

DEPARTMENT OF NATURAL RESOURCES
DIVISION OF FORESTRY, FIRE & STATE LANDS

FIRE WARDENS
2015
FIELD MANUAL

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CHAPTER 1 DIVISION ORGANIZATION

MISSION STATEMENT

The Division of Forestry, Fire & State Lands (FFSL) manages, sustains and strengthens Utah's forests, rangelands, sovereign lands and watersheds for its citizens and visitors.

AGENCY RESPONSIBILITY:

- Determine and execute the best methods of protecting private and public property by preventing the origin and spread of fire on non-federal forest, rangeland and watershed.
- Protect non-federal forest and watershed areas through application of conservation principles.
- Encourage private landowners to preserve, protect and manage forest and other lands throughout the state.

COOPERATIVE AGREEMENTS AND BUSINESS MANAGEMENT TOOLS:

All current State Agreements, Fire Department Agreements, County Agreements, Rate Books and Memoranda of Understanding (MOU) are stored on the Lone Peak Website, under the Business Management Tab. (<http://lonepeak.utah.gov>) select Organization drop down list. These documents are updated annually and are utilized by state and federal resources, including Incident Management Teams.

UTAH COOPERATIVE FIRE MANAGEMENT AGREEMENT (CFMA) & STAFFORD ACT RESPONSE AGREEMENT

The purpose of this Agreement is to document the commitment of the Agencies to this Agreement to improve efficiency by facilitating the coordination and exchange of personnel, equipment, supplies, services, and funds among the Agencies in sustaining wildland fire management activities, such as prevention, preparedness, communication and education, fuels treatment and hazard mitigation, fire planning, response strategies, tactics and alternatives, suppression and emergency stabilization and/or burned area rehabilitation. Agreement numbers are listed in the Reference Section.

STATEWIDE ANNUAL OPERATING PLAN

This Statewide Operating Plan is prepared pursuant to the (CFMA) between the State of Utah Division of Forestry, Fire and State Lands and U.S. Department of Interior Agencies (DOI) within the State and the Intermountain Region of the U.S. Forest Service.

FIRE DEPARTMENT MANUAL & RATE BOOK

The Utah Division of FFSL, Fire Department Manual & Rate Book establishes standard pay rates and explains the requirements and payment method for Utah fire departments and supporting agencies providing services on wildland fires outside their jurisdictional area of responsibility.

FIRE DEPARTMENT MOU

The purpose of this MOU is to provide a mechanism for procurement, use and compensation for services provided by Utah fire departments or districts outside their jurisdictional area of responsibility to the State of Utah and its cooperators.

AGREEMENT BETWEEN FFSL AND COUNTIES

For the purpose of establishing and maintaining a cooperative program for wildland fire protection in order to discharge the responsibilities of the County and the State for protecting unincorporated private, County and state owned forest, rangeland and watershed lands from fire as provided by UCA, section 65A-8-203.

UTAH NATIONAL GUARD AGREEMENT

This agreement provides a mechanism for the use of and reimbursement for National Guard resources on wildland fire incidents. Resources can only be used under the authority of a Governor's declaration of a state of emergency. All requests for National Guard resources are made through the state office.

UTAH DEPARTMENT OF TRANSPORTATION AGREEMENT

This agreement defines the procedures for ordering and procuring Utah Department of Transportation resources for wildland fire management activities.

ORGANIZATIONAL OVERVIEW

The Division of Forestry, Fire and State Lands is one of the seven divisions that comprise the Department of Natural Resources. Within the Division, responsibility is divided geographically into six unit areas, one administrative location and the resource base at the Lone Peak Conservation Center.

OFFICE LOCATIONS:

- Bear River Area
- Central Area
- Northeast Area
- Southwest Area
- Southeast Area
- Wasatch Front Area
- Lone Peak Conservation Center

Each Area is responsible for the delivery of fire management, forestry, and sovereign lands programs within their Area. Program management provides for the assistance in the following area:

- Landowner Forestry
- Urban and Community Forestry
- Forest Health
- Fire Suppression
- Prescribed Fire
- Wildland Urban Interface

- 1 • Hazardous Fuels Management
- 2 • Grant Assistance-
- 3 • Federal Excess Personal Property
- 4 • Wildland Fire Training
- 5 • Interagency Coordination
- 6 • Sovereign Lands Management
- 7 • GIS Database

8
9 For more information or assistance visit www.ffsl.utah.gov.

10 DIVISION RESOURCES

11
12 All FFSL fire suppression resources or support personnel follow National Wildfire
13 Coordination Group (NWCG) guidelines for qualifications and training. FFSL has fire
14 management professionals that provide suppression and support roles. Area offices carry
15 Fire Management Officers, Fuels Coordinators and Suppression Specialists (Fire Wardens)
16 to manage incidents on state and private lands as well as assisting with multi jurisdictional
17 incidents.

18 AREA POSITIONS:

- 19 • Area Manager
- 20 • Fire Management Officers
- 21 • Fire Wardens
- 22 • Assistant Fire Wardens
- 23 • Wildland Urban Interface (WUI) Coordinators
- 24 • Fuels Modules
- 25 • Various other professionals to assist with Type 3 - Type 1 Incident Management Teams

26 LONE PEAK CONSERVATION CENTER:

27 The Lone Peak Conservation Center (LPCC) offers a variety of resources for both incident
28 and non-incident assignments. The primary focus is to provide well trained resources for
29 fire management events covering a 3-6 month season. Resources also complete natural
30 resource projects for the state or interagency partners when not on fire assignment. LPCC
31 has a full time fire, support, and overhead staff of 31, with an annual seasonal workforce
32 that can range from 74-80. More information can be found at <http://lonepeak.utah.gov>.

33 LPCC resources are ordered through Northern Utah Interagency Fire Center (NUIFC).
34 The State Fire Management Officer (FMO) will be notified by NUIFC when assignments are
35 given to LPCC and their resources. If resources are positioned outside the NUIFC area,
36 those resources may be dispatched by the local interagency fire dispatch office. The Lone
37 Peak and Alta Interagency Hotshots are a National Resources and will be utilized and
38 dispatched in accordance with the procedures established for national crews. All crews
39 are self supporting and crew leaders are prepared to obtain all needed logistical support
40 items required for any task or mission. All crews come fully trained, certified and equipped

1 to safely complete all assignments. LPCC also staffs two (2) Type 3 heavy engines with five
2 (5) personnel each. Each engine is dispatched as a single resource or can be ordered to fill
3 a Strike Team or Task Force. Engines are available for pre-positioning, severity or use on
4 smaller non-incident projects..

5 RESOURCES

- 6 • Logistics Coordinator
- 7 • Fire Operations Coordinator
- 8 • Safety and Training Coordinator
- 9 • Lone Peak Engines
- 10 Heavy Engines (T3):
- 11 Engines are 700 gallons with class A and class B foam.
- 12 Each engine contains an NWCG carded Engine Boss (ENGB),
- 13 Engine Operator (ENOP), and three crew members.
- 14 Engines are designed for urban interface and have a pumping capacity of 500 GPM and a
- 15 front mount remote control monitor.

16 INTERNSHIP

- 17 • FFSL hires students from UVU Fire Science Course FSW-1400. As interns, these students
- 18 will fight wildfire, work on natural resource projects. Students can earn college credit
- 19 toward a degree in Fire Science.

20 TWIN PEAKS IA CREW

- 21 • Twin Peaks is a 20 person Type 2IA crew that has the experience to handle complex
- 22 assignments and fuels work.
- 23 • Twin Peak's has become the internship entry level platform for students to gain experience
- 24 as crew members.
- 25 • Crew is available from Early May to October 31st

26 DROMEDARY PEAK

- 27 • The Dromedary Peak Fuels Crew is a 25 person crew that is comprised of internship
- 28 students and others hired to fill crew slots. Dromedary will function as a fuels crew and
- 29 also certified as a Type II Crew if needed. Area's can choose not to use the fire crew and
- 30 complete a target; however, that decision must be made during the scheduling period. Also,
- 31 the area has the option to share the resource with other units if the fire severity warrants.
- 32 • Crew is available from early May to mid August but may extend to meet fall targets.

33 LONE PEAK HOTSHOTS and ALTA HOTSHOTS

- 34 • Lone Peak and Alta Interagency Hotshot Crews (IHC) are state sponsored crews
- 35 operating within a joint partnership between FFSL and the U.S. Forest Service Uinta-
- 36 Wasatch-Cache NF.
- 37 • Both IHC's are National Resources and are mobilized and managed as such.
- 38 • Standards set nationally for certification. (Standards for Interagency Hotshot Operations)

- 1 • Best chance for project availability is early or late season.
- 2 • Crew is available from mid April to October 31st.

3

4 **OTHER STATE COOPERATORS:**

- 5 • National Guard
- 6 • Utah Department of Transportation (UDOT)
- 7 • Division of Emergency Management (DEM)
- 8 • State Fire Marshall
- 9 • Department of Public Safety (DPS)
- 10 • Utah Highway Patrol (UHP)
- 11 • County and Local Governments

CHAPTER 2 STATUTES/RULES/POLICY

UTAH CODE ANNOTATED – TITLE 65A-3-1 -- 65A-8-212

65A-3-1 TRESPASSING ON STATE LANDS -- PENALTIES

1. As used in this section:
 - a. "Anchored" is as defined in Section 73-18-2.
 - b. "Beached" is as defined in Section 73-18-2.
 - c. "Vessel" is as defined in Section 73-18-2.
2. A person is guilty of a class B misdemeanor and liable for the civil damages prescribed in Subsection (4) if, without written authorization from the division, the person:
 - a. removes, extracts, uses, consumes, or destroys any mineral resource, gravel, sand, soil, vegetation, or improvement on state lands;
 - b. grazes livestock on state lands;
 - c. uses, occupies, or constructs improvements or structures on state lands;
 - d. uses or occupies state lands for more than 30 days after the cancellation or expiration of written authorization;
 - e. knowingly and willfully uses state lands for commercial gain;
 - f. appropriates, alters, injures, or destroys any historical, prehistorical, archaeological, or paleontological resource on state lands;
 - g. camps on the beds of navigable lakes or rivers except in posted and designated areas;
 - h. camps on sovereign land for longer than 15 consecutive days at the same location or within one mile of the same location;
 - i. camps on sovereign land for 15 consecutive days, and then returns to camp at the same location before 15 consecutive days have elapsed after the day on which the person left that location;
 - j. leaves an anchored or beached vessel unattended for longer than 48 hours on sovereign land or navigable lakes or rivers;
 - k. anchors or beaches a vessel for longer than 72 hours at the same location, on sovereign land or navigable lakes or rivers, and then fails to move the vessel at least two miles from that location; or
 - l. parks or operates motor vehicles on the beds of navigable lakes and rivers except in those areas supervised by the Division of Parks and Recreation or other state or local enforcement entity and which are posted as open to vehicle use.
3. A person is guilty of a class C misdemeanor and liable for civil damages described in Subsection (4) if, on state lands surrounding Bear Lake and without written authorization of the division, the person:
 - a. parks or operates a motor vehicle in an area on the exposed lake bed that is not specifically posted by the division as open for usage;
 - b. launches or retrieves a vessel in an area not specifically designated by the division as open for launching or retrieving a vessel;
 - c. exceeds a speed limit of 15 miles per hour while operating a motor vehicle;
 - d. except as necessary while launching or retrieving a vessel in an area where the person is permitted to launch or retrieve a vessel, parks or operates a motor vehicle within an area

- between the water's edge and a line posted by the division;
- e. except as allowed and posted by the division, travels in a motor vehicle parallel to the water's edge;
- f. parks or operates a motor vehicle between the hours of 10 p.m. and 7 a.m.; or
- g. starts a campfire or uses fireworks.
4. A person who commits any act described in Subsection (2) or (3) is liable for damages in the amount of:
 - a. three times the value of the mineral or other resource removed, destroyed, or extracted;
 - b. three times the value of damage committed; or
 - c. three times the consideration which would have been charged by the division for use of the land during the period of trespass.
5. In addition to the damages described in Subsection (4), a person found guilty of a misdemeanor under Subsection (2) or (3) is subject to the penalties provided in Section 76-3-204.
6. Money collected under this section shall be deposited in the fund in which similar revenues from that land would be deposited.

65A-3-2 PROHIBITED ACTS ON STATE LANDS

1. A person is guilty of a class B misdemeanor who:
 - a. throws or places lighted cigarette, cigar, firecracker, ashes, or other flaming or glowing substance which may cause a fire on a highway or wildland fire;
 - b. obstructs the state forester, an employee of the division, or an agent of the division, in the performance of controlling a fire;
 - c. refuses, on proper request of the state forester, an employee of the division, or an agent of the division, to assist in the controlling of a fire, without good and sufficient reason; or
 - d. fires tracer or incendiary ammunition:
 - i. anywhere except within the confines of established military reservations; or
 - ii. except with the written permission of the director of the Division of Forestry, Fire and State Lands, given upon written request, if the director:
 - A. specifies a limited period of time and a limited area in which the ammunition may be used; and
 - B. issues the written permission in accordance with this title and applicable rules.
2. Fines assessed under this section are deposited in the General Fund.
(Changes reflect the Enrolled House Bill 212 of the 2015 General Session)

65A-3-3 ENFORCEMENT OF LAWS ON STATE LANDS -- COUNTY ATTORNEY OR DISTRICT ATTORNEY TO PROSECUTE

1. It is the duty of the division, county sheriffs, their deputies, peace officers, and other law enforcement officers within their jurisdiction to enforce the provisions of this chapter and to investigate and gather evidence that may indicate a violation under this chapter.
2. The county attorney or district attorney as appropriate under Sections 17-18a-202, and 17-18a-203 shall:
 - a. prosecute any criminal violations of this chapter; and
 - b. initiate a civil action to recover suppression costs incurred by the county or state for suppression of fire on private land.

65A-3-4 LIABILITY FOR CAUSING WILDLAND FIRES

1. A person who negligently, recklessly, or intentionally causes or spreads a wildland fire shall be liable for the cost of suppressing that wildland fire, regardless of whether the fire begins on:
 - a. private land;
 - b. land owned by the state;
 - c. federal land; or
 - d. tribal land;
2. The conduct described in Subsection (1) includes any negligent, reckless, or intentional conduct, and is not limited to conduct described in Section 65A-3-2.
3. A person who incurs costs to suppress a wildland fire may bring an action under this section to recover those costs.
4. A person who suffers damage from a wildland fire may pursue all other legal remedies in addition to seeking damages under Subsection (3).

65A-8-101 DIVISION RESPONSIBILITIES FOR FIRE CONTROL AND THE PRESERVATION OF FOREST, WATERSHED, AND OTHER LANDS -- RECIPROCAL AGREEMENTS FOR FIRE PROTECTION

1. The division shall determine and execute the best method for protecting private and public property by:
 - a. except as provided by Subsection (1)(e), preventing the origin and spread of fire on nonfederal forest, range, or watershed land in an unincorporated area of the state;
 - b. protecting a nonfederal forest or watershed area using conservation principles;
 - c. encouraging a private landowner to preserve, protect, and manage forest or other land throughout the state;
 - d. taking action the division considers appropriate to control wildland fire and protect life and property on the nonfederal forest, range, or watershed land within an unincorporated area of the state; and
 - e. implementing a limited fire suppression strategy, including allowing a fire to burn with limited or modified suppression, if the division determines that the strategy is appropriate for a specific area or circumstance.
2. The division may:
 - a. enter into an agreement with a public or private agency or individual:
 - (i) for the purpose of protecting, managing, or rehabilitating land owned or managed by the agency or individual; and
 - (ii) establishing a predetermined fire suppression plan, including a limited fire suppression strategy, for a specific fire management area; and
 - b. enter into a reciprocal agreement with a fire protection organization, including a federal agency, to provide fire protection for land and an improvement for which the organization normally provides fire protection.

65A-8-102 STATE FORESTER

1. There is created the position of state forester to carry out the provisions of this chapter.
2. The state forester shall be a graduate of an accredited school of forestry, technically and professionally competent, and experienced in administration.

3. The state forester shall be responsible to the director of the division.
4. In all matters pertaining to forestry and fire control in which the state recognizes a responsibility, the state forester shall be the official representative of the state.

65A-8-103 FORESTRY AND FIRE CONTROL FUNDS

1. The division shall use money available to it to meet the costs of:
 - a. controlling forest, range, and watershed fires;
 - b. controlling insect and disease epidemics;
 - c. rehabilitating or reforesting nonfederal forest, range, and watershed lands; and
 - d. promoting wildfire preparedness, wildfire mitigation, and wildfire prevention; and
 - e. carrying on the purposes of this chapter.
2. All money available to the division to meet the costs of Subsections (1)(a) through (e) is nonlapsing and available to the division until expended.
3. a. The collection and disbursement of all money made available to the division shall be in accordance with the rules of the Division of Finance.
 - b. Money collected by the division from fees, rentals, sales, contributions, reimbursements, and other such sources shall be deposited in the appropriate account.

65A-8-103.5 WILDLAND FIRE POLICY -- REPORT

- (1) The director shall:
 - (a) coordinate the development of a comprehensive, state-wide wildland fire prevention, preparedness, and suppression policy;
 - (b) coordinate with applicable state agencies to identify critical wildlife habitat areas as the policy described in Subsection (1)(a) is developed; and
 - (c) report to the Natural Resources, Agriculture, and Environment Interim Committee by November 30, 2015, on the director's recommendation for the policy described in Subsection (1)(a).
- (2) The goals of the state-wide catastrophic wildfire reduction policy described in Subsection (1)(a) shall be to:
 - (a) restore and maintain landscapes, ensuring landscapes across the state are resilient to wildfire-related disturbances in accordance with fire management objectives;
 - (b) create fire-adapted communities, ensuring that human populations and infrastructure can withstand a wildfire without loss of life or property;
 - (c) improve wildfire response, ensuring that all political subdivisions can participate in making and implementing safe, effective, and efficient risk-based wildfire management decisions; and
 - (d) reduce risks to wildlife, such as the greater sage grouse, which can be devastated by wildfire.
- (3) In developing the wildland fire policy described in Subsection (1)(a), the director shall coordinate with representatives of counties, cities, and towns in the state, along with any other stakeholders the director considers necessary and relevant, including the Catastrophic Wildfire Reduction Strategy Statewide Steering Committee and six regional work groups.

(Changes reflect the Enrolled Senate Bill 56 of the 2015 General Session)

- 1 **65A-8-201 UNCONTROLLED FIRE IS A PUBLIC NUISANCE**
 2 Any fire on forest, range, or watershed land in the state burning uncontrolled and without
 3 proper and adequate action being taken to control or prevent its spread is a public
 4 nuisance.
 5
 6 **65A-8-202 FIRE CONTROL -- COUNTY RESPONSIBILITIES**
 7 1. Counties shall abate the public nuisance caused by uncontrolled fire on privately owned or
 8 county owned forest, range, and watershed lands.
 9 2. Counties, or other political subdivisions of the state as determined to be appropriate by the
 10 state forester, may participate in the wildland fire protection system of the division and
 11 become eligible for assistance from the state by agreement under the provisions of this
 12 chapter.
 13 3. The state forester shall make certain that appropriate action is taken to control wildland
 14 fires on nonfederal forest, range, and watershed lands.
 15 4. The actual costs of suppression action taken by the division on privately owned lands
 16 shall be a charge against the county in which the lands lie, unless otherwise provided by
 17 cooperative agreement.
 18
 19 **65A-8-203 COOPERATIVE FIRE PROTECTION AGREEMENTS WITH COUNTIES**
 20 1. The county legislative body of any county may enter into a cooperative agreement with the
 21 division to receive financial and supervisory cooperation and assistance from the division.
 22 2. A county may not receive cooperation or assistance under Subsection (1) until a cooperative
 23 agreement is executed by the county legislative body and the division.
 24 3. In order to be eligible to enter into a cooperative agreement with the division, the county
 25 shall:
 26 a. adopt a wildland fire ordinance based upon minimum standards established by the
 27 division;
 28 b. require that the county fire department or equivalent private provider under contract with
 29 the county meet minimum standards for wildland fire training, certification, and wildland
 30 fire suppression equipment based upon nationally accepted standards as specified by the
 31 division; and
 32 c. file with the division a budget for fire suppression costs.
 33 4. A county that chooses not to enter into a cooperative agreement with the division may not be
 34 eligible to receive financial assistance from the division.
 35 5. The state forester may execute the agreements and may divide the state into fire protection
 36 districts.
 37 6. These districts shall provide efficient and economical fire protection within the area defined.
 38 7. The districts may comprise one or more counties, or portions of counties to be specified in
 39 the cooperative agreements.
 40 8. Under the terms of the cooperative agreements, the state forester shall file annual budgets
 41 for operation of the cooperative districts with each participating county.
 42 9. If the county approves a budget mutually acceptable to the county and the state forester,
 43 and budgets an amount for actual fire suppression costs determined to be normal by the
 44 state forester, the agreement shall commit the state to pay 1/2 of the actual suppression
 45 costs that exceed the stated normal costs.

- 1 **65A-8-204 WILDLAND FIRE SUPPRESSION FUND CREATED**
 2 1. There is created a private-purpose trust fund known as the "Wildland Fire Suppression
 3 Fund."
 4 2. The fund shall be administered by the division to pay fire suppression and pre-suppression
 5 costs on eligible lands within unincorporated areas of counties.
 6 3. The contents of the fund shall include:
 7 a. payments by counties pursuant to written agreements made under Section 65A-8-205;
 8 b. interest and earnings from the investment of fund money; and
 9 c. money appropriated by the Legislature.
 10 4. Fund money shall be invested by the state treasurer with the earnings and interest accruing
 11 to the fund.
 12 5. a. A maximum level of \$8,000,000 is established for the fund.
 13 b. (i) Except as provided in Subsection (5)(b)(ii), if the amount of money in the fund equals or
 14 exceeds \$8,000,000 on March 31, no assessments may be charged for the following
 15 year.
 16 (ii) The waiver of assessments provided in Subsection (5)(b)(i) does not apply to any equity
 17 payment required by Section 65A-8-205.
 18
 19 **65A-8-205 AGREEMENTS FOR COVERAGE BY THE WILDLAND FIRE SUPPRESSION FUND**
 20 **-- ELIGIBLE LANDS -- COUNTY AND STATE OBLIGATIONS -- TERMINATION -- REVOCATION**
 21 1. a. A county legislative body may enter annually into a written agreement with the state
 22 forester to provide for payment from the Wildland Fire Suppression Fund of fire
 23 suppression costs incurred by the county in excess of the county's fire suppression budget.
 24 b. Fire suppression costs on forest, range, and watershed lands within the unincorporated
 25 area of a county, except federal or state lands, are eligible for coverage by the Wildland
 26 Fire Suppression Fund.
 27 2. a. An agreement for payment of fire suppression costs from the Wildland Fire
 28 Suppression Fund shall provide that the county shall:
 29 (i) except as provided by Subsection (2)(b), pay into the fund an amount equal to:
 30 A .01 times the number of acres of privately- or county-owned land in the
 31 unincorporated area of the county; and
 32 B .0001151 times the taxable value of real property in the unincorporated area of the
 33 county; and
 34 (ii) budget an amount for fire suppression costs determined to be normal by the state
 35 forester in accordance with the formula specified by rule.
 36 b. A county is not required to pay for an acre of real property described in Subsection (2)(a)(i)
 37 if the acre or real property:
 38 (i) is subject to concentrated residential, commercial, or industrial development;
 39 (ii) would not be exposed to wildland fire; and
 40 (iii) would not expose any wildland to fire spreading from it.
 41 3. a. Any county that elects to initiate participation in the fund, or reestablish participation in
 42 the fund after participation was terminated, shall make an equity payment, in addition
 43 to the assessment provided in Subsection (2)(a)(i).
 44 b. The equity payment shall represent what the county's equity in the fund would be if the
 45 county had made assessments into the fund for each of the previous three years.

- 1 c. The equity payment shall be determined by the state forester in accordance with division
- 2 rules.
- 3 4. The agreement shall provide that:
- 4 a. the state shall pay into the fund an amount equal to the county's payment, including any
- 5 equity payment required under Subsection (3); and
- 6 b. if money in the fund is insufficient to pay for all eligible fire suppression costs, the state
- 7 shall pay for 1/2 of the county's remaining costs.
- 8 5. The agreement shall provide for revocation of the agreement for failure to pay assessments
- 9 when due.
- 10 6. Any county that elects to withdraw from participation in the fund, or whose participation in
- 11 the fund is revoked due to failure to pay its assessments when due, shall forfeit any right to
- 12 any previously paid assessments by the county.

65A-8-206 DISBURSEMENTS FROM THE WILDLAND FIRE SUPPRESSION FUND

- 15 1. Disbursements from the fund shall be made only upon written order of the state forester or
- 16 his authorized representative.
- 17 2. If the state forester determines money in the fund may be insufficient to cover eligible costs
- 18 in a program year, the state forester may delay making disbursements from the fund until
- 19 the close of the program year, at which time available money shall be prorated among those
- 20 entitled to payments at less than 100%.

65A-8-207 DIVISION TO ADMINISTER WILDLAND FIRE SUPPRESSION FUND

-- RULEMAKING -- PROCEDURES

- 24 1. By following the procedures and requirements of Title 63G, Chapter 3, Utah Administrative
- 25 Rulemaking Act, the division shall make rules to administer the Wildland Fire Suppression
- 26 Fund, including rules:
- 27 a. requiring documentation for:
- 28 (i) the number of acres of privately or county-owned land in the unincorporated area of a
- 29 participating county; and
- 30 (ii) an acre or real property exempt in Subsection 65A-8-205(2)(b);
- 31 b. describing the method or formula for determining:
- 32 (i) normal fire suppression costs; and
- 33 (ii) equity payments required by Section 65A-8-205; and
- 34 c. specifying fire suppression and pre-suppression costs that may be paid with
- 35 disbursements from the fund.
- 36 2. By following the procedures and requirements of Title 63G, Chapter 4, Administrative
- 37 Procedures Act, the division shall determine whether an acre or real property is eligible for
- 38 the exemption provided in Subsection 65A-8-205(2)(b).

65A-8-208 PRE-SUPPRESSION COSTS -- DISBURSEMENTS FROM FUND

-- CREDIT AGAINST ASSESSMENT -- LIMITED BY APPROPRIATION

- 42 1. The state forester or the state forester's authorized representative may make
- 43 disbursements from the Wildland Fire Suppression Fund to pay for costs of pre-suppression
- 44 and fire management activities initiated by counties participating in the fund, subject to the
- 45 limitations specified in this section.

- 1 2. Payments to a county for costs of pre-suppression and fire management activities in any
- 2 year may not exceed the county's assessment under Subsection 65A-8-205(2)(a).
- 3 3. a. In lieu of making a disbursement from the fund for a county's costs of pre-suppression
- 4 and fire management activities, the county may be given a credit against its assessment
- 5 under Subsection 65A-8-205(2)(a) equal to those costs.
- 6 b. The credit may not exceed the county's assessment under Subsection 65A-8-205(2)(a).
- 7 4. The total amount of money in the fund that may be allocated to cover costs of pre-
- 8 suppression and fire management activities initiated by counties may not exceed the
- 9 legislative appropriation to the fund for those costs.

65A-8-209 RESPONSIBILITIES OF COUNTY SHERIFFS AND DISTRICT FIRE WARDENS IN CONTROLLING FIRES

- 13 1. In those counties not directly participating in the state wildland fire protection organization
- 14 by cooperative agreement as provided in this chapter, the county sheriff shall take
- 15 appropriate action to suppress uncontrolled fires on state or private lands.
- 16 2. In all cases the sheriff shall:
- 17 a. report, as prescribed by the state forester, on wildland fire control action;
- 18 b. investigate and report fire causes; and
- 19 c. enforce the provisions of this chapter either independently or in cooperation with the state
- 20 forester.
- 21 3. In those counties participating in the state wildland fire protection organization by
- 22 cooperative agreement, the primary responsibility for fire control is delegated to the district
- 23 fire warden, who is designated by the state forester.
- 24 4. The county sheriff and his organization shall maintain cooperative support of the fire control
- 25 organization.

65A-8-210 FIRE CONTROL ON STATE-OWNED LANDS

-- RESPONSIBILITIES OF STATE AGENCIES

- 28 1. The division shall abate the public nuisance caused by uncontrolled fire on state-owned
- 29 forest, range, and watershed lands.
- 30 2. a. State agencies responsible for the administration of state-owned lands shall recognize
- 31 the need for providing wildland fire protection and the responsibility for sharing the
- 32 costs.
- 33 b. Those agencies shall annually allocate funds to the division in amounts as are
- 34 determined to be fair and equitable proportionate costs for providing a basic level of fire
- 35 protection.
- 36 c. The amount of protection costs shall be negotiated by the respective land agencies and
- 37 the division.

65A-8-211 CLOSED FIRE SEASON -- NOTICE -- VIOLATIONS -- BURNING PERMITS

-- PERSONAL LIABILITY -- EXEMPTIONS FROM BURNING PERMITS

- 42 1. a. The period from June 1 to October 31 of each year is a closed fire season throughout the
- 43 state.
- 44 b. The state forester may advance or extend the closed season wherever and whenever that
- 45 action is necessary.

- 1 c. The alteration of the closed season is done by posting the appropriate proclamation in
- 2 the courthouse of each county seat for at least seven days in advance of the date the
- 3 change is effective.
- 4 2. During the closed season it is a class B misdemeanor to set on fire, or cause to be set on
- 5 fire, any flammable material on any forest, brush, range, grass, grain, stubble, or hay land
- 6 without:
- 7 a. first securing a written permit from the state forester or a designated deputy; and
- 8 b. complying fully with the terms and conditions prescribed by the permit.
- 9 3. The district fire warden appointed by the state forester or the county sheriff in
- 10 nonparticipating counties shall issue burning permits using the form prescribed by the
- 11 division.
- 12 4. a. The burning permit does not relieve an individual from personal liability due to neglect or
- 13 incompetence.
- 14 b. A fire escaping control of the permittee that necessitates fire control action or does injury
- 15 to the property of another is prima facie evidence that the fire was not safe.
- 16 5. The state forester, his deputies, and the county sheriffs may refuse, revoke, postpone, or
- 17 cancel permits when they find it necessary in the interest of public safety.
- 18 6. a. A burning permit is not required for the burning of fence lines on cultivated lands, canals,
- 19 or irrigation ditches if:
- 20 (i) the burning does not pose a threat to forest, range, or watershed lands;
- 21 (ii) due care is used in the control of the burning; and
- 22 (iii) the individual notifies the nearest fire department of the approximate time the burning
- 23 will occur.
- 24 b. Failure to notify the nearest fire department of the burning as required by this section is a
- 25 class B misdemeanor.
- 26 7. A burning conducted in accordance with Subsection (6) is not a reckless burning under
- 27 Section 76-6-104 unless the fire escapes control and requires fire control action.

65A-8-212 POWER OF STATE FORESTER TO CLOSE HAZARDOUS AREAS -- VIOLATIONS OF AN ORDER CLOSING AN AREA

- 31 1. a. If the state forester finds conditions in a given area in the state to be extremely hazardous,
- 32 "extremely hazardous" means categorized as "extreme" under a nationally recognized
- 33 standard for rating fire danger, he shall close those areas to any forms of use by the
- 34 public, or to limit that use.
- 35 b. The closure shall include, for the period of time the state forester considers necessary,
- 36 the prohibition of open fires, and may include restrictions and prohibitions on:
- 37 (i) smoking;
- 38 (ii) the use of vehicles or equipment;
- 39 (iii) welding, cutting, or grinding of metals;
- 40 (iv) fireworks;
- 41 (v) explosives; or
- 42 (vi) the use of firearms for target shooting.
- 43 c. Any restriction or closure relating to firearms use:
- 44 (i) shall be done with support of the duly elected county sheriff of the affected county or
- 45 counties;

- 1 (ii) shall undergo a formal review by the State Forester and County Sheriff every 14 days;
- 2 and
- 3 (iii) may not prohibit a person from legally possessing a firearm or lawfully participating
- 4 in a hunt.
- 5 d. The State Forester and County Sheriff shall:
- 6 (i) agree to the terms of any restriction or closure relating to firearms use;
- 7 (ii) reduce the agreement to writing;
- 8 (iii) sign the agreement indicating approval of its terms and duration; and
- 9 (iv) complete the steps in Subsections (1)(d)(i) through (d)(iii) at each 14 day review and at
- 10 termination of the restriction or closure.
- 11 2. Nothing in this chapter prohibits any resident within the area from full and free access to his
- 12 home or property, or any legitimate use by the owner or lessee of the property.
- 13 3. The order or proclamation closing or limiting the use in the area shall set forth:
- 14 a. the exact area coming under the order;
- 15 b. the date when the order becomes effective; and
- 16 c. if advisable, the authority from whom permits for entry into the area may be obtained.
- 17 4. Any entry into or use of any area in violation of this section is a class B misdemeanor.

UTAH CODE ANNOTATED TITLE 76-6 102 -- 76-6-105

76-6-102 ARSON

- 23 1. A person is guilty of arson if, under circumstances not amounting to aggravated arson, the
- 24 person by means of fire or explosives unlawfully and intentionally damages:
- 25 a. any property with intention of defrauding an insurer; or
- 26 b. the property of another.
- 27 2. A violation of Subsection (1)(a) is a second degree felony.
- 28 3. A violation of Subsection (1)(b) is a second degree felony if:
- 29 a. the damage caused is or exceeds \$5,000 in value;
- 30 b. as a proximate result of the fire or explosion, any person not a participant in the offense
- 31 suffers serious bodily injury as defined in Section 76-1-601;
- 32 c. (i) the damage caused is or exceeds \$1,500 but is less than \$5,000 in value; and
- 33 (ii) at the time of the offense the actor has been previously convicted of a violation of this
- 34 section or Section 76-6-103 regarding aggravated arson within 10 years prior to the
- 35 commission of the violation of Subsection (1)(b).
- 36 4. A violation of Subsection (1)(b) is a third degree felony if:
- 37 a. the damage caused is or exceeds \$1,500 but is less than \$5,000 in value;
- 38 b. as a proximate result of the fire or explosion, any person not a participant in the offense
- 39 suffers substantial bodily injury as defined in Section 76-1-601;
- 40 c. the fire or explosion endangers human life; or
- 41 d. (i) the damage caused is or exceeds \$500 but is less than \$1,500 in value; and
- 42 (ii) at the time of the offense the actor has been previously convicted of a violation of this
- 43 section or Section 76-6-103 regarding aggravated arson within 10 years prior to the
- 44 commission of the violation of Subsection (1)(b).
- 45 5. A violation of Subsection (1)(b) is a class A misdemeanor if the damage caused:

- 1 a. is or exceeds \$500 but is less than \$1,500 in value; or
- 2 b. (i) is less than \$500; and
- 3 (ii) at the time of the offense the actor has been previously convicted of a violation of this
- 4 section or Section 76-6-103 regarding aggravated arson within 10 years prior to the
- 5 commission of the violation of Subsection (1)(b).
- 6 6. A violation of Subsection (1)(b) is a class B misdemeanor if the damage caused is less than
- 7 \$500.

76-6-104 RECKLESS BURNING

- 10 1. A person is guilty of reckless burning if the person:
 - 11 a. recklessly starts a fire or causes an explosion which endangers human life;
 - 12 b. having started a fire, whether recklessly or not, and knowing that it is spreading and will
 - 13 endanger the life or property of another, either fails to take reasonable measures to put
 - 14 out or control the fire or fails to give a prompt fire alarm;
 - 15 c. builds or maintains a fire without taking reasonable steps to remove all flammable
 - 16 materials surrounding the site of the fire as necessary to prevent the fire's spread or
 - 17 escape; or
 - 18 d. damages the property of another by reckless use of fire or causing an explosion.
- 19 2. a. A violation of Subsection (1)(a) or (b) is a class A misdemeanor.
- 20 b. A violation of Subsection (1)(c) is a class B misdemeanor.
- 21 c. A violation of Subsection (1)(d) is:
 - 22 (i) a class A misdemeanor if damage to property is or exceeds \$1,500 in value;
 - 23 (ii) a class B misdemeanor if the damage to property is or exceeds \$500 but is less than
 - 24 \$1,500 in value; and
 - 25 (iii) a class C misdemeanor if the damage to property is or exceeds \$150 but is less than
 - 26 \$500 in value.
- 27 d. Any other violation under Subsection (1)(d) is an infraction.

76-6-104.5 ABANDONED FIRE -- PENALTIES

- 30 1. A person is guilty of abandoning a fire if, under circumstances not amounting to the offense
- 31 of arson, aggravated arson, or causing a catastrophe under Title 76, Chapter 6, Part 1,
- 32 Property Destruction, the person leaves a fire:
 - 33 a. without first completely extinguishing it; and
 - 34 b. with the intent to not return to the fire.
- 35 2. A person does not commit a violation of Subsection (1) if the person leaves a fire to report an
- 36 uncontrolled fire.
- 37 3. A violation of Subsection (1):
 - 38 a. is a class C misdemeanor if there is no property damage;
 - 39 b. is a class B misdemeanor if property damage is less than \$1,000 in value; and
 - 40 c. is a class A misdemeanor if property damage is or exceeds \$1,000 in value.
- 41 4. If a violation of Subsection (1) involves a wildland fire, the violator is also liable for
- 42 suppression costs under Section 65A-3-4.
- 43 5. A fire spreading or reigniting is prima facie evidence that the person did not completely
- 44 extinguish the fire as required by Subsection (1)(a).

76-6-105 CAUSING A CATASTROPHE -- PENALTIES

- 2 1. Any person is guilty of causing a catastrophe if the person causes widespread injury or
- 3 damage to persons or property by:
 - 4 a. use of a weapon of mass destruction as defined in Section 76-10-401; or
 - 5 b. explosion, fire, flood, avalanche, collapse of a building, or other harmful or destructive
 - 6 force or substance that is not a weapon of mass destruction.
- 7 2. Causing a catastrophe is:
 - 8 a. a first degree felony if the person causes the catastrophe knowingly and by the use of a
 - 9 weapon of mass destruction;
 - 10 b. a second degree felony if the person causes the catastrophe knowingly and by a means
 - 11 other than a weapon of mass destruction; and
 - 12 c. a class A misdemeanor if the person causes the catastrophe recklessly.
- 13 3. In addition to any other penalty authorized by law, a court shall order any person convicted
- 14 of any violation of this section to reimburse any federal, state, or local unit of government,
- 15 or any private business, organization, individual, or entity for all expenses incurred in
- 16 responding to the violation, unless the court states on the record the reasons why the
- 17 reimbursement would be inappropriate.

UTAH CODE ANNOTATED – TITLE 53-2a Emergency Management Act

53-2a-204 AUTHORITY OF GOVERNOR -- FEDERAL ASSISTANCE -- FRAUD OR WILLFUL MISSTATEMENT IN APPLICATION FOR FINANCIAL ASSISTANCE -- PENALTY.

- 22 1. In addition to any other authorities conferred upon the governor, if the governor issues an
- 23 executive order declaring a state of emergency, the governor may:
 - 24 a. utilize all available resources of state government as reasonably necessary to cope with a
 - 25 state of emergency;
 - 26 b. employ measures and give direction to state and local officers and agencies which
 - 27 are reasonable and necessary for the purpose of securing compliance with the
 - 28 provisions of this part and with orders, rules and regulations made pursuant to this
 - 29 act;
 - 30 c. recommend and advise the evacuation of all or part of the population from any stricken or
 - 31 threatened area within the state if necessary for the preservation of life;
 - 32 d. recommend routes, modes of transportation, and destination in connection with
 - 33 evacuation;
 - 34 e. in connection with evacuation, suspend or limit the sale, dispensing, or transportation of
 - 35 alcoholic beverages, explosives, and combustibles, not to include the lawful bearing of
 - 36 arms;
 - 37 f. control ingress and egress to and from a disaster area, the movement of persons within
 - 38 the area, and recommend the occupancy or evacuation of premises in a disaster area;
 - 39 g. clear or remove from publicly or privately owned land or water debris or wreckage that is
 - 40 an immediate threat to public health, public safety, or private property, including allowing
 - 41 an employee of a state department or agency designated by the governor to enter upon
 - 42 private land or waters and perform any tasks necessary for the removal or clearance
 - 43 operation if the political subdivision, corporation, organization, or individual that is
 - 44 affected by the removal of the debris or wreckage:

- 1 (i) presents an unconditional authorization for removal of the debris or wreckage from
- 2 private property; and
- 3 (ii) agrees to indemnify the state against any claim arising from the removal of the debris
- 4 or wreckage;
- 5 h. enter into agreement with any agency of the United States:
- 6 (i) for temporary housing units to be occupied by victims of a state of emergency or
- 7 persons who assist victims of a state of emergency; and
- 8 (ii) to make the housing units described in Subsection (1)(h)(i) available to a political
- 9 subdivision of this state;
- 10 i. assist any political subdivision of this state to acquire sites and utilities necessary
- 11 for temporary housing units described in Subsection (1)(h)(i) by passing through
- 12 any funds made available to the governor by an agency of the United States for this
- 13 purpose;
- 14 j. subject to Sections 53-2a-209 and 53-2a-214, temporarily suspend or modify by
- 15 executive order, during the state of emergency, any public health, safety, zoning,
- 16 transportation, or other requirement of a statute or administrative rule within
- 17 this state if such action is essential to provide temporary housing described in
- 18 Subsection (1)(h)(i);
- 19 k. upon determination that a political subdivision of the state will suffer a substantial loss of
- 20 tax and other revenues because of a state of emergency and the political subdivision so
- 21 affected has demonstrated a need for financial assistance to perform its governmental
- 22 functions, in accordance with Utah Constitution, Article XIV, Sections 3 and 4, and Section
- 23 10-8-6:
- 24 (i) apply to the federal government for a loan on behalf of the political subdivision if
- 25 the amount of the loan that the governor applies for does not exceed 25% of the
- 26 annual operating budget of the political subdivision for the fiscal year in which the
- 27 state of emergency occurs; and
- 28 (ii) receive and disburse the amount of the loan to the political subdivision;
- 29 l. accept funds from the federal government and make grants to any political
- 30 subdivision for the purpose of removing debris or wreckage from publicly owned
- 31 land or water;
- 32 m. upon determination that financial assistance is essential to meet expenses related
- 33 to a state of emergency of individuals or families adversely affected by the state of
- 34 emergency that cannot be sufficiently met from other means of assistance, apply
- 35 for, accept, and expend a grant by the federal government to fund the financial
- 36 assistance, subject to the terms and conditions imposed upon the grant;
- 37 n. recommend to the Legislature other actions the governor considers to be necessary
- 38 to address a state of emergency; or
- 39 o. authorize the use of all water sources as necessary for fire suppression.
- 40 2. A person who fraudulently or willfully makes a misstatement of fact in connection with
- 41 an application for financial assistance under this section shall, upon conviction of each
- 42 offense, be subject to a fine of not more than \$5,000 or imprisonment for not more than
- 43 one year, or both.
- 44
- 45

53-2a-205 AUTHORITY OF CHIEF EXECUTIVE OFFICERS OF POLITICAL SUBDIVISIONS -- ORDERING OF EVACUATIONS

- 1 1. a. In order to protect life and property when a state of emergency or local emergency
- 2 has been declared, the chief executive officer of each political subdivision of the state is
- 3 authorized to:
- 4 (i) carry out, in the chief executive officer's jurisdiction, the measures as may be ordered
- 5 by the governor under this part; and
- 6 (ii) take any additional measures the chief executive officer may consider necessary,
- 7 subject to the limitations and provisions of this part.
- 8 b. The chief executive officer may not take an action that is inconsistent with any order, rule,
- 9 regulation, or action of the governor.
- 10 2. When a state of emergency or local emergency is declared, the authority of the chief
- 11 executive officer includes:
- 12 a. utilizing all available resources of the political subdivision as reasonably necessary to
- 13 manage a state of emergency or local emergency;
- 14 b. employing measures and giving direction to local officers and agencies which are
- 15 reasonable and necessary for the purpose of securing compliance with the provisions of
- 16 this chapter and with orders, rules, and regulations made under this part;
- 17 c. if necessary for the preservation of life, issuing an order for the evacuation of all or part of
- 18 the population from any stricken or threatened area within the political subdivision;
- 19 d. recommending routes, modes of transportation, and destinations in relation to an
- 20 evacuation;
- 21 e. suspending or limiting the sale, dispensing, or transportation of alcoholic beverages,
- 22 explosives, and combustibles in relation to an evacuation, except that the chief executive
- 23 officer may not restrict the lawful bearing of arms;
- 24 f. controlling ingress and egress to and from a disaster area, controlling the movement of
- 25 persons within a disaster area, and ordering the occupancy or evacuation of premises in
- 26 a disaster area;
- 27 g. clearing or removing debris or wreckage that may threaten public health, public safety,
- 28 or private property from publicly or privately owned land or waters, except that where
- 29 there is no immediate threat to public health or safety, the chief executive officer shall not
- 30 exercise this authority in relation to privately owned land or waters unless:
- 31 (i) the owner authorizes the employees of designated local agencies to enter upon the
- 32 private land or waters to perform any tasks necessary for the removal or clearance; and
- 33 (ii) the owner provides an unconditional authorization for removal of the debris or
- 34 wreckage and agrees to indemnify the local and state government against any claim
- 35 arising from the removal; and
- 36 h. invoking the provisions of any mutual aid agreement entered into by the political
- 37 subdivision.
- 38 3. a. If the chief executive is unavailable to issue an order for evacuation under Subsection (2)
- 39 (c), the chief law enforcement officer having jurisdiction for the area may issue an urgent
- 40 order for evacuation, for a period not to exceed 36 hours, if the order is necessary for the
- 41 preservation of life.
- 42 b. The chief executive officer may ratify, modify, or revoke the chief law enforcement officer's
- 43 order.
- 44
- 45

- 1 4. Notice of an order or the ratification, modification, or revocation of an order issued under
- 2 this section shall be:
- 3 a. given to the persons within the jurisdiction by the most effective and reasonable means
- 4 available; and
- 5 b. filed in accordance with Subsection 53-2a-209(1).

UTAH CODE ANNOTATED – TITLE 53-7 MISCELLANEOUS

53-7-104. ENFORCEMENT OF STATE FIRE CODE AND RULES -- DIVISION OF AUTHORITY AND RESPONSIBILITY

- 11 1. The authority and responsibility for enforcing the state fire code and rules made under this
- 12 chapter is divided as provided in this section.
- 13 2. The fire officers of any city or county shall enforce the state fire code and rules of the state
- 14 fire marshal in their respective areas.
- 15 3. The state fire marshal may enforce the state fire code and rules in:
- 16 a. areas outside of corporate cities, fire protection districts, and other local districts or
- 17 special service districts organized for fire protection purposes;
- 18 b. state-owned property, school district owned property, and privately owned property used
- 19 for schools located within corporate cities and county fire protection districts, asylums,
- 20 mental hospitals, hospitals, sanitariums, homes for the aged, residential health-care
- 21 facilities, children's homes or institutions, or similar institutional type occupancy of any
- 22 capacity; and
- 23 c. corporate cities, counties, fire protection districts, and special service districts organized
- 24 for fire protection purposes upon receiving a request from the chief fire official or the
- 25 local governing body.

53-7-210 FIRE INVESTIGATIONS BY LOCAL OFFICERS -- NOTIFICATION TO DIVISION

- 28 1. The chief fire officer of any city, town, or county fire department, or of any fire district
- 29 or special service district organized for fire protection purposes, or his authorized
- 30 representative shall investigate the cause, origin, and circumstances of each fire occurring
- 31 in his jurisdiction when property has been destroyed or damaged.
- 32 2. The fire officer shall:
- 33 a. begin the investigation immediately after the occurrence of the fire; and
- 34 b. attempt to determine, among other things, whether the fire was the result of
- 35 carelessness or of design.
- 36 3. If the fire officer making this investigation determines that the fire appears to be suspicious,
- 37 or of unknown origin, the officer may notify the division to request assistance.

UTAH CODE ANNOTATED – TITLE 17 COUNTIES

17-53-208 ORDINANCES -- EFFECTIVE DATES -- PUBLICATION -- ADOPTION OF ORDINANCES PRINTED IN BOOK FORM

- 44 1. The enacting clause of all ordinances of the county legislative body shall be as follows: "The
- 45 County Legislative Body of _____ County ordains as follows:".

- 1 2. Every ordinance shall be signed by the chair of the county legislative body and attested by
- 2 the clerk. On the passage of all ordinances the votes of the several members of the county
- 3 legislative body shall be entered on the minutes, and all ordinances shall be entered at
- 4 length in the ordinance book.
- 5 3. a. No ordinance passed by the county legislative body may take effect within less than 15
- 6 days after its passage.
- 7 b. The legislative body of each county adopting an ordinance shall, before the ordinance may
- 8 take effect:
- 9 (i) deposit a copy of the ordinance in the office of the county clerk; and
- 10 (ii)(A) publish a short summary of the ordinance, together with a statement that a
- 11 complete copy of the ordinance is available at the county clerk's office and with the
- 12 name of the members voting for and against the ordinance:
- 13 (I) for at least one publication in:
- 14 (Aa) a newspaper published in and having general circulation in the county, if
- 15 there is one; or
- 16 (Bb) if there is none published in the county, in a newspaper of general circulation
- 17 within the county; and
- 18 (III) as required in Section 45-1-101; or
- 19 (B) post a complete copy of the ordinance in nine public places within the county.
- 20 4. Any ordinance printed by authority of the county legislative body in book form or electronic
- 21 media, or any general revision of county ordinances printed in book form or electronic
- 22 media, may be adopted by an ordinance making reference to the printed ordinance or
- 23 revision if a copy of the ordinance or revision is filed in the office of the county clerk at the
- 24 time of adoption for use and examination by the public.
- 25 5. Ordinances establishing rules and regulations, printed as a code in book form or electronic
- 26 media, for the construction of buildings, the installation of plumbing, the installation of
- 27 electric wiring, or other related or similar work may be adopted by reference to the code
- 28 book if a copy of the code book is filed in the office of the county clerk at the time of the
- 29 adoption of the ordinance for use and examination by the public.
- 30 6. Ordinances that in the opinion of the county legislative body are necessary for the immediate
- 31 preservation of the peace, health, or safety of the county and the county's inhabitants may,
- 32 if so provided in the ordinance, take effect immediately upon publication in one issue of a
- 33 newspaper published in and having general circulation in the county, if there is one, and
- 34 if there is none published in the county, then immediately after posting at the courthouse
- 35 door.
- 36 7. An ordinance may take effect at a later date than provided in this section, if the ordinance so
- 37 provides.
- 38 8. An order entered in the minutes of the county legislative body that an ordinance has been
- 39 duly published or posted shall be prima facie proof of the publication or posting.

ADMINISTRATIVE RULES

R652-120-200 BURNING PERMITS

- 44 1. Burning permits shall be issued only by the following authorized officials: state
- 45 forester, his staff, and persons designated by the state forester. Burning permits are

- 1 required for open fires during the closed fire season as specified in Section 65A-8-211
- 2 and during any extension of the closed fire season proclaimed by the state forester.
- 3 2. The permit form, provided by the state forester, shall be filled out completely and in
- 4 accordance with instructions determined and furnished by his office.
- 5 3. Permittees shall comply with any written restrictions or conditions imposed with the
- 6 granting of the permit.
- 7 4. The permittee shall sign the permit form.
- 8 5. Burning permits will be issued only when in compliance with the Utah Air Conservation
- 9 Regulations. The following requirements must be met with each burning permit issued:
- 10 a. The permit is not valid and operative unless the Clearing Index is 500 or above. The
- 11 clearing index is determined daily by the U.S. Weather Bureau and available from county
- 12 health offices, the State Forester's Office or Area Offices of the Utah State Department of
- 13 Health.
- 14 b. A permit may be extended one day at a time, without inspection upon request to the
- 15 issuing officer. The request must be made before the expiration of the permit.
- 16 6. Agriculture has a limited exemption to open burning restrictions for the Division of
- 17 Forestry, Fire and State Lands rules as indicated in Section 65A-8-211 and the Utah Air
- 18 Conservation Regulations as outlined in Section 19-2-114.
- 19 7. Burning permits shall not be issued when red flag conditions exist or are forecasted
- 20 by the National Weather Service. Every permittee is required to contact the National
- 21 Weather Service to assure that a red flag condition does not exist or is not forecasted.
- 22 Permits are not valid or operative during declared red flag conditions.

R652-120-300 LIMITED SUPPRESSION AREAS

- 25 1. The division may establish fire management areas where the level and degree of
- 26 suppression activities are to be commensurate with the value of the resources within
- 27 the fire management area.
- 28 2. Fire management plans shall be available for public review and comment prior to
- 29 implementation.
- 30 3. County commission approval is required for any fire management plan that provides for
- 31 limited fire suppression action on private lands within a fire management area.

R652-120-400 PRESCRIBED FIRE

- 34 1. All prescribed burns utilizing division assistance other than permitting must have a written
- 35 burn plan that has been reviewed and approved by the division. Burn plans shall include at
- 36 a minimum information to determine management objectives and procedures to attain the
- 37 objectives. Data will be provided to deal with safety concerns and smoke management.
- 38 The burn plan will detail needs to insure the prescribed burn occurs within
- 39 prescription.
- 40 2. A private landowner or state lessee/permittee receiving assistance on a prescribed fire
- 41 shall supply resources specified in the burn plan.
- 42 3. Fire-fighting equipment placed by the division in any county for fire protection purposes
- 43 cannot be required to assist or be fully committed to a prescribed fire, but may be
- 44 utilized as available.

R652-120-500 MANAGEMENT FOR CULTURAL RESOURCES AND THREATENED AND EN-DANGERED SPECIES

3 Cultural resources, paleontological resources, and threatened and endangered species
 4 which may be affected by a proposed prescribed fire or within a fire management plan will
 5 be considered, protected or mitigated, as may be required and practical.

ADMINISTRATIVE RULES TITLE R652-121 NATURAL RESOURCES; FORESTRY, FIRE AND STATE LANDS; WILDLAND FIRE SUPPRESSION FUND.

R652-121-200 NORMAL FIRE SUPPRESSION COSTS

- 10 1. Under the terms of a cooperative fire protection agreement, the state forester shall file an
- 11 annual budget for operation of a cooperative district with each participating county. The
- 12 county shall budget an amount for actual fire suppression costs determined to be normal by
- 13 the state forester.
- 14 2. Normal fire suppression costs are defined as the actual costs identified by annual audits of
- 15 a participating county's financial records and costs paid by the state in the county's behalf
- 16 under the terms of Sections 65A- 8-203 and 65A-8-205. The most recent seven-year record
- 17 will be used. The highest year and lowest year will be deducted and the remaining five
- 18 years averaged.
- 19 3. The seven years of fire suppression costs will be in constant dollars, which allows for the
- 20 effect of inflation.
- 21 4. The minimum county budget for fire suppression costs shall be \$5,000. The effect of inflation
- 22 will be considered every three years. An amount equal to the accumulated inflation over
- 23 this period will be added to this base budget for fire suppression. This time period began
- 24 January 1, 1999.

R652-121-300 ANNUAL SIGN UP, EFFECTIVE PAYMENT PERIOD, ANNUAL ASSESSMENT PAYMENTS AND CAPITALIZATION

- 28 1. The annual sign up period will be from November 1 through January 10 of the following year.
- 29 2. The effective period for payments out of the Wildland Fire Suppression Fund will be
- 30 June 1 through October 31 of each year. Should the state forester determine the need
- 31 to extend the fire season as specified in Section 65A-8-211 due to fire severity, all
- 32 suppression costs incurred during that extension period will be eligible. A participating
- 33 county may petition the state forester in writing requesting use of the Wildland Fire
- 34 Suppression Fund to cover wildland fire suppression costs incurred outside the normal
- 35 fire season.
- 36 3. A participating county shall make its assessment fee and any required equity payment by
- 37 March 15 of each year.

R652-121-400 DETERMINATION OF UNINCORPORATED ACREAGE

- 40 1. The unincorporated acreage to be used in determining a portion of the assessment fee for
- 41 participation in the Wildland Fire Suppression Fund will be the private acreage provided by
- 42 the county from its ownership records. The acreage figure will be updated by the county
- 43 every three years.
- 44 2. A county shall report all of the unincorporated private acreage within the county in order to
- 45 participate in the Wildland Fire Suppression Fund.

1 R652-121-500 DETERMINATION OF PROPERTY VALUES

- 2 1. The taxable value of property in the unincorporated area of a county will be the locally
- 3 assessed value of real property provided by the county to the Utah State Tax Commission,
- 4 Property Tax Division on an annual basis.
- 5 2. Value of real property means:
- 6 a. the value of real estate, including patented mining claims as reported pursuant to Section
- 7 59-2- 322.
- 8 b. the value of improvements as reported pursuant to section 59-2-322.
- 9 3. The county must adhere to Utah State Tax Commission policy for periodic reassessment
- 10 of property. A county that is found to be in arrears on meeting this requirement will be
- 11 penalized by increasing the current taxable value of property by 25% in determining the
- 12 county's assessment fee.

14 R652-121-600 DETERMINATION OF EQUITY PAYMENTS

- 15 1. Unless waived by the legislature, an equity payment is required if a county elects to
- 16 participate in the Wildland Fire Suppression Fund after the initial sign up period or to
- 17 reestablish participation in the fund after a county's participation was terminated at the
- 18 county's choice or for revocation by the state forester. The initial sign up period ended on
- 19 May 31, 1998.
- 20 2. The equity payment is based on what the county's annual assessment fee would have
- 21 been for the previous three years. In no case will the equity payment exceed three years of
- 22 assessment.
- 23 3. If a county elects to join the suppression fund for the first time after May 31, 2000, an equity
- 24 payment will be required that is equal to the previous three years' assessment fees.
- 25 4. If a county elects to withdraw from the fund or participation is revoked by the state
- 26 forester, the county may request permission in writing to re-establish participation. Upon
- 27 acceptance, the county must make an equity payment equal to what its assessment fees
- 28 would have been for each year it was out of the fund, not to exceed three years.

30 R652-121-700 DEFINITION OF ELIGIBLE SUPPRESSION AND PRE-SUPPRESSION COSTS

- 31 1. After the County's approved fire suppression budget has been depleted, all fire suppression
- 32 costs that occur during the fire season, as defined in R652-121-300, directly related to the
- 33 control of wildfires on forest, range and watershed lands within the unincorporated area
- 34 of a participating county are eligible for coverage by the Wildland Fire Suppression Fund.
- 35 The costs of resources directly involved in fire suppression efforts that are paid from the
- 36 county's wildland fire suppression account are eligible. The county must notify the state
- 37 forester in writing when the county's budget for normal fire suppression costs has been
- 38 expended. Area managers will verify to the state forester in writing that a county's fire
- 39 suppression budget has been depleted.
- 40 2. A good faith effort must be made by the counties to recover suppression costs for human
- 41 caused fires. If the county has evidence that indicates a responsible party for a fire and
- 42 chooses not to proceed, suppression cost for that fire is not eligible for reimbursement
- 43 from the Wildland Fire Suppression Fund. After consultation between the county and
- 44 state, the state forester will determine if a good faith effort has been made to recover
- 45 suppression cost.

- 1 3. Wildland Fire suppression costs recovered under Section 65A-3-4 will be repaid to the
- 2 Wildland Fire Suppression Fund.
- 3 4. Pre-suppression projects may be funded from the Wildland Fire Suppression Fund when
- 4 approved in advance by the state forester.

6 R652-121-900 CLARIFICATION OF THE STATE'S FINANCIAL OBLIGATION FOR SUPPRESSION COSTS

8 If the Wildland Fire Suppression Fund is not adequate to pay all eligible fire suppression
 9 costs, prorated expenditure payments will be made to affected counties. The remaining
 10 county liability will be shared between the county and state as provided by the current
 11 agreement.

13 R652-121-1000 AGREEMENT FOR COUNTY PARTICIPATION IN FUND

14 Pursuant to Section 65A-8-205 a county legislative body may enter into a written agreement
 15 with the state forester to participate in the Wildland Fire Suppression Fund. The written
 16 agreement to authorize a county's participation in the fund may be an addendum to the
 17 current cooperative wildland fire agreement between a county and the state forester.

19 R652-121-1100 REVOCATION OF PARTICIPATION IN FUND

- 20 1. A county's eligibility to participate in the Wildland Fire Suppression Fund may be revoked for
- 21 failure to:
- 22 a. pay the required assessment or equity fees when due after being notified by the state
- 23 forester as specified in Subsection R652-121-1100(2).
- 24 b. provide documented unincorporated acreage figures for assessment determination; or
- 25 c. provide total taxable value of unincorporated property as provided annually to the Utah
- 26 State Tax Commission, Property Tax Division for the assessment determination.
- 27 2. The state forester will apprise a county in writing of any deficiency in Subsection R652-121-
- 28 1100(1) within 30 days following the due date. Deficiencies not remedied within 60 days shall
- 29 result in revocation of a county's participation in the Wildland Fire Suppression Fund.

31 R652-121-1200 DEFINITION OF PRE-SUPPRESSION ACTIVITIES

32 Pre-suppression activities are those activities related to wildfire prevention, preparedness
 33 and mitigation to reduce hazard or risk on eligible lands. Pre-suppression activities include
 34 fuel treatment, fuel breaks, defensible space, codes and ordinances, pre-suppression
 35 plans, wildland fire protection capability, wildland fire suppression training and other
 36 practices which reduce hazards or risks in the eligible areas.

38 R652-121-1300 APPLICATION PROCESS FOR PRE-SUPPRESSION PROJECTS

- 39 1. Pre-suppression project proposals must be submitted to the state forester in writing prior to
- 40 implementation. The written proposal shall detail:
- 41 a. the location of the project,
- 42 b. the purpose of the project,
- 43 c. the methods of accomplishing the project,
- 44 d. the time line for completion of the project,
- 45 e. the resources needed and their availability,

- f. itemized estimated cost for the project, and
 - g. other data required by the state forester.
2. Pre-suppression project proposals may be submitted by the counties to the state forester from March 1 through April 1 and August 1 through September 1 of each year. The counties will be notified by May 1 or October 1 of the state forester's decision on the proposed projects.

R652-121-1400 LIMITATION ON PRE-SUPPRESSION AND FIRE MANAGEMENT INCENTIVES

1. The cost of a county's approved pre-suppression projects shall not exceed 75% of that county's annual assessment fee for the Wildland Fire Suppression Fund.
2. Pre-suppression projects may be cost shared at a rate between 25% and 75% of the total cost of the project. The cost share rate will be determined by the state forester for each project category on an annual basis. These cost share rates will be communicated to the counties by January 30 of each year
3. Pre-suppression projects may be proposed for multi-year funded projects. These multi-year funded projects may not exceed three years. Annual cost share payments to a county for a multi-year project may not exceed 75% of that county's annual assessment fee. Project proposals will be developed to reflect annual work plans and payments to complete the project over a specified number of years.
4. The costs that may be reimbursed for pre-suppression projects may be limited by legislative appropriation. The Division shall not authorize payments for pre-suppression projects that exceed 75% of the total annual assessment fees paid into the fund by participating counties.

R652-121-1450 PAYMENT FOR PRE-SUPPRESSION PROJECTS

1. Cost share payment for pre-suppression projects will be made to the counties when:
 - a. the project is completed, inspected and certified by the area manager; and
 - b. the county makes a written request for reimbursement with documented costs.

R652-121-1600 STATE LAND EXCLUSION

Wildland fire suppression costs on state-owned lands are not eligible to be covered from the Wildland Fire Suppression Fund.

ADMINISTRATIVE RULES TITLE R652-122 NATURAL RESOURCES; FORESTRY, FIRE AND STATE LANDS; COUNTY COOPERATIVE AGREEMENTS WITH STATE FOR FIRE PROTECTION
R652-122-200 MINIMUM STANDARDS FOR WILDLAND FIRE ORDINANCE

1. The division uses the International Urban Wildland Interface Code as a basis for establishing the minimum standards discussed in this document. A county ordinance that at least meets the minimum standards should be in place by September 2006.
2. The Division incorporates by reference the 2003 International Code Council Urban-Wildland Interface Code as the minimum standard for wildland fire ordinance with these exceptions: to view exceptions see administrative rule website at <http://www.rules.utah.gov/publicat/code/r652/r652-122.htm> or to request a copy of the 2006 Utah Wildland Urban Interface code contact the State WUI Coordinator 801-538-5555.

R652-122-300 MINIMUM STANDARDS FOR WILDLAND FIRE TRAINING

1. These standards apply to fire departments representing those counties who have cooperative wildland fire protection agreements with the State of Utah or other fire departments which are contracted with the counties to provide fire protection on private wildland.
2. All members of the fire department engaged in responding to private and state wildland fires within the county's jurisdiction will be certified by the Utah Fire Certification Council as Wildland Firefighter I. The standard must be obtained by June 1, 2007. For purposes of this rule, "engaged in private and state wildland fires"
 - a. means firefighters who are directly involved in the suppression of a wildland fire; firefighters, on scene, who have supervisory responsibility or decision-making authority over those involved in the suppression of a wildland fire; or individuals who have fire suppression responsibilities within close proximity of the fire perimeter.
 - b. does not mean a person used as a courier; driver of a vehicle not used for fire suppression; or a person used in a non-tactical, support or other peripheral function not in close proximity to a wildland fire.
3. Fire Department personnel who supervise other firefighters on private and state wildland fires within the county's jurisdiction will be certified by the Utah Fire Certification Council as Wildland Firefighter II. This standard must be obtained June 1, 2014.

R652-122-400 MINIMUM STANDARDS FOR WILDLAND FIRE FIGHTING EQUIPMENT

1. The following standards are applicable to equipment used by fire departments representing those counties who have cooperative wildland fire protection agreements with the State of Utah. This includes county fire departments and other fire departments which are contracted with the counties to provide fire protection on private wildland. The Utah Division of Forestry, Fire and State Lands has determined that this standard be met by June 1, 2006.
2. Engines and water tenders used on private wildland fires within the county's jurisdiction will meet the standard for the type of equipment plus appropriate hand tools and water handling equipment as determined by the National Wildfire Coordinating Group.

TABLE 1 Engines

Component	Type 1	Type 2	Type 3
Pump Rating (gpm)	1000+ @ 150 PSI	250+ @ 150 PSI	150+ @ 150 PSI
Tank Capacity (gals)	400+	400+	500+
Hose 2.5 inch	1200 feet	1000 feet	None
Hose 1.5 inch	400 feet	500 feet	500 feet
Hose 1 inch	None	None	500 feet
Ladders (total ft)	48 feet	48 feet	None
Master Stream (gpm)	500	None	None
Personnel (minimum)	4	3	3

TABLE 1 Engines Continued

Component	Type 4	Type 5	Type 6
Pump Rating (gpm)	50 @ 150 PSI	50 @ 150 PSI	30 @ 150 PSI
Tank Capacity (gals)	750+	400-750	150-400
Hose 2.5 inch	None	None	None
Hose 1.5 inch	300 feet	300 feet	300 feet
Hose 1 inch	300 feet	300 feet	300 feet
Ladders (total ft)	None	None	None
Master Stream (gpm)	None	None	None
Personnel (minimum)	4	3	3

TABLE 2 Water Tenders

Component	Type 1	Type 2	Type 3
Tank Capacity (gals)	5000+	2500+	1000+
Pump Rating (gpm)	750+	400-750	150-400
Off Load Capacity	300 gpm+	200 gpm+	200 gpm+
Maximum Refill Time	30 Minutes	30 Minutes	30 Minutes
Personnel Tactical/ Nontactical	2/1	2/1	2/1

ADMINISTRATIVE RULES TITLE R652-123 NATURAL RESOURCES; FORESTRY, FIRE AND STATE LANDS; EXEMPTIONS TO WILDLAND FIRE SUPPRESSION FUND.

R652-123-100 AUTHORITY

This rule implements Subsection 65A-8-207(1) which authorizes the Division of Forestry, Fire and State Lands to make rules to administer the Wildland Fire Suppression Fund, including rules to determine whether an acres or real property is eligible for the exemption provided in Subsection 65A-8-205(2)(b).

R652-123-200 DEFINITIONS

1. ACCESSIBLE - an area is considered accessible if the roads are paved, and are 20 feet wide, and has a overhead clearance of 13 1/2 feet and has a maximum slope of 10%. A Type I fire engine, as defined in this rule, must be able to access and negotiate the roads and work safely throughout the entire area.
2. HYDRANT SYSTEM - A water distribution system consisting of pipes, hydrants, and pumps used for fire suppression, with the following specifications:
 - a. A six inch supply feed
 - b. A capacity of delivering 1000 gallons per minutes at 20 pounds per square inch for two hours at each hydrant. Flow will be verified with flow test documentation.
 - c. Maximum hydrant spacing is no greater than 500 lineal feet.

3. FIRE BARRIER - continuous, delineated, unbroken separation of land between the wildland and the nominated area, clear of wildland vegetation where wildland fire will not carry, and that is a permanent, definable, and substantial separation. Such barriers can include but is not limited to irrigated golf courses, lakes, highways, rivers and others deemed adequate by the Division.
4. PREDOMINANT VEGETATION - type of vegetation that provides the majority of plant cover in an area such as woody shrubs, grass, trees.
5. TYPE I FIRE ENGINE - A vehicle used for fire suppression that meets National Fire Protection Association (NFPA) 1901 Standard for Automotive Fire Apparatus.
6. URBAN VEGETATION - vegetation that is managed, maintained, and irrigated in a manner that will not allow for the propagation and spread of a fire over the landscape during anytime of the year.
7. WILDLAND - an area in which development is essentially non-existent, except for roads, railroads, power lines, and similar transportation facilities. Structures, if any, are widely scattered.
8. WILDLAND VEGETATION - naturally occurring vegetation that is not managed, maintained and irrigated or vegetation that when cured (low live foliar moisture content), may be capable of carrying fire over the landscape.
9. WILDLAND URBAN INTERFACE - A geographical area where structures and other human development meets or intermingles with undeveloped wildland.

R652-123-300 NOMINATION OF EXEMPT AREAS

For the covered year of 2007, a county may request that an area be exempt from its assessed payment into the Wildland Fire Suppression Fund by petitioning the Division on a Division approved form (Petition for Area Exemption) by September 1, 2006. For all subsequent years, the county's petition must be filed by July 1 of the year prior to the March 15 payment date.

The petition shall include:

- a. A description of the area including:
 - (i). an ortho-photo quad of the area to be considered
 - (ii). A topographic map of the area to be considered
- b. An explanation with supporting documentation indicating the area meets the criteria to be exempt, with fuels, response time, access, and water availability addressed.
- c. Detailed documentation of the taxable value of real property in the area to be exempt.
- d. A signature of a county commissioner.

R652-123-400 QUALIFYING AND EVALUATING EXEMPT AREAS

1. The Division shall check for completeness of the Petition for Area Exemptions and acknowledge the receipt of the petition by date stamp.
2. The Division shall inspect the area in the petition and evaluate the nomination using the following criteria:
 - a. The area must be in the unincorporated area of the county, and
 - b. The predominant vegetation in the area is considered urban vegetation or if the predominant vegetation is wildland vegetation, there exists a fire barrier as defined in this rule between the nominated area and the wildlands, and

- 1 c. The response time of the local fire department having jurisdiction is fifteen minutes or
- 2 less, and
- 3 d. The area is accessible as defined in this rule throughout the entire area such that a Type I
- 4 fire engine can maneuver and work safely anywhere in the nominated area, and
- 5 e. The area is serviced by a hydrant system as defined in this rule.

6
7 **R652-123-500 NOTIFICATION OF EXEMPT AREAS**

- 8 1. The Division will make a final determination of exempt areas.
- 9 2. For all requests made by September 1, 2006 for the following year, the Division will notify
- 10 the county commission by November 30, 2006 of those areas that were determined to be
- 11 exempt, and which areas were determined to be non-exempt. For all subsequent years, the
- 12 Division will give such notification by September 30.
- 13 3. The county may appeal the decision as defined in R652-8 Adjudicative Proceedings.
- 14 4. County expenditures for fire suppression that occur within areas that have been designated
- 15 as exempt, are not considered Normal Fire Suppressions Costs as defined in R652-121-
- 16 200(2) and will not be calculated as part of the county's approved fire suppression budget.

17
18 **R652-123-600 REPORTING**

- 19 Counties shall provide an annual report to the Division by March first listing:
- 20 a. A detailed listing of the taxable value of real property (land and buildings) in the exempt
- 21 area of the county,
- 22 b. The total acreage of unincorporated land and the total exempt acreage of unincorporated
- 23 land.
- 24 c. Any annexations of unincorporated lands by a town or city
- 25 d. County expenditures for fire suppression that occur within areas that have been approved
- 26 by the Division as exempt
- 27 e. Existing exemptions from previous years

28
29 **ADMINISTRATIVE RULES TITLE R307-202 ENVIRONMENTAL QUALITY; AIR QUALITY.**

30 **R307-202 EMISSION STANDARDS: GENERAL BURNING**

31 **R307-202-1 APPLICABILITY**

32 R307-202-4 through R307-202-8 applies to general burning within incorporated community

33 under the authority of county or municipal fire authority.

34
35 **R307-202-2. DEFINITIONS**

- 36 The following additional definitions apply only to R307-202.
- 37 1. ATTAINMENT AREAS - Means any area that meets the national primary and secondary
- 38 ambient air quality standard (NAAQS) for the pollutant.
- 39 2. COUNTY OR MUNICIPAL FIRE AUTHORITY - means the public official so designated with the
- 40 responsibility, authority, and training to protect people, property, and the environment from
- 41 fire, within their respective area of jurisdiction.
- 42 3. FEDERAL CLASS I AREA - means an area that consists of national parks exceeding 6,000
- 43 acres, wilderness areas and national memorial parks exceeding 5,000 acres, and all
- 44 international parks that were in existence on August 7, 1977. See Clean Air Act section 162(a).
- 45 4. FIRE HAZARD - means hazardous condition involving combustible, flammable, or explosive

- 1 material that represents a substantial threat to life or property if not immediately abated, as
- 2 declared by the county or municipal fire authority.
- 3 5. NATIVE AMERICAN SPIRITUAL ADVISOR - means a person who leads, instructs, or
- 4 facilitates a Native American religious ceremony or service; or provides religious
- 5 counseling; is an enrolled member of a federally recognized Native American tribe; and is
- 6 recognized as a spiritual advisor by a federally recognized Native American tribe. NATIVE
- 7 AMERICAN SPIRITUAL ADVISOR includes a sweat lodge leader, medicine person, traditional
- 8 religious practitioner, or holy man or woman.

9
10 **R307-202-3. EXCLUSIONS**

- 11 As provided in Section 19-2-114, the provisions of R307-202 are not applicable to:
- 12 1. Except for areas zoned as residential, burning incident to horticultural or agricultural
- 13 operations of:
 - 14 a. Prunings from trees, bushes, and plants; and
 - 15 b. Dead or diseased trees, bushes, and plants, including stubble.
- 16 2. Burning of weed growth along ditch banks for clearing these ditches for irrigation purposes;
- 17 3. Controlled heating of orchards or other crops during the frost season to lessen the chances
- 18 of their being frozen so long as the emissions from this heating do not cause or contribute
- 19 to an exceedance of any national ambient air quality standards and is consistent with the
- 20 federally approved State Implementation Plan; and
- 21 4. The controlled burning of not more than two structures per year by an organized and
- 22 operating fire department for the purpose of training fire service personnel when the
- 23 National Weather Service clearing index is above 500. See also Section 11-7-1(2)(a).
- 24 5. Ceremonial burning is excluded from R307-202-4(2) when conducted by a Native American
- 25 spiritual advisor.

26
27 **R307-202-4 PROHIBITIONS**

- 28 1. No open burning shall be done at sites used for disposal of community trash, garbage and
- 29 other wastes.
- 30 2. No person shall burn under this rule when the director issues a public announcement under
- 31 R307- 302. The director will distribute such announcement to the local media notifying
- 32 the public that a mandatory no-burn period is in effect for the area where the burning is to
- 33 occur.

34
35 **R307-202-5. GENERAL REQUIREMENTS**

- 36 1. Except as otherwise provided in this rule, no person shall set or use an open outdoor fire for
- 37 the purpose of disposal or burning of petroleum wastes; demolition or construction debris;
- 38 residential rubbish; garbage or vegetation; tires; tar; trees; wood waste; other combustible
- 39 or flammable solid, liquid or gaseous waste; or for metal salvage or burning of motor
- 40 vehicle bodies.
- 41 2. The county or municipal fire authority shall approve burning based on the predicted
- 42 meteorological conditions and whether the emissions would impact the health and welfare
- 43 of the public or cause or contribute to an exceedance of any national ambient air quality
- 44 standard.
- 45 3. Nothing in this regulation shall be construed as relieving any person conducting

- 1 open burning from meeting the requirements of any applicable federal, state or local
- 2 requirements concerning disposal of any combustible materials.
- 3 4. The county or municipal fire authority that approves any open burning permit will retain a
- 4 copy of each permit issued for one year.

R307-202-6 OPEN BURNING - WITHOUT PERMIT

7 The following types of open burning do not require a permit when not prohibited by other
 8 local, state or federal laws and regulations, when it does not create a nuisance, as defined
 9 in Section 76-10-803, and does not impact the health and welfare of the public.

- 10 1. Devices for the primary purpose of preparing food such as outdoor grills and fireplaces;
- 11 2. Campfires and fires used solely for recreational purposes where such fires are under
- 12 control of a responsible person and the combustible material is clean, dry wood or charcoal;
- 13 and
- 14 3. Indoor fireplaces and residential solid fuel burning devices except as provided in
- 15 R307-302- 2.

R307-202-7 OPEN BURNING - WITH PERMIT

- 18 1. No person shall knowingly conduct open burning unless the open burning activities may
- 19 be conducted without a permit pursuant to R307-202-6 or the person has a valid permit
- 20 for burning on a specified date or period, issued by the county or municipal fire authority
- 21 having jurisdiction in the area where the open burning will take place.
- 22 2. A permit applicant shall provide information as requested by the county or municipal fire
- 23 authority. No permit or authorization shall be deemed valid unless the issuing authority
- 24 determines that the applicant has provided the required information.
- 25 3. Persons seeking an open burning permit shall submit to the county or municipal fire
- 26 authority an application on a form provided by the director for each separate burn.
- 27 4. A permit shall be valid only on the lands specified on the permit.
- 28 5. No material shall be burned unless it is clearly described and quantified as material to
- 29 be burned on a valid permit.
- 30 6. No burning shall be conducted contrary to the conditions specified on the permit.
- 31 7. Any permit issued by a county or municipal fire authority shall be subject to the local,
- 32 state, and federal rules and regulations.
- 33 8. Open burning is authorized by the issuance of a permit, as stipulated within this rule, for
- 34 specification in R307-202-7(10). These permits can only be issued when not prohibited
- 35 by other local, state, or federal laws and regulations and when a nuisance as defined
- 36 in Section 76-10-803 is not created and does not impact the health and welfare of the
- 37 public.
- 38 9. Individual permits, as stipulated within this rule, for the types of burning listed in R307-
- 39 202- 7(10) may be issued by a county or municipal fire authority when the clearing index
- 40 is 500 or greater. When the clearing index is below 500, all permits issued for that day
- 41 will be null and void until further notice from the county or municipal fire authority.
- 42 Additionally, anyone burning on the day when the clearing index is below 500 or is found
- 43 to be violating any part of this rule shall be liable for a fine in accordance with R307-130.
- 44 10.Types of open burning for which a permit may be granted are:
- 45 a. Except in nonattainment and maintenance areas, open burning of tree cuttings and

- 1 slash in forest areas where the cuttings accrue from pulping, lumbering, and similar
- 2 operations, but excluding waste from sawmill operations such as sawdust and scrap
- 3 lumber.
- 4 b. Open burning of trees and brush within railroad rights-of-way provided that dirt is
- 5 removed from stumps before burning, and that tires, oil more dense than #2 fuel oil,
- 6 tar, or other materials which can cause severe air pollution are not present in the
- 7 materials to be burned, and are not used to start fires or to keep fires burning.
- 8 c. Open burning of a fire hazard that a county or municipal fire authority determines
- 9 cannot be abated by any other viable option.
- 10 d. Open burning of highly explosive materials when a county or municipal fire authority,
- 11 law enforcement agency or governmental agency having jurisdiction determines that
- 12 onsite burning or detonation in place is the only reasonably available method for safely
- 13 disposing of the material.
- 14 e. Open burning for the disposal of contraband in the possession of public law
- 15 enforcement personnel provided they demonstrate to the county or municipal
- 16 fire authority that open burning is the only reasonably available method for safely
- 17 disposing of the material.
- 18 f. Open burning of clippings, bushes, plants and prunings from trees incident to
- 19 property clean-up activities, including residential cleanup, provided that the following
- 20 conditions have been met:
- 21 (i) Within only the counties of Washington, Kane, San Juan, Iron, Garfield, Beaver,
- 22 Piute, Wayne, Grand and Emery, the county or municipal fire authority may issue
- 23 a permit between March 1 and May 30 when the clearing index is 500 or greater.
- 24 The county or municipal fire authority may issue a permit between September 15 to
- 25 November 15 for such burning to occur when the state forester has approved the
- 26 burning window under Section 65A-8-211 and the clearing index is 500 or greater.
- 27 (ii) In all other areas of the state, the county or municipal fire authority may issue a
- 28 permit between March 30 and May 30 for such burning to occur when the clearing
- 29 index is 500 or greater. The county or municipal fire authority may issue a permit
- 30 between September 15 and October 30 for such burning to occur when the state
- 31 forester has approved the burning window under Section 65A-8-211 and the
- 32 clearing index is 500 or greater.
- 33 (iii) Such burnings occur in accordance with state and federal requirements;
- 34 (iv) Materials to be burned are thoroughly dry; and
- 35 (v) No trash, rubbish, tires, or oil are included in the material to be burned, used to
- 36 start fires, or used to keep fires burning.
- 37 g. Except for nonattainment and maintenance areas, the director may grant a permit
- 38 for types of open burning not specified in R307-202-7(3) on written application if
- 39 the director finds that the burning is consistent with the federally approved State
- 40 Implementation Plan and does not cause or contribute to an exceedance of any
- 41 national ambient air quality standards.
- 42 (i) This permit may be granted once the director has reviewed the written application
- 43 with the requirements and criteria found within this rule at R307-202-7.
- 44 (ii) Open Burning Permit Criteria.
- 45 A. The director or the county or municipal fire authority shall consider the following

- factors in determining whether, and upon what conditions, to issue an open burning permit:
- I. The location and proximity of the proposed burning to any building, other structures, the public, and federal Class I areas that might be impacted by the smoke and emissions from the burn;
 - II. Burning will only be conducted when the clearing index is 500 or above; and
 - III. Whether there is any practical alternative method for the disposal of the material to be burned.
- B. Methods to minimize emissions and smoke impacts may include, but are not limited to:
- I. The use of clean auxiliary fuel;
 - II. Drying the material prior to ignition; and
 - III. Separation for alternative disposal of materials that produce higher levels of emissions and smoke during the combustion process.
- C. Open burning permits are not valid during periods when the clearing index is below 500 or publicly announced air pollution emergencies or alerts have been declared in the area of the proposed burn.
- D. For burns of piled material, all piles shall be reasonably dry and free of dirt.
- E. Open burns shall be supervised by a responsible person who shall notify the local fire department and have available, either on-site or by the local fire department, the means to suppress the burn if the fire does not comply with the terms and conditions of the permit.
- F. All open burning operations shall be subject to inspection by the director or county or municipal fire authority. The permittee shall maintain at the burn site the original or a copy of the permit that shall be made available without unreasonable delay to the inspector.
- G. If at any time the director or the county or municipal fire authority granting the permit determines that the permittee has not complied with any term or condition of the permit, the permit is subject to partial or complete suspension, revocation or imposition of additional conditions. All burning activity subject to the permit shall be terminated immediately upon notice of suspension or revocation. In addition to suspension or revocation of the permit, the director or county or municipal fire authority may take any other enforcement action authorized under state or local law.

R307-202-8. SPECIAL CONDITIONS

- 1. Open burning for special purposes or under unusual or emergency circumstances may be approved by the director if it is consistent with the federally approved State Implementation Plan and does not cause or contribute to an exceedance of any national ambient air quality standards.
 - a. This permit may be granted once the director has reviewed the written application with the requirements and criteria in R307-202-7.

ADMINISTRATIVE RULES TITLE R307-204 ENVIRONMENTAL QUALITY; AIR QUALITY; EMISSION STANDARDS: SMOKE MANAGEMENT

R307-204-1 PURPOSE AND GOALS

- 1. The purpose of R307-204 is to establish by rule procedures that mitigate the impact on public health and visibility of prescribed fire and wildland fire.

R307-204-2 APPLICABILITY

- 1. R307-204 applies to all persons using prescribed fire or wildland fire on land they own or manage.
- 2. R307-204 does not apply to agricultural activities specified in 19-2-114 and to those regulated under R307-202, or to activities otherwise permitted under R307.

R307-204-3 DEFINITIONS

- The following additional definitions apply only to R307-204.
- ANNUAL EMISSIONS GOAL - means the annual establishment of a planned quantitative value of emissions reductions from prescribed fire.
 - BEST MANAGEMENT PRACTICES - means smoke management and dispersion techniques used during a prescribed fire or a wildland fire use event that affect the direction, duration, height or density of smoke.
 - BURN PLAN - means the plan required for each fire application ignited by managers. It must be prepared by qualified personnel and approved by the appropriate agency administrator prior to implementation. Each plan follows specific agency direction and must include critical elements described in agency manuals.
 - BURN WINDOW - means the period of time during which the prescribed fire is scheduled for ignition.
 - EMISSION REDUCTION TECHNIQUES (ERT) - mean techniques for controlling emissions from prescribed fires to minimize the amount of emission output per unit or acre burned.
 - FEDERAL CLASS I AREA - means any Federal land that is federally classified or reclassified Class I.
 - FIRE PRESCRIPTION - means the measurable criteria that define conditions under which a prescribed fire may be ignited, guide selection of appropriate management responses, and indicates other required actions. Prescription criteria may include safety, economic, public health, environmental, geographic, administrative, social, or legal considerations.
 - LAND MANAGER - means any federal, state, local or private entity that owns, administers, directs, oversees or controls the use of public or private land, including the application of fire to the land.
 - NON-BURNING ALTERNATIVES TO FIRE - means non-burning techniques that are used to achieve a particular land management objective, including but not limited to reduction of fuel loading, manipulation of fuels, enhancement of wildlife habitat, and ecosystem restructuring. These alternatives are designed to replace the use of fire for at least the next five years.
 - PARTICULATE MATTER - means the liquid or solid particles such as dust, smoke, mist, or smog found in air emissions.
 - PILE - means natural materials or debris resulting from some type of fuels management practice that have been relocated either by hand or machinery into a concentrated area.

- 1 PILE BURN - means burning of individual piles.
 2 PRESCRIBED FIRE OR PRESCRIBED BURN - means any fire ignited by management
 3 actions to meet specific objectives, such as achieving resource benefits.
 4 SMOKE SENSITIVE RECEPTORS - means population centers such as towns and villages,
 5 campgrounds and trails, hospitals, nursing homes, schools, roads, airports, Class I areas,
 6 nonattainment and maintenance areas, areas whose air quality monitoring data indicate
 7 pollutant levels that are close to health standards, and any other areas where smoke and
 8 air pollutants can adversely affect public health, safety and welfare.
 9 WILDLAND - means an area in which development is essentially non-existent, except for
 10 pipelines, power lines, roads, railroads, or other transportation or conveyance facilities.
 11 Structures, if any, are widely scattered.
 12 WILDLAND FIRE - means any non-structure fire, other than prescribed fire, that occurs in
 13 the wildland.
 14 WILDLAND FIRE USE EVENT - means naturally ignited wildland fire that is managed to
 15 accomplish specific pre-stated resource management objectives in predefined geographic
 16 areas.
 17 WILDLAND FIRE IMPLEMENTATION PLAN(WFIP) - means the plan required for each fire
 18 that is allowed to burn.
 19 WFIP STAGE I - means the initial wildland fire strategy planning document. It is developed
 20 for fires less than 20 acres, with a low potential of spread and negative impacts. It must be
 21 completed within 8-hrs. of start.
 22 WFIP STAGE II - means a more detailed wildland fire strategy planning document. It is
 23 developed for fires greater than 20 acres that are more active fires with a greater potential
 24 for geographic extent. It must be completed within 24-hrs. of start.

25 **R307-204-4 GENERAL REQUIREMENTS**

- 26 1. Management of On-Going Fires. If, after consultation with the land manager, the
 27 director determines that a prescribed fire, wildland fire use event, wildland fire, or
 28 any smoke transported from other locations, is degrading air quality to levels that
 29 could violate the National Ambient Air Quality Standards or burn plan conditions, the
 30 land manager shall promptly stop igniting additional prescribed fires.
 31 2. Emissions Calculations. In calculating emissions information required under R307-
 32 204, each land manager shall use emission factors approved by the director.
 33 3. Non-burning Alternatives to Fire. Beginning in 2004 and annually thereafter, each land
 34 manager shall submit to the director by March 15 a list of areas treated using non-
 35 burning alternatives to fire during the previous calendar year, including the number of
 36 acres, the specific types of alternatives used, and the location of these areas.
 37 4. Annual Emissions Goal. The director shall provide an opportunity for an annual
 38 meeting with land managers for the purpose of evaluation and adoption of the annual
 39 emission goal. The annual emission goal shall be developed in cooperation with
 40 states, federal land management agencies and private entities, to control prescribed
 41 fire emissions increases to the maximum feasible extent.
 42 5. Long-term Fire Projections. Each land manager shall provide to the director by
 43 March 15 annually long-term projections of future prescribed fire activity for annual
 44 assessment of visibility impairment.
 45

1 **R307-204-5 BURN SCHEDULE**

- 2 1. Any land manager planning prescribed fire burning more than 50 acres per year shall
 3 submit the burn schedule to the director on forms provided by the Division of Air Quality, and
 4 shall include the following information for all prescribed fires including those smaller than
 5 20 acres:
 6 a. Project number and project name;
 7 b. Air Quality Basin, UTM coordinate for the central point of the prescribed fire, project
 8 elevation, and county;
 9 c. Total project acres, description of major fuels, type of burn, ignition method, and planned
 10 use of emission reduction techniques to support establishment of the annual emissions
 11 goal;
 12 d. Earliest burn date and burn duration.
 13 2. Each land manager shall submit each year's burn schedule no later than March 15 of that
 14 year.
 15 3. Any land manager who makes changes to the burn schedule shall submit an amendment to
 16 the burn schedule within 10 days after the change.
 17

18 **R307-204-6 SMALL PRESCRIBED FIRES (De Minimis)**

- 19 1. A prescribed fire that covers less than 20 acres per burn shall be ignited only when the
 20 clearing index is 500 or greater.
 21 2. A prescribed fire that covers less than 20 acres per day may be ignited when the National
 22 Weather Service Clearing Index is between 500 and 400 with approval of the director.
 23 a. The prescribed fire should be recorded as a de minimis prescribed fire on the Utah
 24 Annual Burn Schedule.
 25 b. The Land Manager is required to notify the director by fax, e-mail, or phone prior to
 26 ignition of the burn when burning below a National Weather Service Clearing Index is
 27 between 500 and 400.
 28 c. The land manager must include hourly photographs, a record of any complaints, hourly
 29 meteorological conditions and an hourly description of the smoke plume must be
 30 recorded and submitted.
 31

32 **R307-204-7 SMALL PRESCRIBED PILE FIRES (De Minimis)**

- 33 1. Pile burns covering up to 30,000 cubic feet per day shall be ignited only when the clearing
 34 index is 500 or greater.
 35 2. Pile burns covering up to 30,000 cubic feet per day may be ignited when the National
 36 Weather Service Clearing Index is between 500 and 400 with approval of the director.
 37 a. The pile fire should be recorded as a de minimis prescribed fire on the Utah Annual Burn
 38 Schedule.
 39 b. The Land Manager is required to notify the director by fax, e-mail, or phone prior to
 40 ignition of the burn when burning below a National Weather Service Clearing Index is
 41 between 500 and 400.
 42 c. The land manager must include hourly photographs, a record of any complaints, hourly
 43 meteorological conditions and an hourly description of the smoke plume must be
 44 recorded and submitted.
 45

R307-204-8 LARGE PRESCRIBED FIRES

1. BURN PLAN. For a prescribed fire that covers 20 acres or more per burn, the land manager shall submit to the director a burn plan, including a fire prescription.
2. PRE-BURN INFORMATION. For a prescribed fire that covers 20 acres or more per burn, the land manager shall submit pre-burn information to the director at least two weeks before the beginning of the burn window. The pre-burn information shall be submitted to the director on the appropriate form provided by the Division of Air Quality by fax, electronic mail or postal mail and shall include the following information:
 - a. The three-letter ID, project number, date submitted, name of person submitting the form, burn manager, and phone numbers;
 - b. Summary of burn objectives, such as restoration or maintenance of ecological functions or indication of fire resiliency;
 - c. Any sensitive receptor within 15 miles, including any Class I or nonattainment or maintenance area, and distance and direction in degrees from the project site;
 - d. Planned mitigation methods;
 - e. The smoke dispersion or visibility model used and results;
 - f. The estimated amount of total particulate matter anticipated;
 - g. A description of how the public and land managers in neighboring states will be notified;
 - h. A map depicting both the daytime and nighttime smoke path and down-drainage flow for a minimum of 15 miles from the burn site with smoke-sensitive areas delineated;
 - i. Safety and contingency plans for addressing any smoke intrusions; and
 - j. If the fire is in a nonattainment or maintenance area and is subject to general conformity (42 U.S.C. 7506(c)), a copy of the conformity demonstration showing that the fire meets the requirements of the Clean Air Act and conforms with the applicable State Implementation Plan.
 - k. Planned use of emission reduction techniques to support establishment of an annual emissions goal, if not already submitted under R307-204-5.
 - l. Any other information needed by the executive secretary for smoke management purposes, or for assessment of contribution to visibility impairment in any Class I area.
3. BURN REQUEST.
 - a. The land manager shall submit to the director a burn request on the form provided by the Division of Air Quality by 1000 hours at least two business days before the planned ignition time. The form may be submitted by fax or electronic mail, and must include the following information:
 - (i) The three-letter identification and project number consistent with the annual burn schedule required in R307-204-5(1) above;
 - (ii) The date submitted and by whom; and
 - (iii) The burn manager conducting the burn and phone numbers.
 - b. No prescribed fire requiring a burn plan shall be ignited before the director approves the burn request.
 - c. If a prescribed fire is delayed, changed or not completed following burn approval, any significant changes in the burn plan shall be submitted to the director before the burn request is submitted. If a prescribed fire is not carried out, the land manager shall list the reasons on the burn request form provided by the Division of Air Quality and shall submit the form by fax or electronic mail to the director by 0800 hours the following business day.

4. DAILY EMISSIONS REPORT. By 0800 hours on the day following the prescribed burn, for each day of prescribed fire activity covering 20 acres or more, the land manager shall submit to the director a daily emission report on the form provided by the Division of Air Quality including the following information:
 - a. The three-letter identification and project number consistent with the annual burn schedule required in R307-204-5(1) above;
 - b. The date submitted and by whom;
 - c. The start and end dates and times of the burn;
 - d. Emission information including black acres, tons fuel consumed per acre, and tons particulate matter produced;
 - e. Public interest regarding smoke;
 - f. Daytime ventilation;
 - g. Nighttime smoke behavior;
 - h. Evaluation of the techniques used by the land manager to reduce emissions or manage the smoke from the prescribed burn; and
 - i. Emission reduction techniques applied.
5. EMISSION REDUCTION AND DISPERSION TECHNIQUES. Each land manager shall take measures to prevent smoke impacts. Such measures may include best management practices such as dilution, emission reduction or avoidance in addition to others described in the pre-burn information form provided by the Division of Air Quality. An evaluation of the techniques shall be included in the daily emissions report required by (4) above.
6. MONITORING. Land managers shall monitor the effects of the prescribed fire on smoke sensitive receptors and on visibility in Class I areas, as directed by the burn plan. Hourly visual monitoring and documentation of the direction of the smoke plume shall be recorded on the form provided by the Division of Air Quality or on the land manager's equivalent form. Complaints from the public shall be noted in the land managers project file. Records shall be available for inspection by the director for six months following the end of the fire.

R307-204-9 LARGE PRESCRIBED PILE FIRES

1. BURN PLAN. For a prescribed pile fire that exceeds 30,000 cubic feet per day, the land manager shall submit to the director a burn plan, including a fire prescription.
2. PRE-BURN INFORMATION. For a prescribed pile fire that exceeds 30,000 cubic feet or more per burn, the land manager shall submit pre-burn information to the director at least two weeks before the beginning of the burn window. The pre-burn information shall be submitted to the director on the appropriate form provided by the Division of Air Quality by fax, electronic mail or postal mail and shall include the following information:
 - a. The three-letter ID, project number, date submitted, name of person submitting the form, burn manager, and phone numbers;
 - b. Summary of burn objectives, such as restoration or maintenance of ecological functions or indication of fire resiliency;
 - c. Any sensitive receptor within 15 miles, including any Class I or nonattainment or maintenance area, and distance and direction in degrees from the project site;
 - d. Planned mitigation methods;
 - e. The smoke dispersion or visibility model used and results;

- f. The estimated amount of total particulate matter anticipated;
 - g. A description of how the public and land managers in neighboring states will be notified;
 - h. A map depicting both the daytime and nighttime smoke path and down-drainage flow for a minimum of 15 miles from the burn site with smoke-sensitive areas delineated;
 - i. Safety and contingency plans for addressing any smoke intrusions; and
 - j. If the fire is in a nonattainment or maintenance area and is subject to general conformity (42 U.S.C. 7506(c)), a copy of the conformity demonstration showing that the fire meets the requirements of the Clean Air Act and conforms with the applicable State Implementation Plan.
 - k. Planned use of emission reduction techniques to support establishment of an annual emissions goal, if not already submitted under R307-204-5.
 - l. Any other information needed by the director for smoke management purposes, or for assessment of contribution to visibility impairment in any Class I area.
3. BURN REQUEST.
- a. The land manager shall submit to the director a burn request on the form provided by the Division of Air Quality by 1000 hours at least two business days before the planned ignition time. The form may be submitted by fax or electronic mail, and must include the following information:
 - (i) The three-letter identification and project number consistent with the annual burn schedule required in R307-204-5(1) above;
 - (ii) The date submitted and by whom; and
 - (iii) The burn manager conducting the burn and phone numbers.
 - b. No prescribed pile fire requiring a burn plan shall be ignited before the director approves the burn request.
 - c. If a prescribed pile fire is delayed, changed or not completed following burn approval, any significant changes in the burn plan shall be submitted to the director before the burn request is submitted. If a prescribed fire is not carried out, the land manager shall list the reasons on the burn request form provided by the Division of Air Quality and shall submit the form by fax or electronic mail to the director by 0800 hours the following business day.
4. DAILY EMISSIONS REPORT. By 0800 hours on the day following the prescribed pile burn, for each day of pile fire activity exceeding 30,000 cubic feet, the land manager shall submit to the director a daily emission report on the form provided by the Division of Air Quality including the following information:
- a. The three-letter identification and project number consistent with the annual burn schedule required in R307-204-5(1) above;
 - b. The date submitted and by whom;
 - c. The start and end dates and times of the burn;
 - d. Emission information including black acres, tons fuel consumed per acre, and tons particulate matter produced;
 - e. Public interest regarding smoke;
 - f. Daytime ventilation;
 - g. Nighttime smoke behavior;
 - h. Evaluation of the techniques used by the land manager to reduce emissions or manage the smoke from the prescribed pile burn; and

- i. Emission reduction techniques applied.
5. EMISSION REDUCTION AND DISPERSION TECHNIQUES. Each land manager shall take measures to prevent smoke impacts. Such measures may include best management practices such as dilution, emission reduction or avoidance in addition to others described in the pre-burn information form provided by the Division of Air Quality. An evaluation of the techniques shall be included in the daily emissions report required by (4) above.
6. MONITORING. Land managers shall monitor the effects of the prescribed pile fire on smoke sensitive receptors and on visibility in Class I areas, as directed by the burn plan. Hourly visual monitoring and documentation of the direction of the smoke plume shall be recorded on the form provided by the Division of Air Quality or on the land manager's equivalent form. Complaints from the public shall be noted in the land managers project file. Records shall be available for inspection by the director for six months following the end of the fire.

R307-204-10 REQUIREMENTS FOR WILDLAND FIRE USE EVENTS

1. BURN APPROVAL REQUIRED.
- a. The land manager shall notify the director of any potential wildland fire use (WFU) event having a WFIP Stage I. The following information will be provided:
 - (i) UTM coordinate of the fire;
 - (ii) Active burning acres;
 - (iii) Probable fire size and daily anticipated growth in acres;
 - (iv) Types of wildland fuel involved;
 - (v) An emergency telephone number that is answered 24 hrs a day;
 - (vi) Wilderness or Resource Natural Area designation, if applicable;
 - (vii) Distance to nearest community;
 - (viii) Elevation of fire; and
 - (ix) Fire's airshed number.
 - b. The Land Managers shall notify the director of any potential wildland fire use event covering more than 20 acres or having a WFIP Stage II due to higher potential for spread and negative impacts. In addition to the information required for a WFU with a WFIP Stage I, the following additional information will be provided to the director as it is being developed:
 - (i) WFIP Stage II wildland fire implementation plan and anticipated emissions;
 - (ii) A map depicting both the daytime and nighttime smoke path and down-drainage flow for a minimum of 15 miles from the burn site with smoke-sensitive areas delineated; and
 - (iii) Additional computer smoke modeling, if requested by the director.
 - c. The director's approval of the smoke management element of the wildland fire implementation plan shall be obtained before managing the fire as a wildland fire use event.
2. DAILY EMISSION REPORT FOR WILDLAND FIRE USE EVENT. By 0800 hours on the business day following fire activity covering 20 acres or more, the land manager shall submit to the director the daily emission report on the form provided by the Division of Air Quality, including the following information:
- a. The three-letter identification, project number, Air Quality Basin, and name of the burn manager;

- 1 b. UTM coordinate;
- 2 c. Dates and times of the start and end of the burn;
- 3 d. Black acres by wildland fuel type;
- 4 e. Estimated proportion of wildland fuel consumed by wildland fuel type;
- 5 f. Proportion of moisture in the wildland fuel by size class;
- 6 g. Emission estimates;
- 7 h. Level of public interest or concern regarding smoke; and
- 8 i. Conformance to the wildland fire implementation plan.
- 9 3. MONITORING. The land manager shall monitor the effects of smoke on smoke sensitive
- 10 receptors and visibility in Class I areas as directed by the wildland fire implementation plan.
- 11 Complaints from the public shall be recorded in the project file. Records shall be available
- 12 for inspection by the director for six months following the end of the fire.

SELECTED DEPARTMENT POLICIES

17 Below there are selected Department of Natural Resources Policies that pertain specifically
 18 to the Fire Management Program. A complete listing of DNR policies can be found on the
 19 inner web at : [http://innerweb.nr.utah.gov/index.php/dnr-employee-policy-procedure-](http://innerweb.nr.utah.gov/index.php/dnr-employee-policy-procedure-manual/)
 20 [manual/](http://innerweb.nr.utah.gov/index.php/dnr-employee-policy-procedure-manual/)

**NR-99-B-17: WILDLAND FIRE SUPPRESSION / WORK-REST REQUIREMENT/OVERTIME
 23 COMPENSATION**

BACKGROUND

25 Wildland fire fighting can require duty days of up to 16 hours and tours of duty which
 26 may last up to 28 days exclusive of travel. To provide for fire fighter safety, national level
 27 interagency agreements for wildland fire stipulate and require rest periods between
 28 assignments. In particular, standards and requirements of the National Wildfire
 29 Coordinating Group (NWCG) specify mandatory rest periods after assignments of fourteen
 30 or twenty-one days. These agreements include provisions that require fire crews and
 31 overhead to stand down for one or more days for purposes of rest prior to accepting new
 32 wildfire assignments.

34 These mandatory rest periods require seasonal employees to take leave without pay and
 35 forfeit paid overtime compensation when these days occur during normal duty hours.
 36 Career employees forfeit ownership of paid leave and overtime compensation when these
 37 days occur during normal duty hours.

39 Forfeiture of overtime compensation accrued on fire assignments is based on a policy
 40 which requires employees to physically be at work for 40 hours before paid overtime or
 41 approved compensatory time is earned at time and one-half the employees base rate. This
 42 means that an employee who returns from a fire assignment on Wednesday and takes
 43 a required two day rest period will loose 16 hours of pay at time and one-half. Seasonal
 44 employees do not accrue leave so they must take time off without pay.

PURPOSE OF WORK-REST REQUIREMENTS:

2 To provide for the safety of employees of the State of Utah involved in wildland fire
 3 suppression while in the service of the state or its cooperators by insuring they receive
 4 adequate rest prior to assignment to new wildland fires.

PURPOSE OF POLICY:

7 To establish guidelines for required work-rest periods and to amend current policy
 8 regarding overtime compensation relative to work-rest requirements. The policy applies to
 9 employees of the State of Utah involved in wildland fire suppression while in the service of
 10 the state or its cooperators.

WORK-REST POLICY STATEMENT:

13 Prior to accepting a new fire assignment, it shall be the policy of the State of Utah to require
 14 full time, seasonal and part time employees participating as a member of a firefighting
 15 crew or as incident overhead on forest, range and watershed fires to take administrative
 16 leave for rest and recuperation after wildland fire assignments of long duration.

POLICY IMPLEMENTATION

- 18 A. ELIGIBLE EMPLOYEES. Those employees of the Department of Natural resources (DNR)
- 19 performing fire suppression duties under NWCG standards are eligible for administrative
- 20 leave for purposes of rest after carrying out assigned duties as described above.
- 21 B. 14-21 DAY ASSIGNMENTS. Supervisors may grant career and seasonal employees up to
- 22 two days of administrative leave to meet state and interagency rest requirements after
- 23 wildland fire assignments of 14-21 days in duration, exclusive of travel, before returning
- 24 to service. Administrative leave approved for seasonal employees without benefits will be
- 25 recorded in payroll as DOE Code 62 (Miscellaneous Earnings) on the Special Pay Screen
- 26 solely for the purpose of fulfilling the provisions of the policy.
- 27 C. 28 DAY ASSIGNMENTS. Supervisors may grant career and seasonal employees up to
- 28 four days of administrative leave to meet state and interagency rest requirements after
- 29 extended wildland fire assignments of two consecutive 14 day assignments, exclusive of
- 30 travel, before returning to service. Administrative leave approved for seasonal employees
- 31 without benefits will be recorded in payroll as DOE Code 62 (Miscellaneous Earnings)
- 32 on the Special Pay Screen solely for the purpose of fulfilling the provisions of the policy.
- 33 Pending interagency policy, rest would also be required on the fire after 14 days.
- 34 D. REST ON THE FIRE. Circumstances allowing rest on the fire will be charged to the fire.
- 35 Rest time will be recorded as base hours if occurring on the employee's scheduled
- 36 workdays, or as overtime if occurring during the employees normal days off.
- 37 E. NORMAL DAYS OFF. Rest falling on an employees normal days off will not be
- 38 compensated and will count towards the required rest period if taken at the employees
- 39 home base.
- 40 F. CHARGES FOR ADMINISTRATIVE LEAVE. Any administrative leave granted under
- 41 provisions of this policy will be a direct charge to the fire or fires on which the work was
- 42 performed.

44 **POLICY STATEMENT - REST REQUIREMENT & EMERGENCY OVERTIME COMPENSATION**
 45 For the purposes of meeting interagency work-rest stipulations and providing for fire

1 fighter safety, administrative leave granted upon demobilization from a fire assignment will
 2 be considered time worked. Emergency overtime pay accrued on wildland fire assignments
 3 will be calculated at overtime rates of time and one-half for all hours in excess of a
 4 regularly scheduled workday and all hours worked on regularly scheduled days off.

5
 6 However, in instances where the required 40-hr work week has been met, overtime accrued
 7 on wildland fire assignments will be calculated at overtime rates and one-half for all hours
 8 worked in excess of the 40-hr work week.

9
 10 **NR-99-B-18: HAZARDOUS DUTY PAY DIFFERENTIAL**

11 **BACKGROUND**

12 State law declares any fire burning uncontrolled on forest, range and watershed lands
 13 within the state a public nuisance. The State Forester is charged with making certain
 14 that appropriate action is taken to control wildland fires on non-federal forest, range and
 15 watershed lands within the state. The State Forester may enter into agreements with Federal
 16 agencies and the counties for these purposes. Duty involving the suppression of wildland fires
 17 poses a hazard to the lives, health and well being of wildland firefighters. Hazardous duty
 18 may involve exposure to flames, smoke, aircraft accidents, and work in rough remote terrain
 19 where the potential for serious injury or death may result. These hazards can't be totally
 20 mitigated

21
 22 **DEFINITIONS**

- 23 A. **FIRE LINE.** For purposes of pay administration for hazardous duty, a fire line is
 24 defined as the area within or adjacent to the perimeter of an uncontrolled wildfire
 25 of any size in which action is being taken to control the fire. Such action includes
 26 operations, which directly support control of the fire (e.g., activities to extinguish the
 27 fire, ground scouting, spot fire patrolling, search and rescue operations, intelligence
 28 gathering, and backfiring).
 29 B. **CONTROL OF FIRE.** The Incident Commander or Agency Administrator will
 30 determine when the fire is controlled. Fire may be controlled even if confinement
 31 strategy is applied.
 32 C. **FLYING.** Participating in limited control flights, such as those undertaken under
 33 unusual and adverse conditions (e.g., extreme weather, maximum load, limited
 34 visibility, extreme turbulence, or low level flights involving fixed or tactical patterns),
 35 which threaten or severely limit control of the aircraft.

36
 37 **PURPOSE OF HAZARDOUS DUTY PAY DIFFERENTIAL**

38 To compensate employees of the state of Utah for duty involving exposure to hazards
 39 associated with the suppression of wildland fires while in the service of the state or its
 40 cooperators.

41
 42 **PURPOSE OF POLICY**

43 To establish guidelines for the payment of hazardous duty pay differential to employees of
 44 the State of Utah involved in wildland fire suppression while in the service of the state or its
 45 cooperators.

1 **POLICY STATEMENT**

2 It shall be the policy of the Utah Department of Natural Resources to pay full time,
 3 seasonal and part time schedule B, AL, and AJ employees a hazardous duty pay
 4 differential of 25 percent of the employees base rate when performing duties specified
 5 below:

- 6 A. **Firefighting.** Participating as a member of a firefighting crew or incident overhead
 7 in fighting uncontrolled forest, range and watershed fires on the fire line. Persons
 8 assigned to firefighting duties, after the official control time, are not entitled to
 9 hazardous duty pay differential.
 10 B. **Flying.** Individuals, except pilots, who are participating in limited control or low-level
 11 flights in support of fire suppression operations.

12
 13 **POLICY IMPLEMENTATION**

- 14 A. **ELIGIBLE EMPLOYEES.** Any member of the incident fire suppression organization
 15 is eligible for hazard pay while carrying out assigned duties, if hazard pay criteria,
 16 as described above, is met. This does not include personnel engaged in logistical
 17 support, service, and non-suppression activities (e.g., media tours to the Fire line,
 18 delivery of supplies to the Fire line). Eligible persons must also be qualified under
 19 National Wildfire Coordinating Group standards for their particular function or
 20 position on a fire assignment.
 21 B. **HAZARDOUS DUTY CRITERIA.** Travel time to an incident assignment and return
 22 travel to the employees home duty station is not eligible for hazardous duty pay
 23 differential. Employees must be performing duties within or adjacent to the
 24 perimeter of an uncontrolled wildfire of any size in which action is being taken to
 25 control the fire. Such action includes operations, which directly support control of
 26 the fire (e.g., activities to extinguish the fire, ground scouting, spot fire patrolling,
 27 search and rescue operations, intelligence gathering, and backfiring). The incident
 28 must be in an uncontrolled status for hazardous duty pay differential to apply. Once
 29 the Incident Commander or Agency Administrator declares the fire controlled, the
 30 hazardous duty pay differential will no longer be authorized. A fire may be declared
 31 controlled even if a confinement strategy is applied.
 32 C. **SUPERVISION.** Incident supervisors must manage for the appropriate application of
 33 this authority by signature on firefighter time sheets.
 34 D. **COMPUTATION.** An individual who performs duties for which hazardous duty
 35 pay differential is authorized shall be paid the hazard differential for those hours
 36 hazardous duty is actually performed. Hazard pay shall be computed on the basis
 37 of an individual's basic compensation and shall be paid in addition to any other
 38 compensation which the individual earns under other authority.
 39 E. **PRESCRIBED FIRE.** Prescribed fire does not meet fire line hazard definition for
 40 hazard pay unless the prescribed fire burns out of prescription and is declared a
 41 wildfire by the Incident Commander/Burn Boss.

42
 43 **NR-97-A-7: EXERCISE POLICY**

44 **PURPOSE**

45 To encourage the development and maintenance of healthy lifestyles.

- 1 POLICY
- 2 This program is available, with management approval, to all full-time career service and
- 3 merit exempt employees who are receiving benefits. Employees may be granted up to 1 1/2
- 4 hours each work week for exercising within the following conditions:
- 5 1. No more than 30 minutes a day up to three days each work week will be allowed.
 - 6 2. Employees shall request permission from their supervisors, in advance, to participate in
 - 7 this program.
 - 8 3. Each employee shall work with his/her immediate supervisor to decide the best time
 - 9 to participate in exercise activities. Exercise time shall only be used during approved
 - 10 scheduled normal work hours.
 - 11 4. Exercise time is not cumulative (time not used one day cannot be carried to the next day).
 - 12 5. Supervisors may revoke the exercise time allowed employees if it is used for purposes
 - 13 other than exercising or if it interferes with the employee's ability to accomplish work
 - 14 assignments.
 - 15 6. All employees must complete the attached "Employee Request for Exercise Release Time
 - 16 Form", for participation in this program. Any modifications to the schedule shall require a
 - 17 new authorization form signed by the immediate supervisor.

18

19

20 **SELECTED DIVISION POLICIES**

21

22 Below there are selected Division Policies that pertain specifically to the Fire Management

23 Program. A complete listing of FFSL policies can be found on the "M Drive" on the Division

24 network or the Policy Manual located in the Area Offices.

25

26 **FFL-03-A-12 ALL TERRAIN VEHICLE (ATV) USE: TRAINING REQUIREMENTS AND**

27 **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

28 I. PURPOSE

29 The purpose of this policy is to define the Division requirements regarding the use of All

30 Terrain Vehicles (ATV) in the course of executing assigned work duties.

31

32 II. POLICY

33 Due to the potentially hazardous nature of ATV operation, it shall be the policy of this Divi-

34 sion that prior to engaging in or during operation of an ATV by any employee, the employee

35 shall:

36

37 A. TRAINING

38 Obtain formalized training in which the instructor "certifies" that the employee has

39 received no less than four (4) hours of a combination of instruction in safety procedures,

40 proper use of safety equipment, safe ATV operating guidelines and operation proficiency.

41 Use of a standardized training program used by the Forest Service, BLM or Utah

42 Department of Natural Resources is acceptable and recommended for this purpose.

43 Written documentation of training received and successful completion shall become a

44 part of the employee's training file. Pocket certificates will be issued to employees who

45 successfully complete the training.

1 B. PERSONAL PROTECTIVE EQUIPMENT (PPE)

2 All employees operating/riding ATVs shall wear proper PPE while engaging in these

3 activities. At a minimum, the employee shall wear: An approved motorcycle type helmet

4 (DOT or SNELL certified) with chin strap, leather gloves, long pants, 6-8 inch leather

5 boots and a long sleeved shirt.

6

7 C. SAFETY PRECAUTIONS

8 Employees will provide advance notification to their area offices of intended ATV trips:

9 date, estimated time, and destination. Employees using ATVs will notify someone when

10 they leave and when they return, as soon as they can make contact via cell-phone or

11 radio; this notification can be made to the area office or dispatch. It is recommended that

12 employees using ATVs should travel in pairs when possible, each rider on his/her own

13 vehicle. The purpose for this is to provide a second vehicle in the event of mechanical

14 problems or an emergency.

15

16 **FFL-96-B-1: FIRE PERSONNEL -- PHYSICAL FITNESS & TRAINING REQUIREMENTS**

17 I. PURPOSE

18 The purpose of this policy is to define the physical fitness and training requirements for all

19 fire suppression personnel within the Division of Forestry, Fire and State Lands.

20 II. POLICY

21 Due to the hazardous nature of wildland fire suppression, the National Interagency Incident

22 Management System (NIIMS) has established standardized qualifications for all wildland

23 firefighters throughout the nation. Training in fulfillment of these qualifications is offered

24 through the 310-1 Wildland Fire Qualification Subsystem and requires that all individuals

25 meet certain training, experience and physical fitness standards.

26

27 A. PHYSICAL FITNESS

28 To ensure that all Division fire suppression activities are conducted in a safe and

29 effective manner, the Division has determined that all employees and other personnel

30 representing the Division in fire suppression activities will be required to pass a physical

31 fitness test prior to engaging in fire suppression activities. The physical fitness test

32 will be in line with the level of physical fitness required for the job(s) they will fulfill

33 on fires as established by NIIMS (see 310-1). Either the mile and half run (see NFES

34 1596) or the work capacity test (Pack Test) may be used to demonstrate their physical

35 fitness. Administration of the physical fitness test must be done by a qualified individual,

36 designated by the Division Fire Management Coordinator, who can witness and verify the

37 employee's score.

38

39 B. TRAINING

40 In addition to meeting the NIIMS minimum training standards, all Division personnel

41 who perform fire suppression duties must be certified through the Red Card system.

42 An employee will be certified only in those positions for which they meet all the NIIMS

43 standards. Area Managers are responsible for ensuring that all personnel in their Areas

44 are qualified for the position(s) they are assigned.

45

1 **FFL-96-B-2: ROLES FOR FIRE ACTIVITY LEVELS**

2 I. PURPOSE

3 The purpose of this policy is to define the roles of the Division's Fire Management staff at
4 the various levels of fire danger and activity.

5
6 II. POLICY

7 In order to ensure that all fire personnel perform at the top of their capabilities and the
8 Division handles all fire situations in an effective and coordinated manner, the following
9 preparedness levels and corresponding operating guidelines have been established. In
10 times of severe fire danger, the role of all Division Fire Personnel may be restricted to
11 one of coordination and support of fire suppression efforts, and may preclude assisting in
12 the management of a specific fire. The State Fire Management Coordinator, in concu-
13 rrence with the State Forester, will determine when it is appropriate for Division Fire
14 Personnel to be confined to a coordination/support role.

15
16 The State Fire Management Coordinator and related State Fire Staff serve primarily in a
17 coordinating role. However, some situations may require their direct support to the field.
18 State Fire Staff in these circumstances will coordinate supporting functions with the Area
19 Managers and may assist in briefing overhead teams, negotiating cost share agree-
20 ments, cost tracking, logistical support and providing agency administration. The primary
21 responsibilities of administration and coordination of the fire program in the field resides
22 with the Area Managers.

23
24 A. PREPAREDNESS LEVEL 1

25 There are no large fires in progress on state or private lands in any given Area. Most
26 Areas have low to moderate fire severity and the number and size of ongoing fires
27 are within normal range (Class C or less). Little or no commitment of other than
28 local resources is required.

29
30 STAFF REQUIREMENTS:

31 District Fire Wardens are on-call during their normal work days when not actually
32 working. On their scheduled days off, the counties will provide coverage, including
33 on-call coverage, as specified in our agreements.

34
35 A fire-qualified person will be on call 24 hours/day, seven days/week in each Area
36 to support the District Fire Wardens. A person is deemed to be fire qualified if he
37 or she is a Type III Incident Commander or greater. These duties should be shared
38 among all qualified people in the Area to ensure one person is not in on-call status
39 for more than two weeks at a time. In those Areas with only one fire-qualified
40 person, arrangements will be made with an adjacent Area to ensure two weeks
41 relief for every two weeks in on-call status. Efforts should be made to coordinate on-
42 call duties associated with overhead team assignments with local on-call needs.

43
44 The fire-qualified person responds to fire calls and/or coordination as needed.
45 They also approve the use of costly resources and obtain involvement of appropriate

1 county personnel on private land fires. If the person on-call becomes involved
2 with the management of a specific incident, another fire-qualified person may be
3 requested to provide coordination within the Area.

4
5 A State Fire Staff Member is on call 24 hours/day, seven days/week to coordinate
6 and/or support fire needs at the state level.

7
8 B. PREPAREDNESS LEVEL 2

9 One or more Areas are experiencing moderate to high fire danger. Several Areas
10 have multiple fires, including some Class C. Fires are generally controlled during
11 initial attack but a few are escaping. Suppression resources within the Area are
12 handling the situation.

13
14 STAFF REQUIREMENTS:

15 All actions taken at Preparedness Level 1 plus: The fire-qualified person in impacted
16 Area(s) acts in coordination roles only. State Fire Staff coordinates support needs
17 with field and may respond as an agency administrator, and may request additional
18 State Fire Staff assistance.

19
20 C. PREPAREDNESS LEVEL 3

21 Several Areas have high fire danger. Numerous Areas have multiple fires, including Class
22 C. Several fires are escaping initial attack and reaching Class D or larger in size. A Type I
23 or Type II Incident Management Team is committed or staged in the state and 50% of the
24 Area's suppression resources are committed.

25
26 STAFF REQUIREMENTS:

27 All actions taken at Preparedness Level 2 plus: Additional State Fire Staff may be placed
28 in on-call status as required. The State Fire Management Coordinator will determine
29 the need based on fire activity and required support. Area Managers and State Fire Staff
30 request and approve the use of overhead teams. Area Managers and/or State Fire Staff
31 brief Overhead Team, develop the Wild Fire Situation Analysis (WFSa), and the delegation
32 of authority. State Fire Management Coordinator checks for: Multi-Agency Coordination
33 Group (MAC) set up; Comprehensive Emergency Management declaration; Federal
34 Emergency Management Agency aid; fire restrictions and other considerations as
35 necessary. State Fire Management Coordinator or designated representative participates
36 on Regional Multi-Agency Coordination Group (MAC).

37
38 D. PREPAREDNESS LEVEL 4

39 Several Areas have very high or extreme fire danger. There are several escaped fires
40 including Class D and E fires. No break in the predicted fire weather is expected for at
41 least 48 hours. Two or more Areas have incidents requiring Type 1 or 2 teams or 80%
42 of resources are committed on fires. Competition exists for resources between Areas.
43 Resources are being mobilized from outside the local Area and probably from outside the
44 Great Basin.

1 STAFF REQUIREMENTS:
 2 All actions taken at Preparedness Level 3 plus: With concurrence of the State Forester,
 3 all qualified fire personnel (Area Managers, Area Fire Management Officers or Area
 4 Foresters and all State Fire Staff personnel) are on call 24 hours/day, seven days/week.
 5 Arrangements will be taken to ensure all personnel are given time to rest and relax
 6 physically and mentally. All Area Managers participate in coordination roles only. State
 7 Fire Managers prioritize request for resources. State Fire Management Coordinator
 8 will assist in developing Comprehensive Emergency Management declaration and
 9 Federal Emergency Management Agency aid. State Fire Management Coordinator, State
 10 Forester and program staff maintain contact with the Department of Natural Resources,
 11 Governor's Office, Comprehensive Emergency Management, Utah Department of
 12 Transportation, counties and federal cooperators.

14 E. PREPAREDNESS LEVEL 5
 15 A large number of ignitions in all Areas and other states in the Great Basin region. No
 16 break in fire weather forecasted for at least 48 hours. Most resources in the state are
 17 committed, as are those in the Great Basin. The majority of resource orders are coming
 18 from outside the state.

20 STAFF REQUIREMENTS:
 21 All actions at Preparedness Level 4.

23 F. OVERVIEW OF ACTIONS

Position	Preparedness				
	Level 1	Level 2	Level 3	Level 4	Level 5
Fire Wardens	On-call 24/7. 2 days relief/week.	On-call 24/7. 2 days relief/week.	On-call 24/7. 2 days relief/week.	On-call 24/7. 2 days relief/week.	On-call 24/7. 2 days relief/week.
Area FMOs or Area Foresters	On-call 24/7 2 weeks on 2 week off (shared with all fire qualified people in Area).	Same as PL 1, fire qualified person acts in coordination role.	Same as PL 2 coordinate with all fire qualified people to provide regular R&R.	On-call 24/7. Ensure all personnel are given regular R&R	Same as PL 4.
Area Managers	Share on-call duty with all fire qualified people in Area.	Share on-call with all fire qualified people in Area.	Same as PL 2. In conjunction with State Staff approves use of overhead teams.	On-call 24/7. Coordination role only. Ensure all personnel are given regular R&R	Same as PL 4.
State Fire Staff	1 person on-call 24/7. Shared to ensure no more than 2 weeks in on-call status out of 4 week period.	Coordination role. Other State Fire Staff may be put in on-call status as needed. Share work to ensure regular R&R	Other State Fire Staff may be in on-call status as needed. Possible Regional MAC, Fire Restriction, FEMA, etc.	All State Fire Staff is on-call 24/7. Coordination with DNR, Governors Office, UDOT, CEM & FEMA. Ensure all personnel are given regular R&R	

5 G. DETERMINING PREPAREDNESS LEVELS
 6 Because the preparedness level can vary over the State, the local preparedness level
 7 will be determined by the Area Manager. The Area Manager may use the preparedness
 8 level of their local interagency dispatch center as an indicator, but should compare their
 9 conditions with adjacent Areas to the preparedness levels defined in this document. If
 10 conditions vary with adjacent Areas, the higher preparedness level will be assumed. The
 11 Areas will report their preparedness level to the State Fire Staff weekly.

13 H. LONE PEAK CONSERVATION CENTER RESOURCES
 14 Suppression resources from Lone Peak Conservation Center will be used within the
 15 National Mobilization System. The Salt Lake Interagency Fire Center will be their primary
 16 dispatch point. The State Fire Management Coordinator will be notified by the Salt Lake
 17 Interagency Fire Center when assignments are given to the Lone Peak Conservation
 18 Center for their suppression resources. If resources are positioned for the fire season
 19 outside the Salt Lake Interagency Fire Center area, those resources may be dispatched
 20 by the local Interagency Fire Center.

22 Lone Peak Interagency Hot Shots are a national resource and will be used and
 23 dispatched in accordance with the procedures established for national crews. At Great
 24 Basin Preparedness Levels 1 - 3, Lone Peak Conservation Center resources will remain
 25 available and through the Lone Peak Manager or designee may accept any assignment.
 26 At Preparedness Levels 4 - 5, a weekly decision will be made by the Manager of Lone
 27 Peak Conservation Center and the State Fire Management Coordinator to determine
 28 the availability of the state controlled resources for out-of-state assignments.
 29 Availability will be based on a review of Utah's current fire resources and wildland fire
 30 conditions.

31 If the decision is to hold Lone Peak Conservation Center resources within the State of
 32 Utah, those resources affected will be placed in paid standby status and may be pre-
 33 positioned. Duty days will be a minimum of 12 hours and a staging manager from Lone
 34 Peak will be assigned. The crew(s) and manager will be ordered through the Salt Lake
 35 Interagency Fire Center. Continued standby will be determined by 1800 hours each
 36 day.

37 The Lone Peak Center Manager or designee will accept any resource orders from
 38 SLIFC without delay if the decision allows out of state assignments or standby has
 39 been terminated.

40 Closed Fire Season Staffing Requirements:
 41 Crew Supervisors of available crews are on-call 24 hours/day, seven days/week to
 42 meet mobilization requests. An on-call rotation schedule to provide 24 hours/day,
 43 seven day per week coverage will be established among the program managers of
 44 the Conservation Camp to coordinate with the Department of Corrections, document
 45 orders and dispatch crews, provide crew/agency representation and logistical support
 as required by agreement and /or policy.

FFL-96-B-3: FIRE PERSONNEL - ON CALL STATUS

I. PURPOSE

The purpose of this policy is to define "On-Call Status" for Division fire management personnel and establish guidelines for its use.

I. POLICY

"On-Call Status" requires that designated Area Managers (AM) and fire management personnel respond to a request for assistance outside their normal working hours. Individuals on-call may carry out personal activities, but have been designated to be available for coordination of responses or fire suppression activities outside normal working hours. These individuals must be available to respond to a request for assistance within 30 minutes by telephone, radio or in person.

A. ROTATION

An "On-Call" rotation involving all AMs and personnel will be established annually. The rotation for the north half of the state will include the Bear River, Wasatch Front and Northeast Areas. The rotation for the south half of the state will include the Central, Southeast and Southwest Areas. An AM or other fire staff manager on-call for an incident team assignment would also be on-call for the state's needs. The fire staff will rotate being on-call every other week.

B. COMPENSATION

Payment of on-call hours will be at a rate of one hour paid for every twelve hours of "On-Call Status".

C. AREA MANAGER'S ROLE

The role of the on-call AM will be to coordinate fire suppression responses and needs in an area if the regular AM is not available. He/she will work with the local interagency dispatch center in coordinating these responsibilities. The on-call AM may respond to an incident to support a fire warden if requested by the county, State Forester or other political entity, again if the regular AM is not available. It is critical that a request for aid be responded to within the 30 minute time frame and that a contact be available for dispatch to go to if the on-call AM becomes unable to provide aid. The on-call AM is responsible for ensuring that a request for aid is responded to and for providing dispatch with a backup contact if he/she no longer able to function in the assigned role.

D. FIRE MANAGEMENT PERSONNEL'S ROLE

The role of on-call Fire Management personnel will be to coordinate fire resources as requested by a local dispatch center or the Eastern Great Basin Coordination Center based on statewide knowledge of activities and potential impacts. Management personnel may be dealing with multiple incidents and allocating scarce resources. These fire staff members will coordinate all requests for National Guard resources. Fire personnel may provide management or other assistance on an incident when required or requested by a fire warden, AM or other authority. Fire management's primary role is to handle the political needs of incidents so the AM can handle suppression needs. Fire personnel

deal with authorizing large expenditures for interagency fire teams, aircraft, the National guard, etc. The on-call fire management member is responsible for ensuring that requests for aid will be dealt with by knowledgeable Division personnel. If fire staff members are no longer able to fill their on-call role they must provide dispatch with a backup. Fire personnel will provide all the interagency dispatch centers in the state with a list of on-call personnel and how to reach them. The dispatch centers will be notified of any replacement for on-call personnel.

FFL-96-B-4: DETERMINATION OF FIRE BUDGETS

I. PURPOSE

The purpose of this policy is to determine the Division's policy for assessing annual county fire budgets.

II. POLICY

Area Managers are responsible for providing the Division's Fire Management Coordinator with all information specified in the Division's County Fire Budget Auditing Guidelines. Using this information, the Coordinator or a designated member of the fire management staff, will determine each county's minimum fire budget. Following this determination, it is the Area Manager's responsibility to negotiate with county representatives and achieve a budget that either matches or exceeds the specified minimum budget amount

FFL-96-B-5 EMERGENCY VEHICLE POLICY

I. PURPOSE

The purpose of this policy is to outline the designation and use of emergency vehicles and non-emergency within the Division.

II. POLICY

In order to execute the provisions of Title 65A which charges the Division with fire protection and law enforcement responsibilities, the following position on emergency vehicle designation has been adopted. The position is intended to provide for the safety of the general public as well as Division personnel in the discharge of our responsibilities.

Division employees are frequently required to respond to emergency situations. This is primarily related to wildfires involving smoky, dusty and congested environments. Visibility is a critical safety need while working fires or assisting with traffic control and evacuation.

A. EMERGENCY VEHICLE DESIGNATION AND USE

The Division recognizes one class of emergency vehicle: those vehicles used for law enforcement purposes. These vehicles are authorized as "emergency vehicles" under the provisions of Title 65 which gives the Division law enforcement responsibilities. All other vehicles are considered to be non-emergency, as is their use. All emergency vehicles, as described above, will be equipped and operated in strict compliance with provisions outlined in the Motor Vehicle code of the State of Utah, specifically UCA. 41-6-14, 41-6-132 and 41-6-146. Only Division employees who are specified in the "Division Law

1 Enforcement Guidelines” as certified peace officers are authorized to equip and operate
2 assigned Division vehicles as emergency vehicles.

3
4 **B. NON-EMERGENCY VEHICLE USE**

5 Division vehicles responding to fire calls are not designated as emergency vehicles. No
6 Division-owned vehicle, whether operated by an Area Manager, fire warden or other
7 fire management staff member will be designated as an emergency vehicle. Counties
8 may apply for exemption when utilizing state vehicles driven by their employees.
9 Division vehicles which respond regularly to fires will be equipped with amber rotating,
10 oscillating or flashing lights from the front and rear of the vehicle, with sufficient intensity
11 to be visible at 400 feet in normal sunlight. This will allow for safety while working in
12 congested, smokey or dusty environs. No Division vehicle equipped as described above
13 and being used to respond to a fire will respond as an emergency vehicle. No Division
14 employee operating an assigned vehicle is authorized to disregard any traffic control
15 while responding to a fire call. Any Division employee who violates traffic controls while
16 responding to a fire call will be personally responsible for their actions and any resulting
17 legal action.

18
19 **C. OPERATING REQUIREMENTS**

20 All operators of Division vehicles will have completed defensive driver training and
21 maintain currency of this certification. It is recommended that operators of emergency
22 vehicles complete an approved Emergency Vehicle Operations Course. Each operator will
23 become familiar with the provisions of UCA Title 41-6-14 and adhere to those provisions
24 whenever operating a Division-owned vehicle under authorized emergency conditions.
25 The appropriate dispatch office will be notified prior to an emergency response or the
26 appropriate dispatch office will request the emergency response. Division employees will
27 not participate in high speed chases.

28
29 **FFL-96-B-6: FEDERAL EXCESS PERSONAL PROPERTY (FEPP) REQUISITION PROCEDURES**

30 **I. PURPOSE**

31 The purpose of this policy is to establish procedures for requisition and allocation of Feder-
32 al Excess Personal Property to maintain or enhance rural fire protection in Utah. The requi-
33 sition process will consider several factors for placement of FEPP including fire protection
34 needs the applicant’s ability (and commitment) to put FEPP apparatus into operation in a
35 reasonable time, and their willingness to assist in transporting FEPP once acquired.

36
37 **II. POLICY**

38 A written request is required for all FEPP to be obtained and shall be submitted by the ap-
39 plicant to the District Fire Warden, Area Forester or Area Manager. Requests from local Fire
40 Departments or other county organizations must be approved by the County Legislative Body.

41
42 The written request shall be submitted on “Request for FEPP” form. The area manager or
43 designated representative assigns a priority ranking to each request and sends all relevant
44 material to the Fire Manager Coordinator. This data will be used by the fire management
45 work unit to establish statewide priorities for placement of FEPP.

1 Requests for FEPP will only be filled after a signed FEPP an agreement with the county has
2 been submitted. The agreement outlines the requirements and restrictions for FEPP, such
3 as conditions of use, cooperators maintenance responsibilities, proper disposal procedures,
4 procedures to use for parts and safety inspection/ registration needs.

5
6 The Area Manager is responsible for providing a priority for FEPP requests by equipment
7 type (4x4 pickup, 2½ ton 6x6, etc.) to the FEPP Manager. Area managers are responsi-
8 ble for periodically updating the priority list as circumstances require. This occurs when
9 placement of a priority request, replacement of existing unit in poor condition or additional
10 requests for equipment.

11
12 The FEPP Manager shall provide a status report to the Fire Management Coordinator and
13 Area Manager for each area on a quarterly basis.

14
15 Requests for FEPP may not be filled by the end of a quarter due to reprioritizing by the Area
16 Manager or their designated representative.
17 Applicants will have assigned FEPP in operational condition for firefighting within 12
18 months of its receipt. If an FEPP unit is not operational within this time frame it may be
19 reassigned.

20
21 The following is the acquisition priority ranking for FEPP by type and use: First, acquiring
22 vehicles to replace existing units older than 1970 or vehicles which need added pump/tank
23 units and fire apparatus for interface use. Second, adding safety equipment, heavy equip-
24 ment, pumps and other small firefighting equipment. Third is support equipment such as
25 generators, lighting systems or cooking equipment.

26
27 The FEPP Manager will attempt to acquire and fill all requests for first priority items and
28 then move down the priority list.

29
30 The Division will not acquire any FEPP that the military declared excess because it has been
31 determined to be unsafe and/or it no longer meets military standards related to personal
32 safety. We will acquire only FEPP that does not pose a safety hazard.

33
34 Forestry, Fire and State Lands normally will not acquire non-accountable small item FEPP.
35 In instances that a highly desirable non-accountable item is available and easy to place with
36 cooperators, it may be acquired and will be marked as federal property. This property will
37 be tracked through maintaining a paper trail showing placement with specific cooperators,
38 proper disposal and documentation on the appropriate forms.

39
40 Applicants shall arrange for removal of assigned FEPP from the Division’s storage yard
41 preferably within 30 days of notification of its availability. Arrangements may be made to
42 pick up and remove FEPP from a federal installation which will most likely require quicker
43 response. Failure to pick up FEPP in a reasonable time could result in the property being
44 lost or being assigned to another applicant/cooperator.
45

1 The federal government retains title to Federal Excess Personal Property. This property is
 2 on loan to the State of Utah who then loans it to cooperators. Disposal of FEPP is done by the
 3 federal government after a cooperator and the Division determine it is no longer useful to
 4 the fire program. FEPP items to be disposed of must have a disposal data-accountable prop-
 5 erty form completed and submitted to the fire management work unit or FEPP Manager.

6
 7 The initial application to register and acquire license plates for a FEPP vehicle will be
 8 handled by the Division. This will assist in proper registration which clearly indicates own-
 9 ership is retained by the federal government and the cooperator's address/fleet number.
 10 The Department of Motor Vehicles (DMV) will send annual registration information to the
 11 assigned cooperator.

12
 13 The applicant/cooperator is responsible for meeting the annual registration requirement
 14 of the state DMV. If a cooperator fails to meet this requirement and DMV revokes the reg-
 15 istration/license plates the FEPP unit may be reassigned. The annual preseason and post
 16 season inspection of FEPP will indicate if this requirement is being met.

17 The Division of Forestry, Fire and State Lands provides all FEPP to our cooperators in as-is
 18 condition. The Division takes no responsibility to repair or replace an FEPP unit which does
 19 not meet a cooperator's expectations. There is no warranty of any kind provided by the
 20 Division.

21
 22 **FFL-99-B-7 FEDERAL EXCESS PERSONAL PROPERTY ACCOUNTABILITY PROCEDURES**

23 **I. PURPOSE**

24 The purpose of this policy is to define the procedures to be followed to acquire Federal
 25 Excess Personal Property (FEPP) and to meet federal requirements related to such acqui-
 26 sition.

27
 28 **II. POLICY**

29 The Utah Division of Forestry, Fire and State Lands will requisition only FEPP that the State
 30 Fire Program can and will use effectively. The Division will acquire only FEPP authorized
 31 by agreement between the National Association of State Foresters and the U.S.D.A. Forest
 32 Service.

33
 34 All requests for acquisition of FEPP will be submitted on a SF-122 form that will be submit-
 35 ted to R-4 of the Forest Service for approval. An approved standard transfer request (Form
 36 122) will normally be handled the same day received and will be forwarded to General
 37 Services Administration (GSA) or other property holder. Every effort will be made to meet
 38 any requested rush on a Form 122 to insure successful acquisition.

39
 40 Upon receipt of a Form 122, GSA will sign the form indicating approval for pick up of the
 41 FEPP item. A copy is then sent to R-4 Forest Service and the State. The State or a coopera-
 42 tor shall attempt to pick up as soon as practical which must be within the time established
 43 by Department of Defense (DOD) and/or GSA. If the State is unable to meet the time frame
 44 for picking up the property, it is left to the discretion of GSA to reassign the property.
 45

1 The Utah Division of Forestry, Fire and State Lands will provide annually, by February 15, a
 2 list of FEPP items to review. This list will be sorted by type and assigned number and given
 3 to R-4 Forest Service. If an assigned item is not on this list, the Division will provide a justifi-
 4 cation statement and a reasonable explanation of where the item is located. A reasonable
 5 explanation may include one of the following: quantities are high in relation to normal
 6 requirements, property is being acquired for cannibalization or it is not readily apparent the
 7 equipment is useful in the State's fire program.

8
 9 Accountable property obtained for the purpose of cannibalization for useable parts will be
 10 clearly indicated on the SF-122 and a justification statement attached to the SF-122.

11
 12 All FEPP with an acquisition cost of \$5,000 and above is accountable property which will be
 13 placed on the Division's FEPP inventory. Any FEPP that has been identified as sensitive by
 14 the Forest Service will be placed on the inventory as well. All accountable FEPP will have an
 15 FEPP property metal tag riveted on the equipment with a state property ID number etched on
 16 it. The property tag will be installed on the vehicle at the time the equipment is picked up by
 17 the state from the federal facility at which it is located. If a cooperator picks up the equipment
 18 from the federal facility a property tag will be placed on the equipment as soon as practical,
 19 but no later than the first physical inspection done to determine condition, use and location.

20
 21 The Division will submit a copy of the SF-122 to the Forest Service within one to two weeks
 22 after the FEPP equipment is received from the federal facility. The state will provide the
 23 assigned NFC number for each item, the serial number and the state's property ID number.
 24 The state shall provide all other pertinent data such as year of manufacture, manufacturer,
 25 type or use for equipment and assigned location if available. If only a portion of the FEPP
 26 is available at time of pickup, the remaining items shall be deferred for pick up at a later
 27 date. This will be indicated in writing on the SF-122 from the Forest Service. A list shall
 28 be submitted showing what equipment has been received with an explanation why other
 29 equipment is still pending.

30
 31 The Division's FEPP manager will enter FEPP data on the State's FEPP inventory within
 32 two weeks of completing the SF-122. The Division FEPP manager will periodically check
 33 to insure the FS Property Management Officer has added the equipment to their Property
 34 Management Inventory System (PMIS).

35
 36 Any piece of accountable FEPP placed by the Division that relocates to another area shall
 37 be recorded on a property transfer document. A copy of the transfer document will be sent
 38 to the main office within two weeks of the transfer. The transfer document must be filled
 39 out completely.

40
 41 The Division will do a physical inventory of accountable FEPP at least once a year by the
 42 assigned FEPP committee. The State FEPP manager will provide to each area manager an
 43 updated copy of the FEPP inventory in May and September for their area. The physical in-
 44 ventory will require completing an FEPP Vehicle Inspection Report form and sending copies
 45 to the state office. The data provided will be used to update the State's FEPP Inventory.

1 Any FEPP that is damaged or destroyed in an accident will be reported to the state office
2 within 24 hours. A written accident report will be provided within 10 days. The State FEPP
3 manager will notify the Forest Service within 24 hours of notification of an accident. A
4 written report will be sent to the Forest Service within 24 hours of its receipt. Any FEPP that
5 has been lost or stolen will be reported to the state office as soon as discovered. This will
6 be documented on the appropriate forms within ten days after the incident and sent to the
7 Forest Service.

8
9 All disposal of FEPP, accountable and non-accountable property, will be with written
10 approval of the Forest Service and/or GSA. Disposal will only be done per the following ap-
11 proved authorized methods: transfer, donation, trade-in, sale or abandonment/destruction.
12 A SF-120 disposal form will be submitted for all federal property which is identified as
13 excess or no longer needed in the program. The Division is responsible to dispose of items
14 throughout the year as needed to avoid a large number disposal items built up in storage.
15 Twice yearly, January and July normally, R-4 Forest Service will send a copy of the FEPP
16 inventory to the State Forester to reconcile our inventory records. The Division's FEPP man-
17 ager shall review the Forest Service PMIS to verify records within four weeks upon receipt.
18 Discrepancies will be noted and appropriate paperwork provided to resolve the differences.
19 As changes and updates are made to inventories, the National Finance Center periodically
20 provides documentation of what transactions have been done. The Forest Service shall
21 forward such summaries to the State Forester in order for the Division to confirm accuracy
22 and be aware of the adjustments that were made to the PMIS.

23
24 For specific information on FEPP accountability related to overall management, the cooper-
25 ator, area manager or state personnel shall consult the FEPP Desk Guide.

26 **FFL-00-B-8 BACKGROUND CHECKS OF FIRE WARDEN AND ASSISTANT FIRE WARDEN**

27 **I. BACKGROUND**

28 Trust is a key element in wildland fire suppression. The nature of fire, methods and tactics
29 used to suppress fire and the fire service's history has created a feeling of faith and trust by
30 the public.
31

32
33 The danger fire poses plus the hazards imposed by suppression operations demand a very
34 large degree of trust and confidence between members of the fire service.

35
36 Trust, both from the public and among suppression personnel, is imperative if the fire
37 service is to effectively and efficiently fulfill its responsibilities. Fire suppression is an
38 occupation that can attract people who choose to illegally start fires or otherwise abuse the
39 trust placed in them. The public expects that those who suppress wildland fires not be the
40 same ones that unlawfully starting these fires.

41
42 While it is impossible to identify or predict anyone who may abuse the trust given to fire
43 suppression personnel, it is possible to identify those who have violated specific law. The
44 division must make a responsible effort to identify and exclude from suppression positions
45 those who have shown they violate laws which have bearing on job performance.

1 **II. PURPOSE**

2 The purpose of this policy is to define standards to review District Fire Wardens and Assis-
3 tant District Fire Wardens' criminal records to determine his/her eligibility for employment
4 with the division. These positions are officially known as Forestry Aides I and II. The specific
5 parameters which would exclude an individual from employment are defined.
6

7 **III. POLICY**

8 a. Individuals applying for District Fire Warden positions or those who serve as Assistant
9 Fire Wardens will be notified that a criminal background check is a condition of hire. As
10 part of the application process, a release form will be signed by the applicant giving the
11 division permission to conduct a background criminal investigation. The release form will
12 define the elements which would exclude an individual from employment and timeframes
13 as applicable.

14 If a background search uncovers evidence of violation of specified laws, this information
15 will be shared with the applicant. They will be given two weeks to dispute the findings.

16 b. The applicant must have an acceptable driving record.

17 i. An individual may have no more than two driving violations and convictions involving
18 a moving vehicle in the past two years. Any applicant that has three or more driving
19 violations will be denied consideration until such time as no more than two violations
20 are reflected within a two-year period.

21 ii. Any one convicted for Driving Under the Influence of Alcohol/Drugs (DUI) is ineligible
22 for employment with the Division for a period of three years from the conviction.
23 Applicants with more than two convictions for DUI will not be considered for
24 employment

25 c. An acceptable criminal record clearance is required.

26 i. Anyone convicted of the crime of arson will not be considered for employment,
27 regardless of when the conviction occurred.

28 ii. Anyone convicted for the unlawful use, manufacture, sale or possession for sale of a
29 controlled substance, will not be considered for employment within five years of the
30 conviction.

31 iii. Anyone convicted of a crime of dishonesty will not be considered for employment
32 within five years of the conviction. Crimes of dishonesty include theft, fraud, tax
33 evasion, issuing bad checks, deceptive business practices, perjury, falsifying
34 government records, forgery, receiving stolen property, criminal mischief, furnishing
35 or allowing minors to use alcohol or tobacco.

36 d. Criminal background check release form will be shown to all applicants. The form will
37 be filled out and the background check itself conducted on the primary candidate for the
38 position.
39

40 **FFL-04-B-10 FIRE PERSONNEL — INCIDENT MANAGEMENT TEAM PARTICIPATION & 41 EXTENDED OUT-OF- AREA/STATE FIRE ASSIGNMENTS**

42 **I. PURPOSE**

43 The purpose of this policy is to define the process by which Division employees are nom-
44 inated and selected to participate on Interagency Incident Management Teams (IMT) or
45 extended out-of-area/state fire assignments. The Division receives many benefits from its

1 employees' participation with IMTs and/or extended out-of area/state fire assignments. It
 2 is the Division's intent to allow fire qualified people, who have interest, to serve on IMTs or
 3 fulfill miscellaneous overhead assignments. These assignments will be rotated over time to
 4 allow all interested parties an opportunity to serve. It must be understood that fire manage-
 5 ment responsibilities in the State of Utah must take priority.

6
 7 II. POLICY

8 Fire management within the State and on the individual home units will take priority over
 9 IMT participation or out-of-area/state fire assignments. To meet the needs of fire man-
 10 agement within the Areas and at the State level, the following steps must be taken when
 11 committing to an IMT or out-of-area/state fire assignment:

12 A. County Level: Fire Wardens may accept extended out-of-area fire assignment as
 13 single resource (miscellaneous overhead) and/or as a substitute member on IMT
 14 when adequate coverage can be provided for their county. In the case of a Fire Warden,
 15 "adequate" means a fully qualified engine boss. Due to fire suppression responsibilities
 16 within their own counties, other Fire Wardens should not be used to provide coverage.

17
 18 The Fire Warden must document how adequate coverage for the fire suppression
 19 responsibilities will be provided in his/her absence. Approval, in writing, must be obtained
 20 from the County Commission or other responsible party within the county and the are
 21 Fire management Officer (FMO).

22
 23 B. Area Level: In order to be a member of an IMT or to accept an extended out-of-area
 24 fire assignments, state employees who have primary fire protection responsibilities
 25 at the Area Level must ensure adequate coverage for suppression responsibilities in
 26 the employee's absence. In the areas, this means a fully qualified type three incident
 27 commander (ICT3). A Duty Officer is also needed that is knowledgeable and familiar
 28 with the area and is available to coordinate Area fire suppression activities and contacts
 29 with local, county and/or state officials. These requirements may be met by one or
 30 more persons. Division employees should provide coverage for these fire suppression
 31 functions. The coverage should come from within the Area.

32
 33 Coverage will be documented via a form developed by the Fire Management Unit. The
 34 Deputy Director/State Forester must approve and sign the form. This form must be
 35 submitted annually or whenever other coverage is required. It is the responsibility of the
 36 individual to ensure coverage is in place when he or she accepts a fire assignment.

37
 38 C. State Level: Those individuals with primary fire suppression responsibilities at the State
 39 level must fill out the form showing how coverage will be provided while they serve as
 40 members of IMTs or accept extended out-of state fire assignments. The individual or
 41 method providing suppression coverage must be approved by their unit supervisor and
 42 the Deputy Director/State Forester.

43
 44 D. Other State Employees: State employees who do not have primary fire suppression
 45 responsibilities may serve as members of IMTs or accept extended fire assignments

1 with written permission from their supervisor and concurrence of the State Forester. In
 2 cases where an employee is providing coverage for another employee who has primary
 3 fire responsibilities, so he/she can serve on an IMT or out-of-area fire assignment, the
 4 employee providing coverage should limit their own involvement with IMT/out-of-area fire
 5 assignments in order to honor their commitment to provide coverage.

6
 7 III. IMT AND/OR EXTENDED FIRE ASSIGNMENT NOMINATION

8 Employees must submit their applications to their supervisors for approval. The employee's
 9 application must be accompanied by the form outlining how their duties will be covered in
 10 their absence. The State FMO and Deputy Director will review the nominations and their
 11 plans for providing coverage for their fire responsibilities and make recommendations
 12 to the State Forester. Those approved by the State Forester will be considered as an IMT
 13 member.

14 Those individuals whose nominations are not forwarded will be notified and provided an
 15 explanation of the reason. They will be given an opportunity to respond and make modifica-
 16 tions, if possible for re-consideration for the current year, or for future opportunities. Those
 17 individuals wishing to make themselves available for fire assignments on an intermittent
 18 basis (Miscellaneous Overhead) will use the same procedure and obtain approval by the
 19 State Forester prior to the beginning of the fire season. Once approval has been given, the
 20 individuals' qualifications will be submitted to their local dispatch center. It will be up to the
 21 individuals and their supervisors to determine specific periods of availability. Supervisors
 22 have the authority to require individuals to decline team assignments if local fire conditions
 23 are extreme.

24
 25 Team assignments are for a period of one year. If selected as a primary team member,
 26 employee and supervisor are committing to the employee's participation as defined in
 27 the respective Incident Management Team Operating Plan. If, during the one year period,
 28 conditions change that affect how duties are covered in an employee's absence, further
 29 IMT participation will be re-evaluated. Division employees will notify their supervisors and
 30 the fire management work unit when they are called out on team assignments or accept an
 31 out-of-area fire assignment.

32
 33 Fire Management Personnel's Role

34 The role of Fire Management personnel is to coordinate fire resources as requested by a
 35 local dispatch center or the Eastern Great Basin Coordination Center, based on statewide
 36 knowledge of activities and potential impacts. Fire Management must ensure that state-
 37 wide fire suppression needs are met. The State FMO and Deputy Director will review IMT
 38 applications and plans to cover suppression duties and make recommendations to the State
 39 Forester.

40
 41 During the fire season, the State FMO will evaluate the state fire suppression activities
 42 and may advise the State Forester to temporarily suspend specific individual(s) from IMT
 43 or extended fire assignment participation to meet state needs. For IMT Nomination Forms
 44 please see the M: Drive pathway below. M:\Fire\Forms\IMT Nominations

1 **FFL-04-B-11: PRESCRIBED FIRE PLANS AND PRESCRIPTIONS**

2 I. BACKGROUND

3 Title 65A-8-1 of the Utah Code directs the Division to "determine and execute the best
4 methods for protecting private and public property by: (b) protecting nonfederal forest and
5 watershed areas on conservation principles; and (c) encouraging private landowners in
6 preserving, protecting, and managing forest and other lands throughout the state." Title
7 65A-9-1.2 goes on to describe the Division's responsibilities regarding the management of
8 range resources by stating: "Its management shall be based on sound conservation princi-
9 ples, including practices to improve range conditions."

10
11 Historically the Division has assisted landowners and agencies with the introduction
12 of management-ignited fires to meet a variety of resource objectives. The Division's
13 role has varied from one of supplying resources for "holding and firing purposes" to
14 one of actually planning for and implementing "burns" on private and public lands.
15 Early on, the Division's involvement was orchestrated by the fact that the period of
16 June 1 through October 31 is a closed fire season in Utah, and fire is set only under
17 the authority of a state-issued burning permit. (See Title 65A-8-9, Closed Fire Season
18 - Burning Permits.) Compliance with a "Prescribed Fire Plan" has often been the basis
19 for issuance of a burning permit on larger, more complex management fires. However,
20 "Prescribed Fire Plans" have been developed by Division personnel without the benefit
21 of policy, standards, guidelines, or peer review. Until recently, plans only addressed
22 preparation, ignition, and holding strategies, but not the environmental conditions
23 under which burns could be done to ensure that resource objectives were met and the
24 chances of escape were minimized.

25
26 The legal requirement of a burning permit during the closed fire season still exists.
27 However, the Division's current Strategic Plan includes a goal of "providing for long-term
28 sustainability of natural resources on non-federal forest, range, and watershed lands" by
29 planning for the introduction of fire as a management tool to restore and maintain healthy
30 ecosystems.

31
32 In addition, Utah's Clean Air Act has long required that atmospheric conditions be such that
33 smoke is allowed to clear to at least 500 feet above ground level before a burning permit
34 may be issued.

35
36 In the years since, the Legislature established the Department of Environmental Quali-
37 ty. The Department's Bureau of Air Quality (BAQ) has become much more interested in
38 atmospheric smoke from wild and management-ignited fires. The Division has been able
39 to protect the right to use fire as a management tool by working closely with the BAQ and
40 providing the Bureau with copies of Prescribed Fire Plans.

41
42 A smoke management plan for prescribed fire and wildfire for resource benefits has been
43 developed by the BAQ, federal land management agencies and the Division. The purpose
44 of this plan is to allow natural or management-ignited fires to play their natural role in the
45 environment, consistent with public health and safety, air quality and interstate airshed

1 commitments. The intent is to limit smoke emission impacts on the public through timing
2 and coordination. The Smoke Management Plan was implemented the summer of 2000. The
3 specific requirements of the Smoke Management Plan will evolve with time to ensure the
4 objectives of the plan are met.

5
6 There are additional concerns including the potential for liability associated with assist-
7 ing landowners with prescribed fire. Therefore, it is critical that the Division document
8 the scientific basis, management and project objectives, and environmental conditions
9 (prescription) for management of ignited fires via Prescribed Fire Plans.

10
11 II. PURPOSE OF PRESCRIBED FIRE PLANS AND PRESCRIPTIONS

12 The use of fire as a management tool shall be to protect, maintain and enhance resources
13 and when possible, be allowed to function in its natural role in the ecosystem. The use of
14 prescribed fire will be done in a safe, controlled, cost-effective manner to achieve resource
15 management objectives defined in the Prescribed Fire Plan. Each prescribed fire will be
16 conducted in compliance with an approved Prescribed Fire Plan.

- 17 A. Prescribed Fire Plans are intended to serve the following purposes:
- 18 1. Document the resource management objectives of the burn.
 - 19 2. Specify on-site preparations necessary for issuance of a burning permit.
 - 20 3. Specify ignition and holding resources necessary for execution of the burn.
 - 21 4. Identify the operations necessary and the sequence of those operations planned to
22 execute the prescribed fire.
 - 23 5. Document the prescription (range of environmental conditions) during which
24 the burn can be successfully executed. Success is defined as meeting resource
25 management objectives with a high probability of containment. The prescription
26 should describe the time of year or windows in which these conditions are most
27 likely to exist.
 - 28 6. Document conditions under which the burn can be executed and meet guidelines/
29 criteria of Utah's Smoke Management Plan.
 - 30 7. Identify the composition, qualifications, communications, and lines of authority of
31 the Prescribed Fire Module/Team responsible for executing the burn.
 - 32 8. Document contingency procedures that will be followed, should the prescribed fire
33 escape predefined containment boundaries.
 - 34 9. Address costs, liabilities, responsibilities, and authorities of the prescribed burn. It
35 is also to ensure the landowner giveS informed consent and reduce the potential for
36 liability to the Division.
 - 37 10. Identify the complexity of the Prescribed Fire Project.

38
39 III. PURPOSE OF POLICY

40 The purpose of this policy is to allow for the orderly development and execution of pre-
41 scribed or management-ignited fires; prescribed fire needs to meet a variety of resource
42 management objectives while minimizing risk and adverse impacts on public health and
43 degradation of air quality. It is also the purpose of this policy to describe the skills and qual-
44 ifications necessary for those involved in developing and executing Prescribed Fire Plans.

1 IV. POLICY STATEMENT

2 A. IMPLEMENTATION

3 Prescribed burns will not be conducted when fire restrictions are in place, unless written
4 approval is given by the State Forester.

5 B. PRESCRIBED FIRE PLANS

6 All planned ignitions 20 acres or larger or which produce more than 1000 pounds of
7 particulate emissions must have an approved Prescribed Fire Plan. Each Prescribed Fire
8 Plan will contain the information and data indicated in the Prescribed Fire Plan Standards
9 and Guidelines.

10 C. PRESCRIBED FIRE CERTIFICATION

11 Only personnel certified as fully qualified will be assigned duties in prescribed fire.
12 Minimum qualifications are based on the National Wildfire Coordinating Group (NWCG)
13 Wildland and Prescribed Fire Qualification Guide (PMS-310-1/January 2000), which
14 have been modified to meet agency needs. The Division has adopted the Prescribed Fire
15 Burn Boss 3 (RXB3) to supplement the qualification system. This position supervises
16 prescribed fire operations of low complexity. The Prescribed Fire Burn Boss 3 requires an
17 NWCG rating of Incident Commander Type 5 (ICT5) and completion of the Prescribed Fire
18 Burn Boss (RXB3) position task book.

19 V. POLICY IMPLEMENTATION

20 A. QUALIFICATIONS - DEVELOPMENT OF PRESCRIBED FIRE PLANS

21 The Prescribed Fire Plan shall be prepared only by a qualified individual. Required
22 qualifications will be based on the complexity of the proposed burn. The complexity
23 of the proposed burn shall be determined by assessing technical difficulty and
24 potential consequences of escape. The assessment will consider existing or
25 potential social, political, economic, biological, environmental and/or legal
26 consequences. A complexity analysis will classify prescribed fires as low, moderate,
27 or high.

28 A high complexity Prescribed Fire Plan must be developed and supervised by an
29 individual qualified as a Prescribed Fire Burn Boss Type 1. A Prescribed Fire Plan
30 deemed to be of moderate complexity may be developed and supervised by a person who
31 is qualified as a Prescribed Fire Burn Boss Type 2. A low complexity Prescribed Fire Plan
32 can be written and supervised by people who are qualified as a Prescribed Fire Burn Boss
33 3 (RXB3).

34 B. PRESCRIBED FIRE PLAN OUTLINE

35 The Fire Management Unit will prepare an outline for all Prescribed Fire Plans developed
36 within the Division. The outline will contain all elements listed in the Prescribed Fire
37 Plans Standards and Guidelines (Appendix A).

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1 C. DEVELOPMENT OF PRESCRIPTIONS - PRESCRIBED FIRE PLANS

2 Prescribed Fire Plans shall contain prescriptions which address the range of
3 environmental conditions - or windows - which must be present to implement the
4 Prescribed Fire Plan. The prescription must address fuel models, wind, temperature,
5 relative humidity, fuel moisture (live and dead) and topography. Development of
6 Prescribed Fire Plans will consider conditions both inside and outside the burn unit. Rx
7 Burn, Behave, and First Order Fire Effects Model (FOFEM) are software packages that
8 may be used to assist with development of the plan and to support/verify the parameters
9 of the prescription.

10 D. SMOKE MANAGEMENT

11 The Smoke Management Plan requires the registration of all prescribed fires regardless
12 of size. Depending on location, acres to be burned, emission released and proximity
13 to specific receptors, additional information may be required to ascertain the burn's
14 impact. The Smoke Management Plan is an evolutionary system which may need periodic
15 adjustments to achieve its objective. It is possible requirements may be loosened or new
16 ones added to meet existing or new standards. Prescribed Fire Plans developed by the
17 Division will meet the requirements of the Smoke Management Plan.

18 E. COORDINATION REQUIREMENTS

19 Any Prescribed Fire Plan for private lands should be approved and signed by all private
20 landowners. If other jurisdictional agencies have lands involved in a prescribed fire they
21 must approve and sign the Prescribed Fire Plan. Approval will constitute recognition
22 of responsibilities, liabilities, and project cost-sharing addressed in the plan. It is
23 the responsibility of the Burn Boss to advise adjacent landowners and agencies of
24 the proposed burn. Copies of Prescribed Fire Plans will be provided to the private
25 land owners, other agencies with involved lands, Smoke Plan Coordinator, Bureau
26 of Air Quality, local interagency fire centers, and the Division's Technical Advice and
27 Consultation Unit (TAC) - Fire Management.

28 F. REVIEW AND APPROVAL OF PRESCRIBED FIRE PLANS

29 Prescribed Fire Plans will be reviewed and approved by the appropriate Area Manager,
30 and a person of equal or greater prescribed fire qualifications for technical accuracy. TAC
31 - Fire Management will review for consistency, and adherence to guidelines and policies.
32 Approval or comments will be made within two weeks of the time they are submitted to
33 the TAC - Fire Management Unit.

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CHAPTER 3 ADMINISTRATION

INTRANET FILE ACCESS TO NETWORK DIRECTORIES

FFSL maintains files on the Department of Natural Resources network. FFSL root M:Drive and directories are accessible via the web with a secure State network user name and password. Chapters in the Field Manual make repeated M:Drive references to view or download documents. Go to: <https://files.nr.utah.gov> to access network drives on the web.

EMPLOYEE TIME AND PAY ENTITLEMENTS

Supervisors are responsible for establishing their Warden's work hours and work days within a 40 hour standard work week. A copy of this work schedule shall be provided to the state office and the local interagency fire center. Regular work schedules may be changed during a calendar year. However, the work schedule will be consistent during the fire season to calculate fire suppression overtime. Holidays are not considered regularly scheduled days off.

Fire Wardens require scheduled days off duty during the week. The county agrees to provide a qualified standby Fire Warden during any off duty time period. Contact information for the standby warden will be conveyed to the local dispatch office.

State personnel regulations prohibit the accrual of annual, sick, military or emergency leave to personnel other than full-time, permanent employees. Such standby personnel shall be compensated by the county at a rate determined by the county and the district Fire Warden. It is the responsibility of the Area Manager/Fire Management Officer and the district Fire Warden to assure that the county provides for the standby warden.

OVERTIME:

Fire suppression overtime is the only overtime compensated by pay calculated on a 24 hour period. (See Wildland Fire Suppression, Work Rest Requirements & Overtime Compensation NR-99-B-17)

HAZARDOUS DUTY COMPENSATION:

A Forestry, Fire and State Land (FFSL) policy has been established to compensate employees of the State of Utah for duty involving exposure to hazards associated with the suppression of wildland fires while in the service of the State or its cooperators. Compensation of a 25% pay differential occurs while the employee is engaged in the hazardous activity. Travel time to an incident assignment and return travel to the employee's duty station or travel if reassigned to another fire is not eligible. Prescribed fire is a planned event and does not meet fire line hazard definition for hazardous pay differential. (See Hazardous Duty Pay Differential NR-99-B-18)

ON-CALL TIME:

Designated Division personnel may respond to a request for assistance outside their normal working hours. Individuals may carry out personal activities while in on-call status but

have designated time periods to be available for response to coordinate fire suppression activities outside normal working hours. They will be compensated for the time that they are on-call at the rate of one hour paid for every 12 hours on-call. While on-call, they must be available to respond to a request for assistance within 30 minutes by telephone, radio or in person. On-call time generally begins June 1 and runs through October 31 or the end of the closed fire season unless otherwise approved by the State Forester or designee. (See On-Call Status FFL-96-B-3 for complete details.)

EMPLOYEE TIME REPORTING:

A pay period consists of two full weeks beginning at 12:00 am on Saturday and ending the second Friday at 11:59 pm. A pay period schedule is listed under Admin in the Reference section.

All employees are responsible to complete their time sheets in a timely manner. Employees should complete their time sheets by the ending pay period Friday at the end of the day or the Monday morning following the end of the pay period. The completed time sheet should be printed and signed by the employee. Once signed, the employee will submit their time sheet to their supervisor for review, via fax or scanned document if necessary, by noon the Monday following the end of the pay period. Time sheets will be submitted to payroll no later than 1000 on the Tuesday following the end of the pay period. Per State Finance Policy FIACCT 11-04.00, all time sheets need to be approved by your supervisor, as indicated by their signature.

Supervisors are responsible to review the time sheets, look for possible errors, make sure projects are coded appropriately and note if there is any unapproved overtime, excess or comp time. Per State Finance Policy FIACCT 11-17.00, [Sample Fire Time Sheet is available on M/Common/Accounting/Sample Fire Time Sheet] supervisors will then sign the time sheet indicating it is accurate. Fire suppression regular and overtime hours must match incident signed time sheets (OF-288) and crew time reports (SF-261).

The supervisor has the responsibility to send all the approved time sheets (and comp time approval forms if applicable) via fax or scanned document if necessary, to payroll by 1000 on the Tuesday following the end of the pay period.

Any time sheets not signed and approved by a supervisor will not be entered into the payroll system. The employee will not be paid timely and will have to wait until the next pay date once an approved time sheet is properly submitted to be paid. Please do not let this happen as it affects your personal life, as well as your State paid benefits (health insurance, etc.).

All comp time, excess time or non- fire overtime earned must be preapproved by your supervisor and on the proper form. These forms must also be signed by the employee and supervisor and submitted with the time sheet. Failure to obtain proper approval, can lead to disciplinary action. An updated master time sheet form is available on M:\Common\Accounting\ with a file name 20XX-FFSL Electronic Time Sheet.xlsm. Employees must save a copy of the electronic time sheet to use for all future pay periods for the calendar year.

1
 2 It is a macro enabled Excel spreadsheet file. Excel 2007 has increased security restrictions.
 3 Instructions to have the time sheet work correctly with the new settings are available at M:\
 4 Common\Accounting\ with file name: Security Settings for Time Sheets.
 5
 6 If you have questions on the time sheet contact the Payroll/Travel Coordinator at 801-538-
 7 5555. Examples of a submitted time sheet and overtime approval form are listed under
 8 Admin in the Reference section.
 9

10
 11 **WORKER'S COMPENSATION FUND CLAIM PROCESS**
 12

13 If a work related injury or illness occurs, follow the protocol for assessment and treatment.
 14 Notify the immediate supervisor. If the injury/illness occurs within the State of Utah, or when
 15 returning from out-of-state assignments, you must seek initial care at a WCF preferred
 16 provider, if possible. <https://www.wcgroup.com/preferred-providers-ppo>. If there is a life
 17 threatening emergency, utilize the closest trauma care facility. The transporting organization,
 18 if applicable, the treating facility, and the pharmacy, if there is one, must be informed that:

- 19 • the injury/illness is work related;
- 20 • the patient is an employee of the Dept. of Natural Resources, State of Utah;
- 21 • the cost will be covered by the state's insurance carrier, Workers Compensation Fund; and
- 22 • the bill should be sent to Workers Compensation Fund, 100 West Towne Ridge Parkway,
 23 Sandy, UT 84070. Policy Number: 1758386.

24
 25 With the help of the injured/ill employee, the supervisor must complete and submit to the
 26 Department of Natural Resources Work Related Injury/Illness Report Form (DNR-HR-6)
 27 as soon as possible but within 7 days. Submission of this form starts the Workers Com-
 28 pensation claim process. The form must be submitted to DNR's Human Resource Office
 29 (Fax: 801-538-7219). You should keep a copy for your records. A blank copy of the First
 30 Report of Injury/Illness form DNR-HR-6 can be obtained at [http://www.lonepeak.utah.gov/
 31 business_mgmt.html](http://www.lonepeak.utah.gov/business_mgmt.html) or contact Kurt Bradburn (o) 801-538-7212, (fax) 801-538-7318, email
 32 kbradburn@utah.gov.
 33

34 The Human Resource Office will submit the information electronically to WCF. WCF will
 35 assign a claim number and an adjustor to the claim. WCF will send a letter to the patient at
 36 his/her home address that will provide information regarding WCF's claim process and will
 37 provide the adjustor's name and phone number. All future communications regarding the
 38 claim should go directly to the WCF adjustor. Inform the employee that once a claim number
 39 is assigned to them, the burden is on the employee to manage their claim. If the employee
 40 pays out of pocket for any services, they shall send the receipt to WCF for reimbursement
 41

42 **RETURN TO WORK FROM INJURY/ILLNESS**

43 WCF pays 66.6% of the workers gross salary if, because of a work related injury or illness,
 44 the worker cannot perform any work for three days from the date of the injury/illness.
 45 If the injured/ill employee has an order from the doctor that prescribes time off work or

1 light duty, a copy of the doctor's directive must be forwarded to WCF and the depart-
 2 ment's Human Resource Office. The Division, however, is under no obligation to provide
 3 light duty work for the injured/ill employee if none is available.
 4

5 Before returning to work, the injured/ill employee must provide his/her supervisor with
 6 a written release from his health care provider indicating work restrictions that must
 7 be observed (if any). The supervisor must fax a copy of the doctor's release document to
 8 the department's Human Resource Office.
 9

10 The employee's supervisor must note the date the employee sustained a work related
 11 injury or illness on the employee's time sheet just below the supervisor's signature. The
 12 supervisor must again note on the time sheet just below the supervisor's signature the
 13 date the employee returned to work.
 14

15 **SEASONAL EMPLOYEES**

16 If a seasonal employee goes on a WCF claim and is still employed with the state, it is nec-
 17 essary to file a time sheet with ZERO hours (when no light duty is available or authorized)
 18 and note that the employee is on a WCF claim. Worker's Comp will determine the amount
 19 they will be paid. Supervisors must inform employees who receive benefits that they can
 20 use some of their accrued benefits each pay period to bring their total income (WCF plus
 21 State) up to 100%. They should contact the department's Human Resource Office to make
 22 arrangement of the use of their accrued leave.
 23

24 It is best not to terminate the employee until the end of their assigned period of employ-
 25 ment. They will continue to receive benefits from WCF even after their termination date if
 26 their injury persists. Consult the department's HR Specialist in the Human Resource Office
 27 if you have any questions regarding your actions under this scenario.
 28

29 **WCF DETERMINATION**

30 WCF determines whether or not the injured/ill employee's expenses will be covered. Some
 31 claims are denied because WCF finds records that show there was a previous injury that
 32 caused all or part of the current problem. WCF can also deny payment of claims that "they
 33 believe" are not job related. In those cases, the employee will be responsible for payment of
 34 his/her medical expenses. However, an employee who has had a claim denied can appeal
 35 WCF's original decision.
 36

37 **PROCEDURE FOR REPORTING SERIOUS ACCIDENTS TO UTAH OCCUPATIONAL SAFETY
 38 AND HEALTH (UOSH)**

39 When an accident occurs that meets any of the following requirements, it must be reported
 40 to UOSH within eight hours of the occurrence.

- 41 • Fatality
- 42 • Immediate in-patient hospitalization.
- 43 • Amputation past the first digit on hand or foot.
- 44 • Heat, chemical or electrical burns which result in temporary or permanent impairment to
 45 the body.

1 • Electrical shocks which result in a loss of consciousness or hospitalization.
 2 • Major bone fractures
 3 • Any injury involving unconsciousness
 4 • Any injury or illness that may shorten the worker's life or significantly alter a normal
 5 physical or mental ability (either temporarily or permanently), such as visual or hearing
 6 impairment.
 7 Contact your supervisor immediately if an accident occurs that meets any of the above
 8 listed standards. If you cannot contact your immediate supervisor, contact either his/her
 9 supervisor or the department's Human Resource Management Office at 801-538-7210.
 10
 11 The supervisor must notify UOSH within eight hours after the qualifying injury or illness
 12 regardless of the time of day. UOSH can be contacted at 801-530-6901.
 13
 14 Under UOSH requirements, the site of an accident that meets any of the standards listed
 15 above cannot be altered until UOSH has assessed the site to determine the cause. UOSH
 16 requires that employers do not alter the accident scene, move or destroy tools, equipment
 17 or materials, or make any other changes which relate to the accident without first obtaining
 18 approval from UOSH. This requirement does not apply when emergency responders have to
 19 alter the site for rescue purposes or if immediate action is required to eliminate an immi-
 20 nent safety hazard.
 21
 22 An employee involved in an accident while on duty, will be subject to post-accident drug and
 23 alcohol testing if any of the following apply.
 24 • A fatality occurs
 25 • The employee is driving in a work-related capacity and receives a citation for a moving
 26 violation arising from the accident and the accident involved: bodily injury to any person who,
 27 as a result of the injury, immediately receives medical treatment away from the scene of the
 28 accident or one or more vehicles incurs disabling damage as a result of the accident.
 29 • An employee is operating machinery and causes a major injury to himself or his coworker(s).
 30 • There is reasonable suspicion that the employee is under the influence of alcohol or a
 31 controlled substance.
 32
 33 If it is determined that a drug test is warranted, the supervisor should contact Intermoun-
 34 tain MRO at 801-965-0665 to request a drug tester be dispatched. This number operates 24
 35 hours a day, seven days per week. The department's Human Resource Office must also be
 36 notified of the testing as soon as possible by calling 801-538-7210.

37
 38
 39 **UNIFORMS**

40
 41 **FFSL DIVISION UNIFORM STANDARDS:**
 42 As of January 1, 2011, no uniform items bearing the old logo may be worn. Only the items
 43 bearing the new logo will be approved for any and all uniform combinations. The new logo
 44 and uniform policy may be found on the Department of Natural Resources (DNR) intranet at
 45 the web addresses listed below:

1 • Department Policy NR-99-D-2 (DNR Inner-web <http://innerweb.nr.utah.gov/index.php/dnr-employee-policy-procedure-manual/>)
 2
 3 • DNR Uniform Brochure Pamphlet (M:\Common\DivisionInformation\UniformInformation\Uniform brochure.pdf)
 4
 5 • FFSL 96-A-4 Uniform policy (M:\Common\DivisionInformation\UniformInformation\FFSL-96-A-4-UniformPolicy.wpd)
 6
 7 The following is the standard for uniform acquisition, uniform combinations, uniform dis-
 8 posal and returned items due at end of seasonal employment, termination or retirement.
 9

10 **ACQUISITION PROCEDURES:**

11 Supervisors will be given allowance totals for all assigned employees. Uniform items need-
 12 ed are at the Supervisor's discretion and may be found on the Warehouse website and the
 13 Skaggs uniform contract <http://dnrwarehouse.com/>. Strict adherence to the uniform policy
 14 is necessary to ensure proper accounting measures and acquisition consistency. The FFSL
 15 Accounting Tech will track employee expenditures and ensure compliance.
 16

17 Area Mangers and Lone Peak Coordinator must determine the allowance for each employ-
 18 ee based on job assignment. (Note: Any amount not expended at the end of the fiscal year
 19 (June 30) will be lost. Any amount not used in the annual allowance may not be carried
 20 forward into the next fiscal year. Also, over-expenditures may not be taken from the next
 21 year allowance) Expenditures over the allowed amount must be reimbursed to FFSL within
 22 30 days of notification. "Division/Department Specific" items must be purchased from the
 23 Warehouse, Skaggs or through approved vendors. The exception is footwear which may be
 24 acquired elsewhere, but requires supervisor approval before purchase.
 25

26 Uniform Allowance Classes are based on hours worn per week and high degree of wear.
 27 (See DNR policy) Supervisors determine class by position and budget constraints.
 28 • Class I \$500 annually - Examples: (Law Enforcement Officer & Maintenance)
 29 • Class II \$375 annually - Examples:(Forester and Fire Technician)
 30 • Class III \$250 annually - Examples: (Support Staff/Other)
 31

32 For each new full-time employee, supervisors will determine initial issue uniform items
 33 needed to meet specific job requirements and represent the Division. The start-up amount
 34 will not exceed \$720. The supervisor has discretion to control the items needed and there-
 35 fore, the start-up amount spent.
 36

37 Supervisors must approve all items and can modify the initial issue to meet specific job
 38 requirements. The "Order Pickup" email must be signed by the supervisor and given to the
 39 employee to go to the warehouse. The start-up allowance covers a one-year time frame
 40 from date of hire. After the one-year anniversary date the employee will get a pro-rated
 41 annual amount to reach the end of the fiscal year. At the start of the next fiscal year the
 42 employee's annual allowance will begin.
 43

44 Current full-time employees must follow the guidelines for their uniform allowance. Em-
 45 ployees must purchase approved items and code specifically to the individual employee us-

ing the account code 6211(Natural Resources Uniforms). Uniform items must be purchased from the website using individual login information. Remember, all items not bearing logos will be taxed (income tax, not sales tax) as a fringe benefit.

Seasonal employees will be issued only the minimum uniform items necessary to accomplish the job for which they are hired. Supervisors must determine the items necessary and stay within budget. Use the same process as with full-time employees. Ensure order is account coded to 6213 (clothing) and not 6211. Seasonal clothing may be bulk ordered and placed on a single order. Be sure to indicate "seasonal" in the "function" column of the coding block.

COMBINATION CLARIFICATION:

The following are the categories of uniform combinations. See the DNR Policy (NR-99-D-2), FFSL Policy (FFL-96-A-4) and the Uniform Pamphlet for specific combination criteria. This document may be modified to address changes. It is critical that all employees abide by the rules of standardization and only wear the approved uniform combinations for:

Dress • Office • Field/Work • Fire

FUNERALS: Wear the Division Dress Uniform (refer to DNR & FFSL Policies) with all accessories or wear a suit with a Division or Department pin. Division shirts or hats that are not uniform items may not be purchased with uniform allowance funds. Such items should not be worn in official settings or worn in combination with uniform items. Note: Jeans and tennis shoes worn with uniform items do not meet the uniform standard.

DIVISION UNIFORM DISPOSAL:

Once the item has been phased out or passed its "wear-ability" life use the following instruction for disposal:

- Remove all patches from items before disposal.
- Remove all embroidery when possible or sew another patch over it.
- Black out logo or use solvent to remove silk screening.
- Cut item into rag pieces to be used or throw away.

"WEAR-ABILITY" LIFE: Once an item has faded dramatically, has holes, excessive fraying or been stained considerably it does not meet the professional appearance standard and must be taken out of service. The supervisor must ensure these items are NOT worn in public unless all patches and logos are removed.

MISC. SITUATIONS:

For employees that are terminated before the end of their probationary period, follow the Department Policy. Supervisors can determine the uniform items that must be returned if usable and issue them to other seasonal employees when reasonable. Supervisors will follow disposal options if uniform items are unusable.

Uniform items issued to seasonal employees must be returned to their immediate supervisor upon completion of their employment. When possible and depending on the condition of

the uniform items, they will be re-issued to other seasonal employees. Coats may be issued to seasonal employees depending on season of hire. The coat must be returned to their immediate supervisor upon the completion of their employment. For retirees, supervisors will ensure that the employee knows the disposal methods.

Division and Department logos are protected by the Department's Uniform Committee and the Executive Director. Area logos and or crew logos must be approved if used in conjunction with the official Division and Department logos. Contact the division uniform committee representatives to receive the Division Director's approval.

If an employee transfers to another area office or position that has a different uniform class amount, the supervisor may use discretion to determine items needed for the new position. The supervisor will pro-rate the difference between the two class amounts and remaining months until the end of the fiscal year.

TRAVEL

The following travel information is specific to fire management operations. The state travel office website has moved under the office of Fleet Management. Visit www.fleet.utah.gov/ travel for all travel rules and policies not cited herein that must be followed when traveling in-state or out-of-state. It is necessary to properly schedule and obtain travel authorization for employees or volunteers to receive coverage under state liability insurance and other added insurance benefits for travelers.

Traveling out-of-state needs prior approval through one of two methods:

- An authorized request.
- Division's annual travel plan - This applies to non-emergency pre-planned travel (e.g. training, conferences, contract compliance inspections etc.).
- Emergency Mobilization - Our Executive Director approves our request for emergency travel to all hazard incidents on an annual basis. The current emergency travel authorization is listed under Admin in the Reference section of this manual.

DIVISION ANNUAL TRAVEL PLAN:

Travelers are expected to project travel plans and estimated costs for training or conferences and meetings during the fiscal year. A plan is submitted to DNR by FFSL and adopted once each fiscal year. The following conditions must be considered when submitting planned travel:

- Travelers will maintain an individual travel resume that coincides with the Division travel plan.
- Travel authorization requests must be submitted 45 days in advance with the traveler's current travel resume attached.
- Travel requests over \$750 will have to be approved by Department leadership 30 days in advance.
- The state travel office can get air travel and rental cost estimates if needed.

- 1 • Confirmed air travel itinerary requires an authorization number from the Payroll/Travel
- 2 Coordinator and booked by state travel office.
- 3 • All out-of-state (OST) motel/hotel accommodations require state travel office booked
- 4 itinerary.

EMERGENCY MOBILIZATION:

7 Resource orders generated by Resource Ordering Status System (ROSS) authorize travel
8 to all-hazard incidents when the Department Director has issued a current annual emer-
9 gency out-of-state travel authorization.

- 10 • Confirm your travel request meets the intent of the emergency travel authorization.
- 11 • The traveler has received a resource order through the ROSS for the emergency
- 12 incident.
- 13 • When air travel is required, the local fire dispatch center will book a flight itinerary and bill
- 14 the flight to a regional fire account.
- 15 • All motel/hotel accommodations require state travel office booked itinerary for OST.
- 16 • The resource order must document rental vehicles are authorized if renting a vehicle.
- 17 • Booking of rental vehicles must be done by the traveler through the state travel office to
- 18 assure insurance coverage and travel reimbursement. If you need a rental due to road side
- 19 assistance, the traveler must contact the state travel office. [www.fleet.utah.gov/travel/](http://www.fleet.utah.gov/travel/contact.html)
- 20 [contact.html](http://www.fleet.utah.gov/travel/contact.html)
- 21 • Other un-planned travel can receive Executive Director authorization for special purposes
- 22 travel such as Federal Excess and Personal Property (FEPP) screening.

STATE TRAVEL OFFICE CONTACT INFORMATION:

25 Mon. - Fri., 8am to 5pm, 801-538-3350, In-state toll free: 866-489-9834
26 After Hours: Mon. - Fri. and Weekends Emergency, 5pm - 8am (MT)
27 All day on weekends and holidays: 888-739-7018
28 Daytime Emergency, Mon. - Fri., 8am to 5pm, 801-537-9124
29 (if traveling within 24 hours only) FAX Number: 801-538-3485

OUT-OF-STATE LODGING:

32 The traveler must book all OST lodging through the state travel office. A copy of the confir-
33 mation and itinerary will be emailed to the traveler. A copy of the itinerary must be included
34 with travel documents for reimbursement.

35
36 Circumstances may dictate the incident logistics section or local dispatch book lodging
37 for an Incident Management Team (IMT) or a single resource. Traveler should fax or email
38 a copy of their lodging receipt to state travel office and explain the circumstances and
39 request an itinerary and approval by email. This can be done after the motel stay and prior
40 to submitting your travel for reimbursement.

OUT-OF-STATE MEALS:

43 The basic meal allowance for a 24-hour period of travel is \$46. The allowance rates listed
44 include tax, tips, etc. associated with the meals. A list of premium cities and reimburse-
45 ment options are listed on the state travel office website.

1 Meal Rates: Breakfast \$10 • Lunch \$14 • Dinner \$22
2 Fiscal year changes posted at www.fleet.utah.gov/travel.

IN-STATE LODGING:

5 Travelers may secure their own in-state lodging reservations as long as the rate is within
6 the state lodging per diem limits.

8 FFSL recommends the traveler utilize the state travel office to book all lodging including
9 in-state travel, who may book accommodations at a higher rate due to availability. Travel
10 will be reimbursed at the higher rate only when accompanied by state travel office itinerary
11 listing a reason for the higher rate.

13 For in-state lodging at a non-conference hotel, the state will reimburse the actual cost up
14 to \$70 per night for single occupancy plus tax. Premium Utah Cities have higher allowable
15 rates. City rates are subject to change during the fiscal year. Visit the Instate Lodging per
16 diem rates FY'15t <http://fleet.utah.gov/travel/> for updates or book instate lodging with the
17 state travel office to ensure the current rate.

19 Depending on the lodging operators' policy they may add a cost for double occupancy.
20 State policy allows you to add \$20 to the rates listed in the following table for double state
21 employee occupancy.

FY'14 Lodging Rates Utah Cities		
American Fork \$85 + tax	Kanab \$80 + tax	Roosevelt \$95 + tax
Ballard \$95.00	Layton \$80 + tax	SLC Metro \$100 + tax
Blanding \$75 + tax	Lehi \$85.00	Springdale \$80 + tax
Bluff \$80.00	Logan \$80 + tax	Springville \$85 + tax
Brigham City \$75.00	Midway \$90 + tax	St. George \$80 + tax
Bryce Canyon \$75 + tax	Moab \$100 + tax	Tooele \$100 + tax
Cedar City \$75 + tax	Monticello \$75 + tax	Torrey \$75 + tax
Ephraim \$75 + tax	Ogden \$80 + tax	Tremonton \$90 + tax
Fillmore \$75 + tax	Orem \$85 + tax	Vernal \$95 + tax
Green River \$80 + tax	Park City \$90 + tax	Washington \$80 + tax
Heber City \$90 + tax	Price \$75 + tax	All other Utah cities \$70 + tax
	Provo \$80 + tax	

IN-STATE MEALS:

23 • The basic meal allowance for a 24-hour period of travel is \$39. The allowance rates listed
24 include tax, tips, etc. associated with the meals. Meal Rates: Breakfast \$10, Lunch \$13 and
25 Dinner \$16 . Fiscal year changes posted at www.fleet.utah.gov/travel.

GROUP GATHERINGS:

Groups are permitted one AM Break as well as one PM Break at \$4 per break if their times meet the recommended criteria as noted in the Group Gathering Policy. (State travel policy: <http://fleet.utah.gov/travel/>)

RENTAL VEHICLES

Renting a vehicle may be necessary under any of the following circumstances:

- Travelers' assigned fleet vehicle breaks down and a continuation of travel exists.
- No state fleet vehicles are available and a cost comparison using a private vehicle was considered [Short Term Rental through Enterprise and Division of Fleet Operations (DFO) online rental].
- A rental was authorized for non-emergency travel under the annual travel plan and out-of-state travel request.
- Emergency travel for incident response. Rental vehicle approval is listed on the traveler's incident resource orders. The process may differ based on the circumstances. Rental vehicles are either booked directly through state travel office or through the online DFO short term system.
- State Travel: Currently Enterprise, Hertz and National are on contract. Call State Travel during business hours or on their 24 hour after hours number for booking authorized rentals or if your fleet vehicle breaks down and no other means of continued vehicle travel exists. Fleet will no longer book a vehicle on a road side assistance ticket. The traveler must book the rental vehicle through State Travel.
- Fleet: Enterprise as a short term rental option is available through Fleet online reservation system. <http://fleet.utah.gov/menu-short-term-rentals.html>. Scheduling options include but does not require a cost comparison and sport utility vehicle request form unless specifically required by FFSL.

Visit <http://fleet.utah.gov/travel/cars.html> to see contracted insurance coverage limits with Enterprise, Hertz, and National. Note: Do not buy extra insurance. It is not a reimbursable expense (note exception that follows).

If a vehicle of the size and type is not available, from the State Travel contract providers, State Travel can reserve a vehicle from another rental company, however the traveler needs to purchase the vendor provided insurance coverage.

OFF-ROAD DRIVING:

Risk Management has agreed to cover damage to the vehicle when using commercial vehicles during state assignments in off-road situations. Off-road is defined as a road system that is not regularly maintained by a governmental entity. State Risk Management will cover the damage to rental vehicles used in the course and scope of employment during off-road situations if you comply with the following:

- Vehicles will be rented only when absolutely necessary.
- The traveler rents only vehicles that are appropriate for off-road use, i.e., trucks or four wheel drive vehicles designed to go off-road.
- The vehicles will be used only for work purposes while off-road. In this situation, there will

be a \$750 deductible if the vehicle is rented through the state travel contract. If a vehicle is not rented through an existing state rental contract, there is still only a \$750 deductible when the exceptions apply: "where the insured can demonstrate that a reasonable attempt was made to use such contract, but no automobile was available to the insured under such contract: document as follows: A. at the time needed; B. at the place needed; C. of the type needed."

FLEET VEHICLE SERVICE AND REPAIR

Fleet's Vehicle Services Center, (855) FLT-UTAH (358-8824) provides emergency roadside assistance and vehicle maintenance support for the DFO. The Fleet Service Schedule should be kept in the vehicle at all times. Enclosed in the packet you will find the following:

PREVENTATIVE MAINTENANCE SERVICE SCHEDULE:

This is to be used exclusively for routine preventive maintenance with mileage intervals and service requirements preprinted on each coupon. If you have already passed the initial mileage intervals, please destroy the coupons which no longer apply. Fleet has developed these service requirements, together with the automobile manufacturers, to ensure:

- Safe operation of all vehicles;
- That all warranty requirements are met; and
- That maintenance costs are prudently managed for your agency.

A phone call for routine maintenance is not required. However, you are always encouraged to call Fleet's Service Center, (855) FLT-UTAH (358-8824) for towing or prior to taking your vehicle in for any unscheduled service to discuss problems or concerns that you may have with your vehicle.

NON-ROUTINE MAINTENANCE AND REPAIRS:

These types of requests are handled by certified service technicians by simply calling (855) FLT-UTAH (358-8824). Call prior to taking your vehicle in for service to find a vendor. To authorize repair, Fleet's service technician will speak directly to the authorized service facility.

The information listed below serves as a reminder regarding the appropriate steps to take should a leased vehicle breakdown.

- Call (855) FLT-UTAH (358-8824).
- Roadside Assistance is available 24 hour a day. The VSC operator will need information including: Vehicle # or License Plate #. This information can be found in the Fleet Service Schedule. The VSC will arrange to transport the vehicle and sometimes the driver to the nearest authorize service station for repair.
- Arranging Driver Transportation: If the driver needs a vehicle immediately and no other fleet vehicle is available, you must call the Utah State Travel Office emergency or after hours number to schedule a rental.
- Repair Time: If a driver does not need a vehicle immediately, they may wait for repairs to be

1 finished or arrange for transportation home or back to the office. Transportation options
 2 include:
 3 • Enterprise Rent-A-Car (arranged through Utah State Travel)
 4 • Riding home with the tow truck driver (if allowed)
 5 • Operations service workers (Salt Lake, Davis, Utah, or Weber County)
 6 • UTA
 7 • Personal contacts
 8 • Taxi
 9 • Employees from the driver's office
 10 Should the repair process require an overnight stay at the service station and no feasible
 11 transportation alternative is available, arrangements should be made through State Travel
 12 for the driver to stay overnight in a hotel while the vehicle is being repaired. The overnight
 13 stay will be a cost borne by FFSL and not a DFO responsibility.

14 **TIRE REPLACEMENT PROCEDURE:**

15 The information listed below serves as a reminder regarding the appropriate steps to take
 16 when a vehicle requires tire replacement.
 17
 18 • Full Service Lease Vehicles (most, if not all FFSL vehicles)
 19 • Tire replacement is a valuable aspect of the DFO "Full" service lease plan. These vehicles
 20 can proceed directly to an authorized Goodyear, Firestone or Michelin tire dealer for service.
 21 • Goodyear
 22 The Goodyear Tire Dealer will contact Fleet's Vehicle Service Center with the required
 23 vehicle information. Once the service is authorized, the dealer will install the necessary tires
 24 and payment will come from DFO.
 25 • Firestone and Michelin
 26 The Firestone or Michelin Tire Dealer will contact the DFO Approval Team at (801) 619-7233
 27 with the required vehicle information. Once the service is authorized, the dealer will install
 28 the necessary tires and payment will come from DFO.
 29 • Capital Lease and Owned Vehicles and Equipment (LPCC chipper trucks, trailers, chippers)
 30 • If a vehicle is operating under a "Capital" lease plan or is owned by the operating agency,
 31 the operating agency is responsible for tire replacement. Once the driver has obtained
 32 purchasing authorization from the operating agency, the vehicle may proceed to the nearest
 33 authorized vendor for service. [http://fleet.utah.gov/fleet/menu-fleet-program/menu-vehicle-](http://fleet.utah.gov/fleet/menu-fleet-program/menu-vehicle-maintenance-and-repair.html)
 34 [maintenance-and-repair.html](http://fleet.utah.gov/fleet/menu-fleet-program/menu-vehicle-maintenance-and-repair.html)
 35 Please contact Fleet's Vehicle Service Center, (855) FLT-UTAH (358-8824) with any questions.
 36
 37

38 **REIMBURSEMENT - VEHICLE MAINTENANCE AND OPERATING SUPPLY:**

39 The State Fuel Network has partnered with Fuelman Network (GasCard) to provide access
 40 to more than 500 fuel sites in the State of Utah and more than 10,000 nationwide. This is in
 41 addition to the more than 130 sites that are currently managed by the State Fuel Network.
 42
 43 In addition to fuel, GasCards may be authorized for basic fleet fluids such as windshield
 44 wiper fluid and car washes. These parameters are set by the agency. Currently all County
 45 Fire Warden engines have a \$50 per month allowance, while all other agency vehicles have

1 a \$15 per month allowance. A listing of outlets and state managed DFO sites are found at
 2 <http://fleet.utah.gov/menu-fueling-locations.html> . Fuelman/GasCard now has site locators
 3 for smart phones. The iPhone App can be downloaded from www.fuelman.com and the
 4 Android App can be found in Google play, searching for Fuelman site locator. These apps
 5 will work nationwide.

6
 7 An employee may be presented with situations when personal credit cards, State travel
 8 card or State Purchase Visa Cards (P-Card) are used for vehicle operations.
 9

10 There are separate processes and limits on rental and fuel reimbursement.
 11 • If you have trouble using the GasCard for an agency vehicle, call the Department of
 12 Technology Services (DTS) Helpdesk 1-800-678-3440. They will create a ticket for
 13 the fuel department. If you paid for the fuel yourself fill out the Reimbursement form
 14 found at: http://fleet.utah.gov/forms/documents/Fuel_Reimbursement_Form.pdf. The
 15 Fleet reimbursement form is only used when personal funds are expended on agency
 16 vehicles.
 17 • Fuel and fluids purchased with your own funds for rental vehicles will be reimbursed through
 18 a state travel reimbursement request.
 19 • P-Cards with Merchant Category Codes (MCC) code approval for fuel purchases could
 20 be used to fuel State vehicles in rare circumstances. The DFO has no formal process
 21 to reimburse FFSL for fuel purchased on a P-Card. Special arrangements need to be
 22 negotiated with Anne Stehno (DFO) for a credit based on mileage fees paid. Anne Stehno
 23 will honor a reimbursement only when the traveler is on a fire assignment and no
 24 GasCard/Fuelman site was available. The traveler must provide a copy of all receipts and
 25 P-Card log with explanation. FFSL is not guaranteed a reimbursement.
 26 • P-Cards with MCC code approval for fuel purchases may be used on rental vehicles. DFO
 27 will not reimburse fuel purchased for rentals that are temporarily replacing an inoperable
 28 agency vehicle.
 29
 30

31 **PURCHASING**

32 **STATE PURCHASING CARD:**

33 The State Purchasing Card or P-Card is a Visa card that is designed to supplement or elim-
 34 inate a variety of processes including petty cash, local check writing, low-value authoriza-
 35 tions and small dollar purchase orders. It provides a more efficient, cost effective method of
 36 purchasing and payment for small dollar transactions.
 37

38
 39 The P-Card can be used for in-store purchases as well as mail, online, telephone and fax
 40 orders. Each card has pre-established monthly credit limits. Additional limits can also be
 41 placed on the dollar amount of each transaction and the number of daily transaction per
 42 day. The P-Card has certain MCCs blocked to prevent it being used with inappropriate or
 43 high risk vendors. FFSL has established guidelines to authorize the issue and use of the
 44 P-Card. Contact your Area Manager or immediate supervisor for card availability. FFSL
 45 limits the number of cards issued and closely monitors the employees' use of the card.

STATE RESTRICTED PURCHASE ORDER (RPO) AND DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS-PURCHASING):

All in-state commodity purchases should be made with a RPO.

- Exceptions are GasCard use for vehicles and approved P-Card use for electronic commerce.

Advise your supervisor of what item or service you need to purchase. Your supervisor will provide a RPO number for the purchase. Give the RPO number to the vendor. It should appear on their invoice(s). When the item(s) you need to purchase or service has been completed, give the receipt or invoice to your supervisor.

Certain items must be purchased under a State Cooperative Contract. Your supervisor will provide you with the names of local contract vendors. A current list of State Cooperative Contracts can also be obtained online at: www.purchasing.utah.gov (follow menu). To automatically receive an email when the Purchasing Update is distributed, send a blank email (without your signature) to the following email address: subscribe-das-purchasing-newsletters@list.utah.gov and you will automatically be added to the list. For Google Mail users you will need to open your email account, copy the email address above and paste it in the To: line.

Certain items or services up to a value of \$1,000 can be obtained from the best local source (services or items under contract must be purchased from contracted vendors). No competitive quotes are required (but suggested) for purchases up to \$1,000.

Employees must obtain price quotes from at least two and preferably three vendors for all purchases from \$1,001 up to \$5,000 that are not supplied by producing/distributing departments or divisions of the State and that are not included in a required-use master agreement. Price quotes are required and may be obtained by phone, fax, email or letter from a representative of an established, viable vendor and documented on a telephone quote sheet.

During the process of obtaining competitive quotes, the information gathered (i.e., price, delivery, brand) cannot be disclosed to any potential vendor until after the award has been made.

Award must be made to the vendor submitting the lowest quote meeting minimum reasonable specifications and delivery date established by the ordering employee.

For purchases over \$5,000, the Division of Purchasing, Department of Administrative Services (DAS Purchasing) retains primary responsibility and control. All purchases over \$5,000 will be made by DAS – Purchasing, with the following exceptions:

- The product or service is available through another state agency (see policy 04-01.00– Purchasing – Purchases from Other Agencies);
- The product or service is covered by a master agreement (see policy 04-02.00– Purchasing –Master Agreements);
- Special delegation (DGR) has been obtained from DAS – Purchasing (see policy 04-14.00– Purchasing – Special Delegations)

SOLICITED FFSL AGENCY CONTRACTS:

Under the control of the DAS Purchasing, FFSL agency contracts were solicited for Portable sanitation for use on emergency incidents. These contracts can be used by other federal agencies when payment is made by FFSL regardless of jurisdiction. Copies of the contracts are on the M: drive and also at www.purchasing.utah.gov.

LIMITED PURCHASING DELEGATION (LPD):

The Division of Purchasing and General Services delegates limited purchasing authority to the State FMO under guidelines outlined in LPD191. This delegation is conditional and audited annually. It provides guidelines to facilitate the establishment of pre-suppression and suppression contracts and purchases for equipment, supplies and land use and facility agreements. The State Fire Management Officer (FMO) has delegated authority to a specific list of Division personnel to act on their behalf to implement provisions LPD191. Both the LPD and delegated staff can be found in the reference section of this manual.

Use of LPD191 and associated FFSL contract templates will be outlined in the Incident Business Management section.

COUNTY PURCHASES:

For county purchases, the fire warden will need to obtain the necessary instructions from the county clerk or auditor.

EQUIPMENT ACCOUNTABILITY

Each employee is responsible for all equipment issued to them. The property transfer records will serve as the official record of property accountability. All employees will be held accountable at termination of employment for all property issued. All employees are subject to inspection at any time to verify possession of inventory items and to determine whether equipment is being cared for properly.

At times, an employee may transfer property charged to them to another employee. Use the Division Equipment Transfer Form located in M:/Common/Accounting/ file name Equipment Transfer Form.xlsm

EQUIPMENT LOSS OR DAMAGE:

Loss or damage of State-owned equipment must be reported to the supervisor immediately in writing. The report should include a narrative stating the location, date and activity under which the equipment was lost or damaged. Use the Division Equipment Transfer Form to remove any lost property from state office records.

- Loss or damage to State-owned accountable property on an incident should be reported to the Incident Management Team (IMT) Claims Unit and file a Property Loss and Damage Report on form OF-289. The host agency or IMT may designate additional or different forms. Standard cache related items may be replaced at the incident (preferred) or authorized for replacement at the home unit with an accompanying "S" supply number on an incident replacement form OF-315. Specialty items and traceable property will

- 1 require approval from the jurisdictional agency administrator or Incident Business
2 Advisor (IBA).
- 3 • State property loss during non-incident activities will be reported to your supervisor
4 using a FFSL property transfer document. Additional documentation may be necessary.
5 If it is shown that loss or damage is due to negligence on the part of the employee, the
6 employee may be required to replace the item and/or face disciplinary action.
 - 7 • Personal property lost or damaged on an incident can be documented on a federal form
8 AD-382 or DI-570, a general message, or written narrative. The incident will keep a copy
9 for documentation. A determination of the employee claim will be made by FFSL. If the
10 claim is found in favor of the employee, FFSL will provide reimbursement at a value
11 based on age and condition.

12 **INCIDENT BUSINESS MANAGEMENT COST SHARE AGREEMENTS:**

13 A cost share agreement will document the financial responsibility for incident resource
14 costs when it is determined costs need to be shared. The agencies having jurisdiction are
15 responsible for developing and signing Cost Share Agreements. The IMT may be asked to
16 assist and will need to verify that the Agreement can be implemented and costs can be
17 accurately tracked.

18 Cost share agreements will follow guidance in the applicable cooperative agreement. The
19 finance section should coordinate with operations and aviation to assure costs are tracked
20 in I-Suite in accordance with the cost share method utilized.

21 A cost share agreement will be prepared for multi-jurisdictional incidents. All parties will
22 make a good faith effort to resolve cost sharing soon after the fire starts. Fire wardens will
23 complete a cost share agreement form in triplicate. Copies of the cost-share agreement
24 will be submitted to your supervisor, who will forward them to the incident business spe-
25 cialist in the Salt Lake office.

26 A cost share form is located on M: drive or at: <http://lonepeak.utah.gov/lpcc/agree->
27 [ments-operating-plans-manuals](http://lonepeak.utah.gov/lpcc/agree-). A list of key points to include in cost share agreements is
28 listed in the reference section.

29 Cost share agreements must correspond to agency cost accounting/tracking methods in
30 order to facilitate the billing process. The most defined cost apportionment is based on a
31 full operational period.

32 Costs associated with, and incurred by, incident generated resource orders are typically shared.

33 Costs not shared include accountable and/or sensitive property purchased by the agency, ad-
34 ministrative overhead costs and surcharges, post rehabilitation costs among others listed in the
35 Interagency Incident Business Management Handbook (IIBMH) or cooperative agreements.

36 Final cost determination can use incident generated data, which will include actual and
37 estimated expenditures or may be finalized using agency financial records. Incident gener-

38 ated costs can be used to generate an agency responsible percentage applied to the actual
39 financial agency records.

40 Actual costs reported from each agency accounting system are generally provided as a
41 summary of costs and lack the detail to break out specific resources. Therefore agree-
42 ments to split air costs may specify an estimated dollar amount. Cost share agreements
43 assigning agency percentages of the total incident cost (may exclude air cost) works to
44 the advantage of land ownership. Acres burned as a percentage of ownership is the most
45 common cost share method used in Utah. Other cost share methods listed below rely on
resource tracking and daily cost estimates. It will be important to have finance personnel
assigned to the incident who are familiar with an automated cost tracking system to use
the more detailed apportionment methods.

46 **COST SHARE METHODS MAY INCLUDE:**

- 47 • Mutual Aid (Initial Attack) agreements: Pre-season agreements or operating plans will
48 describe how costs are to be shared, usually within the first 24 hour period or a defined
49 initial attack agency cost (see State Annual Operating Plan).
- 50 • Ownership/ Acres Burned: Based the on percentage of burned acres owned/managed by
51 each agency. (i.e. 20% of burned acres are state land - FFSL pays 20% of suppression
52 costs). Protection objectives may require a separate percentage or estimated dollar amount
53 to be calculated for aircraft/retardant cost.
- 54 • You Order You Pay: Each agency is fiscally responsible for the resources they order,
55 regardless of where they are used on the incident.
- 56 • Cost Apportionment of Resource Use: The apportionment method shares final incident costs
57 (indirect/direct) based upon the usage of direct resources in the incident action plan or
58 location of actual use per operational period (documents were the direct effort was applied).
59 The outcome will generate a percentage of benefit by agency that is applied to the incidents
60 actual cost derived from final agency accounting systems.
- 61 • Proportionate Share: Costs between agencies can be based on a summary of daily estimated
62 incident costs and each agencies proportionate share. Daily agency cost percentages should
63 be documented on the Incident Action Plan (IAP). Aircraft and retardant should be on an
64 actual use basis.

65 **LAND AND FACILITY USE AGREEMENT (LUA):**

66 Land and facilities are often acquired to set up an Incident Command Post (ICP) or simply
67 provide fire crews a place to rest, eat or shower. These can be procured by FFSL under the
68 LPD191 by using the FFSL Land and Facility Use Contract Form. The FFSL form references
69 state purchasing terms and conditions under state law. Do not execute an agreement using
70 a federal form. Note: It is best to obtain approval and agree to terms before use of the land
71 or facilities. Payment can only be made by FFSL regardless of fire jurisdiction. The form is
72 posted on M: drive and the LPCC web site. <http://lonepeak.utah.gov/lpcc/agreements-operating-plans-manuals>.

73 FFSL state office has personnel on call that can be ordered to negotiate and execute LUA's.

1 The LUA will need a supply resource order number (S-Number). A request is made through
 2 the ordering unit or directly to dispatch. To fill the order, they will need to know the purpose
 3 of the LUA, general location and name and contact information of the property owner.

4
 5 Here are some guidelines to assist you in negotiating rates for facilities. Size of property
 6 and scope of use may affect a negotiated price. Prior to negotiating a daily price, consider
 7 a total if you would need the land or facility for a month. Would the monthly calculated total
 8 suggest the government would pay too much?

- 9
- 10 • Government owned facilities: Schools will have recently cleaned carpets and polished floors.
 11 Central heating and air conditioning systems may not be zoned and can increase utility
 12 costs. Special arrangements may be need to modify outside irrigation systems in parks and
 13 school grounds. If possible limit access to some areas and avoid gym floors that can be
 14 scuffed. Limit use of office equipment and bathrooms if possible. You may need to provide
 15 reimbursement for trash collection and service to office copiers in your negotiations.
- 16 • Public Schools, State/County/City Parks - \$100 to \$500/day. Government owned facilities
 17 should only be reimbursed for operating costs (wages, utilities, cleaning, damage, etc.) not
 18 profit.
- 19 • Privately owned facilities – Private land owners may refuse compensation and see the
 20 opportunity to provide their land as a civic responsibility and overall benefit of the fire
 21 effort to limit the fires intrusion onto other property. In these cases it is still necessary to
 22 document their intentions and provide for unforeseen damage to the property.
- 23 • Land only - \$50/day-\$300/day based on acres used and size of camp.
- 24 • Land, parking surfaces and structures - \$100 -\$500/day
 25 Any modifications to an agreement need to be in writing. Generally FFSL will not obligate
 26 state services for cleaning and rehabilitation to property. FFSL will review any claims for
 27 damage and repairs above the normal wear and tear included in the negotiated rate.
- 28 • LDS church property requires a Hold Harmless Agreement when using their property for
 29 emergencies. The LDS Hold Harmless form has been reviewed by Utah Risk Management
 30 and requires an Addendum before FFSL signs the agreement. A sample LDS agreement
 31 and attached addendum is in the Reference Section and posted on M:/Fire/Agreements/
 32 Land Use/LDS Hold Harmless.

33
 34
 35 **WATER SOURCES**

- 36
- 37 • Generally water from any natural sources can be used by the State in fire suppression efforts
 38 for the benefit of the public without reimbursement. Reference 63K-4-201 AUTHORITY
 39 OF GOVERNOR -- FEDERAL ASSISTANCE -- FRAUD OR WILLFUL MISSTATEMENT IN
 40 APPLICATION FOR FINANCIAL ASSISTANCE -- PENALTY.
- 41 • All water whether above or below the ground is considered to be property of the public
 42 until a specific amount allowed under an individual's water right is actually used for its
 43 appropriated benefit.
- 44 • Reimbursement or replacement may be considered only when the taking of captured or
 45 stored water impairs the individual water right at the point of use (POU). If the claimed

1 amount of water is not used for its beneficial purpose or the Division's use of water in fire
 2 fighting does not impair the water rights holder's ability to fulfill their water needs, there is
 3 no compensation or reimbursement.

- 4 • Impairment may be calculated only after the amount of water taken has been determined,
 5 time of use and natural water replacement or lack thereof is considered to show
 6 impairment by the individual or landowner.
- 7 • Water from a culinary source or origin may be reimbursable.
- 8 • Any compensation regardless of water source requires accurate documentation. This can be
 9 a meter on a hydrant or tracking gallons used and recorded on equipment shift tickets or
 10 helicopter daily use sheets. The State will not pay amounts above standard use rates.
- 11 • A land-use agreement can be established for crossing private land to access water that will
 12 be used for fire suppression efforts or payment for use of private pumping equipment.
- 13 • Incident Management Teams operating in Utah should coordinate with the State Area FMO or
 14 the Fire Business Management Specialist at 801-538-5555, if they need more information.

15
 16 **PRE-SEASON AND/OR EMERGENCY CONTRACTS:**

17 Equipment and/or services can be hired from local private vendors under our provisional
 18 delegation LPD191. Contracts will be negotiated and signed by personnel delegated by
 19 the State FMO. Note: These contracts are in addition to Cooperator Rate Agreements and
 20 County or other State agency agreements (i.e. Utah Department of Transportation). All
 21 contracts executed by FFSL must be paid by FFSL regardless of incident jurisdiction.

22
 23 FFSL contract templates for suppression equipment and services have been created and
 24 reviewed by DAS-Purchasing. These documents reference State Standard Terms and Con-
 25 ditions, typical scope of work and process for ordering and payment. Contract templates
 26 are updated annually before May 1st and can be found on M: drive.

27
 28 Rate determination on State Contracts may require review of regional Virtual Incident
 29 Procurement System (VIPER) contracts for similar equipment or may be found in the Great
 30 Basin supplement to IIBMH Chapter 20. Equipment rates solicited through VIPER contracts
 31 no longer have suggested rates listed in Chapter 20. VIPER contracts can be viewed at
 32 <http://www.fs.fed.us/business/incident/vipr.php>. Chapter 20 Great Basin supplement can be
 33 found at: <http://gacc.nifc.gov/egbc/business.php>.

34
 35 FFSL pre-season agreements can be forwarded to your local dispatch office and FFSL State
 36 office. These pre-season contracts will become part of a special area FFSL dispatch priority
 37 list (DPL) or resource list for state jurisdictional fires (see following DPL guidance).

38
 39 FFSL will maintain a state wide master resource list and file for all FFSL contracts signed
 40 under the LPD191 authority. The signed contracts will be reviewed annually for use and
 41 compliance.

42
 43 **DISPATCH PRIORITY AND RESOURCE LISTS (DPL):**

44 Agencies solicit for contracted resources based on their local and geographic area needs.
 45 Some contracted resource categories may or may not be on a DPL provided by the Forest

Service (FS) or Bureau of Land Management (BLM), but on a DPL or resource list provided by another federal or state cooperator. Dispatch procedures for agreements awarded by cooperators may vary from Forest Service and BLM agreements based on the host agency policy and other determining factors. In geographic areas where this occurs, follow local and geographic area ordering procedures.

Dispatch priority for contracted resources does not preclude the Government from using any agency owned or agency (Federal, state, or local) cooperator resources for initial attack or extended attack/large fire support before ordering/mobilizing contracted resources under agreement. Agency owned and/or agency cooperator resources may be requested at any time.

- DPLs: Dispatch Priority Lists are generated for all contracted resources awarded under competitive Incident Blanket Purchase Agreement (I-BPA) (FS and BLM). Each contracted resource has an identified Host Dispatch Center or Geographic Area Coordination Center (GACC). A DPL for each Host Dispatch Center or GACC will be posted to the web providing the priority listing for each resource category awarded under an I-BPA. For DPL and IBPA's (Pre-Season Agreements) go to: <http://www.fs.fed.us/business/incident/vipr.php>.
- Resource Lists: A Resource List is generated from agreements that are not completed through a competitive process. The Resource List may be based on the date the agreement is signed, price or other factor determined by the agency, and not by a "best value" determination. BLM and state agencies may use resource lists for some equipment categories. The Forest Service uses DPLs for all equipment categories on an I-BPA. Check with the appropriate agency for protocol on how to use Resource Lists for contracted equipment. Agency protocol may vary on how to use the Resource Lists, and may be sorted by an agency specific ranking method.
- Demobilization of Contracted Resources: The Incident Commander (IC) will determine the priority of demobilization. When demobilizing contracted tactical equipment, contractors awarded I-BPAs as a result of competitive solicitations, shall be given priority to remain on the incident over tactical equipment with incident-only Emergency Equipment Rental Agreement (EERA), unless the IC determines it necessary to deviate based on a specific incident need or objective. This applies to contracted tactical equipment only, and not all contracted resources. Incident-only EERAs are for the duration of the incident only and will terminate at the end of the incident.

FFSL has solicited and provided multiple awards for small caterer businesses and portable sanitation businesses. Additional information is discussed in the PURCHASING section; Agency Solicitations and Limited Purchase Delegation LPD191 of this Chapter.

National operating guidelines on DPL's is available at: http://www.nifc.gov/nicc/logistics/references/National_SOG_Contracted_Resources_Guide.pdf

INCIDENT COST TRACKING:

Costs for all in-state fires regardless of jurisdiction are tracked on a consolidated spreadsheet at the Salt Lake office. Submitted fire reports document state provided services.

When any one agency's cost is less than \$5,000 no reimbursement will occur (see State wide AOP and cooperator response exception). Fire Wardens may be asked to reconcile fire reports, incident names and numbers based on federal fire activity reporting.

The Great Basin has developed a standard cost spreadsheet using geographic rates. The spreadsheet can be used to generate an initial cost estimates. The spreadsheet is available at: <http://lonepeak.utah.gov/lpcc/agreements-operating-plans-manuals> A manual cost table with geographic rates is also published as Great Basin Chapter 80 supplement to the IIBMH. <http://gacc.nifc.gov/egbc/business.php>

BILLING FOR STATE SERVICES:

Out-of-state responses require proper reporting on the FFSL time sheet and must reconcile with incident time postings. Accurate documentation is necessary for reimbursement for Utah State resources responding to out-of-state fires. There are FFSL billing forms on the M: drive to assist with time and charge reconciliation. These billing forms and the following documents may be needed for reimbursement of suppression costs.

- Incident resource order per incident (ICS-259)
- Emergency firefighting time report (OF-288)
- Original crew time report (SF-261)
- Division time sheet
- State Property loss or damage and S#(OF-289)
- Original emergency equipment shift tickets (OF-297)
- Incident replacement requisitions with S# (OF-315)
- Itemized receipts-travel (i.e. hotel, fuel)
- P-Card log with receipt
- Mileage log
- A copy of the state travel reimbursement form

State employees keep original Crew Time Reports (SF-261) and Emergency Fire Fighter Time Reports (OF-288) and give legible copies to the incident. State employees are entitled to hazard pay. Agency engine and chipper hourly use is recorded on block 11 of form SF-261. Vehicle usage for overhead and crew transport is documented through fleet reporting at the home unit. Reimbursable rates are listed in Chapter 10 Reference Section.

Generally State and suppression equipment is billed hourly. Equipment time is not compensable when operators are not available (meal break guidance IIBMH).

REPORTING COUNTY FIRE ACTIVITIES

FIRE REPORTS

Fire reports provide specific information on each fire for historical and statistical records. It also acts as a basis for billing, fire investigations and other actions specific to that fire.

1 Fire reports allow an assessment of the overall fire situation. This in turn will affect critical
 2 strategic decisions at the area and state levels. It may affect resource priorities, prevention
 3 actions and the overall management of the fire season.

4
 5 The information provided should be as accurate as possible, consistent and submitted
 6 promptly.

7
 8 The Fire Warden is responsible for filling out a fire report for all fire responses and
 9 suppression activities in their county. This includes all fires which are turned over to
 10 other agencies and/or overhead teams to manage. This also includes but is not limited
 11 to:

- 12 • False alarms;
- 13 • Fires on state and/or private lands;
- 14 • Fires in cities on which state and/or federal suppression resources were used;
- 15 • Federal land fires that use state or county suppression resources;
- 16 • Large incident fires involving any state, county or private lands.
- 17 • Any wildland fires involving state or county suppression resources.

18
 19 It is imperative only one fire report be made for each fire. The Area FMO is responsible to
 20 ensure all fires which occur in their area have reports completed. These reports should be
 21 sent to the state office via the electronic reporting system within two weeks of the fire being
 22 declared out.

23
 24 The state fire reporting system is web based. A report can be submitted electronically.
 25 The web address for entering fire reports is: <http://usfr.utah.gov>. Detailed instructions
 26 for completing the fire report are available on the same web site. You will need to login to
 27 access the fire report web application. If you need a login or have questions about the fire
 28 reports web application, you should contact the Information Technology Coordinator / FFSL
 29 Web-Designer at 801-538-5555

30
 31 On larger, complex or project fires, an extended fire report should be filled out. The extend-
 32 ed fire report should include the following items:

- 33 • A regular fire report filled out as complete as possible.
- 34 • A total cost summary.
- 35 • A detailed suppression cost break down.
- 36 • A map showing the entire area burned with land ownership.
- 37 • An explanation on the sequence of events, when decisions were made, by whom, etc. Enough
 38 information should be supplied so the reader will know, in good detail, what occurred on the
 39 fire.

40 41 **COUNTY FIRE MANAGEMENT ACTIVITIES**

42 Monthly reporting for all fire related functions shall be entered for each county. While the
 43 Warden may be involved in National Fire Plan (NFP) projects, the Area NFP Coordinator will
 44 be responsible to complete a monthly report documenting NFP accomplishments. The Area
 45 Manager has the responsibility to monitor and avoid the possibility of double reporting. Each

1 county will report accomplishments on the consolidated document located on M: drive.
 2 Detailed instructions are available at the same site.

3
 4 If no fire program activity occurred in a county for a given month, turn in a form indicating so.

5
 6 Report only those items which have been completed. Items which are in progress should
 7 not be reported.

8
 9 The comment section should note any activity that is funded by specific grants or impact
 10 funds. Also note type of community events and activities that require additional information.

CHAPTER 4 SAFETY/RISK MANAGEMENT

INTRODUCTION

We prevent accidents in wildland fire operations through aggressive risk management. A comprehensive safety plan built upon operational training, equipment, and ethical responsibilities recognizes the ideal level of risk may be zero; however, a hazard free work environment is not a reasonable or achievable goal in fire operations. Through organized, comprehensive, and systematic risk management, we will determine the acceptable level of risk that allows us to provide for safety yet still achieve fire operational objectives. Risk management is intended to minimize the number of accidents, injuries or fatalities experienced by wildland firefighters.

OBJECTIVES

The Division's first priority is firefighter and public safety. This priority is implemented in conjunction with all fire management plans. All project activities shall reflect this commitment.

The commitment to and accountability for safety is a joint responsibility of all firefighters, managers and administrators. Every supervisor, employee and volunteer is responsible for following safe work practices and procedures, as well as identifying and reporting unsafe conditions.

INTERAGENCY SAFETY POLICY DOCUMENTS:

The Division of Forestry Fire and State Lands under Title 34 A Chapter 6 Utah Occupational Safety and Health Act in Section 204 is as follows:

- 34A-6-204.State agencies and political subdivisions to establish programs.
 - The head of each state agency and each political subdivision of the state shall establish and maintain an occupational safety and health program equivalent to the program for other employments in the state. 34A-6-307 Renumbered and Amended by Chapter 375, 1997 General Session NWCG and interagency supporting documents:
 - Incident Response Pocket Guide (IRPG) (PMS 461, NFES 1077). 8
 - Interagency Standards for Fire and Fire Aviation Operations (Redbook) NOTE: NASF is not a signatory to this document. It is used for guidance only.
 - Wildland Fire Incident Management Field Guide (PMS 210)
- Other agency supporting documents:
- BLM - BLM Handbook 1112-1, 1112-2 25
 - FWS - Service Manual 241 FW7, Firefighting 26
 - NPS - DO-50 and RM-50 Loss Control Management Guideline 27
 - FS - FSH-6709.11 Health and Safety Code Handbook
 - Wildland Firefighter Health & Safety Report (Annual MTDC Publication).
- 9 National Interagency Mobilization Guide (NFES 2092)

RED CARD SAFETY REQUIREMENTS

Red Card qualifications and currency are the means by which we maintain a nationally recognized standard to act in unity during operations. These operating principles guide

our fundamental wildland fire management principles, behaviors, and customs, and are mutually understood at every level of command. They include Risk Management, Standard Firefighting Orders and Watch-Out Situations, LCES and the Downhill Line Construction Checklist. These principles are fundamental to how we perform fire operations, and are intended to improve decision making and firefighter safety. They are not absolute rules. They require judgment in application.

Employees engaged in fire suppression activities shall be qualified for their respective positions within the fire management organization according to current NWCG standards. This includes adhering to the physical fitness requirements for the position.

RISK MANAGEMENT

PROCEDURES

Firefighter and public safety shall be the foremost priority during all fire suppression and prescribed fire activities. Fire management incident action plans, reviewed and approved Rx plans whether written informally or using ICS forms shall declare and adhere to this practice.

Employees, contractors, and volunteers involved in state fire activities shall be responsible for adhering to the safe work practices and procedures in this section. Incident commanders and prescribed fire managers shall be responsible for analyzing the risks and hazards of each incident prior to engaging in suppression or management activities.

INTENT

The goal of the fire safety program is to provide direction and guidance for safe and effective management in all activities. Safety is the responsibility of everyone assigned to wildland fire, and must be practiced at all operational levels from the Division Director to the unit manager to employees in the field. Agency administrators need to stress that firefighter and public safety always takes precedence over property and resource loss. Coordination between the fire management staff and unit safety officer(s) is essential in achieving this objective.

RISK MANAGEMENT PROCESS

A risk management process is available in the Incident Response Pocket Guide (IRPG). The five step process provides firefighters and fire managers a simple, universal, and consistent way to practice risk management by:

- Establishing situation awareness.
 - Identifying hazards and assessing the risk.
 - Controlling or eliminating hazards.
 - Making go/no-go decisions based on acceptability of remaining risk.
 - Evaluating effectiveness of hazard controls and continuously re-evaluating the situation.
- Firefighters shall have the right to a safe fire assignment or they can turn down an assignment. Refer to IRPG Grey Section.

Through successful completion of required NWCG training and completed task books, completed annual refresher, passing the work capacity test, issuance of an authorized red card, and Defensive Driving, employees address safety in their annual performance plan contract with measurable goals and objectives.

Any future reference or policy change from NWCG or interagency rulings will be communicated to your area through the State Fire Management Officer. The Warden's Manual will reflect these changes online until the following year's revision.

JOB HAZARD ANALYSIS (JHA)/RISK ASSESSMENT (RA)

A completed Job Hazard Analysis is recommend for:

- Jobs or work practices that have potential hazards.
- New, non-routine, or hazardous tasks to be performed where potential hazards exist.
- Jobs that may require the employee to use non-standard personal protective equipment (PPE).
- Changes in equipment, work environment, conditions, policies, or materials.

It is recommended that supervisors and appropriate line managers ensure that established JHAs are reviewed and signed prior to any non-routine task or at the beginning of the fire season.

Alternatively a blank JHA can be completed and used on site for risk assessments not pre-identified as mentioned above. <http://www.thesafetylibrary.com/lib/accidentanalysis/jobhazardanalysis.php>

EMERGENCY MEDICAL PLANNING AND SERVICES

INCIDENT EMERGENCY MANAGEMENT PLANNING

To achieve successful medical response within incident management, agency home units will take the necessary steps to ensure incidents of all complexity levels have an Incident Emergency Plan, standardized communication center protocols, and an incident medical plan that satisfies the requirements found in NWCG memo number 025-2010 <http://www.nwcg.gov/general/memos/nwcg-025-2010.html>

This will include an expanded block eight of the ICS-206, Medical Plan form, detailing available resources (ground and air), roles, responsibilities, and hazard mitigations.

AIR AMBULANCE COORDINATION

Unit and state/regional level fire program managers should ensure that procedures, processes, and/or agreements for use of local and regional air ambulance services are stated in writing and effectively coordinated between the fire programs, the dispatch/logistics centers, and the service providers.

INCIDENT EMERGENCY MEDICAL SERVICES

Agencies will follow interim NWCG minimum standards for incident emergency medical services as defined in (NWCG#011-2208) to assist wildland fire incident commanders with determining the level and number of emergency medical resources and related supplies needed based upon the number of incident personnel. This standard, as well as other incident medical information can be found on the NWCG Incident Emergency Medical Sub-committee website at: <http://www.nwcg.gov/branches/pre/rmc/iems/index.html>.

Incidents that have established Medical Units shall follow the direction outlined in Interim NWCG Minimum Standards for Medical Units Managed by NWCG Member Agencies: http://www.nwcg.gov/branches/pre/rmc/iems/policyguides/minimum_stds_for_medical_units.pdf

Home units that choose to utilize and support higher level medical responders to provide medical support for internal agency medical emergencies (beyond basic first aid/CPR) may do so, however certification and credentialing must follow respective state laws and protocols.

DEFINITIONS

SAFETY: A measure of the degree of freedom from risk or conditions that can cause death, physical harm, or equipment or property damage.

HAZARD: A condition or situation that exists within the working environment capable of causing physical harm, injury, or damage.

RISK: The likelihood or possibility of hazardous consequences in terms of severity or probability.

RISK MANAGEMENT: The process whereby management decisions are made and actions taken concerning control of hazards and acceptance of remaining risk.

CHAPTER 5 PRE-SUPPRESSION

READINESS REVIEWS

Fire season readiness reviews will be conducted annually prior to the beginning of the fire season as per Division of Forestry, Fire and State Lands (FFSL) policy. Two Areas will be reviewed each year. This will ensure that the entire state will be reviewed every three years. The Areas will rotate as follows: The Wasatch Front and Bear River Areas, the Central and Northeast Areas, and the Southeast and Southwest Areas. A report with findings and recommendations will be compiled for each Area. The report will be presented to the Director, Deputy Director, Area Manager and Area FMO. Readiness review criteria are listed in the reference section of this manual.

WARDEN'S FIELD KIT

The District Fire Warden will be on-call for fire suppression assignments 24 hours a day during the closed fire season (Jun 1 –Oct. 31), unless on pre-approved leave or mandatory R&R. It is important to be prepared to carry out your duties. Not only should suppression equipment remain in a constant state of readiness, but administrative supplies should also be readily available.

The Warden's vehicle will become a mobile office to conduct daily business. The reference section provides a suggested set of items to assemble in a kit and keep available in the vehicle at all times. This is only a suggestion; each fire warden will have a set of items unique to their area of responsibility. However, the kit should carry adequate materials to create an Incident Action Plan and support a Type 4 incident. A majority of the documents listed in the Wardens field kit are available in an electronic format or online. The district fire warden should become familiar with how to locate and retrieve the information. For complete information on the list of items and links to obtain electronic versions see the Reference section.

FEDERAL EXCESS PERSONAL PROPERTY

INSPECTION / INVENTORY INSPECTIONS

Federal Excess Personal Property (FEPP) assigned to each county will be inspected by the District Fire Warden twice annually; once in the spring and fall months to assure program inventory information is accurate and program compliance. Two inspections per year of the excess equipment allow the district fire warden the opportunity to communicate with the custodian of the equipment and assure a good working relationship on wildfire incidents. The purpose of the inspection is to update location of the equipment, assure custodial name, confirm the address and phone numbers are accurate for use in county mobilization plans and in the state database and to keep a current picture on file. It also assures the equipment is in good mechanical condition and can be utilized safely in fire suppression operations. It determines whether the equipment has a valid use in the Utah wildland fire suppression program.

The completed inspection forms and pictures are to be submitted to the Area Manager/ Fire Management Officer (FMO) and any deficiencies/concerns documented at that time. If it is determined the equipment is to be reassigned, an attempt will be made to reassign within the same county or area. Written approval from the Area Manager and the county is required. FEPP equipment may NOT be sold, traded, exchanged or otherwise disposed. This is federally owned property and must be returned when no longer of use in the fire program.

If not re-assigned to the same county, the equipment will be considered for placement in another county or returned to the federal government. For departments participating in the Fire Department Memorandum of Understanding (MOU) fire suppression program, the District Fire Warden will complete an inventory inspection annually for the equipment that is signed up. This will verify that the required inventory is on the apparatus and that they meet the requirements for the MOU.

The Fire Department Manual is located online at <http://www.ffsl.utah.gov/firemgt/firedepts.php>

The FEPP Desk Guide is a manual published by the USFS that defines how the FEPP program is to be implemented by the states. FEPP Desk Guide documents can be found on the M Drive <https://files.nr.utah.gov>

ENGINE INVENTORY

The Utah Division of Forestry, Fire and State Lands engines will meet all National Wildfire Coordinating Group (NWCG) standards for staffing and equipment for the NWCG Engine type they are assigned. See the Fireline Handbook, PMS 410-1. In addition to the basic NWCG equipment requirements a minimum recommended inventory is included in the reference section of this manual. The last several lines on the list have been left blank for you to fill in items in your inventory that are unique to your area. This list will serve as a tool after each incident to determine if you have a full complement of tools and supplies on your engine. You should begin the fire season with this inventory. This equipment should be returned at the end of the fire season; excluding expendable items used for fire suppression throughout the season. If there are discrepancies between the items on your truck and the listed inventory consult your supervisor.

The warden or engine captain must keep an inventory of all equipment on the engine to verify inventory at check-in on incidents and to also keep accountability of assigned equipment (Note the weight of all Equipment and Personnel cannot exceed the Manufacturer's Gross Vehicle Weight (GVW) limits.)

The warden or engine captain will keep the Inventory list current for Accountable Property on the appropriate FFSL inventory forms which can be obtained from their supervisor.

1 FIRE RESTRICTION/CLOSURES

3 COORDINATION

4 Whenever fire restrictions/closures are implemented or terminated, all land management
5 agencies agree to coordinate their efforts at the local, regional and state level. This in-
6 cludes the area involved, restrictions/closures action, news media and public notification
7 process. The Restrictions/Closures Zone Coordinator will be notified when a fire restriction/
8 closure implementation or termination is under consideration to assist in overall coordi-
9 nation. This shall not limit any agency from implementing restrictions/ closures required
10 to accomplish their management objectives. The fire restriction plan is included in the
11 state wide annual operating plan, and can be found at [http://lonepeak.utah.gov/lpcc/agree-
12 ments-operating-plans-manuals](http://lonepeak.utah.gov/lpcc/agreements-operating-plans-manuals)

13 If considering fire restrictions/closures in your Area contact the State Fire Management
14 Officer to initiate coordination with the other cooperating agencies.
15

16 CRITERIA FOR FIRE RESTRICTION ACTIONS

17 The following are examples of criteria used to implement or terminate fire restrictions
18 or closures:

- 19 • National Fire Danger Rating System (NFDRS)
- 20 • National Weather Service data and long-range forecast
- 21 • Live fuel moisture
- 22 • 1000 hour time lag fuel moisture
- 23 • Predicted fire behavior
- 24 • Recent fire history
- 25 • Fuel loading, condition and other local conditions
- 26 • Fire protection service capabilities including water resources
- 27 • Preparedness levels, local or national

28 BOUNDARIES

29 Fire Restrictions will be authorized on an area-by-area basis with all interagency part-
30 ners agreeing when to implement restrictions. "Areas" are defined as the five interagency
31 dispatch zones (also used for the interagency fuels and Wildland Urban Interface (WUI)
32 committees). Every effort will be made to select boundaries that coincide with the inter-
33 agency dispatch zones. When this cannot be agreed to, boundaries will be on county lines or
34 major roadways.

35 Designating restriction areas by agency boundaries should be avoided. All interagency
36 partners in an area must agree to discuss when to go into restrictions for a restriction to be
37 implemented. Local interagency news releases and statewide interagency news releases
38 will be used to announce restrictions.
39

40 RESTRICTIONS

41 When fire restrictions are imposed, they will include (at a minimum) all of the following acts
42 as prohibited on public, private, and county-owned lands when a "restriction" is ordered:

- 43 • Setting, building, maintaining, attending or using open fire of any kind, except campfires
44 within approved fire pits and grills provided for, in improved campgrounds, picnic areas
45

1 and permanently improved places of habitation or except as otherwise authorized. Devices
2 fueled by petroleum or Liquefied Petroleum Gas (LPG) products are allowed in all locations.

- 3 • Smoking, except within an enclosed vehicle, camp trailer or building, a developed recreation
4 site or while stopped in an area at least three feet in diameter that is barren or cleared to
5 mineral soil.
- 6 • Discharging, or using any kind of fireworks, tracer ammunition or other incendiary devices
7 in any location on federal, state and unincorporated private lands. Note: These acts are
8 always prohibited on all State, BLM, National Forest System and National Park Service
9 administered lands.
10

11 EXCEPTIONS TO RESTRICTIONS

12 All other necessary exemptions to the restrictions will be handled through local "permits"
13 issued by the responsible agency(ies) for that purpose.
14

15 Exceptions to fire restrictions are generally discouraged, however, when necessary a waiver
16 can be issued for specific activities. The Division has created a form similar to the burn
17 permit that can be issued to individuals in these situations. A copy of the form can be seen
18 in the reference section.
19

20 ADVANCED FIRE RESTRICTIONS

21 It may be necessary to impose an "Advanced Fire Restriction." Advanced Restrictions will
22 be authorized at the State level and may restrict additional activities or include the com-
23 plete ban of fires with the exception of devices fueled by petroleum or other LPG products.
24

25 RECOMMENDED FIRE PIT STANDARD GUIDELINES:

26 As required by the Utah Wildland Urban Interface Code, **A104.7.1** General. No person shall
27 build, ignite or maintain any outdoor fire of any kind for any purpose in or on any urban
28 wildland interface area, except by the authority of a written permit from the code official.
29 **Exception:** Outdoor fires within inhabited premises or designated campsites where such
30 fires are in a permanent barbecue, portable barbecue, outdoor fireplace, incinerator or
31 grill and are a minimum of 30 feet (9144 mm) from any combustible material or non-fire
32 resistive vegetation.
33

34 **A104.7.2 Permits.** Permits shall incorporate such terms and conditions that will rea-
35 sonable safeguard public safety and property. Outdoor fires shall not be built, ignited or
36 maintained in or on hazardous fire areas under the following conditions:

- 37 • When high winds are blowing.
- 38 • When a person 17 years old or over is not present at all times to watch and tend such a fire.
- 39 • When a public announcement is made that open burning is prohibited.
40

41 GENERAL GUIDELINES FOR OUTDOOR FIRE PITS:

- 42 • Clear the area of all combustible materials and vegetation for at least three times the
43 diameter of the fire pit diameter.
- 44 • The apron around the fire pit can be constructed of brick, rock, or concrete, however caution
45 should be used when using concrete, it may explode and cause flying debris, and the same

- can also happen with certain types of rocks, this may cause injuries from flying debris.
- The interior wall of the fire pit can be metal, rock or brick, (again concrete should be avoided if possible). Sand expansion joints should be used to facilitate heat transfer.
 - The depth of the fire pit should be at least 18" deep. All roots and other combustible materials will need to be removed from underground and the sides for at least 1 foot wider and deeper than the fire ring.
 - Gravel or aggregate should be placed in the bottom at least 2" to 6" deep.
 - A screen or grate is also recommended to cover the top of the fire pit to help reduce the possibility of sparks or embers.
 - *Again these are only recommended guidelines, check with the Local/County Code Official and or the authority having jurisdiction prior to constructing any fire pit, for specific standards for the area.*

PREVENTION AND EDUCATION

Prevention and education programs are supported and managed by the Division. Participation by Division employees is encouraged. These programs have been designed to stand alone, but more effectively reach the greatest number of constituents with a universal message when they are delivered together. Some of these programs rely on fire departments or community members to ultimately be responsible for document preparation. For further information on any of the programs or resources contact the State WUI/Fuels Coordinator at (801) 538-5555.

COMMUNITY WILDFIRE PROTECTION PLANS

Community Wildfire Protection Plans (CWPPs) provide an opportunity for participating stakeholders to partner with a community to define the WUI area and develop goals and projects that can be implemented to reduce the impacts and negative effects of wildfire. Division personnel and District Fire Wardens should be active participants in the CWPP process within their respective areas and counties. Providing technical advice, support and guidance to the communities preparing a CWPP is reflected in FFSL's Mission Statement. Further assistance may include securing funding, planning and implementation of fuels treatment projects and programs in conjunction with the local fire council. <http://www.ffsl.utah.gov/firemgmt/wui/wui.php>.

UTAH LIVING WITH FIRE

Utah Living with Fire (ULWF) is a non-profit group made up of volunteers from across the state. ULWF is led by a board of directors and supported by public membership. The intent of the group is to develop Utah-specific educational material that supports the outreach conducted by the Division and interagency partners throughout the state. The group also supports community fire councils accomplish goals stated in their CWPP. Division personnel are encouraged to become members of the group and share the messages that they develop.

FIREWISE

Firewise is a national program that provides access to information and research for communities and residents of the WUI. Firewise also offers recognition to communities that have undertaken and completed three tasks:

- Create a fire plan
- Hold an education/mitigation event
- Provide/collect \$2 of in-kind services per capita investment from the community.

Division personnel should encourage any community that has completed a CWPP to apply for Firewise recognition. <http://www.firewise.org/>.

READY, SET, GO!

Ready, Set, Go! is another national program that is specifically designed to be administered by the local fire service. Delivery is intended to be door-to-door, utilizing fire personnel to distribute program materials and encourage/plan citizen involvement. The program was developed for wildfire evacuations, but can be used to aid in planning for other natural hazard events. Division employees should act in a technical/advisory role in conjunction with local agencies in the delivery of this program. <http://wildlandfirersg.org/>

WILDFIRE EDUCATION TRAILER

The Wildfire Education Trailer is designed to be used for outdoor events and is an excellent platform for the distribution of materials. The trailer is equipped with a flat-screen television, DVD player and sound system for the continual display of several provided DVD's on wildfire in the urban interface. There are also brochures and pamphlets stocked in the trailer. A nearby power source is necessary for the trailer to operate. It is housed in Cedar City, with the Southwest Area FMO coordinating the use of the trailer. To schedule the trailer, contact the FMO or his designee. Utilizing the trailer will help Division personnel take an active role in wildland fire prevention/education in their counties and areas.

SMOKEY BEAR

Smokey Bear has been an iconic prevention symbol since 1944 and continues to share his "Only You Can Prevent Wildfires" message with school children everywhere. If you are asked about a Smokey Bear "appearance", the Division has Smokey Bear costumes available, or one may be obtained from another agency. You will need at least two people for an appearance, as Smokey is required to have a "handler". Remember that Smokey is always silent. A common mistake when referencing Smokey Bear is to put a "the" between his first and last name. If you will be using or portraying Smokey, please become familiar with the protocols for his use at: http://www.smokeybear.com/downloads/Smokey_Bear_Guidelines.pdf.

FIRE INFORMATION

Eastern Great Basin Fire Restriction and Prevention Information along with Training and Current Fires Information can be located at: <http://www.utahfireinfo.gov/>.
National Fire Information: http://www.nifc.gov/fireInfo/fireInfo_main.html
National Fire Prevention: http://www.nifc.gov/prevEdu/prevEdu_main.html

CHAPTER 6 FUELS MANAGEMENT

REFERENCE

- UCA 65A-8-211: Closed fire season – Notice violations – Burning permits – Personal liability – Exemptions from burning permits
- UCA 76-6-104: Reckless burning
- R652-120-200 Burning permits
- R307-202-3 General prohibitions
- R307-202-4 Permissible burning – without permit
- R307-202-6 Special conditions
- R307-204 Emission standards: Smoke management
- FFL-04-B-11: Prescribed fire plans and prescriptions

BURNING PERMITS

The Division of Forestry, Fire and State Lands (FFSL) has the authority to issue burning permits on all non-federal forest, range and watershed lands. Burning permits are issued in compliance with all state and local ordinances and regulations.

BURNING PERMIT ISSUANCE GUIDELINES

The issuance of a burning permit is an important responsibility of the fire warden. The primary purpose of a burning permit is to assure that during the closed fire season (June 1 to October 31 or as extended by the State Forester) open burning is done safely. Open burning should adhere to all existing laws and should be limited to accomplishing the resource objective for which it is being conducted. A burning permit does not relieve any individual from personal liability due to negligence or incompetence.

Generally, burning permits are issued for small (de minimis) debris piles and agricultural burns. A permit is not required for burns involving the burning of fence lines on cultivated lands, canals, or irrigation ditches, if the burning does not pose a threat to forest, range, or watershed lands. Additionally, the individual must notify the nearest fire department of the time burning will occur. A burning permit and written prescribed fire plan are also required for any prescribed fire for state or private lands greater than 20 acres or producing greater than 1000 lbs of emissions.

There are a number of factors to consider in issuing a burning permit, including:

- Burning permit should provide a legal description of the location of the burn and the acreage involved.
- The burning permit shall provide the type of burn and the purpose of the burn.
- The burning permit will indicate the conditions under which the burn is allowed. This shall include a range for wind speed and direction, temperature, relative humidity and a smoke management strategy.
- The burning permit shall indicate burning only within the provisions of the state-wide

- clearing index for atmospheric dispersion. This requires that a clearing index of at least 500 must exist at the burn location before burning can occur.
- A burning permit will indicate the time period that the permit is valid. It is recommended this time period be no longer than 5 to 7 days as conditions can change significantly in a relatively short time. When a burning permit is issued for an extended period of time (greater than 3 days), a condition of the permit will be to call the issuing officer daily for clearance to burn that day.
- A burning permit shall indicate the holding force (number of trained and experienced personnel) required to maintain a safe operation. This should include the number and type of resources (engines, water tenders, dozers or other equipment).
- Burning permits will have the information on the permittee filled out completely including name, address and phone number.
- A burning permit will be signed by the fire warden or other issuing officer, by the permittee and dated.
- A completed copy of each burning permit issued will be distributed as indicated at the bottom of the permit. It is recommended that Area fire staff be notified of individuals that have been issued burn permits.
- Generally, the Fire Warden will not issue a burning permit during periods of high to extreme fire danger. No burning permits should be issued during times when fire restrictions are in place. No burning permits will be issued when the fire weather forecast includes a Fire Weather Watch or Red Flag Warning. The Fire Warden or other authorized personnel are responsible for keeping up with fire danger conditions through dispatch. A burn permit will indicate if the burn can be conducted during periods of high or extreme fire danger.
- No burning permits will be issued during a declared air pollution situation by the Utah Air Quality Board or its representative. The fire warden or other authorized personnel are responsible for monitoring air quality conditions through dispatch or the county health department. All burning permits shall indicate that burning is not permitted if a clearing index of less than 500 is reported or declared.
- The fire warden or other authorized personnel are responsible for reviewing with the permittee all the conditions of a burning permit, including the right to refuse, revoke, or postpone a permit. Personal liability provisions on the back of the permit should also be reviewed.
- The fire warden or other authorized personnel are responsible for notifying our cooperators that a burning permit has been issued and requires the fire warden provide information on the location and dates of the permit.

AIR QUALITY

The Utah Air Conservation Act and regulations is the primary state ordinance which affects the issuance of burning permits. The following are sections of these ordinances and regulations which affect our actions in relation to burn permits.

- Section 19-2-114 of the Utah Air Conservation Act identifies burning activities not restricted by the act.

- 1 The following are not a violation of this chapter or of any rules made under it:
- 2 • Burning incident to horticultural or agricultural operations of:
- 3 • Prunings from trees, bushes, and plants; or
- 4 • Dead or diseased trees, bushes, and plants, including stubble;
- 5 • Burning of weed growth along ditch banks, incident to clearing these ditches for irrigation
- 6 purposes;
- 7 • Controlled heating of orchards or other crops to lessen the chances of their being frozen so
- 8 long as the emissions from this heating do not violate minimum standards set by the board;
- 9 and
- 10 • The controlled burning of not more than two structures per year by an organized and
- 11 operating fire department for the purpose of training fire service personnel when the United
- 12 States Weather Service clearing index is above 500.

13 AIR CONSERVATION REGULATIONS

14 The Air Quality Committee has adopted rule R307 to deal with all aspects of air quality and

15 pollution. R307 addresses all aspects of air quality and air pollution. Portions of R307 are

16 applicable to the issuance of burning permits. These sections are included in the Rules sec-

17 tion of this manual. You can access a complete list of administrative rules online at: [www.](http://www.rules.utah.gov/publicat/code/r307/r307.htm)

18 [rules.utah.gov/publicat/code/r307/r307.htm](http://www.rules.utah.gov/publicat/code/r307/r307.htm). Contact your Area Manager or Fire

19 Management Officer for additional information.

22 SMOKE MANAGEMENT

23 The Utah Smoke Management Plan (SMP) identifies the responsibilities of the Utah Division

24 of Air Quality and federal, and state land managers to coordinate procedures that mitigate

25 the impacts of prescribed fire and wildland fire used for resource benefits on public health,

26 public safety and visibility. This plan is designed to meet the requirements of Title R307,

27 Utah's air quality rules, and the policies of the U.S. Environmental Protection Agency's

28 interim air quality policy on Wildland and Prescribed Fires (Interim Policy). For a copy of

29 the Utah Smoke Management Plan and the associated forms contact your Area Manager or

30 download a copy at: <http://gacc.nifc.gov/egbc/smoke.php>

31 The SMP for prescribed fire and wildland fire has been developed by the DAQ, federal land

32 management agencies and the Division. The purpose of this plan is to allow for the use of

33 management ignited fire consistent with public health and safety, air quality, and interstate

34 airshed commitments. The intent is to limit smoke emission impacts on the public through

35 timing and coordination. The specific requirements of the SMP will evolve with time to in-

36 sure the objectives of the plan are met. Prescribed Fire Plans developed by the Division will

37 meet the requirements of this plan.

38 The SMP applies to prescribed fire use by land managers and also landowners who use

39 prescribed fire on lands where the Department of Natural Resources (DNR) provides fire

40 protection during the June-October fire season. Landowners who use prescribed fire that

41 covers less than 20 acres must obtain a permit through FFSL. The plan does not apply to

- 1 agricultural outdoor burning and open burning as defined by Utah Code 19-2-114.
- 2 The Smoke Management Plan requires the registration of all prescribed fires over 20 acres.
- 3 Depending on location, acres to be burned, emission released and proximity to specific
- 4 receptors, additional information may be required to ascertain the burn's impact.

5 Every management ignited fire 20 acres or larger, or which will produce more than 1000

6 pounds of particulate emissions, will require a written prescribed fire plan. Prescribed fire

7 plans will document conditions under which the burn can be executed and meet guidelines/

8 criteria of Utah's Smoke Management Plan. To calculate the amount of particulate emis-

9 sions produced refer to the Daily Emissions Report (SMP Form 5).

12 PRESCRIBED FIRE

14 PRESCRIBED FIRE REQUESTS

15 Fire Wardens will attempt to satisfy requests for assistance with prescribed fires on private

16 and state lands. A burning permit may be sufficient for many of these types of burns. When

17 the size and/or complexity of the burn necessitate the development of a burn plan, the plan

18 will be developed as required by Division policy. (FFL-04-B-11)

19 In the event requests for advice or assistance become too numerous to satisfy, a priority of

20 requests will be established as follows:

- 21 • Prescribed burns which are included or planned as part of a hazardous fuels mitigation plan,
- 22 resource-management plan, ranch or farm plan will receive highest priority. Such a plan
- 23 will be documented.
- 24 • Burns which are planned for a specific purpose or with an objective of continued
- 25 management treatment are of the next highest priority. Such burns include site preparation
- 26 for seeding and vegetation eradication to convert wildlands to agriculture or grazing lands.
- 27 • The lowest priority will be assigned to burns for which no post-burn treatment is anticipated.
- 28 Post-burn treatment might include seeding or grazing deferment.

29 If a situation occurs where several requests for assistance on private land have the same

30 priority, local Soil Conservation Districts will be consulted to establish a priority for han-

31 dling of requests. Division personnel will resolve requests with the same priority on state

32 lands, based on resource management needs.

33 The fire warden should attempt to meet requests for assistance on fires which are small

34 in size (10 acres or less), have low to moderate volumes of fuel present, and do not entail

35 hazardous conditions. Prescribed burns which exceed these conditions will be deferred to

36 their supervisor.

37 The use of fire as a management tool is allowed through a Memorandum of Understanding

38 (MOU) with the Division of Air Quality (DAQ). This MOU recognizes our expertise and authori-

39 ty on state and private lands. The agreement requires the Division to produce a written plan

40 for any prescribed burn larger than twenty (20) acres. The plan should include date, size,

1 location, type of burn, fuel load and the purpose of the burn. The plan should detail smoke
2 management techniques, such as avoidance strategy, dilution and emission reduction
3 procedures. No prescribed burns will be allowed during air pollution episodes declared by
4 the Utah Air Quality Board.

5
6 The landowner or agency requesting assistance on a prescribed burn will supply personnel
7 and equipment specified by the burn plan.

8
9 Federal Excess Personal Property equipment located in any county for fire protection pur-
10 poses cannot be required to attend a prescribed burn. The decision to commit equipment
11 must be left to the agency or fire department to which the equipment is assigned.

12
13 Assistance provided by qualified Division personnel may include attending the fire to provide
14 supervision and control assistance, and to ensure the burn is conducted according to pre-
15 scription and in a safe manner.

16
17 For large complex burns a plan will be written by a National Wildfire Coordinating Group
18 qualified burn boss. The plan will follow the format outlined by Division policy (FFL-
19 04-B-11).

20
21 Qualified Division personnel will take the lead in planning and supervision for prescribed
22 fires planned on lands administered by the Division. Prescribed burns planned on Division
23 lands will be completed in cooperation with other state and federal agencies, and lessees.
24 All necessary cultural resource clearances will be obtained. Input from other agencies will
25 be incorporated into burn plans to the extent practicable.

26 **PRESCRIBED FIRE REQUIREMENTS**

27 **ANNUAL BURN SCHEDULE (SMP Form 2)**

28
29 Land managers who burn more than 50 acres per year are required to submit to the Smoke
30 Program Coordinator a schedule of prescribed fires that are to be completed that calendar
31 year.

32 **MANAGERS WILL PROVIDE THE FOLLOWING INFORMATION:**

- 33 • Project number
- 34 • Project name
- 35 • Air quality basin
- 36 • County
- 37 • Location
- 38 • De minimis category
- 39 • Total project acres
- 40 • Project elevation
- 41 • Fuel model
- 42 • Type of burn
- 43 • Earliest burn date

- 1 • Burn duration
- 2 • Ignition method

3 **Pre-Burn Information (SMP Form 3)**

4 Land managers are required to submit the pre-burn information in addition to the agency
5 burn plan to the Smoke Management Coordinator two weeks before the beginning of the
6 ignition window. The pre-burn information covers the following information:

- 7 • The three-letter ID
- 8 • Project number
- 9 • Date submitted
- 10 • Name of person submitting the form
- 11 • Burn Manager and phone numbers
- 12 • Summary of burn objectives
- 13 • Class I or Non-attainment Area within 15 miles
- 14 • Sensitive receptors and distance/degrees from project site
- 15 • Planned mitigation methods (avoidance, dilution, emission reduction)
- 16 • Smoke dispersion model used
- 17 • Estimated range of total particulate matter anticipated
- 18 • Optional information on loading and fuel moisture available

19 **Burn Request: (SMP Form 4)**

20
21 Land managers are required to submit A Burn Request to the Smoke Management Coor-
22 dinator for approval by 1000 hours two business days before the beginning of the planned
23 ignition. Burn requests will include the following information:

- 24 • An ID number
- 25 • The date submitted and by whom
- 26 • The burn manager conducting the burn and phone numbers The Smoke Management
27 Coordinator will issue a decision (approving, conditionally approving, or denying burning) by
28 1600 hours two business days prior to the beginning of the planned ignition. Burn approval
29 can be rescinded at any time.

30 **Emission Reduction & Dispersion Techniques**

31 Each land manager conducting prescribed fires will implement as many emission reduction
32 and dispersion techniques as feasible for individual prescribed fires. The following emission
33 reduction and dispersion techniques may be considered best smoke management practices:

- 34 • Reducing biomass by use of techniques such as yarding or consolidation of un-merchantable
35 material, multi-product timber sales or public firewood access, when economically or
36 practically feasible, and providing information to the public on the adverse impacts of using
37 green or wet wood as fuel.
- 38 • Burning in seasons characterized by meteorological conditions that allow for good smoke
39 dispersion.
- 40 • Using mass ignition techniques such as aerial ignition by helicopter to produce high intensity
41 fires with short duration impacts.
- 42 • Igniting burns under good-to-excellent ventilation conditions and suspending operations
43 under poor smoke dispersion conditions.

- 1 • Considering smoke impacts and residual smoke on activities conducted by local
- 2 communities and land users.
- 3 • Burning only those wildland fuels essential to meet management objectives.
- 4 • Minimizing duff consumption, smoldering, and large wildland fuel consumption through
- 5 wildland fuel moisture considerations.
- 6 • Minimizing dirt content when slash piles are constructed by using brush blades on material-
- 7 moving equipment and by constructing piles under dry soil conditions or by using hand
- 8 piling methods.
- 9 • Burning piles when other burns are not feasible, such as when snow or rain is present.
- 10 • Using opportunities that meet the burn prescription at all burn locations to spread smoke
- 11 impacts over a broader time period and geographic area to minimize smoke impacts to
- 12 protect public health, public safety and visibility.
- 13 • Burning during optimum periods to prevent trapping smoke in inversions or diurnal wind
- 14 flow patterns.
- 15 • Consolidating burning material to enhance wildland fuel consumption and to minimize
- 16 smoke production.
- 17 • Implementing maintenance burning in a periodic rotation mimicking natural fire cycles to
- 18 reduce excessive wildland fuel accumulations and subsequent excessive smoke production
- 19 through smoldering or wildfire.
- 20 • Managing smoke impacts by:
- 21 • Minimizing smoke impacts to roads, highways, and airports to the amounts, frequencies, and
- 22 durations consistent with any guidance provided by highway and airport personnel;
- 23 • Minimizing smoke impacts to Class I Airsheds, areas that are non-attainment for particulate,
- 24 carbon monoxide non-attainment areas, or other smoke sensitive receptors.

Daily Emission Report (SMP Form 5)

Land managers are required to submit a daily emission report by 0800 each day of significant prescribed fire activity. The report will cover the following information:

- 29 • The three-letter ID and project number consistent with SMP Form 2
- 30 • Date submitted and by whom
- 31 • Burn start date and end date with time
- 32 • Emission information (black acres, tons fuel consumed per acre, tons particulate matter
- 33 produced)
- 34 • Public interest regarding smoke
- 35 • Daytime ventilation
- 36 • Nighttime smoke behavior
- 37 • Smoke management prescription or WFIP/Resource Benefit Fire Plan met
- 38 • Emission reduction techniques applied
- 39 • Optional - dead and live fuel moisture information with average depth of fuels

Surveillance/Enforcement

Land managers conducting a prescribed fire will permit DAQ staff to enter and inspect burn sites before, during and after burns, to verify the accuracy of the permit or burn plan information and compliance with the burn plan, if appropriate.

Monitoring

Land managers will monitor effects of the prescribed fire on smoke sensitive receptors, and visibility in Class I Areas. Visual monitoring and documentation of the direction of the smoke plume may be performed using the Hourly Plume Observation Record (SMP Form 6).

- 5 • Copies of Prescribed Fire Plans will be provided to the private land owners, other
- 6 agencies with involved lands, Smoke Plan Coordinator, Bureau of Air Quality, local
- 7 interagency fire centers, and the Division's Technical Advice and Consultation Unit -
- 8 Fire Management.

De Minimis Burning

The Division has established a protocol for de minimis burning when a formal burn plan is not required. Each de minimis burn event will have a completed checklist prior to the initiation of any ignition. The form includes briefing, forecasts, indices, smoke management forms, notifications and is completed with a signature. The Checklist can be found in the Reference and the following M: drive pathway: M:\Fire\Forms\Forms\Rx Forms

HAZARDOUS FUELS/MITIGATION WORK

Fuels reduction projects are a significant part of the Division's work with communities and cooperators. These projects may be on federal, state or private lands. Typically, the removal or modification of fuels on private lands occurs only after five basic steps:

- 23 • Completion of a Community Wildfire Protection Plan
- 24 • Acquisition of grant funding for identified projects
- 25 • Development of scope of work
- 26 • Signed permission forms from involved landowners
- 27 • Cultural/archaeological clearances obtained

The completion of fuels work can be accomplished through the utilization of state/county resources, local contractors or inter-agency MOUs. Fuels reduction projects may utilize several methods to achieve the desired outcomes of a project, including hand removal with chainsaws, herbicide application, burning, or mastication. Chainsaw operation and burning activities will be accomplished using established standard operating procedures. Herbicide use will follow safety measures and protocols defined by herbicide applicator licensure and the manufacturer's label instructions. Mastication will be employed with the protocols that follow.

Lone Peak Conservation Center (LPCC) Resources

LPCC resources are available for natural resource based projects when not assigned to a fire management event. LPCC can provide variations in staff size (5-20+), certifications, tools, and labor force. To discuss resource options for project or fuel mitigation assistance, contact the LPCC Operations Coordinator.

- 43 • Hourly rate is \$26/hour for projects which include all personnel, equipment, vehicle mileage
- 44 and per diem costs. If overtime is encountered (rare event), there IS NOT an additional
- 45 charge, it is absorbed in the rate structure.

- 1 • LPCC will provide basic equipment, saws, pole pruners, brush cutters, chippers and
- 2 Personal Protective Equipment (PPE). LPCC staff will coordinate actions with a designated
- 3 Area representative.
- 4 • The Area will provide a scope of work defining objectives and timeframe which may
- 5 include photos, maps and emergency contact information. The Area will provide logistical
- 6 information for the crew supervisor to aid with water needs, trash removal options, human
- 7 service needs and any other project specific items.
- 8 • LPCC staff will complete crew time reports (CTR) that must be signed by the Area to verify
- 9 hours worked. Travel will be itemized to assist the Area in requesting reimbursement
- 10 from the travel fund. LPCC will provide cost estimates and completion data or photos, if
- 11 requested, to the Area within thirty days of completion of work.
- 12 • LPCC will charge for equipment rehab with a maximum of ½ hour of crew time daily.
- 13 • Travel time will be billed to the project UNLESS otherwise determined by LPCC.
- 14 • Crews will be used as a labor workforce. Specific timeframes and use parameters for each
- 15 crew will be established in advance of the expected project start date to alleviate confusion
- 16 or scheduling conflicts.
- 17 • The Area will complete a final closeout with the crew supervisor to review work for quality
- 18 and completeness, as well as approve time documents. The Area must present any dispute
- 19 action at that time or the project will be considered completed to all previously established
- 20 standards and budget constraints.

21
22 Any issues unresolved in the field can be directed to the LPCC Operations Coordinator for
23 discussion within 45 days of project completion.

24 MASTICATION EQUIPMENT

25
26 The Division has purchased and/or manages several chippers, tractors, and masticating
27 heads to dispose of wildland vegetation and hazardous fuels. This equipment can be ex-
28 tremely dangerous. If not used properly these machines can cause serious injury or death.
29 Improper operation can also result in costly damage to equipment. Therefore, anyone
30 operating any of this equipment shall abide by the following guidelines:
31
32

33
34 Due to the extreme danger involved with the improper use of this equipment, FFSL has
35 decided that only properly trained employees of the Division may operate the equipment. On
36 rare occasions, volunteers who have signed up with the Division may also operate the chip-
37 pers. However, before operating any equipment, volunteers must attend the same annual
38 training as Division employees and be signed off prior to operation. Volunteers will also be
39 required to complete and sign a liability waiver before working for the Division.
40

41 Chippers

- 42 Prior to operating the chippers each person must participate in the following training
43 annually:
- 44 • Video training: Vermeer (or manufacturer's) Brush Chipper Operations & Safety Training
 - 45 • Video training: Vermeer (or manufacturer's) Knife/Drum Maintenance

- 1 • Receive copy of the operator's manual
- 2 • Understand and explain the following:
- 3 • Safety decals
- 4 • Symbol identification
- 5 • Controls
- 6 • Safe starting procedures
- 7 • Shutdown procedures
- 8 • Transporting procedures
- 9 • Chipping brush
- 10 • Winch operations (if applicable)

11
12 Each operator will be required to complete an on-site review of each system, and a copy
13 of the review will be maintained in each employee file. On-site review shall be an annual
14 event, prior to operating.

15
16 Prior to operating a chipper, the operator and all team members will review the appropriate
17 Job Hazard Analysis (JHA) forms and conduct "tailgate" safety meetings daily. This will help
18 ensure that clear and proper communication between team members takes place during
19 chipper operations.

20
21 Ensure that sufficient tools/parts/fluids for repair and replacement are appropriate for the
22 machine that is being operated. These tools/parts/fluids need to be readily accessible in the
23 area of operation. It is important to replace worn parts/ top off fluid reservoirs for safe and
24 efficient operation.

25 PRIOR TO OPERATING THE CHIPPERS, OPERATOR WILL COMPLETE THE FOLLOWING DAILY:

26 ENGINE AND DRIVE TRAIN:

- 27
- 28
- 29 • Check battery electrolyte level and cable conditions
- 30 • Check air cleaner condition
- 31 • Check engine oil level
- 32 • Check coolant level
- 33 • Check radiator for debris

34 HYDRAULICS:

- 35
- 36 • Check hydraulic fluid level
- 37 • Check hydraulic components for leaks or damage
- 38 • Check hydraulic control for proper function

39 GENERAL

- 40
- 41 • Check the drive belts for damage and proper tension
- 42 • Check all shields
- 43 • Check and lubricate all fittings
- 44 • Check the wheel lug nuts
- 45 • Check tires for proper air pressure

- 1 • Check tracks for proper fit
- 2 • Check operation of the taillights when chipper or trailer is attached to a vehicle
- 3 • Check for debris buildup along the chipper frame, radiator, exhaust & valve covers.
- 4 Extremely important - Debris buildup may cause overheating or a fire hazard.
- 5 • Check the condition of teeth and bolt tightness
- 6 • Check all bolts after every 40 hours of operation

7

8 **ALL PERSONS WORKING IN AND AROUND THE CHIPPER WILL WEAR THE FOLLOWING PPE:**

- 9 • Hard hat
- 10 • Safety glasses or goggles
- 11 • Hearing protection
- 12 • Work boots
- 13 • Gloves (tight fitting)
- 14 • Respirator/mask in dusty conditions
- 15 • Long sleeve shirt
- 16 • Work pants in good condition

17

18 Avoid wearing jewelry such as rings, wrist watches, necklaces or bracelets. Long hair

19 should be confined, and any loose fitting clothing removed or secured prior to chipper/Bull

20 Hog use.

21

22 **Tractors & Bull Hogs**

23 Though most of the above information relates to chipper operation, the same principles and

24 practices shall be followed during the operation of a tractor or Bull Hog unit. This type of

25 mastication equipment presents a unique set of safety issues that must be addressed prior

26 to its operation. Safe operation includes consideration of the following:

- 27
- 28 • Pre-operation walk-through
- 29 • Safety zone in relationship to equipment operation
- 30 • Uneven ground operation
- 31 • Use and location of spotters
- 32 • Operation in and around structures
- 33 • Restriction of public within area of operation
- 34 • Ground/soil disturbance
- 35 • Operator communication
- 36 • Reference accepted JHA form for the safe operation of mastication units

37

38

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CHAPTER 7 SUPPRESSION

REFERENCE

- UCA 63K-4-201: Authority of governor -- Federal assistance -- Fraud or Willful Misstatement in Application for Financial Assistance -- Penalty.
- UCA 63K-4-202: Authority of chief executive officers of political subdivisions – Ordering evacuations
- UCA 65A-3-2: Prohibited acts on State Lands
- UCA 65A-3-3: Enforcement of laws on State Lands
- UCA 65A-3-4: Liability for causing wildland fires
- UCA 65A-8-101: Division responsibilities for fire control and preservation of forest, watershed, and other lands.
- UCA 65A-8-103: Forestry and fire control funds
- UCA 65A-8-201: Uncontrolled fire is public nuisance
- UCA 65A-8-202: Fire control – County responsibilities
- UCA 65A-8-203: Cooperative fire protection agreements with counties
- UCA 65A-8-204: Wildland fire suppression fund created
- UCA 65A-8-205: Agreements for coverage by the wildland fire suppression fund
- UCA 65A-8-206: Disbursements from the wildland fire suppression fund
- UCA 65A-8-207: Division to administer wildland fire suppression fund
- UCA 65A-8-208: Pre-suppression costs – Disbursements from fund – Credit against assessment – Limited by appropriation
- UCA 65A-8-209: Responsibilities of county sheriffs and district fire wardens in controlling fires
- UCA 65A-8-210: Fire control on state owned lands
- UCA 65A-8-211: Closed fire season
- UCA 65A-8-212: Power of state forester to close hazardous areas
- UCA 76-6-102: Arson
- UCA 76-6-103: Aggravated arson
- UCA 76-6-104: Reckless burning
- UCA 76-6-104.5: Abandoned fire
- UCA 76-6-105: Causing a catastrophe

STANDARD OPERATING PROCEDURES

GENERAL

It is the intent that every incident managed by the Division is done so in the safest and most efficient manner. Providing for the safety of responders and the public will be paramount when implementing plans. A standard process for determining incident complexity and assigning the appropriate management organization will be used. Incident complexity will determine the level of engagement by Division fire staff.

DIRECTION

The following set of Standard Operating Procedures have been developed to assist Division

fire staff in the evaluation and documentation of wildland fire incidents. Follow these procedures to insure that incident complexity is monitored, that the appropriate management organization is in place to manage meet the complexity, that key decisions are documented, and that agency administrators are properly engaged.

FFSL Fire Suppression Standard Operating Procedures

- A written Incident Organizer will be completed on EVERY fire. The incident organizer is a convenient way to document incident complexity, mitigation measures - including measures taken to address multiple communication systems, and the rationale behind critical decisions.
- Re-evaluate incident complexity when there are significant changes in Relative Risk or Organization.
- Consider delegating responsibilities when fires reach the Type 4 level of complexity.
- Use NWCG forms
- IC's will not assume collateral duties while in command of an incident
- Notify the Area FMO/Duty Officer when:
 - Fire is escaping initial attack
 - Fire is 10 acres +
 - Aviation resources have been ordered
 - Any accident or personnel injury has occurred
 - Multiple Jurisdictions are involved (cost share)
 - Fire is Cost Collectable
 - Any assistance to incorporated jurisdiction being requested or rendered
 - Fire has any political implications
 - Fire attracts media attention, particularly television news
 - Fire is of suspicious origin
 - There are multiple fires are occurring
 - Assistance from another warden is requested (coordination for coverage)
 - If you are not available or change in on-call status
 - The Area FMO/Duty Officer will be engaged in the decision making and management of every Type 3 fire within their Area.

FIRE WARDEN

GENERAL

The fire warden is an integral component of the wildland fire protection program in Utah. Responsibility for wildland fire management is a complex mix of federal, state and local laws, policies and cooperative agreements. By law each fire service provider is primarily responsible for fire within their jurisdiction. Because wildland fires seldom remain in a single jurisdiction the cooperating agencies have made agreements that define how we will work together. The "Master Agreement" states that the Division is responsible for wildland fire suppression on private land and will manage all the required agreements with county and local government: (<http://lonepeak.utah.gov/lpcc/agreements-operating-plans-manuals>.) The Fire Warden is the Division's critical link between federal agencies and local fire

service providers (reference to 65A-8-209(3)). The ability of a Fire Warden to cooperate and coordinate fire protection activities between the Division, local fire departments, federal agencies' personnel (BLM, USFS, BIA, NPS) and the public, will enhance the efforts of all personnel and assure efficient use of public dollars. The Fire Warden, as well as volunteer or full-time fire department personnel responding to wildland fire incidents will be qualified, trained, equipped and organized so that the incident is contained and controlled in the safest manner possible.

DIRECTION

Attempt to control all wildfires in the county with local resources (county, state and federal). Should a fire warden require additional supervisory assistance on a wildfire, the Area Manager and/or Fire Management Officer (FMO) will be contacted. (Each Area should develop specific SOPs to address this.) Additional supervisory and suppression resources outside of the county can be obtained through contact with the FMO or your interagency fire center.

Incident stabilization is one of the main objectives on all wildland fires managed by the Division. Establishing order early and maintaining it throughout the duration of the incident is critical to the safety of suppression resources and the cost effective allocation of forces and state funds. One tool to accomplish this objective is the Incident Organizer. Use an Incident Organizer to help compile and organize all the critical information needed to plan and execute an incident action plan. It is an effective tool to track resources. It provides a means to document all actions taken and the rationale behind the decision process as well as the information required to fill out a fire report. Use an Incident Organizer on all wildland fires to ensure incident stabilization. Copies of the Incident Organizer can be obtained from your supervisor or through the interagency dispatch center.

COMMUNICATIONS

GENERAL

Communication is key to performing work in a safe, effective manner. The Fire Warden should keep dispatch informed of their normal daily actions and location.

DIRECTION

Notify interagency dispatch center of daily activities and when you go in and out of service. Communications are even more critical when responding to fires. Wildland fires commonly involve multiple agencies. There may be multiple dispatch centers (i.e. county dispatch and the interagency fire center) representing the different jurisdictions mobilizing resources to an incident. When working with multiple dispatch centers it is important to ensure that information is shared with all involved. The following procedures should be followed when responding to a fire:

- Notify dispatch center(s) advising that you are en route.
- Notify dispatch center(s) when you arrive on scene.
- Provide dispatch center(s) with a fire size up report using the local size up protocol or use the size up report provided in the Incident Response Pocket Guide NFES 1077.

- Communicate to local fire department resources on 154.280
- All communications regarding incident information should be carried out by two-way radio so all involved hear the information. You should use your cell phone for sensitive information or if you are unable to communicate by radio.
- Update dispatch center(s) on status of incident.
- Advise dispatch center(s) when assignment is completed.

Maintain regular communication with dispatch center(s) throughout the life of the incident and continue to keep the dispatcher informed of any significant changes and progress on the fire.

COMMUNICATION SYSTEMS

GENERAL

Wildland fire incident communications is accomplished on two radio systems in Utah. The federal land management agencies and many local and county agencies in rural areas operate on a VHF system. Many of the local and county agencies in northern Utah along the Wasatch Front have adopted the 800 Mhz system. This presents an obvious interoperability problem. If not managed properly this has the potential to escalate into a serious safety issue.

DIRECTION

- Become familiar with the radio systems in your area of operation.
- Obtain the current frequency lists and communications plans.
- Become proficient in programming your radio equipment.
- If you are in an area that uses multiple communication systems know what options are available to mitigate interoperability problems.
- Every Area with multiple communication systems has access to at least one mobile radio interface unit. Become familiar with how it works, how to order it, how set it up and deploy it if needed.

FREQUENCIES

Radio frequencies are assigned and coordinated by national interagency frequency management groups. The frequencies assigned to you are approved and licensed to be used only in your area of operation. The use of your local frequencies outside your normal operating area may cause interference with local agencies and emergency service providers. Be sure the frequencies you are using are authorized for the area you are working in. 2015 frequencies are listed on page 180.

RADIO PROTOCOL

Much of the radio communication will be done on frequencies monitored by multiple federal, state and local agencies. Interagency agreements are in place to allow fire management agencies to utilize each other's radio systems as outlined in the Communication Systems section of the Master Agreement found here: <http://lonepeak.utah.gov/lpcc/agreements-operating-plans-manuals>. It is common to communicate on another agency's

1 system and for them to communicate on ours. Many people, fire personnel and others, will
 2 hear everything you say. It is imperative all radios be used in a professional and courteous
 3 manner. Use the radio for official business and only when needed. Misuse of the radio
 4 communication system could result disciplinary action, fines or the loss of the ability to use
 5 another agency's radio system.

6
 7

8 **ROAD CLOSURES**

9

10 **GENERAL**

11 Incidents that affect or threaten to affect the transportation system may impact multiple
 12 agencies, jurisdictions, interstate commerce and the general public. First and foremost of
 13 concern is the safety of the emergency responders and the public. If it becomes necessary
 14 to close an interstate or state highway it will require the assistance of law enforcement.
 15 Having a road closure plan in place prior to the occurrence of an incident will increase your
 16 likelihood of success.

17

18 **DIRECTION**

19 **Prior to an Incident**

- 20 • Work closely with UDOT, UHP and County Sheriffs to identify areas at risk and develop a
 21 plan to close roads if needed.
- 22 • The DOT is the only agency that has legal authority to close an interstate or state highway.
- 23 • The Highway Patrol is charged with regulating the traffic flow and may be assisted by
 24 county and local law enforcement.

25

26 **During an Incident**

- 27 • Position emergency apparatus as far off of the highway as early as possible or practical.
- 28 • All responders working adjacent to roads should use emergency lighting and high visibility
 29 vests to enhance visibility to traffic.
- 30 • Early recognition that the incident will or may affect the transportation system and
 31 notification to the Highway Patrol and DOT is essential.
- 32 • Decisions should be based on subject matter expert risk assessment (Fire, Haz-Mat, etc.).
- 33 • Notify dispatch of the need to close road. Provide critical information:
 34 Type of incident;
 35 Location by milepost or exit number;
 36 Lane direction of travel involved;
 37 Name of IC;
 38 Command post location;
 39 Radio frequency designated for contact;
 40 Estimated duration of potential impact.
- 41 • Dispatch notifies UHP and UDOT.
- 42 • Complete shutdown of a highway should be avoided if possible. Lane closures are much
 43 more desirable options. Pilot cars might be considered.
- 44 • Consider the ability to stop and start traffic flow as needed to facilitate needs, such as air
 45 operations or vehicles need to occupy traffic lane(s).

- 1 • Establish Unified Command – cooperators should be located together to enhance com-
 2 munication and understanding of all aspects of the situation.

3

4 Road closure communication plan for Utah listed below:

5

Order	Channel ID	RX	TX
1	UHP Statewide	155.505	155.505 tone 162.2
2	UHP State Fire	154.280	154.280

10 All frequencies analog narrowband

11

12

13 **WILDLAND FIRE DECISION SUPPORT SYSTEM**

14

15 **GENERAL**

16 The Wildland Fire Decision Support System (WFDSS) is a web-based decision support
 17 program for agency administrators to describe the fire situation, create incident objectives,
 18 develop a course of action, evaluate risks and document the process. Federal agencies are
 19 required to use this tool on all fires that escape initial attack. The Division is not required
 20 to use WFDSS on its fires, however this tool will be used to develop a course of action on
 21 multijurisdictional fires involving federal and state/private lands. It is essential that Division
 22 objectives be included when developing incident strategies on multijurisdictional fires.
 23 Because of this, it is important that the Division has an understanding of how the system
 24 works and become involved in the process.

25

26 **DIRECTION**

- 27 Generally, it is the Area FMO or Area Manager that represents the Division when providing
 28 input into WFDSS. Decide prior to the fire season who will be the Area representative.
- 29 • Get training. The USFS or BLM usually offers training on the WFDSS each spring.
 - 30 • Get a profile. This will allow you to monitor incidents being managed in your area from
 31 anywhere you can access the internet.
 - 32 • Designate someone in each area to review and approve decisions on multijurisdictional
 33 fires. This is the official decision record of the incident. These decisions can be of great
 34 importance when negotiating cost share agreements once the incident is over.

35

36

37 **WILDLAND/URBAN INTERFACE**

38

39 **DIVISION EMPLOYEES ARE NOT TO ENGAGE
 40 IN FIGHTING STRUCTURE OR VEHICLE FIRES.**

41

42 **GENERAL**

- 43 • The Division is only responsible for wildland fire protection, in pursuant to 65A-8-210(1), and
 44 County MOU Agreement found here: ([http://lonepeak.utah.gov/lpcc/agreements-operating-
 45 plans-manuals](http://lonepeak.utah.gov/lpcc/agreements-operating-plans-manuals)) Division employees are not trained or equipped to suppress non-wildland

1 fires. There may be Wardens who are members of fire departments and are trained for
2 these types of fire. If those Wardens become involved in a non-wildland fire incident they are
3 considered to be acting as a member of a fire department and not as part of the Division.

4 This does not prohibit Division employees from engaging in exterior exposure protection.

5 • The Incident Response Pocket Guide (IRPG) contains important information that can be
6 referred to when fighting fires in the Urban Interface. Reference the Wildland/Urban
7 Interface Firefighting section in the IRPG [http://www.nwcg.gov/pms/pubs/nfes1077/](http://www.nwcg.gov/pms/pubs/nfes1077/nfes1077.pdf)
8 [nfes1077.pdf](http://www.nwcg.gov/pms/pubs/nfes1077/nfes1077.pdf)

9 • DON'T SECOND GUESS YOURSELF--BE READY FOR TOUGH DECISIONS

10 • ALWAYS DOCUMENT EVERY DECISION OR TAKE PHOTOS OF STRUCTURE BEFORE FIRE
11 HITS

12
13 Triage is not a situation that allows the time for perfection, only for your best judgment in
14 the time allowed and good follow-through. Do not continually question or regret your deci-
15 sions or precious time will be lost.

16

17

18 **FEMA**

19

20 **GENERAL**

21 In the event a wildland fire threatens a community it is possible for the Division to receive
22 assistance from the Federal Emergency Management Agency (FEMA). It is critical that
23 FEMA be notified in a timely manner. Notification must be made at the time of the threat.
24 FEMA will not make a declaration after the incident. Therefore, it is imperative that you
25 contact your supervisor or the fire management staff in the Salt Lake office as soon as you
26 identify the threat to the community.

27

28 **DIRECTION**

29 In the event of a wildland fire that "constitutes the threat of major disaster." FEMA gener-
30 ally interprets this to mean 100 structures imminently threatened. You will need to contact
31 your supervisor or the state office and provide the following information:

- 32 • Name of Fire/Complex
- 33 • County/State/Tribe
- 34 • Date Fire Started
- 35 • Total Acres Burned
- 36 • Cause
- 37 • Community Threatened/Population of Community
- 38 • Number of Persons Evacuated
- 39 • Voluntary or Mandatory Evacuation
- 40 • Number of Shelters
- 41 • Number of Residences/Business Threatened (% primary homes, % secondary homes)
- 42 • Threat to Facilities/Infrastructure/Landscape
- 43 • Fire Proximity to Facilities/Structures
- 44 • Natural/Man-made Barriers
- 45 • Number of Uncontrolled Large Fires in State

- 1 • Other Critical Considerations
- 2 • Percent Contained
- 3 • Weather: Wind, Temperature, Humidity
- 4 • Fire Behavior
- 5 • Fire Forecast for Next Burn Period
- 6 • Resources Committed
- 7 • Jurisdiction

8
9 Be prepared to provide this information when you report the situation to your supervisor
10 or the fire staff. Notifying the Division of Emergency Management (DEM) liaison will help
11 facilitate the collection of this information. A checklist form should be included in your
12 Wardens Kit.

13

14

15 **SEVERITY**

16

17 **GENERAL**

18 During prolonged periods of high to extreme fire danger it is possible for the Division to
19 preposition fire suppression resources for the purpose of augmenting local initial attack
20 resources. The system is similar to the "severity" process our federal partner agencies use
21 but there are key differences. The state does not have a separate funding source for this
22 purpose like the federal government. Each situation is evaluated on a case by case basis
23 and approved by the State Forester.

24

25 **DIRECTION**

26 Consult with local partner agencies when considering the need to augment local forces.
27 The decision to bring on additional resources should be made collaboratively. Based on
28 input from other agencies decide what type and how many resources are needed. Work
29 with the Area Manager to develop a request to submit to the State Fire Management Officer
30 (FMO). The FMO will present the request to the State Forester for approval. The request
31 should address the following criteria to justify the request:

- 32 • Consideration of alternate funding sources. Are there hazardous fuels or other natural
33 resource projects that could fund the resources while waiting for a fire response.
- 34 • Consideration of cost saving measures: i.e. are there other lodging options available other
35 than hotels, what is the length of duty day that will provide adequate coverage, will the
36 resources be required to be on call, etc.
- 37 • Planning levels- both local and nationally
- 38 • Current fire situation, i.e. fire indices, the number and type of incidents currently being
39 managed in the Area, resources available, etc.
- 40 • Outlook. What is the predicted weather, fire indices, planning levels, etc.
- 41 • Work rest ratio. Is the current level of fire activity preventing local resources from getting
42 adequate rest between incident response.

43 Requests will be reviewed and decided upon the same day received.

44

45

1 **EVACUATIONS**

2
3 **GENERAL**

4 Evacuations are a last resort but may be necessary if the general public is in danger or
5 is a hindrance to the overall suppression effort. Forcing someone to leave their property
6 is never easy. It requires the use of resources outside of fire suppression with a different
7 skill set and qualifications. Evacuations can be ordered by the chief executive of a political
8 subdivision. They must be carried out and enforced by law enforcement. It is much easier to
9 implement evacuations if a plan is in place prior to the need to evacuate.

10
11 **DIRECTION**

12 **Prior to an Incident**

- 13 • Work with communities to develop a plan. Identify the conditions that may require
14 evacuations.
- 15 • Include local law enforcement and emergency managers when developing the plan,
16 protocols and responsibilities.
- 17 • Have a communication plan. Identify the communication needs before, during and after
18 an evacuation. Identify the information needs of all those involved (i.e. residents, law
19 enforcement, emergency managers, firefighters, agencies and media).
- 20 • Establish evacuation centers. Some people will be in need of a place to relocate to. These
21 sites are also good locations for disseminating information to evacuees.

22
23 **During an Incident**

- 24 • Notify dispatch of need for evacuation, request assistance from law enforcement, notify DEM
25 liaison, and provide critical information.
 - 26 Location
 - 27 Number of residents
 - 28 Name of IC
 - 29 Command post location
 - 30 Radio frequency designated for contact
 - 31 Estimated duration of potential impact
- 32 • Utilize Public Information Officers (PIO) and joint information centers when possible. There
33 will be a tremendous need for information by residents, local officials and media. PIOs are
34 trained to provide this information to the various entities that require it.
- 35 • Evacuate early. Allow enough time for residents to gather personal items, secure their
36 property and safely leave the area.
- 37 • Keep evacuees informed. Provide regular briefings to evacuees to the best of your ability.
- 38 • Notify State Office 801-538-5555
- 39 • Lift evacuations when it safe to do so

40
41
42 **INCORPORATED LANDS**

43
44 **GENERAL**

45 Fire suppression within incorporated city limits is the responsibility of the town/city fire

1 service provider having jurisdiction for the town/city. The Division has no statutory or juris-
2 dictional responsibility for fire suppression within incorporated boundaries. Under current
3 laws incorporated cities cannot be part of the Wildland Fire Suppression Fund, pursuant
4 with Utah Code 65A-8-205(1)(a), b, & 65A-8-101(1)(a)) The Division does not have cooper-
5 ative agreements for fire suppression with incorporated cities. An incorporated city may
6 request assistance but the cost of that assistance is borne directly by the city. This cost can
7 be significant. Consequently, this creates a difficult situation when a city has a wildland fire
8 within its boundaries that exceeds their capabilities to manage.

9
10 **DIRECTION**

- 11 • Firefighter and public life safety should be the number one priority for all responding
12 agencies in all cases.
- 13 • At a minimum, an FMO, Fire Warden or Area Manager should be initially dispatched to
14 assess the situation.
- 15 • Jurisdiction should be established and confirmed with the Interagency Fire Center with GPS
16 coordinates as soon as possible.
- 17 • Determine if the fire poses an immediate threat to unincorporated lands or federal land. If
18 so, boundary line protocol should be used. See AOP on LPCCs website.
- 19 • State and/or federal assistance that can occur at a cost under the minimum-billing threshold
20 described in the Utah State Master Agreement may occur at no charge to the incorporated
21 city when in the best interest of the supporting agency(s). This is pursuant to the master
22 agreement found here: ([http://lonepeak.utah.gov/lpcc/agreements-operating-plans-](http://lonepeak.utah.gov/lpcc/agreements-operating-plans-manuals)
23 [manuals](http://lonepeak.utah.gov/lpcc/agreements-operating-plans-manuals))
- 24 • If not, and assistance is requested by the incorporated jurisdiction, the supporting agency(s)
25 shall:
 - 26 • Consult on tactics, strategy, objectives, communications plan and cost responsibility.
 - 27 • Assure critical information is documented early in the incident.
 - 28 • Notify dispatch(s) a liaison has been established and assistance is being rendered.
 - 29 • A Division representative will assume operational supervision of interagency resources to
30 assure supervision and appropriate span of control to NWCG and agency standards.
 - 31 • The Interagency Fire Center will issue a fire code number. The fire code number will be used
32 to track all Fire Center orders.
 - 33 • The Interagency Fire Center will notify the FFSL FMO or Area Manager and appropriate
34 Federal FMO or Line Officer to begin formal documentation.
 - 35 • Incorporated fire representative will notify a person with signatory authority to meet with
36 supporting agency managers as soon as practical.
 - 37 • If a request that supporting agency personnel assume an incident command role, a
38 Delegation of Authority should be prepared.

39
40
41 **AIRCRAFT**

42
43 **GENERAL**

44 The use of aircraft can increase the complexity of an incident. It is important that there
45 are qualified personnel on scene to manage aviation resources assigned to the incident.

1 Aircraft resources are costly, therefore it is important to use these resources as effectively
 2 as possible. Work closely with aircraft managers to prioritize flight time. Provide feed-
 3 back to pilots and air attack on effectiveness of tactics. Aircraft are ordered through your
 4 interagency dispatch center. Work with the Area FMO or Area Manager to establish protocol
 5 for ordering these resources. For specific information pertaining to types of aircraft, their
 6 capabilities, safety and use refer to the Aviation section of the Incident Response Pocket
 7 Guide NFES 1077. <http://www.nwccg.gov/pms/pubs/nfes1077/nfes1077.pdf>

8 **RESOURCES**

10 **GREAT BASIN HEAVY AIRTANKER BASE LOCATIONS**

12 Utah	12 Nevada	12 Idaho
13 Cedar City	13 Battle Mountain	13 Boise
14 Hill/Ogden	14 Stead	14 McCall
		15 Pocatello

16 Single Engine Air Tankers (SEAT) bases may be in multiple locations around the State.
 17 They are mobile and can be moved to accommodate incident or severity needs.

20 **ENVIRONMENTAL GUIDELINES**

21 Due to the sensitivity of aquatic habitats, the application of foam and retardant into bodies
 22 of water must be avoided. Leave at least a 300 foot buffer zone from the water.

25 **HAND CREWS**

27 **GENERAL**

28 Handcrews are available from several different sources and have different restrictions
 29 and capabilities. It is important that these resources are ordered, assigned and utilized
 30 within their abilities. Information explaining handcrew capabilities and production rates
 31 is available in the appendix section of the Interagency Standards for Fire and Fire Aviation
 32 Operations NFES 2724 (Red Book) and chapter 4 of the Wildland Fire Incident Management
 33 Field Guide PMS 210-1.

34 In addition to ordering the right type of crew to meet your needs it is critical that you make
 35 a good assessment of the crew condition once it arrives on the incident. The best way to do
 36 this is a face to face meeting with the crew supervisor. The crew supervisor is responsible
 37 for the safety and well being of all the people on the crew. He/she will be able to give an
 38 accurate assessment of the crews' condition and capabilities.

42 **LONE PEAK CONSERVATION Center (LPCC) RESOURCES**

44 LPCC offers a variety of resources for both incident and non-incident assignments. The
 45 primary focus is to provide well organized resources for fire management events covering a

1 3-6 month season. LPCC fire resource ordering is done through Northern Utah Inter-
 2 agency Fire Center (NUIFC). If resources are positioned outside the NUIFC area, those
 3 resources may be dispatched by the local Interagency Fire Center. Crew Supervisors and
 4 crew members are on-call 24 hours/day, seven days/week to meet mobilization re-
 5 quests (see On-Call Policy) during the designated operational season. Modification to the
 6 "season" duration will need approval from the State FMO to include on-call. An on call
 7 staff rotation will be established and a Duty Officer will be assigned bi-weekly to manage
 8 orders, dispatch crews, provide crew/agency logistical/medical support, and organize
 9 project activities.

- 10 • At Great Basin Preparedness Levels 1-3, LPCC resources will remain available through
 11 the LPCC Manager or designee and may accept any assignments.
- 12 • At Great Basin Preparedness 4-5, a weekly decision will be made by the State FMO and
 13 the LPCC Manager to determine the availability of the state controlled resources for
 14 out-of-state assignments. Availability will be based on a review of Utah's current fire
 15 resources and wildland fire conditions.
- 16 • If the decision is made to hold LPCC fire resources within the State of Utah, those
 17 affected resources will be placed in paid standby status and may be pre-positioned.
 18 Duty days will be a minimum of 12 hours and a staging manager will be assigned.
 19 The crew(s) and manager will be ordered through NUIFC. Continued standby will be
 20 determined by 1800 hours each day.
- 21 • To terminate "the hold or limitation" on any of the LPCC resources, the State FMO and
 22 the LPCC Manager or designee must agree to terminate the restriction and at that
 23 time, NUIFC could fill out of state resource orders.

26 **UTAH NATIONAL GUARD RESOURCES**

28 **GENERAL**

29 The Utah National Guard has resources and facilities available for supporting an inci-
 30 dent.

32 **DIRECTION**

33 If you wish to order resources from the National Guard the following procedures must be
 34 followed.

- 35 • Local resources must be depleted before National Guard resources will become
 36 available under most conditions.
- 37 • Contact the state duty officer for Forestry, Fire and State Lands.
- 38 • The duty officer will contact the state office of the National Guard. The National Guard
 39 will determine the availability, contact points, etc. for the use of the resource/facility.
 40 National Guard will contact their local unit and brief their personnel on procedures to
 41 be taken.
- 42 • The state duty officer will contact the requesting fire center with specifics of the
 43 request.

FEDERAL FIRE POLICY

GENERAL

Federal agencies wildland fire management policy allows them a full range of management options; from little or no action to aggressive, full suppression, when considering what action to take on wildland fires. Further, these actions can change with time as the fire moves across the landscape and conditions change. Additionally, multiple suppression strategies can be employed on a single fire.

The Division recognizes that every land management agency has the prerogative to determine a management response to any fire within their jurisdiction. The challenge comes when wild-fires have the potential to be multi-jurisdictional and jurisdictional management objectives do not coalesce.

In general, it is the Division's position that fires managed using this type of strategy should not involve private lands. Where this is not practical, federal agencies will relieve state and county governments of any suppression costs, liability or claims.

DIRECTION

- An Area FMO or Area Manager needs to be involved when a federal agency makes the decision to manage a fire at less than full suppression.
- Obtain regular briefings on the status of the fire. The frequency will vary depending on fire size, current and projected activity and proximity to state or private lands.
- Insure Division concerns/objectives are stated, understood and documented on record using the WFDSS system. These would include but not limited to:
 - Firefighter and public safety should be the primary concern;
 - Potential suppression cost incurred by the state and county;
 - Impacts to private property, natural resources, watersheds, and social and cultural values;
 - Impacts to local economies;
 - Air quality impacts;
 - Impacts to resource availability as a result of a long duration incident;
 - Impacts to interagency and intergovernmental relationships.
- Including private lands in any fire managed at less than full suppression will be the very rare exception. Because of the Division's statutory requirements and cooperative agreements with our county partners the best course of action is to suppress fires at the smallest size and least cost. The inclusion of private lands in these types of fires will require approval from landowners, county officials and the State Office. A delegation of authority and cost share agreement identifying each party's responsibility will need to be in place when the decision is made.
- There are occasions when a limited suppression strategy may be employed on state owned lands provided that the proper conditions are met. Those lands have been previously identified for this type of treatment.
 - Environmental conditions will produce the desired fire behavior to achieve predefined treatment objectives.

The land managers are in agreement with the course of action.
The State Office approves.

AFTER ACTION REVIEW

It is highly recommended that every incident, particularly those involving multiple resources and or agencies, be reviewed with all those involved in the suppression effort. A great deal can be learned by getting together and discussing what actions were taken and how they can be improved upon. This effort has been known to greatly improve interagency cooperation, improve safety and increase efficiency.

This is not meant to be a method of criticizing an individual or group of firefighters, rather, it should be a means of constructively examining the current way things are done and determining if they can be improved upon. A suggested after action review format can be found in the Incident Response Pocket Guide (PMS 461). <http://www.nwccg.gov/pms/pubs/nfes1077/nfes1077.pdf>

SERIOUS ACCIDENT PROCEDURES

A serious accident, for the purposes of these procedures, is defined as an entrapment, mishap that results in serious or non-serious injuries of multiple personnel, substantial loss of property, serious injury or fatality.

INITIAL ACTION

- Assist the survivors: Administer first aid and transport as soon as possible.
- Secure the scene: If there is danger of fire, move survivors to a safe and secure location.

ESTABLISH COMMUNICATION

- Contact dispatch and/or rescue personnel.
- Communicate the need for EMS personnel, law enforcement, coroner etc. Notify dispatch of the best way to transport injured personnel (i.e. by air (rotor or fixed wing) or ground ambulance). Do not broadcast victim names on radio transmissions.

SEARCH THE ACCIDENT SITE

Conduct a search of the surrounding area for additional survivors. Prior to searching the area assess the risk involved of fire, fuel, hazardous substance, etc.

FOLLOW UP

NOTIFICATION

- Contact supervisor and/or Salt Lake office within 24 hours. If cooperating agencies are involved contact agency administrators either directly or through supervisor.

SECURE THE ACCIDENT SITE

- Flag or rope off access to accident site. Do not disturb accident site except for life saving purposes. Photograph the site if possible. The exact location of entrapment(s), injury(ies), and fatality(ies) and the condition and location of personal protective equipment and any damaged property or equipment must be documented.

CARE FOR SURVIVORS

- Isolate any non-injured personnel. Assign someone to keep them informed, provide for their needs, deal with the media, monitor their condition, etc.
- Identify witnesses
- Record the names, addresses and telephone numbers of all witnesses. Try and get witness statements using the Statement of Witness form (SF-94).

DOCUMENT

- As soon as possible begin a written account of what happened. Be prepared to provide a chronological accounting of events and actions completed to an investigation team. Starting this process while events are still clear in your mind is critical. Your account may be used in an investigation, in a court of law or provide valuable information to firefighters in the future to recognize and avoid similar situations. You will also need to complete the following forms:
 - Workers Compensation Form for those injured.
 - DNR- Incident/Accident Report if a vehicle was involved.
 - <http://webapps.fleet.utah.gov/accident.html>
 - Wildland Fire Fatality and Entrapment Report (NFES 0869).

COST CONTAINMENT GUIDELINES**GENERAL**

It is the primary objective on every wildland fire to insure the safety of the public and firefighter! The secondary objectives to suppress wildland fires in the most cost effective manner.

DIRECTION

- Use the following guidelines to insure you are using every effort to cut cost.
- Use the run card system to support county and state strategic and tactical policies.
 - Use local resources as much as possible. Include qualified resources from local fire departments and counties.
 - Whenever possible, use local Type 3 Overhead teams to manage fires beyond initial attack.
 - Where applicable, build line at night - hold during day.
 - Develop Cost Share Agreements to support county and state strategic and tactical policies. Write Cost Share Agreement as specific as possible to identify cost to the counties and state.
 - Use aerial resources in judicial manner. Consider other less costly resources that could safely accomplish the same objectives.

- Provide financial oversight to Overhead Teams. Request assistance from the Fire Management Work Unit as needed.
- Review Fire Resource Orders to determine effective use of suppression and support resources.
- As the fire progresses, evaluate county and/or the State responsibilities and values at risk.
- End the county and/or state financial involvement as soon as reasonably possible.
- When fire is controlled, declared it controlled.
- Manage the resources, including the overhead team. Release them as soon as possible to reduce cost. Do not allow the cost of resources held for other purposes other than the needs of the fire to be billed to the county or state.
- Aggressively pursue cost recovery on human caused fires.

WILDLAND FIRE INVESTIGATION**GENERAL**

The Division is committed to recovering suppression costs for wildland fires as well as pursuing criminal action when appropriate. As such, it is critical that a thorough investigation be completed for all fires of suspicious origin and those where the responsible party was willful, reckless or negligent in the origin of the fire. Although initial attack personnel may not possess the skills to conduct investigations, they play a very important role. Successful pursuit of criminal and civil actions based upon a wildland fire investigation is often commensurate with information received by eye witnesses and initial attack personnel.

Recognizing that initial attack personnel are primarily concerned with suppression actions, they need to also be aware of things that will be helpful to subsequent fire investigations. The following is a list of items that must be recognized and observed by initial attack personnel which will greatly assist with investigation efforts.

DIRECTION

Watch for vehicles that are leaving the area or parked near the fire. Record vehicle license numbers and descriptions along with physical descriptions of occupants. Call vehicle descriptions and plate numbers over the radio so dispatch can record them.

Make note of any vehicles, equipment, adults or children you observe in the origin area. A digital camera or cell phone camera is a quick and reliable way to collect information while responding. Be aware of any activities that may be going on in the area; such as camping, children playing, parties/meetings, use of fireworks, construction activity, hunting/target shooting, etc.

AFTER ARRIVING AT THE FIRE

Request a qualified fire investigator if you think you need one. Observe how the fire is burning: Record wind direction and speed, relative humidity, color of smoke, flame lengths, flame color etc. Take photos!

1 **PROTECT THE ORIGIN AREA!!**

2 This is critical for any follow-up investigation. You should physically restrict anyone (includ-
3 ing firefighters) or any vehicles from entering the area where the fire started. The best way
4 to do this is to use flagging to "rope-off" the area. Do not apply water to the origin area (this
5 destroys evidence and burn indicators).

6
7 Wait until the fire burns out of the origin area before taking suppression action. If the origin
8 area has been impacted by initial attack forces before you arrive, do what you can to protect
9 it after you arrive. There may still be important evidence and burn indicators which can be
10 obtained and utilized.

11
12 Make note of any people who are watching the fire, seem very curious, want to assist with
13 suppression or act suspicious. Record statements or comments that may be made by any of
14 these individuals. Physical descriptions and names are helpful but get as much information
15 as you can.

16
17 Be aware of smells such as gunpowder, petrochemicals etc.

18
19 Get names, phone numbers, and addresses of witnesses, when possible and record witness
20 statements using the Statement of Witness Form (SF-94).

21
22 Record any other information that you think may be useful in an investigation.

23
24 Any evidence that you may encounter should not be disturbed or removed (unless it is in
25 jeopardy) until it is properly photographed and recorded.

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CHAPTER 8 TRAINING

DIVISION FIRE POSITION CERTIFICATION

RED CARDS

All division employees will be certified through the National Wildfire Coordinating Group (NWCG) red card system for the wildland and prescribed fire positions for which they are qualified. Red cards will be issued by the State Office. Area Fire Management Officers (Area FMOs) or employees will provide documentation showing training and physical fitness requirements have been met. Red cards will be valid one year from the date of issue. Requests for red cards should be done by the Area Manager or Area FMO, preferably in one single consolidated request per Area. Copies of work capacity test forms and completion of refresher training will accompany the request and can be e-mailed or faxed. Documentation of refresher training must be recorded on a NWCG certificate. Pack test completion will be documented on the approved Division forms. Completed health questionnaire forms, approved by the Division, will also be required. These forms can be found at M:\Fire \ Training \ Pack Test.

Division employees can complete the work capacity test by either:

- 11/2 Mile Run - The run will be conducted on a level surface. The participant must complete the run in 11:40 minutes or less for an arduous rating.
Reference: FFSL Policy FFL-96-B-1, NWCG Fitness & Work Capacity: Second Edition (NFES 1596).
- Work Capacity Pack Test – For standards refer to: <http://www.nwcg.gov/pms/pubs/pms304-2.pdf>

Red cards will be issued once a year, per person. Unusual or extraordinary circumstances may require a second red card to be issued. For example: if a person has met the requirements for additional fire qualifications and these qualifications would make him/her eligible for advancement to a higher grade and therefore, increased pay, this may qualify as an extraordinary circumstance. It is the responsibility of the supervisor to provide a written explanation of the circumstance to the Division training officer (DTO) if an updated red card is requested. The written explanation will be filed into the individual's training folder at the State Office. For qualifications that expire mid season, it is the responsibility of the Area FMO to notify the affected individual when the red card is issued. It will be the responsibility of the supervisor to monitor the situation. A hard copy of each person's red card is kept on file in that person's training folder at the State Office and Area Offices. Lone Peak Conservation Center (LPCC) shall maintain their own records.

The red card has two places for signatures. One signature and date by the certifying manager and a signature and date by the Division Director/State Forester. It is preferred the signatures be the DTO and Division Director/State Forester. The Area FMO and DTO are responsible to ensure the individual meets all the requirements for certification. The DTO signs as "Certifying Manager". The Division Director/State Forester approves certification

on behalf of the Division. In absence of the DTO, the State FMO will sign the red card. In absence of the Division Director/State Forester, the Acting Division Director will sign the red card.

POSITION TASK BOOKS

The wildland and prescribed fire qualification system is performance based. In addition to classroom training and physical fitness requirements individual performance is observed and approved by a qualified evaluator on an incident. The Division of Forestry, Fire and State Lands has adopted the NWCG Position Task Book system as outlined in the current version of the Wildland Fire Qualification System Guide PMS 310-1.

Definitions for Trainee, Coach, Training Specialist, Evaluator, Final Evaluator and Certifying Official may be found in the PMS 310-1.

Position Task Books (PTBs) for positions up to and including single resource positions can be initiated by the Area Office. PTBs for positions above single resource will be initiated by the DTO or State FMO. PTBs can be initiated before required training is completed as per the current PMS 310-1. Final certification will be issued by the State Office when the PTB is completed and all required training and other training which supports development of knowledge and skills is completed as listed in the PMS 310-1. It is required that Division employees complete a minimum of three separate training assignments before being recommended for certification. Trainees will submit the completed PTB to the Area Office for review by the Area FMO or Area Manager, the submitted PTB will then be reviewed by the State of Utah Wildland Fire Certification and Training Committee (SU-WFCTC). The SUWFCTC will refer to PTB Checklist Form.pdf when reviewing PTBs. This form can be found at M: \Fire \Training \ Training Committee. Once the PTB is certified, a copy will be kept on file at the State Office and the original PTB returned to the trainee. It is recommended that the respective Area Office also keep a copy of the employee's PTB.

Each year two Area Offices and LPCC will undergo "Readiness Reviews" involving the unit fire personnel and staff from the State Office Fire Program. A review of the Area training records is part of this process. The entire Division training file will be checked for accuracy every three years.

FIRE WARDEN

The primary responsibility of the Fire Warden is to coordinate and supervise initial attack on fires in their fire district. This, by definition, is the position/qualification of Incident Commander Type 4 (ICT4). This demands training and qualifications beyond the basic firefighter level. Therefore, Fire Wardens should be trained and certified at a minimum to meet the Engine Boss (ENGB) and ICT4 levels.

1 **ASSISTANT WARDEN**

2 Fire Wardens will make arrangements to provide a standby person when they are not
3 available. This person must be qualified to carry out the duties of the Fire Warden in his/her
4 absence. This person must be a red carded firefighter, preferably qualified at the Firefighter
5 Type 1 (FFT1) level or higher.

6
7 Area FMOs are responsible for ensuring that fire wardens in their areas meet all the
8 necessary training standards when hired. Below is the training required to progress to the
9 Incident Commander Type 3 (ICT3) level as per the Wildland and Fire Qualification System
10 Guide, 310-1, of October 2013.

FFT2	FFT1	ICT5*	ENGB	ICT4	STEN	TFLD	ICT3
I-100	S-131	S-131	I-200	S-200	S-215	S-215	S-300
L-180	S-133	S-133	L-280	S-215	I-300	I-300	L-381
S-130	S-211	S-211	S-230	S-234	S-330	S-330	S-390
S-190	S-212	S-212	S-231	RT-130	S-336	S-336	RT-130
	S-219	RT-130	S-234		L-380	L-380	
	RT-130		S-260		RT-130	RT-130	
			S-270				
			S-290				
			RT-130				

11 * ICT5 not required for ENGB or ICT

12
13
14 **IQSWEB / ROSS**

15
16 The DTO and Area offices will maintain training records of Division personnel and fire
17 department personnel in the Incident Qualification System web (IQSweb) database. The
18 content of these IQSweb records include qualifications, training, experience, target
19 positions and position task books. The IQSweb database also supports a large number of
20 other features such as personnel master reports, individual personnel profiles and work
21 capacity information. IQSweb directly interacts with the Resource Ordering Status System
22 (ROSS). The DTO, Area Offices and LPCC will maintain the IQSweb database. The DTO
23 will update ROSS as information/records are provided. It is imperative that each Division
24 employee ensure that their own information/records are delivered through the chain of
25 command to the DTO. Area offices will also have to ensure that the DTO is receiving re-
26 cords from their respective fire departments for accurate updates. The State Office, Area
27 Offices and LPCC will develop and maintain Individual Development Training Plans for
28 full time and seasonal firefighters. These training plans will include short and long term
29 training goals for employees.

1 **STATE OF UTAH WILDLAND FIRE CERTIFICATION AND TRAINING COMMITTEE**

2 The Division training committee is comprised of representatives of the State Office, the six
3 area offices, Lone Peak Conservation Center, Utah Fire and Rescue Academy (UFRA) and
4 fire departments. The training committee is tasked with the oversight of Division and fire
5 department employee training, red card qualifications and PTB review. The training com-
6 mittee is responsible for reviewing PTBs for certification, coordinating training for
7 Division and fire department employees through local and regional venues, and ensuring
8 that NWCG standards are met.

9
10
11 **TRAINING RESOURCES AND PROCEDURES**

12
13 There are a number of options for Division employees to obtain NWCG training required for
14 fire positions. Some courses can be presented relatively easy in-house. Others require a
15 cadre of subject matter experts and are held regionally. All the courses required for each
16 NWCG position are outlined in the current Wildland Fire Qualification System Guide, PMS
17 310-1.

18
19 Every Division employee involved in fire management should have a written training plan. A
20 training plan will identify position goals and the practical and classroom training required
21 to achieve that goal. Training plans will help employees and supervisors maximize time and
22 budgets while qualifying employees for fire positions. Supervisors should create training
23 plans for their employees and review them annually.

24
25 100 – 300 level S-courses are generally offered locally by a variety of sources. Each agency
26 will offer classes based on their own needs. Division employees are welcome to attend if
27 there are openings. Some Areas have interagency training committees that offer and coordi-
28 nate these classes at the local level. Check with Area FMO for availability and application
29 processes for these classes. The Utah Fire and Rescue Academy (UFRA),
30 various applied technology centers (ATCs), offer scheduled classes annually. There is tui-
31 tion, and possibly travel and lodging costs associated with these options so check with your
32 supervisor when applying.

33
34 The Lone Peak Conservation Center (LPCC) has fire professionals to conduct or assist
35 with course delivery. Annually, LPCC will host off season S-Courses, specialty chainsaw
36 workshops, and other interagency training events. LPCC can provide training opportunities
37 if proper pre-planning has been completed. Contact the operations coordinator or training
38 coordinator at LPCC to discuss possible scenarios.

39
40 Courses at or above the 300 level are generally offered at regional training centers. These
41 courses are required for upper level fire positions and require instructors with more knowl-
42 edge and experience. Demand for some of these courses is high so the application process
43 is more formal. Applications are reviewed and prioritized at the local, state and regional
44 levels before being submitted.

FIRE DEPARTMENT TRAINING

UCA 65-8-203 specifies eligibility to enter into a cooperative agreement with the Division relating to fire protection. County fire departments are required to meet minimum standards for wildland fire training and certification in order to enter into a cooperative agreement with the Division.

The better trained a labor force, the more safe and efficient they become. The area fire staff shall make efforts to meet the training needs of their local fire departments.

The Division has entered into a cooperative agreement with UFRA and Applied Technology Colleges (ATC) to provide wildland fire training to local fire departments and agency personnel. A wildland fire training coordinator has been hired at UFRA to plan and arrange for training throughout the state. The coordinator may be reached at 1-888-548-7816 http://www.uvu.edu/ufra/training/wildland_home.html.

When there is a need for local fire department training, check with adjacent departments/agencies to ascertain their interests. Field personnel should consider coordinating wildland fire training sessions to include several fire departments or groups. When this is determined to be infeasible, then a request to train an individual fire department will be accepted. Consideration should be given to cost effectiveness of the training program. Contact the Area FMO with desired class information and recommended time and place. The Warden or Area FMO will contact the coordinator who will make arrangements for the class. Local interagency training cadres have proven to be very effective. Trainees get a personal and professional training experience from the people they are most likely to be working with.

It is recommended that desired training be planned well in advance. Training which the Fire Warden can coordinate and instruct themselves or with limited assistance is encouraged. Training materials can be obtained from the DTO or UFRA. Remember to report all training on your Monthly Activity Report to the Area FMO and the State Office.

The Area FMO, DTO and SUWFCTC will inform the Fire Wardens of training classes/workshops that are available locally and regionally. The Fire Warden should be aware of training sessions and opportunities available from cooperating agencies (BLM, USFS, NPS, BIA). This training information also needs to be passed onto the fire departments by the Fire Warden or Area FMO.

Individuals seeking NWCG qualifications beyond those offered by the UFRA Certification Office will be required to meet the standards identified in the current version of the Wildland Fire Qualification System Guide PMS 310-1. To become fully qualified, individuals must meet all training listed, including "additional training which supports development of knowledge and skills", experience, and physical fitness requirements.

RED CARDS FOR FIRE DEPARTMENTS

The departments must complete the required training and "additional training which supports development of knowledge and skills" for all qualifications on red cards.. This training can be coordinated by our Area Offices, UFRA or other qualified NWCG instructors.

The fire departments are required to request testing through the Certification Office at UFRA. Candidates are required to take a written and manipulative skills test. At the time of testing the departments must produce the training records and the physical fitness test records of their staff that are certifying. There is a fee of \$20.00 for the written test.

The department requests certification to the Certification Office at UFRA. UFRA will issue certification and a red card. There is a \$20 fee for certification.

- The Fire Warden and the wildland coordinator at UFRA may work together to hold regional courses for required training. Completion of the NWCG Position Task Book for Firefighter Type 1 is required for Wildland Firefighter II certification. They must also attend 100% of the course and pass the final exam by 70% or higher. The Fire Chief is responsible for holding the physical fitness test. They may choose to test by using one of the following:
 - 11/2 Mile Run - The run will be conducted on a level surface. The participant must complete the run in 11:40 minutes or less for an arduous rating.
 - Reference: FFSL Policy FFL-96-B-1, NWCG Fitness & Work Capacity: Second Edition (NFES 1596)
 - Pack Test – For standards refer to:<http://www.nwcg.gov/pms/pubs/pms304-2.pdf>

Red cards will be issued to fire department personnel who have met the Utah Wildland Firefighter I and Wildland Firefighter II Certification Standards. The process for certification is outlined in the Utah Fire Service Certification System Wildland Firefighter I and Wildland Firefighter II Certification Standards. These documents are available from UFRA.

For wildland fire qualifications that the Utah Fire Service Certification Council are unable to certify, fire department personnel will deliver their training documentation to the Area FMO. The training documentation will be reviewed and entered into the IQSweb database by the Area FMO or designee. Fire Department PTBs will be forwarded to the SUWFCTC for review before entered into the IQSweb database.

Individuals seeking NWCG qualifications beyond those offered by the UFRA Certification Office will be required to meet the standards identified in the current version of the Wildland Fire Qualification System Guide PMS 310-1. To become fully qualified, individuals must meet all training listed, including "additional training which supports development of knowledge and skills", experience, and physical fitness requirements verified.

RE-CERTIFICATION

Red cards are valid for one year from the date of issue. Firefighters must apply for re-certification to the Certification Office. Firefighters must show they have completed a four hour refresher course and meet the physical fitness standard. There is a \$5 fee for re-certification. The original certification is valid when renewed annually for up to five years without any fire responses.

There is no UFRA certification above Wildland Firefighter II National Fire Protection Association (NFPA) or FFT1 NWCG. Any red cards issued for fire qualifications beyond this level will be issued by the UFRA Certification Office on behalf of the Division.

FIRE DEPARTMENT POSITION TASK BOOKS

Firefighter Type 1 (NWCG FFT1) PTB for fire departments can be initiated by the Fire Chief, F.D. Training Officer or Area FMO. The required training is listed in the current version of 310-1. This required training is: Firefighter Type 1 (S-131), Look Up, Look Down, Look Around (S-133) and Annual Fireline Safety Refresher (RT-130). Additional training that must be completed is: Portable Pumps and Water Use (S-211) and Wildland Fire Chain Saws (S-212). The trainee has three years from the first date of a trainee assignment to complete three separate training assignments. Evaluators must be either qualified in the position being evaluated or supervise the trainee. The final evaluator must be qualified in the position they are evaluating. PTBs above FFT1 have to be initiated by the Area FMO. For final certification of PTBs, the training (for the initiated PTB) which supports development of knowledge and skills as listed in the 310-1 must be completed. The PTBs above the FFT1 level will be reviewed by the Area FMO before being passed onto the SUWFCTC for review and certification. If the SUWFCTC approves the PTB for certification, a copy of the PTB will be made for the Area Office and the original PTB will be returned to the fire department. The SUWFCTC will use PTB Checklist Form.pdf when reviewing fire department PTBs. This form can be found at M: \ Fire \ Fire Departments \ Training & Red Cards.

CHAINSAW QUALIFICATIONS**GENERAL**

Chainsaws can be a useful tool for fire suppression, fuels mitigation work and other natural resource management projects. However, in the hands of an untrained or inexperienced operator they can be deadly. Improper operation can increase costs, damage property and cause serious injury or worse. Even though they pose an inherent risk, chainsaws have become a necessary piece of equipment for much of the work we do. The safe and efficient use of these tools is essential to meeting many of our work objectives. Therefore, it is essential that the Division implement the following standards for the operation of chainsaws.

STANDARD OPERATING PROCEDURE

All Division employees who operate a chainsaw will, at a minimum, successfully com-

plete the S-212 Wildfire Power Chain Saws class. The class must be taught by someone qualified at the Single Resource and Faller 2 (FAL2) level. The class must also include a practical/field exercise where students can practice techniques and demonstrate their ability to safely operate a saw to perform limbing, bucking and falling procedures. Individuals must be first aid and CPR certified prior to being allowed to operate a chainsaw. Employees who have successfully completed and have been evaluated in the field, will be qualified has a Faller 3 (FAL3). A Faller 1 (FAL1) receiving their initial evaluation from an agency outside of this Division will require the signature of the Utah State Chainsaw Coordinator to be certified as a FAL1.

CERTIFICATION LEVELS

FAL3. Certification at this level permits the operator to perform limbing, bucking and falling operations on tree diameter at breast height (DBH) up to 8 inches. Complexity is also a factor. Individuals certified at this level have limited experience and/or only require occasional use of chainsaws. After successful completion of the required training, written documentation, signed by the FAL2 or higher who conducted the course, will be submitted to the DTO stating the individual is competent at the A level. The qualification will be listed on the Incident Qualification Card (Red Card) for fire-qualified employees. For those not fire qualified a saw qualification card will be issued.

FAL2. Certification at this level permits the operator to perform limbing, bucking and falling operations on tree diameter at breast height (DBH) up to 24 inches. Complexity is also a factor. Bar length may be restricted at the discretion of the evaluator. Individuals certified at this level have moderate experience and use chainsaws intermittently. After successful completion of the required training, written documentation, signed by the FAL2 or higher who conducted the course, will be submitted to the DTO stating that the individual is competent at the 2 level. The qualification will be listed on the Incident Qualification Card (Red Card) for fire qualified employees. For those not fire qualified a saw qualification card will be issued.

FAL1. Certification at this level permits the operator to perform complex limbing, bucking and falling operations. Faller 1s can be restricted to bar length and tree diameter at breast height (DBH) at the discretion of the evaluator. Individuals certified at this level have extensive experience and maintain their proficiency through routine use of chainsaws. Individuals at this level must have previous experience as a FAL2 and successfully complete a Faller 1 course. The approved course must be delivered by a Faller 1-Certifier as well as all field evaluations. Written documentation, signed by the Faller 1-Certifier who made the evaluation, will be submitted to the DTO stating the individual is competent at the Faller 1 level. The qualification will be listed on the Incident Qualification Card (Red Card) for fire-qualified employees. For those not fire qualified a saw qualification card will be issued.

	FAL3	FAL2	FAL1	Faller 1 Certifier
Training	S-212 with field evaluation	S-212 with field evaluation	S-212 with field evaluation	S-212 and Faller 1 Certifier/ Faller 1 Course
Certification Requirement	Certified by FAL2 or higher	Certified by FAL2 or higher	Certified by two Faller 1 Certifiers, or one Faller 1 Certifier and one Faller 1	Certified by two Faller 1 Certifiers and one Pro-Faller
Capability	Up to 8 inch DBH Low Complexity	Up to 24 inch DBH Bar length restriction optional Moderate Complexity	DBH and bar restriction is at the discretion of the evaluator	No Restrictions
Currency	3 year currency	3 year currency	3 year currency	3 year currency

1 **SAFETY**

2 In addition to meeting all training standards, all Division employees will wear the appropriate personal protection equipment whenever operating a chainsaw. This includes eye protection, hearing protection, hardhat, gloves, lace-up boots with lug soles and chainsaw chaps. No trees should be felled when the top of the tree is not visible for any reason including obstruction because of heavy smoke, fog, darkness, canopy, etc. While performing operations on Federal lands, procedures for the governing agency must be followed. For example, the Health and Safety Code Handbook must be followed when performing operations in the Forest Service's jurisdiction.

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CHAPTER 9 INTERAGENCY COORDINATION

Maintaining close working relationships with our cooperators is one of the cornerstones of the Division's fire management program. Because of the mixed ownership of private, state and federal lands in Utah, we engage in multi-jurisdictional fire incidents on a regular basis.

Fostering and maintaining these relationships is a full time job. We cannot expect everything to run smoothly and efficiently if we do not interact with our local and federal partners on a regular and ongoing basis. Division personnel link the interests and resources of the federal fire management agencies with those of the State, county, and cooperating local jurisdictions.

We also function as liaison between multiple dispatch systems; the counties and the inter-agency fire center for the area. Information sharing is part of our many interagency agreements, and the timely exchange of information between agencies is essential to assure efficient and effective fire management operations. However, not sharing information in an appropriate length of time and taking action on a fire in another jurisdiction could be viewed as an independent action. Subsequently, the Division or county could be held financially liable if notification to the responsible agency is not made in a timely manner.

The Division is party to multiple agreements with various local, county, state and federal agencies and entities. The authority to enter into these agreements is granted in Utah Code Annotated 65A-8-101 (4) and 65A-8-203.

A hierarchy of agreements has been developed to establish the roles, responsibilities, methods and procedures that bind and guide the signatory agencies.

STATE AGREEMENTS

UTAH COOPERATIVE FIRE MANAGEMENT AGREEMENT (CFMA)

The purpose of this agreement is to document commitments of the Agencies involved, to improve efficiency by facilitating the coordination and exchange of personnel, equipment, supplies, services and funds among cooperating Agencies. The CFMA authorizes the formation of groups and committees to provide oversight to interagency efforts. These include the Great Basin Coordination Group and the Geographic Coordination Center, Operations, Training, Fuels and Prevention Groups.

A key component is that the Division represents all political subdivisions of the State to the federal agencies on wildland fire management matters. Therefore the Division maintains cooperative agreements with county and local agencies.

STATEWIDE ANNUAL OPERATING PLAN

This Statewide Annual Operating Plan (AOP) is prepared pursuant to the Master Cooperative Wildland Fire Management and Stafford Act Response Agreement (CFMA) between the

State of Utah Division of Forestry, Fire and State Lands and USDI Agencies within the State and the Intermountain Region of the U.S. Forest Service. It outlines specific procedures to be followed by the cooperating agencies in these general categories:
Working Relationships, Preparedness, Operations, Use and Reimbursement and Interagency Resources. Other key components outlined are the consolidated billing procedures between agencies, out of state billing procedures.

LOCAL OR ZONE ANNUAL OPERATING PLANS

Local and zone AOPs are mandated by the statewide AOP, and serve to document agreements and commitment to fire management assistance and cooperation at the Area, District, Zone, Tribal and Forest level. In each of these AOPs the local management and organizational structures are outlined and SOPs, dispatch protocols and guidelines are documented and endorsed.

COST SHARE AGREEMENTS

Mandated by the Utah Cooperative Fire Management Agreement (CFMA) and AOP; agencies must agree upon a method to account for and share costs that are fair and equitable to the parties when a fire is burning on more than one jurisdiction. This is normally between a federal agency(s) and the FFSL on behalf of the State, County(s) or incorporated town or city. Cost Share Agreements should be implemented between a town or city and FFSL when suppression assistance is rendered that is near or exceeds the minimum billing threshold in the CFMA.

Methods need to be quantifiable. Breaking cost by acres burned is the easiest to execute as well as agreed upon dollar amounts. Other methods should be discussed with the Division IBA before agreement is signed.

AGREEMENT BETWEEN FFSL AND COUNTIES

County agreements establish and maintain a cooperative program for wildland fire protection in order to discharge the responsibilities of the County and the State for protecting unincorporated private, County and state owned forest, rangeland and watershed lands from fire as provided by UCA, section 65A-8-203, the Division of Forestry, Fire and State Lands (Division) and the County Commissioners or Council. Avoids duplication of services by the State and Counties

- Provide a method for the county to become part of the statewide fire management organization.
- Provides for wildland fire supervision via FFSL
- Provides for financial assistance via the Suppression Fund UCA 65A-8-204

FIRE DEPARTMENT MOU

The fire department Memorandum of Understanding (MOU) is an appendix of the county cooperative agreement.

The purpose of this MOU is to provide a mechanism for procurement, use and compensation for fire management services provided by Utah fire departments or districts outside their jurisdictional area of responsibility to the State of Utah and its cooperators.

1 The FFSL Fire Department Manual & Rate Book defines the required procedures for
2 wildland fire certification, establishes requirements and payment method for Utah fire
3 departments and supporting agencies providing services on wildland fires outside their
4 jurisdictional responsibility or large fire support.

5

6 **FEPP CUSTODIAL AGREEMENTS**

7 Federal Excess Personal Property (FEPP) custodial agreements are an appendix of the
8 county cooperative agreement.

9

10 The custodial agreement outlines the provisions of the FEPP program that the county and
11 its cooperators must follow to participate in the program.

12

13

14 **STATE COOPERATOR AGREEMENTS**

15

16 There are other agreements that the Division is not a party to; however, we must be aware
17 of them to understand the local and statewide mutual aid agreements.

18

19 **INTER-LOCAL MUTUAL AND/OR AUTOMATIC AID AGREEMENTS**

20 These agreements involve municipal fire departments and fire districts. The Division is not
21 a party to these agreements. They are normally initial attack assistance and some are all
22 hazard oriented.

23

24 Most are reciprocal, in that they do not involve the exchange of funds.

25

26 Due to the possibility of exceeding the minimum billing threshold outlined in the CFMA
27 and the Statewide AOP, this type of agreement may be the means that incorporated areas
28 receive assistance from other fire agencies that are not state and/or federal.

29

30 **UTAH FIRE SERVICE INTRASTATE MUTUAL AGREEMENT**

31 Many of the Fire Chiefs in Utah have entered into an agreement to provide assistance to fire
32 departments statewide. This agreement is all hazard in nature and has coordinators at the
33 county and regional level.

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35 The Division's FD MOU is the rate structure used in the wildland fire financial structure for
36 this agreement.

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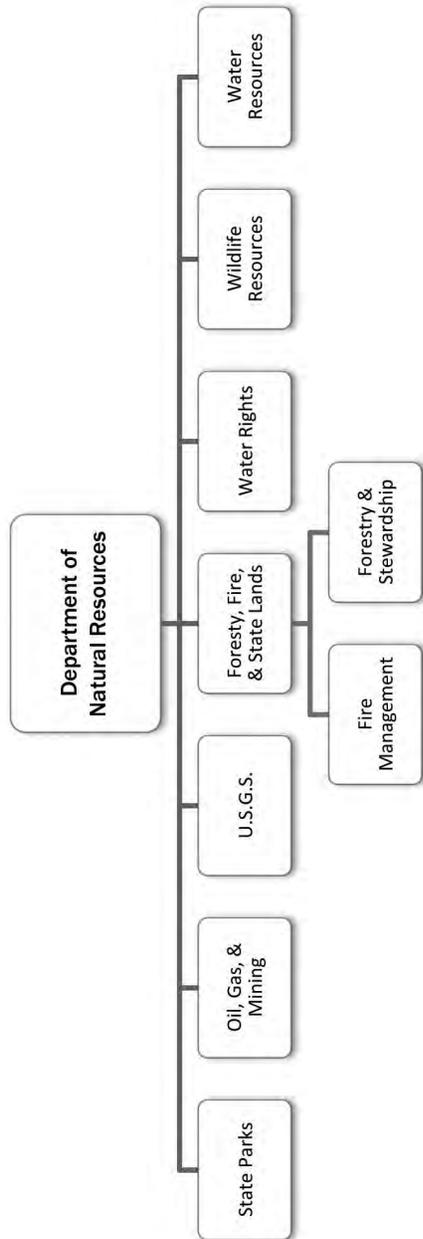
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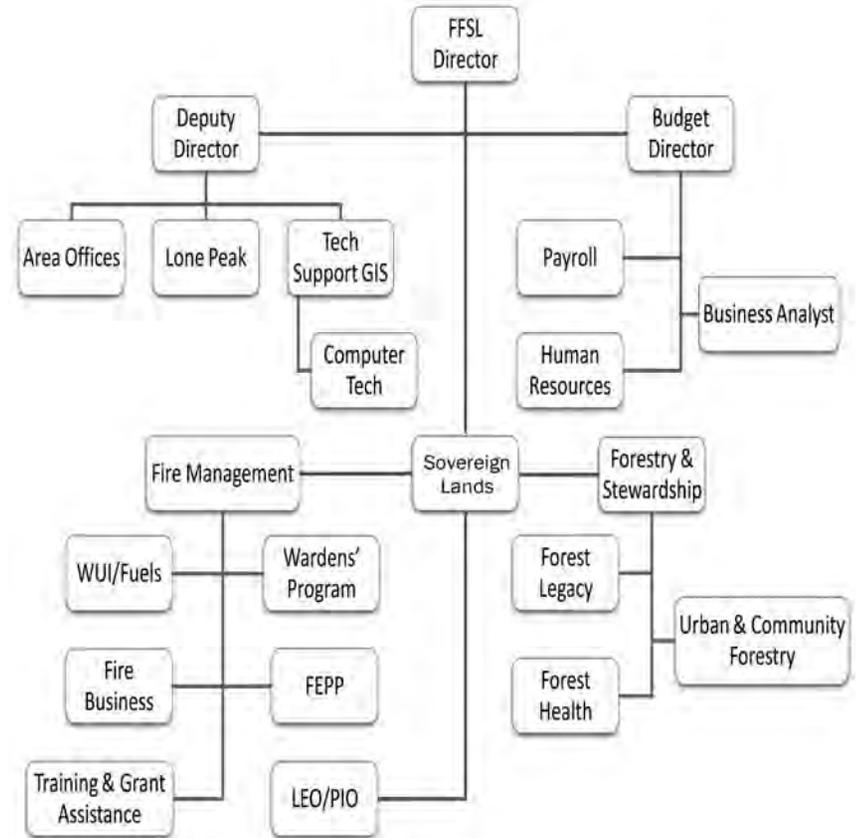
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CHAPTER 10 REFERENCE

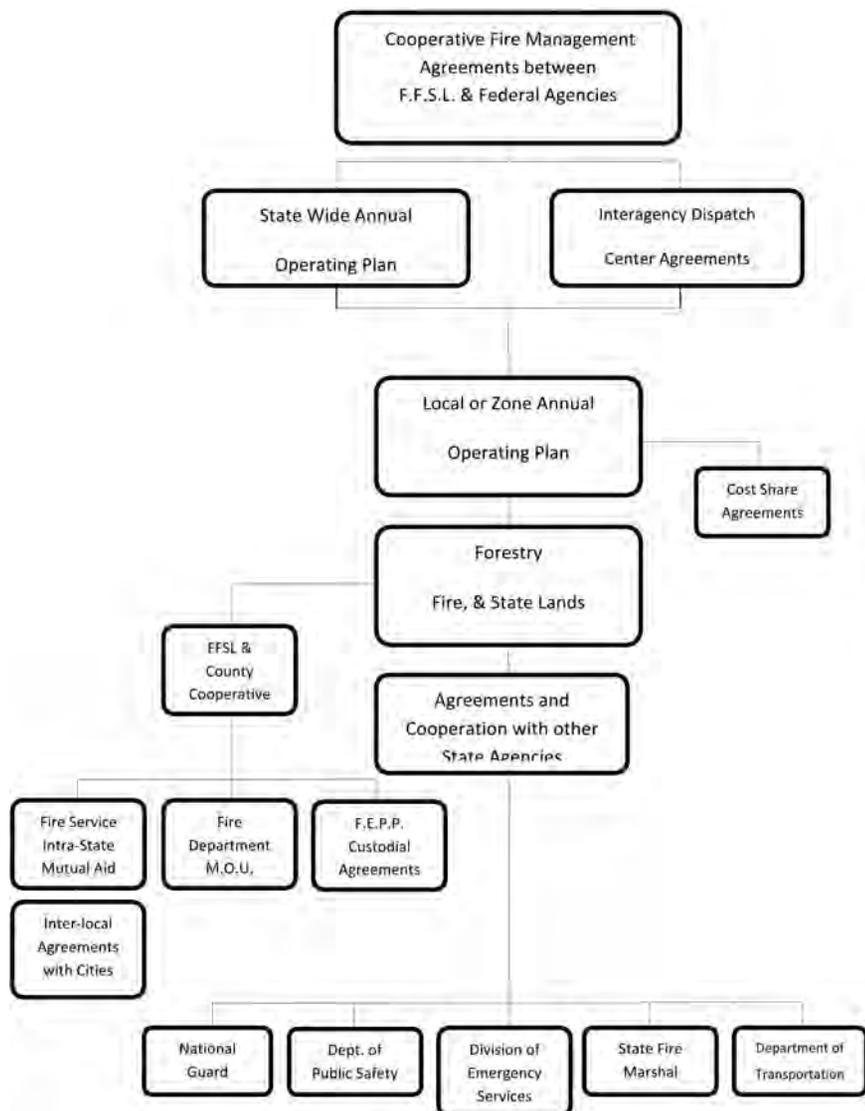
Department of Natural Resources
Organizational Chart



Forestry, Fire, & State Lands
Organizational Chart



Utah Cooperative Fire Agreements



POLICY

REQUEST TO SERVE ON IMT FORM Incident Management Team and/or Miscellaneous Overhead

NAME:		DATE:	
Do you have Primary Fire Responsibility? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Fire Position Qualifications:		Primary:	Other:
		Other:	Other:
Desire to Serve:		Incident Management Team <input type="checkbox"/> Single Resource <input type="checkbox"/>	
My fire responsibilities will be met in the following manner:			
Signature:			
Approved by Supervisor:			
Approved by State Forester:			

STATE RESOURCES

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Cooperative Fire Management Agreement and Stafford Act Response. Dated 2013, for Fire Management between the following agencies: the State of Utah, Division of Forestry, Fire & State Lands, The United States Department of the Interior Bureau of Land Management (**Agreement # BLM-UT-2013-001**), National Park Service Intermountain Region (**Agreement # 12491300001**), Bureau of Indian Affairs Western (**Agreement # A13AC00013**), Southwestern , and Navajo Regions , United States Fish and Wildlife Service Mountain-Prairie Region and the United States Department of Agriculture Forest Service, through the Regional Forester for Region 4, Intermountain Region (**Agreement # 13-FI-11046000-015**). <http://www.lonepeak.utah.gov/documents/FinalCFMAwithSignatures.pdf>

LPCC COST ESTIMATES FOR 2015

LONE PEAK VEHICLE/EQUIPMENT COSTS

Twin Peaks IA Crew

- 1.5 Ton Supt Truck (Dodge 5500) \$1.00/mile
- 6 Person Crew Carrier (Dodge 5500) \$1.40/mile

Lone Peak Engines

- Type 3 Interface (heavy) \$132/hour

Lone Peak Hotshots

- 1 Ton Supt Truck (Dodge 5500) \$1.00/mile
- 6 Person Crew Carrier (Dodge 5500) \$1.40/mile

Alta Hotshots

- 1.5 Ton Supt. Truck (Dodge 5500) \$1.00/mile
- 6 Person Crew Carrier (F- 550) \$1.40/mile

Dromedary Peaks Fuel Crew

- 1.5 Ton Supt Truck (F-550) \$1.00//mile
- 6 Person Crew Carrier (Dodge 5500) \$1.40/mile
- 1 Ton Crew-cab PU (Dodge 3500) \$.55/mile

Misc. Vehicles & Equipment

- Command Vehicle (SUV) \$.50/mile
- Command Vehicle (PU) \$.55/mile
- Fire: Chipper (14"-18") with Vehicle \$50/hour

ESTIMATED PROJECT COSTS

Resource Type:	Daily Project Costs:(10 hrs. x \$26/hr. x 20 people)
See below for size notation	Tip: Take daily x number of days to get estimated weekly total
Lone Peak IHC	\$5200
Alta IHC	\$5200
Twin Peaks	\$5200
Dromedary Peak	\$5200
Type 3 Engines (5/engine)	\$1300

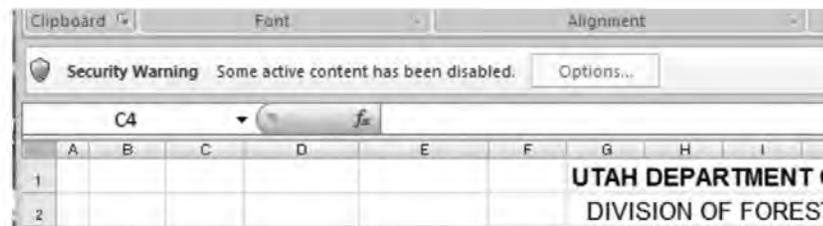
LONE PEAK RESOURCE FIRE COSTS

Use the IIBMh Chapter 80: Standard Rate for Common Cost Categories Supplement to the IIBMh. The following incident rates can be used for cost estimates in I-Suite or spreadsheet calculations. Lone Peak Rates shown are all inclusive (cost+) including overtime, hazard pay, equipment charges, per diem and lodging. Note that other agency comparatives may not be an "all inclusive" representation.

- Handcrew IHC = \$36/hour per person
- Handcrew Type 2 IA = \$36/hour per person
- Engine Type 3 Interface (wet) with crew of 5 = \$296/hour
- Misc Overhead = \$50 - \$60 hour.

SECURITY SETTINGS

When you first open the division timesheet in MS Excel 2007 you will get some security warnings because of the macros and links that are part of the spreadsheet. Unless you enable the macros then the dropdowns and buttons will not work. Below are instructions to enable the macros and links. Microsoft Security Setting instructions located atM\Commo\Accounting file name SecuritySettingsforTimeSheets.pdf

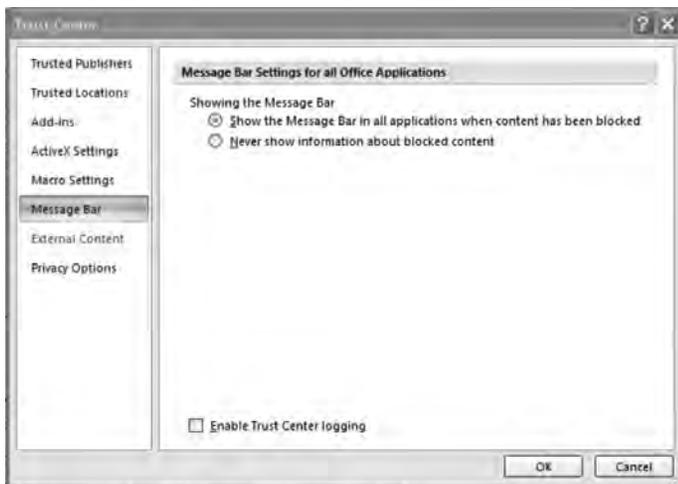


Note: Crew costs may vary if the personnel numbers or hours fluctuate. Ask the crew supervisor for current personnel number and daily cost estimates.

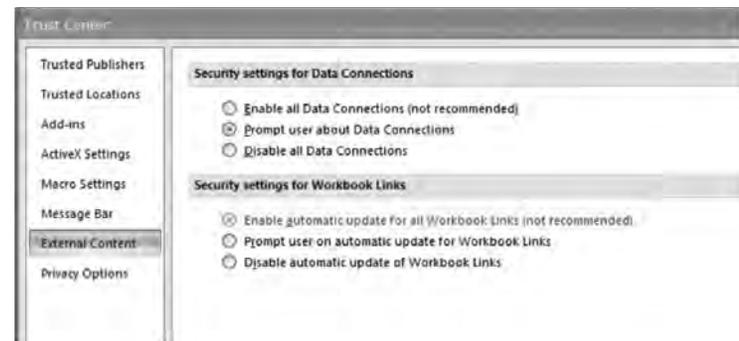
1 Click on the Options button and you will get the following:



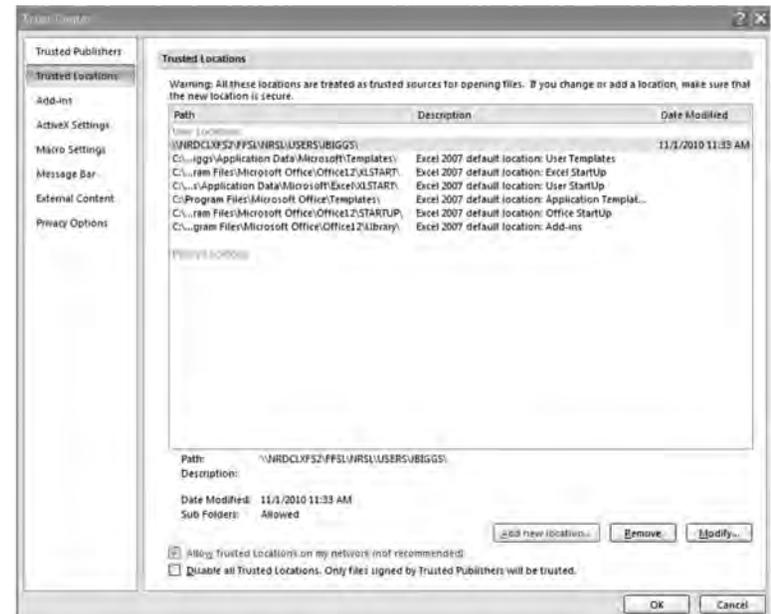
2 Click on the Enable this content under both the Macros & ActiveX and Links sections. If you don't mind doing this every time then just click OK at this point. If you don't want to have to do this every time you open the timesheet then continue on and click on the Open the Trust Center at the bottom. You will then get the following window:



1 Click on the External Content link and you will get:



2 Under the Security settings for Workbook Links section, click on the button to Enable automatic update for all Workbook Links. Don't click OK yet. Now go and click on the Trusted Locations link and you will get the following:



- 1 Click on the box to check Allow Trusted Locations on my network and then click on Add new
- 2 location. You will get the following:



- 3 This is where you need to put the path to where you have saved the timesheet. You can browse
- 4 for the location. Since I deal with multiple macro enabled files I have found it easier to just put
- 5 the M:\ drive and/or my H:\ drive and/or My Documents folder on the C:\ drive and then check
- 6 the box Subfolders of this location are also trusted. This way you can save a file anywhere
- 7 on the M:\, H:\ or local drive and it should work without getting the security message. After
- 8 putting in the path click OK. This takes you back to the Trusted Locations screen where you
- 9 can add additional locations if you so choose. When you are finished adding your locations you
- 10 then click on the OK button. This will take you back to the following window:



- 1 Click OK and the timesheet should work now.
- 2 Note: If you attempt to open the timesheet when you are not connected to the network you
- 3 will get the following message:



- 4 Click on Continue and then it should still work. If you have any trouble with the security set-
- 5 tings you can contact me (Jennifer Biggs) at 801-538-5465 or email jenniferbiggs@utah.gov.

ADMINISTRATION

BLANKET AUTHORIZATION FOR OUT-OF-STATE TRAVEL AUTHORIZATION

MEMORANDUM

TO: Robyn Pearson, Deputy Director
Department of Natural Resources

FROM: Brian Cottam, Division Director
Division of Forestry, Fire and State Lands

DATE: 12/5/13

SUBJECT: Out-of-State Travel Authorization

The Division of Forestry, Fire and State Lands request authorization to approve out-of-state travel for its employees responding to wildfires. The division uses and participates in the National Interagency Mobilization System. Consequently, we may send personnel, crews and equipment out-of-state in response to wildland fire. Due to the national diversity of fuels and weather conditions, fire assignments may occur at any time during the year.

The response time needed for these wildfire emergencies make it impractical to request out-of-state travel on a case-by case basis. The Division asks for authorization for the period January 1, 2015 thru December 31, 2015 for out-of-state travel for personnel involved in these wildfire emergencies. Any out-of-state travel costs incurred are fully reimbursable by the user agency.



**DEPARTMENT OF NATURAL RESOURCES
WORK RELATED INJURY/ILLNESS REPORT FORM**
(Use this form to document a work related injury or illness.)

Injured employee: _____
Last Name First Name Middle Name or Initial

Employee Identification Number (EIN) or Social Security Number: _____

Resident mailing address: _____
Street City State Zip

Home phone: _____ Work phone: _____ Cell phone: _____

Date of birth: mm / dd / yyyy Sex: Male ___ Female ___ Marital status: Unmarried ___ Married ___

Job (Position) title: _____

Employment status: Full Time ___ Part Time ___ Temporary ___ Permanent ___ Number of dependents: _____

Hourly wage rate (at time of incident): \$ _____ Number of days worked per week: _____

Did you receive full pay for the day of injury? Yes ___ No ___ Did your salary continue after incident? Yes ___ No ___

Time you began work the day of the incident: _____ a.m. ___ p.m. ___

Date of injury/illness exposure: mm / dd / yyyy Time of injury/illness exposure: _____ a.m. ___ p.m. ___

Date employer was notified: mm / dd / yyyy Date disability began: mm / dd / yyyy

Direct supervisor: _____
Name Phone

Type of injury/illness (eg. Sprain, laceration, break, etc.): _____

Part of body affected: _____ Left side: ___ Right side: ___ Both Sides: ___

Did injury/illness exposure occur on state property? Yes ___ No ___ Did it result in lost time: Yes ___ No ___

Location of accident/illness exposure: _____
Street City State

List all equipment, materials, and chemicals being used when the accident/illness exposure occurred.

Describe specific activity you were engaged in when the accident/illness exposure occurred.

Describe your assignment at the time the accident/illness exposure occurred.

How did the injury/illness exposure occur? Describe the sequence of events and objects or substances that directly injured the employee or made the employee ill.

Was safety equipment provided? Yes ___ No ___ Was safety equipment being used? Yes ___ No ___

Initial Treatment: None ___ (Notify Human Resources immediately if you receive medical treatment sometime in the future)
Minor by employer ___ Minor by clinic/hospital ___ Emergency care ___
Hospitalized 24 hours: Yes ___ No ___ Future major medical/lost time anticipated: Yes ___ No ___

Health care provider: _____
Name

Address of health care provider: _____
Street City State Zip Code

Name of hospital (if used): _____

Address of hospital (if used): _____
Street City State Zip Code

Witnesses: _____
Name Phone Number

Supervisor's comments: _____

Complete this form as soon as possible after the accident or onset of the illness and send or deliver it to the Department's Human Resource Office.

- Physical Address: 1594 West North Temple, Suite 316, Salt Lake City, Utah
- Mailing Address: Department of Natural Resources, Human Resource Office, P.O. Box 145610, Salt Lake City UT 84114
- FAX: 801-538-7219
- E-mail: karenharris@utah.gov

Call the Human Resource Office at 801-538-7210 if you have questions or need assistance in completing this form.

THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS

Hold Harmless Agreement

Property User: **Department of Natural Resources; Forestry Fire and State Lands**

Property location or description: **Heber East Stake Center, Heber Utah**

Property to be used solely for: **Fire crew camping on the lawn area and use of parking and pavillion area for logistic support.**

Date(s) property to be used: **8/19/12 to 8/24/12** Use of **outside area** and electricity at no cost to the incident.

Time(s) property to be used: **24 hour cycle**

Liability insurance company: **Utah Division of risk Management**

Policy number: **SG-13-23-8**

Combined single limit coverage amount: **See attached addendum incorporated as part of this agreement.**

<p>In consideration for the permission granted by Corporation of the Presiding Bishop of The Church of Jesus Christ of Latter-day Saints or other affiliated property owner (the "Property Owner") to use the above-described property, the Property User assumes and accepts, to the fullest extent permitted by law, all risks of injury to itself and its guests, invitees, and licensees, whether to person or property, including but not limited to any injuries caused by the condition of the property, the use of the property by the Property User, or the ordinary negligence of the Property Owner.</p> <p>The Property User shall use the property for the above-described uses and for no other purposes, unless the Property Owner gives its prior written consent to another use. The Property User shall promptly repair any damage to the property or the</p>	<p>Property Owner's improvements located thereon that are caused by the use of or entry onto the property by the Property User or its guests, invitees, or licensees.</p> <p>The Property User further agrees, to the fullest extent permitted by law, to indemnify, hold harmless, and defend the Property Owner, its affiliates, members, agents, servants, employees, officers, and representatives (the "Indemnitees") from any and all claims for injury or damage, whether to person or property, including damage or injury caused by the ordinary negligence of the Indemnitees, arising or alleged to have arisen out of the condition of the property or the use of the property by the Property User, its guests, invitees, or licensees.</p> <p>The Property Owner makes no representations as to the fitness of the</p>	<p>property for any particular purpose. The Property User accepts the property as is.</p> <p>The undersigned represents and warrants that the Property User has currently in effect and will maintain the liability insurance described above, with the Property Owner named as an additional insured, and that the undersigned is duly authorized to execute and deliver this agreement and thereby bind the Property User.</p> <p>This agreement shall be governed by the laws of the State of Utah, without reference to conflict-of-laws principles. Should any provision of this agreement be deemed unenforceable, the remaining provisions shall continue in force. In any action to enforce this agreement, the prevailing party shall be entitled to its reasonable costs, including attorney's fees.</p>
---	--	--

Date: **8/22/12**

Property User: **Department of Natural Resources; Forestry Fire and State Lands**

By: *[Signature]*

Title: **State Finance & Contracting**

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Addendum to Hold Harmless Agreement

The parties agree that Property User DNR is a government entity under the Utah Governmental Immunity Act, Utah Code Ann. § 63G-7-101 et. seq. ["UGIA"]. Nothing in the Hold Harmless Agreement, including without limitation any indemnity obligations, shall be construed as a waiver of any rights, immunities, or defenses otherwise applicable under the UGIA including the provisions of section 63G-7-604 regarding limitation of judgments. In addition, it is further agreed that the indemnity obligations imposed by the Hold Harmless Agreement are limited to the UGIA damage cap amounts found at Utah Code Ann. § 63G-7-604 which are currently \$674,000 per person injured in an occurrence/\$2,308,400 aggregate.

PRE-SUPPRESSION / PREVENTION SECTION

AREA READINESS REVIEW

The review criteria are as follows:

AGREEMENTS AND CONTRACTS

Awareness:

- Each employee has been provided with or has access to a set of interagency agreements that the division operates under, Master, statewide AOP, Local AOP and County.
- Each employee has been oriented and has an understanding of the contents of each document and how they relate to each other.

County Agreements:

- Current latest version, updated within the last 5 years
- Counties meet ordinance, training, and equipment requirements

Local Annual Operating Plan: Current

Interagency Dispatch Center AOP: Current

Fire Department MOU(s):

- Current • Equipment Inspection
- Appropriately signed-up, being used appropriately • Copies on file in the Area Office

Vendor Contracts: Current

ADMINISTRATION

County Suppression Budgets: Completed

Audits: Completed

FEPP Records:

- Inventory/inspections current • Equipment compliant

Interagency Relations:

- Agency Partners • Regular Meetings • Member of committees
- Local MAC groups • Good communication and coordination

Dispatch Center:

- Active member of the interagency dispatch oversight committee.
- Involved with Center Manager performance management.

County Commission/ Council:

- Keep County Commission informed/involved in wildland fire decisions
- Established procedures for notification

1 EQUIPMENT

2 Warden Vehicle and Apparatus:

- 3 • Clean
 4 • Equipped to NWCG Standards
 5 • Pump operation and performance meets manufacturer's specs
 6 • Foam system performance meets manufacturer's specs (If equipped)
 7 • Radio(s) operational, warden proficient with programming, local frequencies posted

8

9 Tools and Support Equipment:

- 10 • Area Cache
 11 • Inventoried
 12 • Available
 13 • Established procedures for resupply
 14 • Procedures for re-supply through interagency fire cache known and used
 15 • Re-supply procedures for non-cache items are known

16

17 Call When Needed Equipment:

- 18 • Vendors identified
 19 • Contracts established

20

21 TRAINING AND SAFETY

22 Area Qualifications:

- 23 • All area staff are trained and qualified for the duties they are assigned
 24 • At least one person qualified to ICT3
 25 • At least one person qualified to RXB2
 26 • Wardens qualified to at least ENGB & ICT4

27

28 Training Plans (Staff):

- 29 • Each employee has a training plan with a position goal identified and the required training to
 30 achieve the goal listed
 31 • A hard copy is on file in the Area office, State office and targets identified in IQS
 32 • Each employee has a file to document training, certifications and experience
 33 • Annual refresher, work capacity testing completed and Red Cards issued
 34 • Each employee receives the appropriate annual agency required training, i.e. defensive
 35 driving, workplace harassment prevention, etc.

36

37 Training Plans (Fire Departments):

- 38 • Needs analysis has been conducted
 39 • Departments needing training have been identified and prioritized to achieve compliance to
 40 County Agreements and fire department MOU.

41

42 Personal Protective Equipment (PPE) (Staff):

- 43 • Staff have adequate PPE meeting NWCG standards to safely perform the duties of their job
 44 PPE (Fire Departments):
 45 • Local fire departments have adequate PPE meeting NWCG standards to safely engage in

1 wildland firefighting OR local departments have been counseled and advised as to how to
 2 obtain the required PPE

3

4 Work/rest:

- 5 • Work/rest guidelines are observed
 6 • Plans are in place to provide adequate rest for all staff during the fire season, even in times
 7 of active fire suppression

8

9 After Action Review (AAR):

- 10 • A process is in place to review performance on all fire assignments

11

12 Complexity analysis:

- 13 • Suppression activity is monitored to recognize when complexity level exceed capabilities,
 14 managerial and operational resources are increased accordingly

15

16

17 FIRE PREVENTION

18 Prevention Plans:

- 19 • Fire prevention plans developed and in place for each county that identify signage. (where to
 20 post signs and the message)
 21 • Prevention activities/events • Restriction/closure procedures
 22 • Participation with interagency partners

23

24

25 FUELS

26 Fuels Map:

- 27 • Shows year to date planned, initiated, ongoing and completed projects from all applicable
 28 agencies
 29 • Hard copies of maps kept in area office
 30 • Distribution of maps/data to all applicable parties (wardens, VFD's, FED's, etc.)

31

32 Home/ Community Assessment Data:

- 33 • Data sorted and stored by community
 34 • Ability to share data with response agencies during an event
 35 • Map reflecting assessed structures
 36 • Re-assessments completed after project implementation

37

38 Participation in area committees:

- 39 • Local fuels committee • UPCD • Others as identified

40

41

42 CWPP List:

- 43 • Year to date list showing CWPPs and primary contacts for communities
 44 • Copies of CWPPs to all appropriate entities, i.e. State office and appropriate cooperator
 45 agency and stakeholders

1 MOBILIZATION**2 PRE PLANNED DISPATCH:**

- 3 • Run Cards updated

5 COMMUNICATIONS:

- 6 • Radios programmed with IA current frequencies for FFSL staff and local fire departments
- 7 • Fire season severity predictions, weather forecasts, fire behavior predictions, and fire activity levels are monitored and communicated to all Area staff
- 9 • A process is established to communicate fire information to the state office, public, media and cooperators

12 INCIDENT ORGANIZERS:

- 13 • Issued to all wardens and appropriate cooperators • Policy for use

15 COUNTY MOBILIZATION PLANS:

- 16 • Updated • Current • Copies provided to State office

18 DUTY OFFICERS:

- 19 • Adequate qualified staff available to provide one person assigned as duty officer throughout fire season

22 ROSS:

- 23 • Division information updated, current, and stasured correctly

25 IMT SUPPORT**26 WFDSS:**

- 27 • Trained • Understand our role • Participate in WFDSS development
- 28 • Area staff is assigned to evaluate, validate, approve and sign the WFDSS daily

30 TEAM BRIEFING:

31 Briefing package or format

33 DELEGATION OF AUTHORITY:

34 Draft or template developed and available

36 COST SHARE AGREEMENT:

- 37 • Staff trained • Using standard format • Staff understands roles and limitations.
- 38 It is recommended that each Area conduct an internal review each year using this and other
39 Area specific criteria regardless of whether the Area is scheduled for review by the state
40 office.

42 ENGINE MAINTENANCE

43 The vehicle and auxiliary equipment which has been issued to the warden or other engine
44 operator or engine captain is for fire suppression. It is the warden's responsibility to ensure
45 the unit and equipment are clean and in good working order at all times. This is primarily

1 to ensure a safe, effective attack can be made on fires. However, the appearance of the unit
2 also says a great deal about the Division, the warden, and other engine operator or engine
3 captain as individuals and employees.

- 4 • Time should be spent on a regular basis to maintain the unit. The pumping equipment,
5 including drafting capabilities, should be checked daily.
 - 6 • Vehicle damage and/or deficiencies should be reported to a supervisor immediately. The
7 supervisor will determine the best means of correcting the problem and provide instruction
8 to the warden.
 - 9 • If the warden is unable to contact a supervisor in a reasonable amount of time, they should
10 then contact the State Fire Management Officer for instructions.
 - 11 • The following should be considered minimum maintenance standards:
 - 12 • Vehicle chassis lube, oil and oil filter changed according to the fleet schedule for the vehicle,
13 or other division standards.
 - 14 • Vehicle air filter checked and changed according to the fleet schedule for the vehicle, or
15 other division standards
 - 16 • Pump engine oil change and air filter cleaned or changed every 25 hours of use.
 - 17 • Vehicle washed every week.
 - 18 • Vehicle waxed 2 times throughout the season plus once at the end of the season (total 3
19 times a year).
 - 20 • Visual inspection of all components once daily.
 - 21 • Pump started, systems checked daily.
 - 22 • A complete inspection will be made after every incident.
 - 23 • There is a Fire Vehicle Safety Inspection & Preventive Maintenance Form available. Check
24 with supervisor for the specific ones for your specific work unit
 - 25 • Operational tips for the Briggs & Stratton/Robwen pump assembly:
 - 26 • Keep fuel free of water and dirt. Use isopropyl alcohol/fuel de-icer as required to remove
27 any water from fuel. Change fuel filter if dirty. With the addition of Ethanol to gasoline add
28 Marine Formula Sta- Bil for ethanol additive to all gasoline used in pump and chainsaw
29 motors.
 - 30 • Always turn fuel valve off when finished using pump assembly. If fuel valve is left on for an
31 extended period of time fuel may pass through the carburetor into the engine cylinder and
32 crankcase diluting the lubricating oil. tracking and daily cost estimates. It will be important
33 to have finance personnel assigned to the incident who are familiar with an automated cost
34 tracking system to use the more detailed apportionment methods.
 - 35 • Service the pump motor every 25 hours. Keep track of operating hours on hour meter. Hour
36 meter runs anytime key is on.
 - 37 • Always be sure some water is moving through when pump is running to prevent overheating.
38 Check pump occasionally to see if it is getting hot from lack of circulation, All units are
39 equipped with either a 1/8" line to return water to the tank or a pressure bypass valve. Be
40 familiar with which system your engine is equipped.
 - 41 • Call Mike Gyllenskog if you have any problems at: 435-881-1446- Mobile.
- 42 **Use the following procedure when storing the engine for the winter:**
- 43 • Drain water from tank
 - 44 • Open all valves halfway to prevent trapped water freezing and breaking valve
 - 45 • Open all petcocks and drains (Make sure drains are operational)

- 1 • Check for drain petcock on bottom of pump body
- 2 • Remove and stow filter cup and screen
- 3 • Remove and store battery inside to prevent freezing
- 4 • Disconnect 1/4" line at back of pressure gauge, behind panel, to prevent freezing damage
- 5 • Cover pump and motor with tarp or store vehicle inside to prevent accumulation of moisture
- 6 in engine, starter, and solenoid
- 7 • Prevent water from entering fuel tank by replacing damaged fuel caps
- 8 • Prevent water from entering cylinders by replacing damaged air cleaner nut

9
10 **COST SHARE METHODS MAY INCLUDE:**

- 11 • Mutual Aid (Initial Attack) agreements: Pre-season agreements or operating plans will
- 12 describe how costs are to be shared, usually within the first 24 hour period or a defined
- 13 initial attack agency cost (see State Annual Operating Plan).
- 14 • Ownership/ Acres Burned: Based the on percentage of burned acres owned/managed by
- 15 each agency. (i.e. 20% of burned acres are state land - FFSL pays 20% of suppression
- 16 costs). Protection objectives may require a separate percentage or estimated dollar amount
- 17 to be calculated for aircraft/retardant cost.
- 18 • You Order You Pay: Each agency is fiscally responsible for the resources they order,
- 19 regardless of where they are used on the incident.
- 20 • Cost Apportionment of Resource Use: The apportionment method shares final incident costs
- 21 (indirect/direct) based upon the usage of direct resources in the incident action plan or
- 22 location of actual use per operational period (documents were the direct effort was applied).
- 23 The outcome will generate a percentage of benefit by agency that is applied to the incidents
- 24 actual cost derived from final agency accounting systems.
- 25 • Proportionate Share: Costs between agencies can be based on a summary of daily estimated
- 26 incident costs and each agencies proportionate share. Daily agency cost percentages should
- 27 be documented on the Incident Action Plan (IAP). Aircraft and retardant.

28
29 **FIELD KIT SUPPLIES**

- 30 • Accident Reports**
- 31 • Burning Permit Book
- 32 • Cell Phone & GPS Unit
- 33 • Cost Share Agreements**
- 34 • County Monthly Activity Report**
- 35 • Crew Time Report Book
- 36 • Equipment Time Book
- 37 • Equipment Transfer Forms,**
- 38 • Excess Equipment Inspection Report
- 39 • Fire Department MOU and Rate Manual **
- 40 • Fire Line Hand Book **
- 41 • Gas Card Vendor Listing**
- 42 • ICS Forms **
- 43 • Incident Business Management Handbook **
- 44 • Incident Organizers for Dispatch Area
- 45 • Incident Replacement Request Form **

- 1 • Interagency Operations Guide (Red Book)**
- 2 • I.R.P.G.**
- 3 • Local AOP ** (See also Webpage for all agreements)
- 4 • Set of Maps
- 5 • Mob Guide ** (County and EGB)
- 6 • Personal Time Sheet**
- 7 • Radio Frequency List**
- 8 • Programming Guide**
- 9 • Spot weather forecast form**
- 10 • State Fire Report **
- 11 • State Forms** (Perform specific search on the M drive)
- 12 • Telephone Directory**
- 13 • Wardens Manual**
- 14 ** Indicate that they are available online and referenced on the M drive.
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BASIC INVENTORY - FIRE WARDEN ENGINE

1	1	Fire Extinguisher	1	First Aid Kit
2	1	Star Lug Wrench	1	Hydraulic Jug Jack
3	1	Belt Weather Kit	1	Hydrant Wrench
4	1	Honda (or similar) Portable Pump	2	1 ½ Draft Hose w/ Foot Valve 8 or 10 foot lengths
5	1	Collapsible Bucket	300 ft	1 ½" Hose
6	300 ft	1" Hose	500 ft	¾" Garden Hose
7	1	Chain Saw	1	Pair Chainsaw Chaps
8	1	Pouch w/ 2 Wedges and Tools		
9	1	Hydrant Adapter (2 ½ x 1 ½) NST	2	½" x 1" Spanner Wrench
10	2	1 ½"x 2 ½" Spanner Wrench	2	Hose Clamp
11	2	1" Gated Wye	2	1 ½" Gated Wye
12	2	1" Combination Nozzles	1	Forester Nozzle
13	2	1 ½" Combination Nozzles	2	¾" Nozzle
14	2	1" Ball Valve	1	1 ½" Ball Valve
15	2	1 ½"x1" Tee	2	1"x1" Tee
16	2	1"x ¾" Tee	3	1" Tee w/shut off
17	2	¾" Shut Off Valves	2	¾" Gated Wyes
18	2	¾" Wyes	1	1 ½" Double Female
19	1	1 ½" Double Male	1	1" Double Female
20	1	1" Double Male	1	1" Thread Adapter
21	1	½" Thread Adapter	2	1 ½"-1" Reducer
22	2	1"-1 ½" Increaser	4	1"-¾" Reducer
23	2	Fire Shovel	2	Pulaski
24	1	McLeod	1	Combination Tool
25	1	Drip Torch	2	Backpack Pump
26	2	Rolls of Flagging	200 ft	Booster Hose
27	1	Case MREs	2	Box AA Batteries
28	1	Box D Batteries	1	Handheld Radio
29	1	Bucket (5 Gal) Foam Concentrate	1	Asst. Plastic Tool
30	1	Asst. Hose Gaskets	2	12" Bastard Files
31	1	Sleeping Bag	1	Sleeping Pad
32	1	Roll of Filament Tape	1	Asst. Fusees
33	1	Five Gallon Gas Can	1	Five Gallon Diesel Can

DE MINIMIS BURNING CHECKLIST (Move to end of Sec. C)

- Full PPE
- Adequate Resources For project
- List: _____
- Justification:
- Contingency
- List: _____
- Resources Briefed
- Obtained Weather Forecast
- Attach: Routine Fire Weather Planning Forecast
http://www.wrhn.noaa.gov/total_forecast/getprod.php?wfo=slc&pil=FWF&sid=slc
- Notification Day of Burn
- Smoke Management Approval
- Form 5 (upon completion of burn, optional)
- Values at risk, list: _____
- Permission from Landowner or HOA to Conduct Burn
RXB3: _____
- Conditions when Ignited
- Temp: _____
- RH: _____
- Wind (speed and direction): _____
- Adequate clearing index. Attach Clearing Index Forecast http://www.wrhn.noaa.gov/forecast/wxtables/?wfo=slc&clridx=1
- Smoke Management
- Form 2
- Notifications
- Interagency Dispatch
- Local Dispatch
- Community(s)
- Other
- Time and condition the fire was left: _____
- Fire checked at what frequency? _____
- Date: _____

CAMPFIRE GUIDELINES

Definition: permanently improved places of habitation are homes or cabins that are fixed in place and the area surrounding the structure is improved and the vegetation modified to mitigate fire danger.

Guidelines:

- Campfire must be contained within a pit 18 inches deep into mineral soil absent of roots or any other organic materials or solid ring made of noncombustible material that is at least 18 inches in height that will contain the fuel wood or coals while shielding the ashes from being blown by the wind.
- Maintain 18 inch depth of the pit by removing build up ash and other materials; assure disposed materials are completely extinguished.
- Campfire must be at least 15 feet away from any combustible vegetation or structures, vertically and horizontally. Fire resistant vegetation as part of the landscaping is excluded.
- One person 18 years of age or older must attend the fire at all times.
- Ten gallons or more of water must be dedicated and immediately available on-site for fire suppression.
- At least one standard sized shovel must be dedicated and immediately available on-site for fire suppression.
- Campfire must be completely extinguished, cold to the touch, when not attended.
- Persons responsible for escaped or unattended campfires are subject to prosecution and suppression costs.

1 APPENDIX A: Prescribed Fire Plan Standards and Guidelines

2 APPENDIX B: Requirements - Prescribed Fire

3 APPENDIX C: Prescribed Fire Complexity Guide

4
5 **APPENDIX A** - Draft prescribed fire plan
6 Standards and guidelines -
7 A written Prescribed Fire Plan will be developed for every management-ignited fire 20
8 acres or larger or which produces more than 1000 pounds of particulate emissions.
9 Prescribed Fire Plans are required through agreement with the Utah Air Quality Board
10 (Department of Environmental Quality - Division of Air Quality), Smoke Management Plan
11 Agreement and Resource Development Coordinating Committee. The Division of Forestry,
12 Fire, and State Lands is recognized as the lead agency and fire expert for state and pri-
13 vate lands in Utah.

14 I. Prescribed Fire Plans

15 Use of fire for resource management requires an approved and documented Prescribed
16 Fire Plan and Prescription. At a minimum, Prescribed Fire Plans shall include and address
17 the following items:
18

19 A. Name:

20 Project name.
21
22

23 B. Prescribed Fire Number

24 A unique number based on Area and county will be assigned to each fire. These will be
25 coordinated with the Smoke Management Coordinator.
26

27 C. Resource Management and Prescribed Fire Objectives

- 28 1. Objectives that are desired as a result of the burn.
- 29 2. Purpose of the burn including, but not limited to hazard reduction, wildlife habitat
30 improvement, range improvement, site preparation or ecosystem maintenance.
- 31 3. Post burn conditions including fuel consumption, scorch heights, etc.
32

33 D. Complexity Analysis

34 A complexity analysis of the prescribed fires should be made using NWCG Prescribed Fire
35 Complexity Rating System Guide (PMS 424, 2002). The complexity level (low, moderate,
36 high) will determine the qualification level needed by the individual developing the Pre-
37 scribed Fire Plan. A high complex prescribed fire will be written and require supervision
38 by a Prescribed Fire Burn Boss Type 1 (RXB1), a moderate complex prescribed fire will
39 be written and require supervision by a person with Prescribed Fire Burn Boss 2 (RXB2)
40 qualifications, while a low complex prescribed fire may be developed and supervised by a
41 Prescribed Fire Burn Boss 3 (RXB3).
42

43 E. Project Area Description

- 44 1. Overall size of the project area in acres.
- 45 2. A geographic description of the project area location.

- 1 3. Legal description of the included lands along with latitude and longitude of major corners.
- 2 4. Counties and administrative area involved.
- 3 5. Detailed description of fuels, topography, roads, trails, waters, natural barriers, etc.
- 4 6. A brief description of fire history in and around the project area.
- 5 7. The size of the burn in acres and its location.
- 6 8. Fuel types, models and loading. Estimated average tons of fuel per acre.
- 7 9. General and detail maps of the area. Maps of burn unit(s) should include location of control
8 lines, ignition pattern, access, water sources and other pertinent information.

9 F. Land Ownership

10 Private landowners, industry, jurisdictional agencies (federal and state), county and local
11 governments. If multiple owners, describe by legal description and maps.
12
13

14 PRE-IGNITION PREPARATIONS

15 Location of control lines. Specifications and standards for the control lines including dispo-
16 sition/disposal of debris from line construction.

- 17 1. Number and type of resources for preparatory work.
- 18 2. Logistical needs to carry out the burn.
- 19 3. Treatment alternatives and post treatment recommendations.
20

21 Special Protection Needs - Identification of property, resources, or improvements which need
22 additional protective measures from fire and areas that need reduction in hazardous fuels.

23 G. Ignition and Holding Resources

- 24 1. Ignition devices/system to be used.
- 25 2. Firing resources needed (equipment and personnel).
- 26 3. Holding resources required (equipment and personnel).
- 27 4. Location and procedures for dispatch of reserve suppression resources.
28

29 H. Fire (Behavior) Prescription

- 30 1. A site-specific prescription shall be developed and approved for each planned ignition.
- 31 2. Parameters including wind speed (minimum and maximum) and direction (desired
32 and acceptable), relative humidity (minimum and maximum), temperatures (minimum
33 and maximum), fuel moisture (live and dead), maximum flame lengths, fire intensity,
34 etc. shall be identified in the prescription. Weather data should be collected on site by
35 personal observations or automated weather stations for several days immediately prior
36 to implementation of the project. Observations should be made at a consistent time and
37 location, recorded and submitted with the burn plan package.
- 38 3. Data from fire behavior programs (Rx BURN, BEHAVE, or FOFEM -First Order Fire Effects
39 Model) should be attached and clearly identified to establish and support the prescription.
40

41 I. Execution of Prescribed Fire

- 42 1. The type of burn (natural ignition or planned ignition) (broadcast or piles).
- 43 2. Resource deployment.
- 44 3. Pre-ignition line reinforcement.
- 45 4. Units and ignition sequence

- 1 5. Communications.
- 2 6. Organization (command and control).
- 3 7. Issuance of Burning Permit/Signature
- 4 8. Other specific management needs as appropriate.
- 5 9. Go/No Go checklist. Go/No Go decisions.
- 6
- 7 J. Implementation Timeline
- 8 1. The period of time during the year in which it is anticipated the conditions outlined in the
- 9 prescription window will occur.
- 10 2. Construction of holding lines.
- 11 3. Pre-burn physical inspections of all perimeters, burns unit control lines, roads, water
- 12 sources, debris piles etc.
- 13 4. Securing resources.
- 14 5. Assignment of responsibilities.
- 15
- 16 K. Smoke Management
- 17 1. Estimate of emissions and impacts on air quality and the public health.
- 18 2. Register burn with Smoke Plan Coordinator. Provide all other forms required by Smoke
- 19 Management Plan or requests by the Smoke Management Coordinator.
- 20 3. Smoke management strategies (such as avoidance, dilution and emission reduction or peak
- 21 user avoidance) to minimize impacts on visibility and particulate impacts on communities
- 22 and Class I airsheds in and out of the state.
- 23 4. Indicate in the plan that there will be no ignition when air pollution episodes are declared
- 24 by the State of Utah or by adjacent states when requested by BAQ.
- 25
- 26 L. Notifications and Coordination
- 27 1. Consider the potential magnitude of oversight or local and political interest.
- 28 a. Remote area with little or no public interest,
- 29 b. Some public interest and concerns requiring mitigation, or
- 30 c. High interest with possible internal and external pressures.
- 31 d. Inter-agency and intra-agency coordination and cooperation.
- 32 2. Procedure to notify all necessary parties of the fire.
- 33 a. Adjacent landowners.
- 34 b. Fire and law enforcement dispatch offices.
- 35 c. Downwind communities.
- 36 d. Local fire departments and agencies with fire suppression responsibilities.
- 37 e. Media
- 38
- 39 M. Values at Risk and Risk Management
- 40 A risk assessment of potential impacts of plan implementation, including probability of
- 41 success and consequences of escape. Risk to life, property and natural resources.
- 42 1. Safety concerns, mitigation strategies, and daily briefing procedures.
- 43
- 44 N. Contingency Plan
- 45 1. If the prescribed fire goes out of prescription or escapes.

- 1 2. Procedures for declaring fire out of prescription or escaped.
- 2 3. Who will be notified and how?
- 3 4. Where will additional resources be obtained? How will they be ordered?
- 4 5. Estimated time of arrival of resources once ordered.
- 5 6. What changes will be necessary to command and control structure?
- 6
- 7 O. Responsibilities, Liabilities and Costs
- 8 Incident command structure responsible for analysis, decisions, evaluation and monitoring.
- 9 Landowner and agency liabilities. Financial obligations, responsibilities and project cost
- 10 estimate.
- 11 1. A detailed summary of all costs related to the prescribed fire.
- 12 2. A listing of responsible parties for cost including those occasioned by the fire going out of the
- 13 prescription or escaped. These may be listed as individual items or a percentage of cost.
- 14 3. A signed statement committing the individual/agency to their cost of the prescribed fire.
- 15
- 16 P. Evaluation Criteria
- 17 1. Criteria to be used in evaluating the outcome of the prescribed fire in relation to its stated
- 18 objectives and the prescription.
- 19 2. Criteria or method to decide when and if an escaped ignition will be declared a wildfire and
- 20 suppressed, allowed to burn, or have some form of limited action taken.
- 21
- 22 Q. Monitoring
- 23 1. Identify the appropriate level of monitoring and evaluation needed.
- 24 2. Provisions for monitoring whether the fire is within prescription and expected to remain so
- 25 based on current and expected conditions.
- 26 3. Documentation of conditions related to the prescription for the project file and later
- 27 evaluation.
- 28

APPENDIX B

Requirements - Prescribed Fire

Supervisors will work with employees to develop training plans to meet prescribed burn qualifications. Training plans identify the level of fire qualifications and list the target position(s) in which the employee is progressing. Plans will identify classroom training, training assignments, experience, and task book sign-off required to meet the qualification level identified. The training plan may be amended to meet changing needs and interests.

Fire Management will be responsible for working with supervisors and employees to verify training, experience, and task book completion. The fire management work unit will be responsible for maintaining records to document employees' (prescribed) fire qualifications. Employees should keep copies of all certificates and other training history.

To develop or review burn plans of low complexity, a person must be qualified as a Prescribed Fire Burn Boss 3 (RXB3). Plans of moderate complexity may be developed and reviewed by a qualified Prescribed Fire Burn Boss Type 2. Prescribed Burn Boss Type 1 must develop and review the most complex prescribed burn plans.

1 Requirements for prescribed burn positions will be identified in the latest addition of the
 2 National Wildfire Coordinating Group (NWCG) Wildland and Prescribed Fire Qualification
 3 Guide (PMS-310-1/October 2014) which have been modified to meet agency needs. The
 4 Division has adopted the Prescribed Fire Burn Boss 3 (RXB3) to supplement the qualifi-
 5 cations system. This position supervises prescribed fire operations of low complexity. The
 6 Prescribed Fire Burn Boss 3 requires a NWCG rating of Incident Commander Type 5 (ICT5)
 7 and completion of the Prescribed Fire Burn Boss (RXB3) position task book.

8
 9 **APPENDIX C**

10 Prescribed Fire Complexity Rating System Guide
 11 Complexity analysis of proposed prescribed burns will be conducted using the method out-
 12 lined in the "Prescribed Fire Complexity Rating System Guide" Found at: <http://www.nwcg.gov/pms/pubs/pubs.htm>.

14
 15 Analyzing the complexity of a prescribed fire is not a simple mathematical exercise. It is a
 16 process conducted by an experienced fire manager, to weigh the various components of
 17 a prescribed fire to ascertain the level of difficulty of obtaining the desired results while
 18 keeping the fire within the specified area and minimal impact outside of the area. The fol-
 19 lowing are recommended steps (see "Prescribed Fire Complexity Rating System Guide" for
 20 thorough explanation) in analyzing the complexity.

21 Preview Complexity Factors - Review the rating descriptors prior to visiting the site to
 22 determine which may be of the most concern.

23
 24 Preliminary Rating - Visit the site and rate the factors. Make notes on what actions can
 25 be made to reduce the severity of the individual elements. This preliminary rating should
 26 determine the skill level needed for planning purposes

27
 28 Final Rating - Near the end of the planning process, the complexity elements should be re-
 29 viewed based on proposed actions and additional information developed during the planning
 30 phase. Written explanation should be made when this analysis reduces the complexity level
 31 of the various elements from the preliminary analysis. Close attention should be given to
 32 those elements that rate higher than the overall average.

33
 34 Summary Rating - As the mitigation actions have been applied, the highest rating from any
 35 single element will provide the foundation for determine the overall complexity of the pre-
 36 scribed fire. Experience and judgment should be applied in making the summary complexity
 37 rating. Management Approval - The summary complexity rating and rationale are provided
 38 to line office for final complexity approval.

RX COMPLEXITY ANALYSIS

Element	Risk	Potential Consequence	Technical Difficulty
1. Potential for Escape			
2. the number & dependency of actives			
3. Off site values			
4. Fire behavior			
5. On site values			
6. Management organization			
7. Public and potential interest			
8. Fire treatment objectives			
9. Constraints			
10. Safety			
11. Ignition procedures/methods			
12. Interagency coordination			
13. Project Logistics			
14. Smoke Management			
SUMMARY			

1 ACRONYMS

2		
3	a.m.	ante meridiem, Latin for "before noon."
4	AL	Area Liaison
5	AOP	Annual Operating Plan
6	ATC	Applied Technology College
7	BIA	Bureau of Indian Affairs
8	BLM	Bureau of Land Management
9	CFMA	Cooperative Fire Management Agreement
10	DAQ	Department of Air Quality
11	DAS	Department of Administrative Services
12	DBH	Diameter at Breast Height
13	DEM	Department of Emergency Management
14	DES	Department of Environmental Services
15	DFO	Division of Fleet Operations
16	DNR	Department of Natural Resources
17	DOI	U.S. Department of Interior
18	DPL	Dispatch Priority List
19	DPS	Department of Public Safety
20	DTO	Division Training Officer
21	DTS	Division of Technology Services
22	EERA	Emergency Equipment Rental Agreement
23	ENGB	Engine Boss
24	ENOP	Engine Operator
25	FAL3	Basic Faller
26	FAL2	Intermediate Faller
27	FAL1	Advanced Faller
28	FEMA	Federal Emergency Management Agency
29	FEPP	Federal Excess Personal Property
30	FFSL	Forestry, Fire & State Lands
31	FFT1	Firefighter Type 1
32	FMO	Fire Management Officer
33	GACC	Geographic Coordination Center
34	GPS	Global Positioning System
35	GVW	Manufacturer's Gross Vehicle Weight
36	IA	Initial Attack
37	IAP	Incident Action Plan
38	IBA	Incident Business Advisor
39	IBPA	Incident Blanket Purchase Agreement
40	IC	Incident Commander
41	ICP	Incident Command Post
42	ICT3	Incident Commander Type 3
43	ICT4	Incident Commander Type 4
44	IHC	Interagency Hotshot Crew
45	IIBMH	Interagency Incident Business Management Handbook

1	IMT	Incident Management Team
2	IQSweb	Incident Qualification System Web
3	JHA	Job Hazard Analysis
4	LPCC	Lone Peak Conservation Center
5	LPD	Limited Purchase Delegation
6	LPG	Liquefied Petroleum Gas
7	MCC	Merchant Commodity Code
8	MOU	Memorandum of Understanding
9	NFDRS	National Fire Danger Rating System
10	NFP	National Fire Plan
11	NFPA	National Fire Protection Association
12	NPS	National Park Service
13	NUIFC	Northern Utah Interagency Fire Center
14	NWCG	National Wildfire Coordinating Group
15	OST	Out of State Travel
16	p.m.	post meridiem, Latin for "after noon."
17	P-Card	State Visa Purchase Card
18	POU	Point of Use
19	PPE	Personal Protective Equipment
20	PTB	Position Task Book
21	ROSS	Resource Operating Status System
22	SMP	Smoke Management Plan
23	SUWFCTC	State of Utah Wildland Fire Certification Training Committee
24	UDOT	Utah Department of Transportation
25	UFRA	Utah Fire and Rescue Academy
26	UHP	Utah Highway Patrol
27	ULWF	Utah Living with Fire
28	USFS	U.S. Forest Service
29	USFWS	U.S. Fish and Wildlife Service
30	UVU	Utah Valley University
31	VIPER	Virtual Incident Procurement System
32	VLAT	Very Large Aerial Tanker
33	WFDSS	Wildland Fire Decision Support System
34	WUI	Wildland Urban Interface

37 State Travel Phone Numbers

38	State Travel Office: Monday - Friday 8am to 5pm • 801-538-3350
39	In-state toll free 866-489-9834
40	After Hours and Weekends Emergency • 5pm - 8am (Mountain Time) Mon. through Friday
41	All day on weekends and holidays • 888-739-7018
42	Daytime Emergency • 8am - 5pm Monday - Friday • 801-537-9124 (if traveling within 24
43	hours only)
44	FAX Number • 801-538-3485
45	

1 WEB REFERENCES

2
3 M drive locations are only accessible to State employees.
4 1 - DIVISION ORGANIZATION
5 Lone Peak Resources • <http://www.lonepeak.utah.gov/>
6 Management Tools • <http://lonepeak.utah.gov/lpcc/agreements-operating-plans-manuals>
7 Organizational Overview • www.forestryl.utah.gov
8
9 2. LAWS, RULES, AND POLICY
10 Administrative Rules
11 <http://www.rules.utah.gov/publicat/code/r652/r652-122.htm>
12 Business Management Links page, Utah State:
13 <http://lonepeak.utah.gov/lpcc/agreements-operating-plans-manuals>
14 DNR Policy
15 <http://innerweb.nr.utah.gov/index.php/dnr-employee-policy-procedure-manual>
16 LPCC Resources • <http://www.lonepeak.utah.gov>
17
18 RX Fire Complexity Guide
19 http://www.nwcg.gov/pms/RxFire/complexity_analysis.pdf
20 Web File Access to FFSL Network Directories <https://files.nr.utah.gov>
21
22 3 ADMINISTRATION
23 Billing Forms • M:\Fire\FORMS\Out-of-State Fire
24 Contract templates • M:\Fire\Agreements\Purchasing Contracts LPD
25 Cost Share Agreement • <http://lonepeak.utah.gov/lpcc/agreements-operating-plans-manuals>
26 Monthly Activity Reports • M:\Fire\Monthly Activity Reports
27 Department of Technology Services (DTS) Helpdesk • 1-800-678-3440
28 Dispatch Priority List (DPL) • <http://www.fs.fed.us/business/incident/vipr.php>
29 Dispatch Priority List (DPL), National Guidelines
30 http://www.nifc.gov/nicc/logistics/references/National_SOG_Contracted_Resources_Guide.pdf
31 Fire Reporting System, State • <http://usfr.utah.gov>
32 Fuel Program • <http://www.fleet.utah.gov/fuel-program.html>
33 Fuelman Mobile App iPhone <http://www.fuelman.com/fuelman-mobile-site-locator.aspx>
34 Android Google Play Store Search Fuelman Site locator
35 Great Basin Cost Estimates
36 <http://lonepeak.utah.gov/lpcc/agreements-operating-plans-manuals>
37 Great Basin Supplement <http://gacc.nifc.gov/egbc/business.php>
38 Land Use Agreements (LAU)
39 <http://lonepeak.utah.gov/lpcc/agreements-operating-plans-manuals>
40
41 Policy, DNR
42 <http://innerweb.nr.utah.gov/index.php/dnr-employee-policy-procedure-manual>
43 Rentals, Insurance Limits • <http://fleet.utah.gov/fleet/state-travel.html>
44 State Contracts • www.purchasing.utah.gov
45 State Travel • <http://fleet.utah.gov/fleet/state-travel.html>

1 State Travel Office • Monday - Friday 8am to 5pm • 801-538-3350
2 In-state toll free • 866-489-9834
3 After Hours and Weekends Emergency • 5pm - 8am (MT) Mon- Fri.
4 All day on weekends and holidays • 888-739-7018
5 Daytime Emergency • 8am - 5pm Monday - Friday • 801-537-9124 (if traveling within 24 hrs)
6 FAX Number • 801-538-3485
7 Technology Coordinator
8 FFSL Web-Designer • 801-538-5555
9 Time Sheet, FFSL • M:\Common\Accounting
10 Time Sheet Security Settings • M:\Common\Accounting
11 Tire Replacement Vendors • <http://www.fleet.utah.gov/menu-fleet-program/menu-vehicle-maintenance-and-repair/menu-tire-replacement-procedure.html>
12
13 Uniform Brochure, DNR
14 M:\Common\DivisionInformation\UniformInformation\Uniform brochure.pdf
15 Uniform Policy
16 M:\Common\DivisionInformation\UniformInformation\FFL-96-A-4-UniformPolicy.wpd
17 Virtual Incident Procurement System (VIPR) • <http://www.fs.fed.us/business/incident/vipr.php>
18 Warehouse, DNR • <http://dnrwarehouse.com/>
19
20 4 SAFETY & RISK MANAGEMENT
21 IRPG • <http://www.nwcg.gov/pms/pubs/pms461/pms461.pdf>
22 Red Book • http://www.nifc.gov/policies/pol_ref_redbook_2011.html
23 Interagency Incident Business Management Handbook (IBMH)
24 <http://www.nwcg.gov/pms/pubs/large.html#IIBMH>
25 Fire Shelter • http://www.nifc.gov/fireShelt/fshelt_main.html
26 Job Hazard Analysis (JHA)
27 <http://www.thesafetylibrary.com/lib/accidentanalysis/jobhazardanalysis.php>
28 Incident Emergency Planning
29 <http://www.nwcg.gov/general/memos/nwcg-025-2010.html>
30 Incident Emergency Medical Subcommittee (IEMS)
31 <http://www.nwcg.gov/branches/pre/rmc/iems/index.html>
32 Medical Units Standard
33 http://www.nwcg.gov/branches/pre/rmc/iems/policyguides/minimum_stds_for_medical_units.pdf
34
35 Risk Management • NWCG <http://www.nwcg.gov/branches/pre/rmc/>
36 Risk Management, State • <http://www.risk.utah.gov>
37 Wildland Fire Incident Management Field Guide • <http://www.nwcg.gov/pms/pubs/pms210/pms210.pdf>
38
39 Workers Compensation
40 <http://laborcommission.utah.gov/>
41 Safenet • <http://safenet.nifc.gov/>
42 National Safety Institute • <http://www.cdc.gov/niosh/>
43
44
45

1 5 - PRE-SUPPRESSION
 2 Community Wildfire Protection Plan (CWPP)
 3 [http://www.forestry.utah.gov/index.php/fire/resources-for-homeowners/communi-](http://www.forestry.utah.gov/index.php/fire/resources-for-homeowners/community-fire-planning)
 4 [ty-fire-planning](http://www.forestry.utah.gov/index.php/fire/resources-for-homeowners/community-fire-planning)
 5 Eastern Great Basin • <http://gacc.nifc.gov/gbcc/>
 6 Fire Department Manual • [http://www.forestry.utah.gov/index.php/fire/resourc-](http://www.forestry.utah.gov/index.php/fire/resources-for-fire-departments)
 7 [es-for-fire-departments](http://www.forestry.utah.gov/index.php/fire/resources-for-fire-departments)
 8 Fire Information, National • http://www.nifc.gov/fireInfo/fireInfo_main.html
 9 Fire Information, Utah • <http://www.utahfireinfo.gov/>
 10 Fire Management Officer, State (FFSL) • 801-538-5555
 11 Fire Prevention, National • http://www.nifc.gov/prevEdu/prevEdu_main.html
 12 Firewise • <http://www.firewise.org/>
 13 Fuels Coordinator, State • 801-538-5555
 14 Living with Fire WEBSITE • <http://www.utahlivingwithfire.com/about-us.aspx>
 15 Web Access to FFSL File Directories: <https://files.nr.utah.gov> (secure employee login required)
 16 Operating Plan, Statewide • <http://lonepeak.utah.gov/lpcc/agreements-operat->
 17 [ing-plans-manuals](http://lonepeak.utah.gov/lpcc/agreements-operating-plans-manuals)
 18 Ready,Set,Go! • <http://wildlandfirersg.org/>
 19 Situation Report, National • <http://www.nifc.gov/nicc/sitreprt.pdf>
 20 Smokey Bear • <http://www.smokeybear.com/>
 21 Wildland Fire Incident Management Field Guide • [http://www.nwcg.gov/pms/pubs/pms210/](http://www.nwcg.gov/pms/pubs/pms210/pms210.pdf)
 22 [pms210.pdf](http://www.nwcg.gov/pms/pubs/pms210/pms210.pdf)
 23 Wildland Urban Interface Coordinator, State • 801-538-5555
 24
 25 6. FUELS MANAGEMENT
 26 Air Shed map • <http://www.wrh.noaa.gov/slc/projects/ifp/images/UTsheds.gif>
 27 Air Quality Rule 307 • www.rules.utah.gov/publicat/code/r307/r307.htm
 28 Burn Plan, RXB3 • M:\Fire\FORMS\Rx Forms
 29 Clearing Index • <http://www.wrh.noaa.gov/forecast/wxtables/?wfo=slc&clridex=1>
 30 De Minimus Checklist Pathway • M:\Fire\FORMS\FORMS\Rx Forms
 31 Fire Weather Forecast • [http://www.wrh.noaa.gov/total_forecast/getprod.php?wfo=sl-](http://www.wrh.noaa.gov/total_forecast/getprod.php?wfo=slc&pil=FWF&sid=slc)
 32 [c&pil=FWF&sid=slc](http://www.wrh.noaa.gov/total_forecast/getprod.php?wfo=slc&pil=FWF&sid=slc)
 33 Lone Peak Resources • <http://www.lonepeak.utah.gov/>
 34 Spot Weather Request • <http://spot.nws.noaa.gov/cgi-bin/spot/spotmon?site=slc>
 35 Utah Smoke Management Plan • <http://gacc.nifc.gov/gbcc/smoke.php>
 36 Utah Smoke Management Plan - Forms • <http://gacc.nifc.gov/gbcc/smoke.php>
 37
 38 7. SUPPRESSION
 39 Accident Reporting, DNR • <https://webapps.utah.gov/Accident/>
 40 Agreements • <http://lonepeak.utah.gov/lpcc/agreements-operating-plans-manuals>
 41 Communication Systems • <http://lonepeak.utah.gov/lpcc/agreements-operat->
 42 [ing-plans-manuals](http://lonepeak.utah.gov/lpcc/agreements-operating-plans-manuals)
 43 Fire Department Manual • [http://forestry.utah.gov/index.php/fire/resources-for-fire-de-](http://forestry.utah.gov/index.php/fire/resources-for-fire-departments)
 44 [partments](http://forestry.utah.gov/index.php/fire/resources-for-fire-departments)
 45 Fire Fatality/Entrapment Report • http://www.nwcg.gov/pms/forms_otr/pms405-1.pdf

1 Fire Management Assistance Grant Program (FMAGP)
 2 <https://www.fema.gov/fire-management-assistance-grant-program>
 3 Fire Reports • <http://usfr.utah.gov>
 4 Fire Shelter Information • http://www.nifc.gov/fireShelt/fshelt_main.html
 5 Firing Device Information • <http://www.nwcg.gov/pms/pubs/443/pms443.pdf>
 6 Certification Standards, UFRA
 7 <http://www.uvu.edu/ufra/certification/standards.html>
 8 Geographic Area Coordination Centers (GACC)
 9 <http://gacc.nifc.gov/links/links.htm>
 10 ICS Fillable Forms • <http://www.nwcg.gov/pms/forms/>
 11 Incident Business Management Handbook (IIBM)
 12 <http://www.nwcg.gov/pms/pubs/large.html#IIBM>
 13 Incident Response Pocket Guide (IRPG)
 14 <http://www.nwcg.gov/pms/pubs/pms461/pms461.pdf>
 15 Android - <https://play.google.com/store/apps/details?id=com.robb.fb.irpg&hl=en>
 16 Web Access M: internal network drive <https://files.nr.utah.gov>
 17 PMS 310-1 • <http://www.nwcg.gov/pms/docs/docs.htm>
 18 Policy Manual, Employee
 19 <http://innerweb.nr.utah.gov/index.php/dnr-employee-policy-procedure-manual/>
 20 Position Task Books • <http://www.nwcg.gov/pms/taskbook/taskbook.htm>
 21 Red Book • http://www.nifc.gov/policies/pol_ref_redbook_2011.html
 22 Risk Management, NWCG • <http://www.nwcg.gov/branches/pre/rmc/>
 23 Safenet • <http://safenet.nifc.gov/>
 24 Wildland Fire Decision Support System (WFDSS) Login
 25 https://wfdss.usgs.gov/wfdss_proto/faces/jsp/login/WFDSSLogin.jsp
 26 Wildland Fire Incident Management Field Guide • [http://www.nwcg.gov/pms/pubs/pms210/](http://www.nwcg.gov/pms/pubs/pms210/pms210.pdf)
 27 [pms210.pdf](http://www.nwcg.gov/pms/pubs/pms210/pms210.pdf)
 28
 29 8. TRAINING
 30 Easter Great Basin Training Page • <http://gacc.nifc.gov/gbcc/training.php>
 31 Pack Test Pathway • M:\Fire\Training\Pack Test Documents
 32 Pack Test Standards • <http://www.nwcg.gov/pms/pubs/pms304-2.pdf>
 33 PMS 310-1 • <http://www.nwcg.gov/pms/docs/docs.htm>
 34 Position Task Books • <http://www.nwcg.gov/pms/taskbook/taskbook.htm>
 35 Position Task Book Checklist Pathway • M:\Fire\Training\Red Card & PTB Info
 36 Training Committee Checklist Forms Pathway • M:\Fire\Training\Training Committee
 37 UFRA Website • http://www.uvu.edu/ufra/training/wildland_home.html
 38
 39 9. INTERAGENCY COORDINATION
 40 FD Manual & MOU
 41 M:\Fire\Agreements\Fire Dept. MOU & Manual
 42 FEPP M:\Fire\Agreements\COUNTY AGREEMENTS & MOBILIZATION PLANS\County Agree-
 43 [ments & FEPP](http://www.nwcg.gov/pms/docs/docs.htm)
 44
 45

UTAH FIRE FREQUENCIES 2015

The following is the list of Interagency Fire Frequencies for 2015 and associated function. The name and the associated frequency need to be the same to maintain compatibility Nationally, State of Utah and the Arizona Strip. If it has one asterisk it is a change for 2015.

AIR TO GROUND FREQUENCIES

- Air-to-Ground A/G 1 154.3100N
- Air-to-Ground A/G 10 166.9375N
- Air-to-Ground A/G 18 168.0125N
- Air-to-Ground A/G 19 168.1250N
- Air-to-Ground A/G 21 168.1500N
- Air-to-Ground A/G 24 168.6375N
- Air-to-Ground A/G 25 168.7500N
- Air-to-Ground A/G 44 167.6250N
- Air-to-Ground A/G 51 168.3125N
- Air-to-Ground A/G 57 168.7250N

- NUIFC dispatch to aircraft operations uses 168.5000N
-]CCIFC Dispatch to aircraft operations uses 168.5000N, Please Note: This frequency was re-assigned to Southern Utah and the AZ Strip by DOI in 2012 for AG use equal to Northern Utah. This frequency caused interference with the AZ Strip frequency. Request for change was submitted months ago, but due to NTIA Backlog the NEW frequency approval has been stuck there at NTIA. This has been escalated to emergency level to try and get the new frequency, which, sorry to say, will come at a later date. This is the major reason I have held off from sending out the FINAL Frequency Plan. This means Southern Utah Needs to continue using the 168.5000 Dispatch to Aircraft frequency until we get the change.

The above frequencies are assigned to Zones/Areas as follows:

UT01 SLC	UT04 MOAB
A/G 1 154.3100N**	A/G 10 166.9375N
A/G 57 168.7250N*	A/G 44 167.6250N**
UT02 RICHFIELD	UT05 UINTA BASIN
A/G 18 168.0125N	A/G 18 168.0125N
A/G 21 168.1500N	A/G 51 168.3125N*
UT03 CEDAR CITY	
A/G 24 168.6375N*	
A/G 19 168.1250N**	

All Air-to-Ground frequencies will carry NO weight, such as Primary, Secondary, A/G 1, A/G 2, etc. The naming convention has been activated and added where each frequency is assigned a numerical number that is recognized nationally. The Air-to-Grounds when used

as an Incident Command frequency for aircraft use has an altitude limit of 2500 ft. Above Ground Level (AGL). Dispatch centers may assign the Air-to-Ground frequencies as they deem necessary but remember that the Name (Numerical Number) along with the frequency be assigned together in all cases.

TACTICAL FREQUENCIES

- TAC 1 166.2375N BLM
- TAC 2 166.9625N BLM
- TAC 3 169.3625 BLM
- TAC 4 156.0675N State
- TAC 5 168.1750N FS
- TAC 6 169.0750N FS - Temporary Use Frequency for 2015
- TAC 7 169.9000N FS Note: Not to be used in Cedar City/Southern Utah or Arizona Strip
- TAC 8 156.1275N State
- TAC 9 168.2750N
- SOA RPT 1 Rx 168.775 Tx 164.9125 Extended TAC/Scene-of-Action Repeater
- SOA RPT 2 BLM Rx 172.1375 Tx 166.3125 Extended TAC/Scene-of-Action Repeater

INTEROPERABILITY VTAC FREQUENCIES

These frequencies are to be used on a case by case basis for incident use. The State of Utah is programming these frequencies into all their radios (Highway Patrol, DOT etc.), and requesting that all Counties and Municipalities do the same. How this is implemented is a decision of each Dispatching Zone. VTAC is defined in the National Interoperability Field Operations Guide as Non-Federal VHF National Interoperability Channels.

NAME	MOB RX	RX PL		MOB TX	TX PL	
VCALL	VCALL	155.7525		155.7525		N
VTAC 11	VTAC11	151.1375		151.1375	156.7	N
VTAC 12	VTAC12	154.4525		154.4525	156.7	N
VTAC 13	VTAC13	158.7375		158.7375	156.7	N
VTAC 14	VTAC14	159.4725		159.4725	156.7	N
VTAC REPEATER 37	VTAC37	154.4525		158.7375	136.5	N
VTAC REPEATER 2	VRPT 2	155.025	151.4	155.985	210.7	N
VTAC REPEATER 3	VRPT 3	155.895	131.8	151.1975	186.2	N
VTAC REPEATER 4	VRPT 4	158.7975	127.3	154.3025	203.5	N

1 OTHER FREQUENCIES

2 The frequencies below are to be used and programmed into the radios as such. They will
 3 not be used for Tactical, Fire, or Law Enforcement Operations. The discussion for use as a
 4 Deck Frequency during isolated local use is possible.

5
 6 Common use 168.350N – Wide Area 163.100N – NIMS 168.550N

7
 8 This frequency must be removed from all radios, this has been reassigned to exclusive use
 9 for the Smokejumpers, and Secondary to the Repellers.

10
 11 Air Guard 168.625 Tx /Rx Tone 110.9 for Emergency Use Only

12
 13 National Flight Following 168.650 Tx/Rx Tone 110.9

14
 15 Utah State Fire Channel 154.2800N **CONTACT USE ONLY**

16
 17 NIRSC/FS Tones State Tones

18 1. 110.9 1. 154.4

19 2. 123.0 2. 203.5

20 3. 131.8

21 4. 136.5

22 5. 146.2

23 6. 156.7

24 7. 167.9

25 8. 103.5

26 9. 100.0

27 10. 107.2

28 11. 114.8

29 12. 127.3

30 13. 141.3

31 14. 151.4

32 15. 162.2

33 16. 192.

1 **CONTACT INFORMATION**

2
 3 **SALT LAKE CITY**

4 Brian Cottam • Division Director

5 O: 801-538-5389 • C: 801-631-1509 • briancottam@utah.gov • Call # 3-A-1

6 Nicole Dennison • Administrative Secretary • O: 801-538-5418 • nicoledennison@utah.gov

7 Matt Snider • Acting State Fire Management Officer

8 O: 801-538-5389 • C: 801-675-1096 • mattsnider@utah.gov • call # 3-A-6

9 Shane Freeman • Asst. Fire Mgmt Officer

10 O: 801-538-5501 • C: 801-560-1072 • shanefreeman@utah.gov • call #3-A-7

11 Jane Martinez • Finance Business Annalist

12 O: 801-538-5427 • C:801-541-6764 • janemartinez@utah.gov • call #3-A-9

13 Jason Curry • PIO/Fire Investigator

14 O: 801-538-7302 • C: 801-703-0225 • jasoncurry@utah.gov • call #3-A-3

15 Vacant • Fire Business System Coordinator

16 Jennifer Biggs • IT Coord/Web Design (CTSP)

17 O: 801-538-5465 • C: 801-598-2620 • jenniferbiggs@utah.gov • call #3-A-18

18 Vicki Leetham • Accounting Technician

19 O: 801-560-7783 • C: 435-843-0012 • vickileetham@utah.gov

20 Murl Rawlins • Equipment Specialist

21 O: 801-560-7783 • murlrawlins@utah.gov • call #3-A-8

22 Meridith Perkins • Urban Forester (FFI)

23 O: 801-538-5505 • C: 801-232-1321 • meridithperkins@utah.gov • call #3-A-12

24 Ruth Mitchell • Office Specialist II • O: 801-538-5409 • ruthmitchell@utah.gov

25 Nate Barrons • Catastrophic Wildfire Reduction Strategy Coordinator

26 O: 801-538-5410 • C: 801-560-8134 • nathanbarrons@utah.gov

27 Jennifer Hansen • State NFP/WUI Coordinator

28 O: 801-538-7487 • C: 801-230-1052 • jenniferhansen@utah.gov • call #3-A-22

29
 30 **WASATCH FRONT**

31 Trent Bristol • Area Manager

32 O: 801-656-7138 • trentbristol@utah.gov • call #3-A-30

33 Dave Vickers • Area FMO

34 C: 801-554-8984 • dvickers@utah.gov • call #3-A-300

35 Carla Johnson • Secretary

36 O: 801-538-4818 • carlajohnson@utah.gov

37 Scott Zeidler • Urban Forester

38 O: 801-538-5456 • C: 801-386-2344 • scottzeidler@utah.gov • call #3-A-33

39 Brianna Binnebose • WUI • C: 801-678-1655 • bbinnebose@utah.gov

40 Robert Sanders • Davis Co. Warden • 801-618-9400 • call #3-A-301

41 Boyd Carrigan • Morgan Co. Warden

42 O: 801-829-2048 • boydcarrigan@utah.gov • call #3-A-302

43 Tom Wilson • Tooele Co. Warden

44 C: 435-241-0027 • tomwilson@utah.gov • call #3-A-303

45

1 Kevin Cortez • Utah Co. Warden
 2 O: 801-851-4125 • kevin.ucso@state.utah.us • call #3-A-304
 3 Dan Cather • CWN FOS • O: 801-851-3171 • C: 801-367-3732 • catherda@uvsc.edu • call
 4 #3-A-310
 5 Mike Ulibarri • Salt Lake Co. Rep./UFA • C: 801-381-6376 • mulibarri@ufa-slco.org
 6 Riley Pilgrim • Camp Williams Rep./UFA • 801-556-5454 • rileypilgram@ufa-slco.org
 7

BEAR RIVER

8 Blain Hamp • Area Manager
 9 O: 435-752-8701 • C: 435-881-6979 • blainhamp@utah.gov • call #3-A-20
 10 Dustin Richards • Area FMO
 11 O: 435-752-8701 • C: 435-890-2071 • dustinrichards@utah.gov • call #3-A-21
 12 Morgan Mendenhall • Area Forester • O: 435-752-8701 • C: 435-669-1153
 13 morganmendenhall@utah.gov • call #3-A-25
 14 Alex Pommier • WUI Coordinator
 15 O: 435-752-8701 • C: 801-807-8878 • apommier@utah.gov • call #3-A-22
 16 Dan Ames • Warden, Rich Co.
 17 O: 801-652-2706 • C: 435-757-4974 • danames@utah.gov • call #3-A-23
 18 Rick Larsen • Assist FW, Rich Co. • O: 435-881-6368 • call #3-A-24
 19 Rick Cooper • FW, Weber Co.
 20 C: 435-760-2092 • rcooper@weberfd.com • call #3-A-261
 21 Scott Hayne • Weber Assistant FW • C: 801-391-7179 • call #3-A-265
 22 Jennifer Gregerson • Secretary
 23 O: 435-752-8701 • jennifergregerson@utah.gov
 24 Travis Peterson • Warden, Cache Co.
 25 C: 435-770-8111 • travis.peterson@cachecounty.org • call #3-A-222
 26 Rod Hammer • Assist FW, Cache Co (Chief)
 27 O: 435-755-1672 • C: 435-994-1549 • call #3-A-220
 28 Steve McBride • Assist FW, Cache Co
 29 O: 435-755-1670 • C: 435-757-9234 • call #3-A-223
 30 Vacant • Warden, Box Elder Co.
 31 call #3-A-201
 32 Shawn Jenson • Box Elder Standby • O: 435-257-5282 • C: 435-279-5587 • call #3-A-202
 33 TJ Reeder • Box Elder Standby • C: 435-760-6088 • call #3-A-203
 34 Dennis Harper • Area Logistics Chief • O: 435-279-0638 • call #3-A-210
 35 Clint Byram • Weber Standby • C: 801-391-7179 • call #3-A-262
 36
 37

CENTRAL

38 Marvin Turner • Area Manager
 39 O: 435-896-5697 • C: 435-979-0505 • marvinturner@utah.gov • call #3-A-70
 40 Nicholas Mustoe • Area Forester
 41 O: 435-896-5697 • C: 435-287-8214 • nicholasmustoe@utah.gov • call #3-A-71
 42 Terry Heath • NFP Coordinator
 43 O: 435-896-5697 • C: 435-979-1388 • terryheath@utah.gov • call #3-A-72
 44
 45

1 Kami Madsen • Executive Secretary
 2 O: 435-896-5697 • C: 435-201-2452 • kamimadsen@utah.gov • call #3-A-73
 3 Fred Johnson • FMO
 4 O: 435-835-4076 • C: 435-851-1546 • fredjohnson@utah.gov • call #3-A-700
 5 Matt Christensen • Warden, Sevier/Wayne/Piute Co
 6 O: 435-896-5697 • C: 435-979-1918 • mattchristensen@utah.gov • call #3-A-701
 7 Thomas Peterson • Warden, Sanpete Co.
 8 O: 435-896-5697 • C: 435-668-2068 • thomaspeterson@utah.gov • call #3-A-702
 9 Brett Ostler • Warden, Juab Co.
 10 O: 435-623-2642 • C: 435-681-0035 • brettostler@utah.gov • call #3-A-703
 11 Landon Rowley • Warden, Millard Co.
 12 O: 435-864-2889 • C: 435-979-0619 • • call #3-A-704
 13 Brent Johnson • Forestry Technician • O: 435-896-5697
 14 Shiloh Neale • Sanpete County Assist. Warden
 15 O: 435-896-5697 • C: 435-233-0280
 16 Travis Pay • Juab County Assist. Warden
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 18 Kristina Hardy • Communications Specialist
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