



# Jackson Hole Fire/EMS

## Operations Manual

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### SCOPE

This procedure covers Engine deployment outside of our Region (defined as western Wyoming); mutual aid requests from surrounding counties and Federal partners including prescribed fire and severity; and requests for firefighters on Federal engines/hand crews.

### PURPOSE

The intent behind deploying wildland firefighters is to gain valuable experience our firefighters will then be able to apply within our jurisdiction. Engine deployment is the preferred route, as Teton County can charge for the engine and offset operational costs.

### SECTION I – NATIONAL DEPLOYMENT

Jackson Hole Fire/EMS will generally send out Engine Crews during the “off-season”, when it is highly unlikely to have a wildland fire with significant growth potential in Teton County.

Off-Season is defined as October 1 -May 31.

Deployments will typically be 14-day assignments with a travel day on both sides, equaling 16 total days. Crew members MUST be available for all days.

Resource(s) will be made “Available” in the Interagency Resource Ordering Capability, IROC, through Teton Interagency Dispatch.

### SECTION II – MUTUAL AID DEPLOYMENT

Mutual Aid County to County MOU and Wildland Fire Annual Operating Plan address regional deployments and define a reciprocal period as the first operational period (generally 24 hours). Mutual Aid will include requests for severity and prescribed fires.

Mutual Aid requests will be supported when appropriate crews can be assembled and not limited by the defined Off-Season. Length of deployment will also be dependent upon need and availability of resources. Crew members should be able to deploy to mutual aid requests for a minimum of 2 days, or single days on a case-by basis.

## **SECTION III – ENGINE CREW**

- 1 Qualified ENGB
- 2-4 FFT2 or above

Medical qualifications above EMT will not be paid for unless Resource Order specifies the higher level of medical certification. This only applies to volunteer pay rates as noted in the Wyoming Mobilization.

Preference of Volunteer or Volunteer/Full-Time Member crew make-up.

Full-Time Member participation is dependent upon Minimum Staffing being maintained throughout the deployment.

## **SECTION IV - APPARATUS**

Jackson Hole Fire/EMS will utilize either a Type 3 or a Type 6 apparatus with a chase vehicle.

- Preferred engines will be 678 or 368.
- Preferred chase vehicle will be a pickup truck.

All apparatus will have minimum inventory per NWCG requirements, with a documented inventory.

## **SECTION V – ROLES AND RESPONSIBILITIES**

Jackson Hole Fire/EMS will identify a Wildland Fire Coordinator. Among other duties, this position will track those individuals who are interested in Wildland Fire Deployment.

Wildland Coordinator will maintain a list of qualified Engine Bosses.

Wildland Coordinator will work with Teton Interagency Dispatch to update individuals and apparatus in IROC prior to any Engines going available.

Wildland Coordinator will coordinate with Teton Interagency Dispatch to go available.

Wildland Coordinator will assemble Exhibit B and supporting documentation for the Fire/EMS Office Manager to submit for reimbursement.

Individuals and the Wildland Coordinator will work annually to ensure that individuals have a valid Red Card each year. This process includes:

- RT-130 Annual Safety Refresher
- Arduous Pack Test
- Experience Record showing experience at a wildland or prescribed fire.
  - Qualifications expire if they are not utilized in 5-years or 3-years, depending upon the qualification.

Engine Boss or Single Resource deployed will have necessary forms as outlined in the Wyoming Mobilization Guide and the Wyoming Support Documentation Class.

Engine Boss or Single Resource deployed will be responsible for Crew Time Reports (CTR's) and Shift Tickets for apparatus, if applicable, turned into the Finance Section daily. For Severity and prescribed fire, CTR's and Shift Tickets for apparatus, if applicable, will be signed by a supervisor and turned into the Fire/EMS Executive Assistant immediately following completion of assignment.

## **SECTION VI – WILDLAND PAYMENT**

Volunteers will be paid a Call Pay for Initial Attack (IA) when operations are less than 4-hours. For calls extending beyond 4 hours, volunteers will be paid the rate established in the Wyoming Mobilization Guide. Volunteers will be paid per the Wyoming Mobilization Guide for all deployments and prescribed fire.

Payment to volunteers will be made once final calculation of hours can be submitted to the Clerk's Office. This process does not wait for reimbursement to be received from the agency responsible for the fire.

For IA fires in Teton County and Mutual aid fires within the reciprocal period, Career Staff on their off-duty days will place their hours on their timecards as regular hours worked. Career Staff will be paid a minimum of 3 hours, per the Teton County Callback policy, for IA. Hours will count towards their overtime threshold.

Career Staff categorized as 207k per FMLA on their tour of duty that get pulled for wildland activities will remain on their tour for the duration of the 48-hours and will receive their normal compensation.

Career Staff categorized as 207k per FMLA on their days off who go out on Mutual Aid Deployment (beyond the reciprocal period) or Nationally, will place their hours in their timecards. The supervisor will change the pay code to "16-Wildland" and place hours manually in the "OT-1" column. All hours will be considered above their normal work schedule and will be paid at the overtime rate. All hours will count towards their overtime threshold. Hours worked will follow the Wyoming Mobilization Guide.