the Wildland Fire Coordinator will notify the Deputy Chief that team members are qualified, cards processed and copies made, and the team is available for assignments.

Any individual who gains new ICS qualifications after department or state-issued qualifications cards have been received will need to have the new qualification card signed by the Training DC and submit a photocopy to the DC and/or coordinator prior to position recognition or deployment.

## **Exempt Deployment Pay (Chief Officers)**

### **Purpose**

**This memorandum serves to clarify and document guidelines for continued support of the Arizona State Land Department (ASLD) in firefighting efforts by the Tempe Fire Department (TFD) personnel and equipment through the Wildland Deployment Team.**

### **Responsibilities**

**The Fire Department, Human Resources Department and Finance and Technology Department – payroll division are responsible for the administration of these compensation changes.**

### **Controls**

**Compensation and benefits will be administered in accordance with the City of Tempe Personnel Rules and Regulations and/or any letters of understanding excepting specific items noted in the memorandum, which takes precedence. Any changes require written City Manager approval.**

## **Exempt Deployment Pay**

### ***Temporary Change in FLSA status***

**FLSA exempt personnel will be required to work in a FLSA non-exempt capacity working 12 – 16 hour days for up to 2 continuous weeks (14 days) during each deployment. This requires the affected employee to change from FLSA exempt to FLSA non-exempt and back to exempt once the deployment assignment has ended.**

### ***Methods of Compensation/Reimbursements***

Personnel will be paid for actual hours worked while on deployment at their hourly rate of pay for their job assignment at the time of deployment. Arizona State Land Department (ASLD) will reimburse the City for all hours assigned employees worked at their base rate of pay, up to the maximum reimbursement the state will pay for the duration of the fire assignment. Employees will be paid hour for hour during regularly scheduled work hours, overtime at time and one half after regularly scheduled work hours. All other pay components continue to be paid by the City as per the current rates in place prior to the deployment assignment, including payments in lieu of medical and vacation leave.

***Supervisory Notifications***

The personnel on deployment are responsible for notifying their immediate supervisor of a deployment request, location and all dates associated with the deployment.

Personnel on deployment shall notify their immediate supervisor upon their return and have their FSLA status returned to exempt. In the event the employee is requested for re-deployment to another incident, the employee shall contact their immediate supervisor and gain approval prior to accepting the re-deployment. The Fire Chief shall be notified through the chain of command within 24 hours of all personnel deployments and any changes to deployments.