

**STATE OF SOUTH DAKOTA
WILDLAND FIRE SUPPRESSION AGREEMENT
(In-State Structure Protection Only)**

I. PARTIES

THIS AGREEMENT IS HEREBY made and entered into by and between the Wildland Fire Division of the South Dakota Department of Agriculture, an agency of the State of South Dakota, 4250 Fire Station Road, Suite #2, Rapid City, SD 57703-8722, (hereinafter, "STATE"), and _____
_____(complete legal name and address),
(hereinafter, "COOPERATOR").

**II.
GENERAL PROVISIONS**

1. STATE and COOPERATOR hereby enter into this Agreement to cooperate in fire prevention and suppression efforts, pursuant to SDCL 41-20 and SDCL 1-24.
2. This Agreement represents the entire agreement between STATE and COOPERATOR and supersedes all prior negotiations and wildland fire suppression agreements.
3. This Agreement will become effective on the **upon signatures of both parties**, and continue until the **30th Day of November, 2016**, unless otherwise terminated according to the terms of this Agreement.
4. COOPERATOR agrees to indemnify and hold the State of South Dakota, its officers, agents and employees, harmless from and against any and all actions, suits, damages, liability or other proceedings that may arise as the result of performing services hereunder. This section does not require the COOPERATOR to be responsible for or defend against claims or damages arising solely from errors or omissions of the State, its officers, agents or employees.
5. This Agreement shall be governed by and construed in accordance with the laws of the State of South Dakota. Any lawsuit pertaining to or affecting this Agreement shall be venued in Circuit Court, Sixth Judicial Circuit, Hughes County, South Dakota.
6. In the event that any court of competent jurisdiction shall hold any provision of this Agreement unenforceable or invalid, such holding shall not invalidate or render unenforceable any other provision hereof.
7. While performing services under this Agreement, COOPERATOR is an independent cooperator and not an officer, agent, or employee of the State of South Dakota.
8. COOPERATOR agrees to report to the STATE any event encountered in the course of performance of this Agreement which results in injury to the person or property of third parties, or which may otherwise subject COOPERATOR or the STATE to liability. COOPERATOR shall report any such event to the STATE immediately upon discovery.

COOPERATOR'S obligation under this section shall only be to report the occurrence of any event to the STATE and to make any other report provided for by their duties or applicable law. COOPERATOR'S obligation to report shall not require disclosure of any information subject to privilege or confidentiality under law (e.g., attorney-client communications). Reporting to the STATE under this section shall not excuse or satisfy any obligation of COOPERATOR to report any event to law enforcement or other entities under the requirements of any applicable law.

9. This Agreement may not be assigned without the express prior written consent of the STATE. This Agreement may not be amended except in writing, which writing shall be expressly identified as a part hereof, and be signed by an authorized representative of each of the parties hereto.

10. COOPERATOR shall comply with all federal, state and local laws, regulations, ordinances, guidelines, permits and requirements applicable to providing services pursuant to this Agreement, and will be solely responsible for obtaining current information on such requirements.

11. COOPERATOR may not use subcontractors to perform the services described herein without the express prior written consent of the STATE. COOPERATOR will include provisions in its subcontracts requiring its subcontractors to comply with the applicable provisions of this Agreement, to indemnify the STATE, and to provide insurance coverage for the benefit of the STATE in a manner consistent with this Agreement. COOPERATOR will cause its subcontractors agents, and employees to comply, with applicable federal, state and local laws, regulations, ordinances, guidelines, permits and requirements and will adopt such review and inspection procedures as are necessary to assure such compliance.

12. **PROOF OF AUTHORITY TO SIGN:** If the contracting party is not a natural person, evidence of authority granted by the legal entity to the natural person who signs this agreement on behalf of the legal entity **must be attached** as a condition precedent to any obligation by the State of South Dakota under this Agreement. A copy of a resolution of the governing body or minutes of a regular meeting showing approval of the agreement or an ordinance approving the agreement and authorizing a named person to sign the agreement may be used as adequate proof of authority.

13. COOPERATOR agrees to obtain, and at all times during the term of this Agreement, maintain in force insurance coverage of the types and with the limits as follows:

Commercial General Liability Insurance – Cooperator shall maintain commercial general liability insurance with a limit of not less than \$1,000,000.00 (one million dollars) per occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement, or be no less than two times the occurrence limit.

Automobile Insurance - COOPERATOR shall maintain automobile liability insurance or equivalent form for all fire vehicles listed on the state resource list with a limit of not less than \$1,000,000.00 (one million dollars) per accident, and an occurrence limit of not less than twice that amount. If COOPERATOR does not carry roll over or collision insurance on any vehicles, COOPERATOR assumes all risk of loss and agrees to hold STATE harmless for all related losses.

Workman's Compensation Insurance - COOPERATOR shall comply with all state laws and regulations pertaining to Workman's Compensation Insurance for contract personnel and provide proof of coverage if requested by the Secretary or Wildland Fire Coordinator.

If COOPERATOR is the type of entity listed in SDCL 62-1-5.2, COOPERATOR will be covered by the state's workers' compensation policy while engaged in fire suppression efforts under this Agreement within the State of South Dakota. No workers' compensation benefits may be provided by the State if a workers' compensation claim arises while COOPERATOR is dispatched to a wildland fire outside the State of South Dakota, unless the fire is a threat to resources within the State of South Dakota. Cooperators that wish to make their department resources available for out-of-state assignment must sign a different agreement than this agreement.

COOPERATOR agrees to provide valid "Certificate(s) of Insurance" to the STATE as an attachment to this Agreement. Certificates must be filed with the Wildland Fire Division before the STATE will sign an agreement with the COOPERATOR. COOPERATOR further agrees to annually file updated Certificate(s) of Insurance to the Wildland Fire Division. No cooperator will be dispatched to a fire outside the boundaries of South Dakota without having annual proofs of insurance on file with the State under this agreement. The named insured on all Certificates of Insurance must be signed by the sending agency Cooperator under this Agreement.

14. Any notice or other communication required under this Agreement shall be in writing. Notice(s) shall be sent by and to **Fire Business Manager, South Dakota Department of Agriculture, Wildland Fire Division, 4250 Fire Station Road, Suite #2, Rapid City, SD 57703-8722, (605) 393-8011, on behalf of the STATE, and by and to _____, on behalf of the COOPERATOR, or such authorized designees as either party may from time to time designate in writing.** Notices or communications to or between the parties shall be deemed to have been delivered when mailed by first class mail, provided that notice of default or termination shall be sent by registered or certified mail, or, if personally delivered, when received by such party.

III. JOINT POWERS PROVISIONS

STATE and COOPERATOR mutually agree that:

1. This Agreement does not establish a separate legal entity as contemplated by SDCL 1-24-5. The cooperative undertaking described herein will be financed and conducted under the provisions of this agreement by the STATE and COOPERATOR, respectively. Each party has responsibilities under the terms of this Agreement, and no joint board or joint administrator will be used. Purchase and maintenance of equipment used to fulfill this Agreement will be undertaken by the respective agencies as described in **Appendix A**. No real property will be purchased to use for this Agreement.
2. The STATE will file a copy of this Agreement with the Attorney General and the Legislative Research Council not more than 14 days after execution, as required by SDCL 1-24-6.1, unless the following provision is signed by the cooperator (non-governments sign).
3. Financing required by this agreement will come from regular department budgets and the state fire suppression fund. This Agreement depends upon the continued availability of

appropriated funds and expenditure authority from the Legislature for this purpose. If for any reason the Legislature fails to appropriate funds or grant expenditure authority, or funds become unavailable by operation of law or federal funds reductions, this Agreement will be terminated by the State. Termination for any of these reasons is not a default by the State nor does it give rise to a claim against the State.

4. This agreement may be terminated by either party upon sixty (60) days written notice without cause.

5. All parties must comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352, 42 U.S.C. 2000d) and, in accordance with Title VI of that act, no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.

IV FIRE SUPPRESSION PROVISIONS

1. STATE agrees to provide technical assistance to COOPERATOR, pursuant to the terms and conditions in **Appendix A**, attached hereto and incorporated by reference.

2. STATE agrees to compensate COOPERATOR for personnel and equipment provided to the Wildland Fire Coordinator pursuant to this Agreement, at the rates set forth in **Appendix A**, attached hereto and incorporated by reference.

3. COOPERATOR agrees to provide wildland fire suppression assistance to STATE, pursuant to the terms and conditions set forth in **Appendix A**.

4. COOPERATOR agrees to designate a person as **Fire Coordinator**. The Fire Coordinator will serve as the contact person regarding cooperative efforts under this agreement. COOPERATOR further agrees to notify the STATE in the event the Fire Coordinator designation changes.

5. COOPERATOR agrees to furnish a cost statement to the Fire Business Manager (address below), within 30 working days of expenditure, for all fire related expenditures that COOPERATOR incurred and are related to damages or expenses associated with wildland fire suppression activities within the State.

Fire Business Manager
South Dakota Wildland Fire Division
4250 Fire Station Road, Suite #2
Rapid City, SD 57703-8722

Payment shall be made by the Division in the following manner: The Division will have 15 working days to review all bills submitted to assure they are proper and correct. Once the bill is accepted as correct, the Division will pay all bills within 45 days of receipt. After 45 days, the "bill" shall accrue interest at 1 1/2% per month, in accordance with state law.

6. COOPERATOR agrees to promptly report any vehicle damage sustained on an incident to the STATE or appropriate jurisdictional agency.

7. STATE acknowledges that structural protection work does not currently require a COOPERATOR to hold an Incident Qualifications Card (IQC), otherwise called a "Red Card". If ordered for Structural Protection, COOPERATOR agrees that personnel, who do not have a "Red Card" with wildland fire qualifications on it, will be released from the incident when structural protection is no longer required by the incident.

IN WITNESS WHEREOF, the parties signify their agreement by signing below.

COOPERATOR'S LEGAL NAME:

TITLE:

SIGNATURE OF COOPERATOR:

_____ Date

STATE OF SOUTH DAKOTA

BY: _____
Wildland Fire Coordinator or his designee

on this ____ Day of _____, 20____.

APPROVED BY:

Lucas Lentsch Secretary
South Dakota Department of Agriculture
State of South Dakota

On this _____ Day of _____, 20____.

- State Agency Coding (MSA Center) 0311301/0311302.
- State Agency MSA Company for which contract will be paid 3059.
- Object/subobject MSA account to which voucher will be coded 5204460/5204960.
- Name and phone number of contact person in State Agency who can provide additional information regarding this contract Brenda Even, 605-393-8115.

**APPENDIX A
WORK AND PAYMENT PLAN
FOR
FIRE SUPPRESSION FORCES**

I. DEFINITIONS

As used in this Appendix, “Division” refers to the Wildland Fire Division of the South Dakota Department of Agriculture.

Camp Help – Workers hired to perform unskilled tasks and support services in fire camp.

Casuals – Persons hired, usually at the incident or directly by the incident to perform unskilled work in camp or in positions where fire suppression skills are not needed.

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

Dry Contract – The government furnishes all operating supplies after the equipment arrives at the incident.

False Alarms – An incident where a fire engine and/or firefighters are sent to a reported fire and no fire is found.

Incident Qualifications Card – A card issued to qualified fire fighters by the Division listing the person’s physical fitness score and Qualifications.

Individual Resource – A person dispatched to fill a specific position on a fire, in camp, or in a support function.

Initial Attack – The period of time from the first response of fire units until a functioning fire team has developed. On large fires the first twelve hours is called initial attack. On small fires initial attack may end within a few minutes after a fire unit arrives on the fire scene.

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

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

Ordered Standby – An employee is on duty and time spent on standby duty is hours of work if, 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 personal use. Meal breaks are not considered compensable time during periods of ordered standby.

Point of Hire – The designated fire hall or remote station from which a fire unit or member was originally sent to a Wildland fire. It is usually the main fire hall for fire departments.

Service Periods – The time period that begins when a fire unit or personnel are sent to a Wildland fire and ends when the fire unit returns to the point of hire. This service period is uncertain, or purely temporary, and may be terminated by the Division or incident official when the resources are not needed.

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

State Radio – The official radio dispatch facilities for highway patrol.

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

Water Tender Operator (Support) – A water tender may be staffed with a crew of one (a driver/operator) when it is used in a support role as a fire engine refill unit or for dust abatement.

Water Tender Operator (Tactical) – When tactically deployed, a water tender will carry a minimum crew of two, with the same qualifications as for a Type 6 engine. Tactical deployment is defined as direct fire suppression missions such as pumping hose lays, live reel use, running attack, and use of spray bars and monitors to suppress fires.

Wet Contract – The cooperator furnishes all operating supplies.

Zone Dispatch Center – A multi dispatch facility to coordinate Wildland fire resource orders for federal and local fire agencies. It is located in the Great Plains Interagency Dispatch Center, Rapid City, South Dakota. The Zone Dispatch Center for Harding County is Miles City Dispatch in Miles City, MT. All federal resources and resources from outside the state of South Dakota are routed through these zone Dispatch Centers.

II. COOPERATOR SERVICES

The following provisions outline basic guidelines and requirements the Cooperator shall follow when providing structure protection services to the Division.

- A. **Pre-season Documentation.** The following items must be completed and submitted to the SD Wildland Fire by June 1, in order to be eligible for fire assignments:
1. Signed current Fire Suppression agreement
 2. Copy of Insurance certificate
 3. Vehicle inventory for every vehicle intended for use.
 4. Crew roster of all people qualified for fire assignments.
- The Division will provide the necessary forms to the Cooperator.
- B. **Transportation.** Separate transportation of fire personnel or units from the point of hire to the fire scene and from the fire scene to the point of hire shall be paid by the Division. In order to be compensated, the Division must approve transport vehicle and the mileage must be documented with the finance section at time of usage. **It is the responsibility of the “Incident” to provide for transportation back from the incident to the point of hire.**
- C. **Crew Rotations.** The Division shall pay transportation expenses to rotate crews in accordance with Section XIV.
- D. **Repair Crews.** The Division shall not pay for personnel and equipment sent to repair Cooperator equipment.
- E. **Premature Termination.** When a member of the Cooperator is released for cause or quits before the service period is over, pay will be stopped at the time services are terminated or the last recorded entry on incident records.
- F. **Equipment Maintenance.** The Cooperator is responsible for the proper maintenance and safety of fire units and equipment. Intentional use of improperly maintained or unsafe fire equipment is grounds for immediate suspension of the Cooperator. Equipment that becomes inoperable or breaks down will be considered off shift.
- G. **Records and Reports.** The Cooperator shall prepare all reports or records necessary to document assistance provided to the Division under this agreement.
- H. **Equipment Inventory.** The Cooperator shall maintain and make available a current inventory of fire units, fire equipment to be used to fulfill the requirements of this agreement.
- I. **Fire Training.** The Cooperator shall ensure that personnel used in forest fire suppression/prescribed burning efforts are properly qualified and participate in formal wildfire training.
- J. Illegal Substance/Alcohol:** Use, distribution, or being under the influence of illegal substances or alcohol while in active or standby status during an assignment is cause for immediate dismissal from the assignment.
- K. **Assignment Related Illness/Injury:** Cooperator will report illness/injury to incident officials on scene, notify Great Plains Dispatch, and complete SD First Report of Injury form. The completed SD First Report of Injury is to be sent to the Fire Business Accountant as soon as possible after the occurrence of the injury / illness. Fax (605-393-8044) a copy if

possible. SDCL 67-7-10 states "...Written notice of the injury shall be provided to the employer no later than three business days after occurrence." Barring extenuating circumstances. On out of state assignments the first report of injury is completed for documentation purposes only. The cooperator will file with their Workers Compensation Insurance.

Note on Incident's within South Dakota: Processing of a Workman's Compensation Claim cannot begin until a copy of the "SD First Report of Injury" has been received by the Fire Business Accountant.

III. MINIMUM REQUIREMENTS FOR FIREFIGHTERS

Cooperator agrees to adopt and follow the minimum standards:

A. *Qualifications:* Fire fighters performing structure protection services under this agreement must meet the training requirements of the South Dakota Fire Marshal's Office by meeting the qualifications standards of the South Dakota Certified Structural Firefighter course or its equivalent. See the SD State Fire Marshal's "*Structure Protection Mobilization Plan*" for specific training information.

B. *Age.* Be at least 18 years of age.

C. *Structure Clothing, Safety Equipment and Personnel Qualifications* – See Section IV, paragraph D.

IV. MINIMUM ENGINE AND TENDER STANDARDS

A. *Driver Licensing:* At least two crewmembers on each engine must possess a valid driver's license.

B. *Vehicle Inventory* - An accurate and current inventory list shall be maintained for each engine or tender. An inventory record shall be available with each engine or tender responding to an incident. The Division may inspect any engine or tender, provided by the Cooperator and check the inventory record. This may be done when the engine or tender arrives at a staging area, the fire scene, or at any time the unit is assigned to an incident.

All fire engines and water tenders must meet minimum NWCG or state standards unless otherwise stated. Resource orders will be filled as per NWCG standard.

C. *Typing Standards* – Structural Engines and Tenders will be classified by type according to the following standards found in the tables on the next page:

Water Tender Type								
Requirements	Support					State Standard		
	S1	S2	S3			4*	5*	
Tank Capacity (gal)	4000	2500	1000			400+	400+	
Pump minimum flow (gpm)	300	200	200			80+	---	
@ rated pressure (psi)	50	50	50			---	---	
Max refill time (minutes)	30	20	15			---	---	
Pump and Roll	---	---	---			---	---	
Personnel (min)	1	1	1			1	1	

Structure Engines		
Components	TYPE	TYPE
	1	2
<i>Pump Rating</i>	1000+	500+
Min. flow (gpm)		
@ rated pressure.(psi)	150	150
Tank capacity range(gal)		
<u>Hose 2.5"</u> (feet)	400+	400+
	1200	1000
<u>Hose 1.5"</u> (feet)	400	500
<u>Hose 1"</u> (feet)	200	200
Ladder (feet)	20 ****	20 ****
Master Stream (GPM)	500	
Max GVWR (lb)		
Personnel	3**	3

*- State standard not NWCG requirement

** - In-State standard is 3 or 4 personnel (Out-of-State requires 4 personnel)

*** - In-State standard is 2 or 3 personnel (Out-of-State requires 2 or 3 personnel, as requested by the ordering agency)

**** - In-State standard is 20 feet of ladder (Out-of-State requires 48 feet)

Common additional needs. Requested as needed.

- All wheel drive

- Pump & Roll

- High pressure pump (minimum 40 gpm @ 250 psi)

- Class A Foam Proportioner

- Compressed air foam system (CAFS) with minimum 40 cfm compressor

- Additional personnel

*- State standard not NWCG requirements

Water tenders must carry appropriate hose, clamps, adapters, and tools to be able to fill engines and or portable tanks. Tenders must also carry a minimum of one shovel and pulaski. All types shall meet federal, state, and agency requirements for motor vehicle safety standards including all GVW ratings when fully loaded.

General specification for Engines and Tenders:

1. Larger diameter hose may be substituted for smaller hose to achieve total needed length.
2. Hose size is hose coupler size.
3. Engines must carry fittings to connect all hose on the apparatus.

D. Ordered Structural Fire Engines - Any engine specifically ordered for the purpose of providing structural fire protection should have the basic gear and safety equipment required by structural firefighting standards. Each engine must have, at a minimum, the following items for personnel:

1. NFPA 1971 approved protective clothing for structural firefighting.
2. NFPA 1971 approved protective hoods.
3. NFPA 1971 approved gloves for structural firefighting.
4. NFPA 1971 approved helmets for structural firefighting.
5. NFPA 1981 approved SCBA's; for structural firefighting.
6. NFPA 1971 approved footwear for structural firefighting.
7. 400 ft of 1 ½ " single jacket wildland hose.
8. 200 ft of 1" single jacket wildland hose.
9. 1 hand tool for each crew member, ex. 2 – Shovels, 1 – McLeod, 1 – Pulaski
10. The following appliances: 2 – 1 ½ inch – 1 inch Forestry "T"s", 2 – Reducers
NST – 1 ½ inch to 1 inch.
2 – 1 ½ inch – 40 GPM nozzles.
2 – 1 inch – 20 GPM nozzles.
2 – Forestry clamps for single jacket wildland hose.
11. New Generation (2002) Fire Shelters for all engine crew members.
12. Wildland fire personal protective equipment for all engine crew members.
13. Ladder, 20 foot extension
14. It is highly recommended that one crew member per engine should have taken the NWCG S-215 course or the corresponding National Fire Academy Urban Interface Crosswalk course (NFA 610).

V. COMPENSATION PLAN

This agreement supersedes any previous addendum, letter, or other correspondence concerning compensation rates, except for those current rangeland fire suppression agreements between the Department of Agriculture and county governments of South Dakota.

When the Wildland Fire Coordinator directs forces dispatched under this agreement to a fire, the cooperators responding shall be compensated from the time and point of dispatch at the rates set forth in this agreement by the Secretary, of the SD Department of Agriculture and stated in the Chapter 50 supplement of the *Interagency Incident Business Management Handbook* for the Rocky Mountain Coordinating Group and any subsequent amendments thereto. The Department of Agriculture will apply the version of rates which are in effect at the time of dispatch, or when compensable time begins under this agreement, except that all guaranteed minimums in the handbook are excluded from application to this agreement and specific rates set forth herein supersede regional rates. Personnel employed by federal, or local governments, or active military personnel assigned to firefighting duty and paid for this duty by their employer are not eligible for compensation to the COOPERATOR under this agreement..

Compensation Rates. Rates for staffing and equipment shall be reviewed annually.. This document shall be labeled as, "Appendix – A" and made a part of this agreement.

Compensable/Non-Compensable Time. All hours recorded under this compensation plan will be recorded as either on-shift or off-shift. All on-shift time is compensable. All off-shift time is non-compensable. For the purpose of recording shift time, a calendar day will be defined as beginning at 0001 hours and ending at 2400 hours military time. Meal periods for personnel are not compensable work time.

Compensation for Meals & Lodging. The first meal shall be provided by the Cooperator and brought with the unit and is not compensable. Whenever practical, the incident official shall provide additional meals and sleeping arrangements for contract personnel. The Cooperator may secure or purchase meals and lodging but shall obtain documented approval from the incident commander, or his designee, prior to making these arrangements if compensation is expected. Receipts and documentation shall be furnished for all lodging. Compensation for lodging and meals shall be made according to state per-diem regulations and at established state per-diem rates. Tips are not compensable. Per Diem will be paid while in travel status consistent with state rates and procedures.

Fire Chief Pay. The Cooperator shall be compensated for the work performed by the Fire Chief at a level equal to the function he fills on an incident. An administrative fee of two additional hours of work at an AD C rate may be added to the Fire Chief's time if the Cooperator's total man-hours on an incident exceeds twenty-four (24) hours.

Hazardous Duty/Overtime. Consideration of the hazardous nature of fire fighting was used in establishing the compensation scale. No additional compensation will be authorized for hazardous duty. Nor shall there be any adjustments in hourly compensation rates for services rendered for night work, Sundays, work on holidays, or in excess of eight hours per day or forty hours per week.

Ineligible Government Personnel. Personnel employed by federal, or local governments, or active military personnel assigned to fire fighting duty and paid for this duty by their employer are not eligible for compensation to the Cooperator under this agreement.

Equipment. Engines, tenders, and specialized equipment ordered by the Division and provided by the Cooperator shall be paid according to rates established by the Division for each classification standard. Vehicles used to transport personnel, equipment, or supplies will be paid mileage rates established by the State of South Dakota. Please refer to the Equipment Rate Table under this section for current rates.

Specialized Equipment. Compensation rates for specialized equipment such as chain saws, portable tanks, portable pumps, portable foam generation and rescue equipment will be established by the Division. Specialized equipment rates will be based on actual hours or days of use.

The compensation rate for portable pumps will include use of suction hose, screen, 100 feet of hose and nozzle. If this equipment is not with the pump, the rate shall be adjusted accordingly.

Compensation rates for specialized equipment do not include compensation for operators. Please refer to the Equipment Rate Table under this section for current rates.

Normal Equipment Maintenance. Equipment rates include the costs of regular servicing, maintenance, and normal wear and tear associated with the use of the vehicles and equipment on an incident. Normal maintenance costs include, but are not limited to fuel, oil, filters, tire repairs, tire replacement, repair and replacement of hand tools, hose, and other equipment provided with the unit.

Damage Claims. Damage to a fire unit or loss of equipment associated with a unit shall be reported to the Division, the incident safety officer, or other appropriate person prior to leaving the fire scene. Claims shall be submitted to the Cooperator's insurance company before any damages shall be reimbursed or paid by the Division.

Any damage claims submitted to the Division shall be accompanied by the accident report filed at the incident, a written explanation from the Cooperator stating the circumstances which resulted in the damage or loss, and a copy of comments from the insurance company. The first \$500.00 of each claim will be treated as deductible and not be paid by the Division. An estimated cost of repairs from a reputable company will be presented to the Division with the necessary documentation.

Deduction for Equipment and Supplies. The Cooperator shall pay for or return any equipment or supplies checked out from supply. The Division shall charge for returned items that are damaged or unsuitable for reuse. This includes fuel obtained at the fire scene.

The Cooperator may choose to have the charges subtracted from the final payment or billed separately.

Cleaning and Refitting Equipment. The Division shall not compensate the Cooperator for the time and cost of cleaning and refitting contract equipment after the unit has returned to the point of hire. This is considered normal equipment maintenance.

Time recording. Proper sign-in and sign-out by contract personnel must be with the Incident Commander or the finance section in fire camp. This must be done once per day, at the end of shift, or at the time of crew rotation.

Billing. A detailed "*Fire Suppression Cost Statement*" and receipts shall be submitted to the Division within 30 working days after the incident.

Audits. The Cooperator shall permit the Division to audit or review applicable wildfire suppression records including fire logs and wildfire expenditure records, and fire training records during reasonable business hours.

Personnel Payments. The Division shall make payment to the Cooperator. No Cooperator personnel will receive direct payment from the state or the federal government. The Division assumes no responsibility for payment of Cooperator personnel, this remains solely the responsibility of the Cooperator.

Payment. Payment shall be made by the Division in the following manner: The Division will have 15 working days to review all a bill submitted to assure they are proper and correct. The Division will return any bill found to contain errors. It will be the Cooperators responsibility to correct and re-submit their bill. Once the bill is accepted as correct, the Division will pay all bills within 45 days of receipt. After 45 days, the "bill" shall accrue interest at 1 1/2% per month, in accordance with state law

Compensation for Personnel. The Cooperator shall be compensated for personnel according to the function they fill on an incident. The following classifications will be used to determine the personnel compensation class and compensation rate for each individual:

- 1. Engine Boss, Engine Operator, and Crew (Structure Engines).** It is recommended that all crew members complete the SD Certified Firefighter training parts 1&2 or its approved equivalent, through the State Fire Marshal's Office. It is recommended that a minimum of one crew member have taken the S-215 course or the corresponding NFA class (NFA 610)..
- 2. Individual Resources (Specialists and Officers).** Personnel requested to fill specific functions on a fire, other than those listed in the first category, must have very specialized training and experience that qualifies them to supervise or direct an entire operation, a group, or service at an incident. Individuals filling these positions will be compensated according to rates established in the Interagency Incident Business Management Handbook, R-2 Rocky Mountain Supplement.
- 3. Reassignment of Individual Engine Crew Members.** The Crew Leader will decide if individual crewmembers may be reassigned to a single resource position if requested by the fire. Reassigned engine crewmembers will be compensated at the rate of the position they are filling. EXAMPLE: If an engine crewmember is reassigned as an EMT-1, he/she will be compensated at an EMT-1 rate for the hours worked at that position.
- 4. Work/ Rest Time:** Work/Rest time will follow the guidelines in the Incident Business Management Handbook. In summary: transport drivers are limited to 10 hours driving time in a 16 hour duty day; 1 hour of sleep or rest will be provided for every 2 hours worked after the first operational period.
- 5. Rest and Recuperation:** Rest and Recuperation time will follow the guidelines in the Interagency Incident Management Handbook, R-2 Rocky Mountain Supplement. R&R time specified to be taken after return to SD and approved by the IC is acceptable and compensable, if documented with a statement signed by the IC or Finance Chief from the last incident.

Compensation for Equipment. Compensation for equipment shall be reviewed annually and notification of compensation rates will be made by separate letter from the Division Director. This Document shall be Labeled as, "Appendix - A and made a part of this agreement.

1. Reimbursement for Meals and Lodging. Compensation for meals and lodging is at the discretion of the incident commander. The COOPERATOR shall provide the first meal.

Reimbursement of lodging and meals for COOPERATOR personnel will be based on per-diem rates and rules established for the State of South Dakota.

a. Lodging

Reimbursement for lodging will be based on receipts and will not exceed current state rate per night per individual. Receipts for multiple occupancy must show the single rate and the multiple occupancy rates. Individual reimbursement will be based on the total room rate (plus tax) divided by the number of occupants. The State reimbursement rate is \$50 per day per person for in state lodging. (This rate is subject to change.)

b. Meals

Reimbursement for meals will be based on and cannot exceed current State per diem rates. Tips are not reimbursable. State rates in state are, Breakfast - \$5.00, Lunch - \$9.00, and Dinner - \$12.00. (These rates are subject to change.)

2. *Compensation Rates for COOPERATOR Personnel.* The COOPERATOR will receive compensation for personnel at the following the rates for South Dakota as set forth in the current year AD pay plan as found in the *Incident Business Management Handbook*, except that all guaranteed minimums therein are excluded from application to this agreement. Personnel shall be paid at the current pay rate for the position they are filling on the incident. Trainees in the position will be paid the next lowest rate under the qualified position. To find the appropriate AD pay rate refer to the current year AD pay plan which can be found at the Rocky Mountain Incident Business Management website at

http://gacc.nifc.gov/rmcc/administrative/fire_business.html

3. *Fire Gel or Class A Foam.* Fire Gel or Class A Foam used on wildfires will be replaced on the fire. If the supply unit does not stock the proper gel or class A foam then the cooperator can request replacement through the state supply cache or bill the State for the gel or class A foam used. Requests for replacement of gel supplies will be accompanied by supporting documentation, such as an ICS 214 or Crew Time Report (CTR), which notes where the supplies were used and the quantity.

4. *Engines, Tenders and Specialized Equipment.* The Cooperator will be compensated for use of specialized equipment based on the following rates approved by the South Dakota Secretary of Agriculture as negotiated on an annual basis:

South Dakota Division of Wildland Fire

Equipment Rates

All rates established with operating supplies provided by cooperators (wet)

Engines	Type 1 (Structural)	\$95.00/hr	
	Type 2 (Structural)	\$92.00/hr	
Support Tenders	Type 1	\$107.00/hr	
	Type 2	\$92.00/hr	
	Type 3	\$72.00/hr	
	Type 4	\$11.00/hr	
	Type 5	\$6.00/hr	
Power Saws		\$5.00/hr for the first two hours or \$30.00 per shift	
Portable Pumps	0 – 200 GPM	\$30.00/ 24 hour day	Operator must provide appropriate pump kit
	200 + GPM	\$40.00/ 24 hour day	
Portable Tanks	Under 1500 Gallons	\$20.00/ 24 hour day	
	1500 + Gallons	\$25.00/ 24 hour day	
STEN, DIVS or any vehicle assigned to line duty	Radio Equipped for use on incident	\$65.00 per 24 hour day (0001-2400 hrs) and \$0.51per mile	Must be 4WD
Crew Rotation Vehicle		\$0.51 per mile	Mileage to and from incident only.

VI. DIVISION OBLIGATIONS

A. *Liaison with Other Agencies* - The Division shall act as liaison between the Cooperator and other governmental agencies on matters pertaining to wildland fire suppression efforts and large fire mobilization efforts that are provided under the terms of this agreement.

B. *Training* - The Division shall assist the Cooperator in obtaining fire training that will help them with wildfire suppression efforts. A fee may be charged for some training classes.

C. *Available Funds* - Nothing in this agreement shall be construed as binding either party to expend any sum in excess of the governmental appropriations available. See rate table on next page.

D. *Order Requests* - It is recognized that the Division is not to search for requests for resources. However, the Division will make reasonable attempts to fill all requests received, whether they are single or multi resources requests.

VII. DISPATCHING

The Division and the Cooperator agree to follow the procedures listed in this section when dispatching fire units to wildland fires.

A. *Great Plains Interagency Dispatch Center* - The Division shall maintain a dispatch center for reporting and dispatching wildland fire suppression resources. It will be operated according to the following guidelines:

1. The Great Plains Interagency Dispatch Center in Rapid City will serve as the contact point for reporting wildland fires.
2. The Great Plains Interagency Dispatch Center (GPC) will normally be staffed Monday through Friday from 8:00 AM to 4:30 PM. The GPC may change this schedule at its discretion.
3. Radio call sign is “Great Plains Dispatch” and may be hailed on the Black Hills Fire Digital Talkgroups or State Fire Talkgroups when GPC is in operation.
4. Telephone number is 1-800-275-4955 with a 24 answering service.

B. *Resource Ordering Status System* - The Cooperator will ensure that their resources status is properly updated in ROSS in order for the Great Plains Interagency Dispatch Center to consider them for fire assignments outside the dispatch zone. Great Plains Interagency Dispatch Center will assign resources to incidents within the Black Hills Forest Fire Protection District and the Great Plains Zone, using the “Closest Forces” concept. Harding County VFD’s will be dispatched in ROSS through Miles City Dispatch (MCC). Resources listed in ROSS as available will be utilized as needed by the incidents outside of initial attack. For information on ROSS Stating, contact Great Plains Dispatch and for information on WebIQS contact the WF Fire Training Officer.

C. *Reporting Wildland Fires* - The cooperators local dispatch center will report all wildland fires to the Great Plain Interagency Dispatch Center.

D. *Mutual Aid Agreement* – COOPERATOR’s with mutual aid agreements in place may request resources from other agencies. Great Plains Interagency Dispatch will then be notified in a timely manner of the filled request. However, when a COOPERATOR responds to a local fire on private, state, or federal property on state or federal jurisdiction within the COOPERATOR’s area of primary responsibility or an adjacent area of mutual aid, the State will not pay for such fire suppression unless initial attack effort extends for more than three hours. When initial attack becomes compensable, payment is from the time of dispatch to the time of release from the incident as noted by times on the crew time report. This Mutual Aid Agreement provision will not supersede any written agreement between a federal agency and the COOPERATOR dealing with specific federal areas of ownership or parcels within the COOPERATOR’s initial or extended attack area (i.e. military bases or federal reservations).

E. *Ordering Fire Suppression Resources* – State, and federal fire engines, tenders, air tankers, helicopters, other firefighting resources, and manpower needed for wildland fire

suppression efforts shall be ordered for any incident through the GPC or MCC in Harding County when a State or Federal officer or their designee assumes incident command.

F. Federal Resources - Federal wildfire fire suppression resources such as but not limited to IMT's, aircraft, or National Guard resources must be ordered through GPC with the exception of Harding County, which will order through MCC.

G. Alternate Sources - The Cooperator may request reinforcements through other contacts if Division personnel or GPC or MCC cannot be reached by any of the methods listed above.

H. Radio Communications -- All COOPERATOR radio communication equipment used in the performance of this contract will have to be narrowband capable to operate on 12.5 kHz (11.25 kHz occupied bandwidth) or narrower channels or employ a technology that achieves the narrowband equivalent of one channel per 12.5 kHz of channel bandwidth (voice) or 4800 bits per second per 6.25 kHz (data).

VIII CONTACT AND MOBILIZATION

- A. **Initial Contact.** The fire chief will be the initial contact person for the Division when ordering any resources from the Cooperator unless prior arrangements have been made for alternate contacts.
- B. **Assembly.** The fire chief will be instructed on where he should assemble his team or resources prior to departure to an assignment under this agreement. In most cases the assembly point will be at the discretion of the Chief of Party or Strike Team Leader.
- C. **Time Sheets.** An "Emergency Fire Fighter Time Report" will be completed by team members and given to the assigned strike-team leader at the assembly point. The strike-team leader will provide a copy of each time report to the Great Plains Dispatch.
- D. **Transportation.** Vehicles that are driven and break down in route to the assignment are considered off shift. The Division will not pay for mechanical repairs to vehicles in route to or returning from an assignment.

IX. PROCEDURES AT AN INCIDENT

- A. **Check-in Procedures.** The crew leader and individual resources will check-in at finance or other designated check-in point upon arrival at an incident:
 - 1. Present a letter prepared by the Division, to finance officers at the fire scene. The letter will explain Division payment procedures and contracts.
 - 2. Present individual or crew time reports to the finance officers. The crew leader or the individual resources should keep carbon copies.

- B. **Time Records.** Engine bosses or engine operators must ensure that each crewmember maintains a personal log of work time. An engine boss or engine operator must also maintain a log of equipment use. This will provide a check on the accuracy of the crew time reports and equipment reports.
- C. **Posting Personnel and Equipment Time.** The individual resource or crew leader will post work times and equipment use with finance and/or ground support each day.
- D. **Commissary Purchases.** All commissary purchases will be recorded on Emergency Fire Fighter Time Reports. Commissary purchases need to be deducted from the bill submitted to the Division.
- E. **Injury or Damage Claims.** Any claims against the incident for injury or equipment damage must be cleared with finance, medical, or ground support, as soon as a shift is over.
- F. **Evaluations.** Each team or individual resource should receive a performance evaluation before leaving an incident.
 - 1. An individual resource or crew leader will request a team performance evaluation for each incident.
 - 2. A crew leader will complete a crew performance rating with each engine crew.
- G. **Emergency Releases.** Requests for emergency release will be processed through dispatch channels.
- H. **Check-out Procedures.**
 - 1. Before leaving an incident, each crew leader or individual resource will stop at finance to examine and sign time reports to verify correctness. Be sure to retain copies of signed time reports.
 - 2. Engine Bosses or engine operators will examine and sign equipment time reports at finance and/or ground support. Copies of equipment time sheets and copies of claim forms will be taken by each engine team.

X. CREW ROTATIONS

- A. **Engine Crew Rotation.** The minimum commitment is 7 days plus travel, commencing at the time of departure from the assembly point.

An engine crew member may be replaced or rotated with a fresh crew person at the end of the commitment period according to the following procedures:

Reimbursement of crew rotation costs will be made only if all of the following conditions and procedures have been met:

1. The crew leader will contact Great Plains Dispatch two days prior to any crew rotation. The Great Plains Dispatch will secure approval from the incident for the rotation (the incident may choose to demob the crew instead of rotating members).
2. If a Cooperator initiates the crew rotation, the Great Plains Dispatch will notify the team on the incident.
3. Once approval of the rotation has been obtained from the incident and relayed through the Great Plains Dispatch, the Cooperator will organize crew replacement. The Great Plains Dispatch will coordinate the crew rotations with the incident.
4. No crewmember will be released from an incident until the relief crew arrives and only at shift changes.
5. All personnel leaving an incident will follow normal checkout procedures.

XI. MISCELLANEOUS PROVISIONS

A. *Meetings* - The parties of this agreement may meet annually to discuss training, prevention needs, operating procedures, and reimbursements rates for equipment and personnel that affect both parties.

B. *Discrimination* - Neither party shall discriminate against any employee or applicant for employment because of race, religion, color, national origin, or sex, and shall include similar provisions in all subcontracts for such work. The aforesaid provisions shall include but are not limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, lay-off or termination, rates of pay or other forms of compensation and selection for training including apprenticeship.

C. *Political Official Benefits* - The parties agree that no member or delegate to Congress, State Legislator, or resident Commissioner, after his election or appointment, and either before or after he has qualified and during his continuance in office; and no officer or agent or employee of federal, state, or local government shall be admitted to any share or part of this contract or agreement or to any benefit therefrom, unless it is made with a corporation for its general benefit and is consistent with constitutional, statutory, and regulatory requirements for such federal, state, or local government entities.

D. *Other Agreements* - Nothing in this agreement shall prohibit the parties from entering into other agreements or contracts with any private agency, or any other local, township, county, city, state, or federal agency.

E. *Bills*: All fire suppression bills or billing questions should be sent to:

SD Wildland Fire
Fire Business Manager
4250 Fire Station Rd., Suite 2
Rapid City, SD 57703

(605) 393-8011

On large incidents fire departments may have to submit a completed Fire Suppression Cost Statement in addition to the completed Emergency Equipment Invoice (OF-286) and Emergency Firefighter Timesheets (OF-288). In addition to the above mentioned documents the white copy of the Crew Time Reports (CTR's), receipts for lodging, and a copy of the resource order must accompany the Fire Suppression Cost Statement. The appropriate CTR is the South Dakota State Crew Time Report form # AS-DCF100/95, an example is below.

Emergency Firefighter Time Report (OF-288):

O-15001.50 Emergency FireFighter Time Report, OF-288						1. Identification Number F-2011-SD-RBA-011834-000110A																																																																			
ORIGINAL						10/05/2011 - 10/07/2011																																																																			
2. Social Security Number		3. Initial Employment (X one) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		4. Type of Employment (X one) <input type="checkbox"/> Casual <input type="checkbox"/> Regular Gov't Employee <input checked="" type="checkbox"/> Other																																																																					
5. Transferred From		6. Hired At		7. Employee Has (X one) <input type="checkbox"/> Been Discharged <input type="checkbox"/> Quit		8. Entitled To Return Travel Time (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No	9. Entitled to Return Transportation (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No																																																																		
▶ ZIP CODE MUST BE ENTERED BELOW ◀						▶ IN CASE OF ACCIDENT NOTIFY ◀																																																																			
10. Name (First, Middle, Last) TIM KOBES						15. Name																																																																			
11. Street Address 5500 EAST HWY 44 FAX: Phone 605-393-0848						16. Street Address																																																																			
12. City RAPID CITY		13. State SD	14. Zip Code 57703		17. City	18. State	19. Telephone No. (Include Area Code)																																																																		
20. FIRE LOCATION IDENTIFICATION																																																																									
Column A		Column B		Column C		Column D																																																																			
1. Fire Name OKREEK		1. Fire Name OKREEK																																																																							
2. Fire No. SD-RBA-011834		3. Unit/Acct Code FFM 119317		2. Fire No. SD-RBA-011834		3. Unit/Acct Code FFM 119317																																																																			
4. Fire Location MISSION		5. State SD		4. Fire Location MISSION		5. State SD																																																																			
6. Firefighter Classification DIVS		7. Rate \$34.28		6. Firefighter Classification		7. Rate \$34.28																																																																			
8. Date and Time a. Year 2011				8. Date and Time a. Year																																																																					
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9. Total Hours → 20.50				9. Total Hours → 0.00																																																																					
10. Gross Amount (Item 7 x Item 9) → \$702.74				10. Gross Amount (Item 7 x Item 9) →																																																																					
11. Inclusive Dates → 10/5 - 10/7				11. Inclusive Dates → -																																																																					
12. Time Officer's Signature <i>[Signature]</i>				12. Time Officer's Signature																																																																					
13. Date Signed 10/7/11				13. Date Signed																																																																					
21. Show "H" for Hazard Pay and "E" Plus % for Environmental Differential in the "HOURS" Column for Regular Employees						22. Commissary Record																																																																			
A. Com BO 2688		B. Rate	C. Miles/Hours	D. Accounting Classification (a) (b) (c)		E. Object Class (a) (b) (c)	F. Amount																																																																		
				FFM 119317																																																																					
						Gross Salary or Equip. Rental																																																																			
						•																																																																			
						24. ADO Check Number and Stamp																																																																			
23. Remarks Previous Invoices						Gross Earnings																																																																			
						Comm. Deduct.																																																																			
NOTE: The above items are correct and proper for payment from available appropriations						Net Earnings																																																																			
25. Employee Signature <i>[Signature]</i>				26. Time Officer (Signature) <i>[Signature]</i>																																																																					

Printed: 10/07/2011 07:11

Page 1 of 1

OPTIONAL FORM 288 Rev. 04/2005

Emergency Equipment Use Invoice (OF-286):

(8/12/2011 - 8/17/2011)

Emergency Equipment - Use Invoice

Invoice #: 11-SD-BKF-110573-000025A

Official #: 01

Page 1 of 1

This invoice has not received a final audit and is subject to change prior to payment

1. CONTRACTOR (Name and address) HAYWARD VFD 13730 HIGHWAY 40 KEYSTONE SD 57751-6607 b.DUNS: c.TIN/EIN:		2. INCIDENT OR PROJECT NAME COAL CANYON SD-BKF-110573	
		3. AGREEMENT NUMBER (From OF-294) 6V001	
		4. EFFECTIVE DATES OF AGREEMENT a. Beginning: 5/1/2006 b. Ending: 11/30/2011	
5. EQUIPMENT (List make, model, serial no., etc.) ENGINE, TYPE 3 Unique ID: HAYWARD CAFS 6 Make: FREIGHTLINER Model: ENGINE-3X		6. POINT OF HIRE (Location when hired) HAYWARD, SD	
		7. DATE OF HIRE 08/12/2011	8. TIME OF HIRE 0000
9. ADMINISTRATIVE OFFICE FOR PAYMENT SD WILDLAND FIRE SUPP.DIV. FIRE BUSINESS ACCOUNTANT 4250 FIRE STATION ROAD-SUITE 2 RAPID CITY SD 57703-8722		10. THE WORK RATE IS BASED ON ALL OPERATING SUPPLIES BEING FURNISHED BY <input checked="" type="checkbox"/> CONTRACTOR (wet) <input type="checkbox"/> GOVERNMENT (dry)	
		11. OPERATOR FURNISHED BY <input checked="" type="checkbox"/> CONTRACTOR <input type="checkbox"/> GOVERNMENT	
		12. RESOURCE ORDER NUMBER E-6031	

13. YEAR 2011	14. WORK OR DAILY RATE			15. SPECIAL RATE			16. TOTAL AMOUNT EARNED (14c + 15c)	17. GUARANTEE	18. AMOUNT
	MO	DA	a. UNITS WORKED (MI/HR/DA)	b. RATE	c. AMOUNT	a. UNITS WORKED (MI/HR/DA)			
8	12	8.00 HR	\$140.00	\$1,120.00				\$1,120.00	\$1,120.00
8	13	9.00 HR	\$140.00	\$1,260.00				See Next Line	See Next Line
8	13	6.00 HR	\$140.00	\$840.00				\$2,100.00	\$2,100.00
8	14	9.00 HR	\$140.00	\$1,260.00				See Next Line	See Next Line
8	14	6.00 HR	\$140.00	\$840.00				\$2,100.00	\$2,100.00
8	15	6.00 HR	\$165.00	\$990.00				See Next Line	See Next Line
8	15	8.50 HR	\$140.00	\$1,190.00				\$2,180.00	\$2,180.00
8	16	8.50 HR	\$165.00	\$1,402.50				See Next Line	See Next Line
8	16	6.00 HR	\$140.00	\$840.00				\$2,242.50	\$2,242.50
8	17	7.50 HR	\$140.00	\$1,050.00				See Next Line	See Next Line
8	17	6.50 HR	\$140.00	\$910.00				\$1,960.00	\$1,960.00

19. CHARGE CODE P2F93Z	20. OBJECT CODE	23. GROSS AMOUNT DUE	\$11,702.50
21. EQUIPMENT WAS <input type="checkbox"/> RELEASED <input type="checkbox"/> WITHDRAWN Date: Time:		24. ITEM 23 FROM PREVIOUS PAGE	
22. REMARKS FINAL None Prior Partial Payments		25. TOTAL AMOUNT DUE	\$11,702.50
		26. DEDUCTIONS (attach statement)	\$0.00
		27. ADDITIONS (attach statement)	\$0.00
		28. NET AMOUNT DUE	\$11,702.50

29. NOTE: CONTRACT RELEASE FOR AND IN CONSIDERATION OF RECEIPT OF PAYMENT IN THE AMOUNT SHOWN ON "NET AMOUNT DUE" LINE 28. CONTRACTOR HEREBY RELEASES THE GOVERNMENT FROM ANY AND ALL CLAIMS ARISING UNDER THIS AGREEMENT EXCEPT AS RESERVED IN "REMARKS" BLOCK 22

30. CONTRACTORS SIGNATURE <i>John E. Sposti</i>	31. DATE 17 Aug 2011	32. RECEIVING OFFICER'S SIGNATURE <i>W. Stacion</i>	33. DATE 17 Aug 11
34. PRINT NAME AND TITLE JOHN E. SPOSTI		35. PRINT NAME AND TITLE W. STACION	

Printed: 08/17/2011 12:34

Date Form Modified: 5/17/07

OPTIONAL FORM 286

South Dakota Crew Time Report:
Form #: AS-DCF100/95

Crew Time Report, AS-DCF100/95					
South Dakota			AG- DCF100/96		
FIRE DEPARTMENT CREW/EQUIPMENT TIME REPORT					
CREW NAME (VOL FIRE DEPT)(1)					
FIRE NAME (2)				FIRE NUMBER (3)	
4		5		6	
7		8		9	
NAME OF EMPLOYEE	CLASSI F- ICATIO N	DATE		DATE	
		MILITARY TIME		MILITARY TIME	
		ON	OF F	ON	OFF
EQUIPMENT (8)	UNIT (9)	ON	OF F	ON	OFF
OFFICER IN CHARGE (SIGNATURE) (10)			TITLE OF OFFICER IN CHARGE (11)		
NAME (Person Posting to Emergency Time Report)(12)				DATE (13)	

- White Copy - To accompany the appropriate billing documents to the South Dakota Wildland Fire Suppression Division.**
- Yellow Copy - Retain at the fire scene by agency responsible for the fire (State or Forest Service).**
- Pink Copy - Retain by the Fire Department.**

AD CLASS	COMMAND	FINANCE	OPERATIONS	PLANNING	LOGISTICS	COORDINATION AND SUPPORT	ALL-HAZARDS
AD-A \$14.20					* Camp Crew Help (CAMP)	* Messenger (THSP)	
AD-B \$15.64			* Aircraft Time Recorder (ATIM)		*Radio Operator (RADO)		*Basic Search and Rescue Technician (BSRT) *Defensive Structural Firefighter (DFF1) *Traffic Control Aid (TCA1)
AD-C \$17.40			* Aircraft Base Radio Operator (ABRO) *Firefighter Type 2 Crew Member (FFT2) * Swamper (THSP)	* Display Processor (DPRO)	* Camp Crew Squad Boss (THSP) * Security Guard, not LE (SECG) * Tool and Equipment Specialist (TESP)	*Cache Supply Clerk (CASC) * Expanded Dispatch Recorder (EDRC) *Fixed Wing Parking Tender (FWPT) * Laborer (THSP)*General Support Clerk (THSP)	* Structural Firefighter, Type 1 (SFF1)
AD-D \$19.20			* Faller Class A (up to 12" dbh) (FALA) *Firefighter Type 1 Squad Boss (FFT1) *Fire Lookout (THSP) *Helicopter Crew Member(HECM)		* Camp Crew Boss (CACB) * Equipment Inspector (EQPM)	* Computer Data Entry Recorder (CDER) * Driver/Operator (DRIV) * Fueling Specialist (FUEL)	* All-Hazards Search & Rescue Technician (SRT2) * All-Hazards Swift Water Rescue Technician (SWF2) * Technical Rescue Technician (TRT2)
AD-E \$21.04	* Incident Comm., Type 5 (ICT5)	* Claims Specialist (CLMS) * Commiss. Manager (CMSY) *Comp for Injury Specialist (INJR) * Equipment Time Recorder (EQTR) * Personnel Time Recorder (PTRC)	* Engine Operator (ENOP) * Takeoff and Landing Coordinator (TOLC)	* Status / Check In Recorder (SCKN) * Weather Observer (WOBS)	* Base Camp Manager (BCMG) * Equipment Manager (EQPM) * Incident Communica. Center Manager (INCM) * Ordering Manager (ORDM) * Receiving and Distribution Manager (RCDM) * Security Manager (SECM)	* Driver, CDL Required (DRCL) *Materials Handler, WHSE/CACHE Worker (WHHR)	

AD CLASS	COMMAND	FINANCE	OPERATIONS	PLANNING	LOGISTICS	COORDINATION AND SUPPORT	ALL-HAZARDS
AD-F \$23.04	* Incident Comm. Type 4 (ICT4)		* Aerial Observer (AERO) * Crew Boss (CRWB) * Deck Coordinator (DECK) * Engine Boss (ENGB) * Faller Class B (Up to 24" dbh) (FALB) * Felling Boss (FELB) * Firing Boss (FIRB) * Fixed Wing Base Manager (FWBM) * Heavy Equipment Boss, Single Resource (HEQB) * Staging Area Manager (STAM) * RX Burn Boss (RXB2) * Water Handling Specialist (WHSP)	* Field Observer (FOBS) * Doc. Unit Leader (DOCL) * Training Specialist (TNSP)	* Cache Demob Specialist (CDSP) * Incident Communication Tech. (COMT)	* Buying Team Member (THSP) * Cook, Head Camp (COOK) * Expanded Dispatch Support Dispatcher (EDSD) * FEMA Emerg. Support Function #4, Admin Support (ESFA) * Materials Handler, Leader WHSE/CACHE LDR (WHLR) * Packer (PACK) * Ramp Manager (RAMP) * Voucher Examiner (THSP)	* All-Hazards Swift Water Rescue Squad Leader (SWF1) * All-Hazards Technical Rescue Squad Leader (TRT1) * Canine Handler (CANH) * All-Hazards Search & Rescue Squad Leader (SRT1) * Hazardous Materials-Operations Level (HAZ2) * Mounted Search Technician (MSTC) * Technical Mountain Rescue Technician (TMRT)
AD-G \$25.08	* Public Information Officer (PIOF)		* Crew Representative (CREP) * Division Group Supervisor (DIVS) * Helicopter Manager, Single Resource Boss (HMGM) * Single Engine Air Tanker Manager (SEMG)	* Fire Investigator (FINV) * GIS Specialist (GISS) * Inter Agency Resource Rep. (IARR)	* Computer Coordinator (CCOO) * Emerg. Medical Technician Basic (EMTB) * Incident Medical Specialist Assistant (IMSA) * Incident Medical Specialist Technician (IMST)	* Contract Representative Northwest (CRNW) * Contract Representative Nation Wide (THSP) * Contracting Officer Technical Representative (COTR) * Mechanic (Automotive / Heavy Equipment) (GMEC) * Intelligence Support (INTS) * Infrared Interpreter (IRIN) * Lead Accounting Technician (THSP) * Mixmaster (MXMS)	* All-Hazards Search & Rescue Team Leader (SRTL) * All-Hazards Swift Water Rescue Team Leader (SWFL) * All-Hazards Technical Rescue Team Leader (TRTL) * Canine Team Leader (CANL) * Hazardous Materials-Technician Level (HAZ1) * Small Craft Operator (SCOP) * Technical Mountain Rescue Leader (TMRL)

AD CLASS	COMMAND	FINANCE	OPERATIONS	PLANNING	LOGISTICS	COORDINATION AND SUPPORT	ALL-HAZARDS
AD-H \$28.16	* Safety Officer Line (SOFR)	* Comp / Claims Unit Leader (COMP) * Cost Unit Leader (COST) * Time Unit Leader (TIME)	* Air Space Coordinator (THSP) * Dozer Operator (DZOP) * Helibase Manager Type 2 (HEB2) * Strike Team Leader Crew (STCR) * Strike Team Leader Engine (STEN) * Strike Team Leader Heavy Equipment (STEQ) * Strike Team Leader Military (STLM) * Specialty Tracked Equipment Operator (STOP) * Task Force Leader (TFLD) * Tractor/Plow Operator (TPOP)	* Demo B Unit Leader (DMOB) * Fire Effects Monitor (FEMO) * Human Resource Specialist (HRSP) * Resource Unit Leader (RESL) * Situation Unit Leader (STIL)	* Comm. Unit Leader (COML) * Emerg. Medical Technician Intermediate (EMTI) * Facilities Unit Leader (FACL) * Food Unit Leader (FDUL) * Ground Support Unit Leader (GSUL) * Incident Medical Specialist Manager (IMSM) * Medical Unit Leader (MEDL) * Supply Unit Leader (SPUL)	* Air Space Coordinator (THSP) * Aircraft Dispatcher (ACDP) * A/T Base Manager (ATBM) * Computer Technical Specialist (CTSP) * Cost Apportionment Tech Specialist (THSP) * Expanded Dispatch Supervisory Dispatcher (EDSP) * Instructor (S-300 & Below courses & Non-ICS Courses) (THSP) * Initial Attack Dispatcher (IADP) *MAFFS Airtanker Base Manager (MABM) * MAFFS Liaison Officer (MAFF) * Military Installation Logistics Coordinator (THSP) *Purchasing Agent,\$25,000 (PA25)	* Hazardous Materials Team Leader (HAZL) * Heavy Equipment Technician (HEQT) * Structural Fire Line Officer (SFOL)
AD-I \$31.16		* Procure. Unit Leader (PROC)	* Dozer Operator, Initial Attack (DZIA) * Faller Class C (Equal to or Greater Than 24" dbh) (FALC) * Helibase Manager Type 1 (HEB1) * Helicopter Coordinator (HLCO) * Seat Coordinator (THSP) * Tractor/Plow Operator, Initial Attack (TPIA)	* Incident Meteorol. (IMET)		* Air Space Coordinator ,Nat. and GACC (THSP) * FEMA Emerg. Support Function #4, Wildland Support (ESFW) * FEMA Emerg. Support Function #4, Structure Support (ESFS) * Incident Business Advisor, Type 3 (IBA3) * Lead Instructor (S300 Courses & Below & Non-ICS Courses) (THSP) *Resource Advisor (READ)	

AD CLASS	COMMAND	FINANCE	OPERATIONS	PLANNING	LOGISTICS	COORDINATION AND SUPPORT	ALL-HAZARDS
AD-J \$34.28	* Incident Comm., Type 3 (ICT3)		* Air Support Group Supervisor (ASGS) * Air Tactical Group Supervisor (ATGS) * Air Tactical Supervisor (THSP) * Division/Group Supervisor (DIVS) * Structural Protection Specialist (STPS)	* Fire Behavior Analyst (FBAN) * Long Term Fire Analyst (LTAN)	* Emerg. Medical Technician Paramedic (EMTP)	* Expanded Dispatch Coordinator (CORD) * GACC Meteorologist (THSP) * Intelligence Lead (INTL) *Instructor (S-400 courses & above) (THSP) *Prevention/Education Team Member (PETM)	* Biologist (BIOL) * Conservation Specialist (CONS) * Epidemiologist (EPID)
AD-K \$37.64	* Agency Rep. (AREP) * Liaison Officer (LOFR) * Public Information Officer, Type 2 (IOF2) * Safety Officer, Type 2 (SOF2)	* Finance / Admin. Section Chief, Type 2 (FSC2) * Incident Business Advisor, Type 2 (IBA2)	* Air Operations Branch Director (AOBD) * Operations Branch Director (OPBD) * Operations Section Chief, Type 2 (OSC2)	* Planning Section Chief, Type 2 (PSC2) * Strategic Operational Planner (SOPL)	* Logistics Section Chief, Type 2 (LSC2) * Service Branch Director (SVBD) * Support Branch Director (SUBD)	* Archeologist (ARCH) * Buying Team Leader- Geog. (BUYL) *Contracting Officer (CONO) * FEMA Emerg. Support Function #4, Primary Leader (ESFL) * Lead Instructor (S400 Courses & Above) (THSP) * MAC Group Coordinator (MCCO) * Prevention Education Team Leader (PETL)	
AD-L \$45.16	* Deputy Incident Comm., Type 2 (THSP) * Incident Comm., Type 2 (ICT2) * Public Information Officer, Type 1 (PIO1) * Safety Officer, Type 1 (SOF1)	* Finance/ Admin. Section Chief Type 1 (FSC1) * Incident Business Advisor, Type 1 (IBA1)	* Area Command Aviation Coordinator (ACAC) * Operations Section Chief Type 1 (OSC1)	* Assistant Area Command. Planning (ACPC) * Planning Section Chief Type 1 (PSC1)	* Assistant Area Command. Logistics (ACLC) * Logistics Section Chief Type 1 (LSC1)	*Buying Team Leader- Natl. Area (BUYL) * Pilot	
AD-M \$53.68	*Area Comm. (ACDR) * Deputy Incident Comm., Type 1 (THSP) * Incident						

	Comm., Type 1 (ICT1)						
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