

USFS
ENGINE CREW
FIRE MANAGEMENT



STANDARD OPERATING
GUIDELINES

XXXXXXXXXX, District Ranger

XXXXXX, District FMO

SKILL + PROFESSIONALISM = PRIDE

This document is valid for 2017 Field Season

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Purpose

The purpose of the Standard Operating Guidelines handbook is to inform employees of rules, regulations, policies under which they are obligated to work and to serve as a reference for the fire crew's daily work environment.

The fire crew is unique in the sense that lives depend on our ability to communicate, cooperate, and stay strong both mentally and physically. It is imperative that our daily focus is on skills in these areas. We must maintain effective communications and teamwork. Each member of the crew is to maintain high standards of honesty, integrity, and impartiality, comply with lawful supervisory direction and comply with work-related laws, regulations, and policies. Every individual has the right to be treated with the dignity and respect that is normal in an employer-employee relationship. When problems do arise, employees are encouraged to resolve issues at the lowest possible level, utilizing the chain of command, if necessary. Most importantly, employees must work to create and maintain a safe and healthy workplace and safe and healthy work habits to minimize accidents and prevent injuries and illnesses. (DR 4070-735-001)

Crew Mission

The mission of the Hell Canyon Fire Management Crew is to provide the district with a well-trained, physically fit crew with a high regard for safety and excellence. We execute our mission through daily activities including fire suppression, fuels management, patrolling, fuel moisture sampling, prescribed burning, project work and physical training.

Crew Vision

The vision of the Hell Canyon Fire Management Team is to use our diverse experience and knowledge to improve the Black Hills National Forest fire organization.

Crew Values

- Duty:* Be proficient in your job, both technically and as a leader.
Make sound and timely decisions.
Ensure that tasks are understood, supervised and accomplished.
Develop your subordinates for the future.
- Respect:* Know your team and look out for their well-being.
Keep your team informed.
Build the team and employ them in accordance with its capabilities.
- Integrity:* Know yourself and seek improvement.
Seek responsibility and accept responsibility for your actions.
Set the example. (Incident Response Pocket Guide)

Safety

Employees are expected to conduct all operations in a safe manner. Employees are expected to always consider safety in every aspect of your job. Employees are expected to maintain situational awareness and mitigate as many risks as possible prior to engaging in an activity or starting a course of action.

- All employees are responsible for:
 - a) Informing their supervisor of any personal, physical, or mental condition that could compromise the safety or health of the crew or themselves.
 - b) Comply with the Job Operational/Mission Risk Assessment Worksheet Hazard Analysis (GAR) and the established safety and health procedures and practices.
 - c) Take the initiative for their own safety and health, and that of their co-workers, by pointing out unsafe conditions and unsafe work practices and immediately reporting any threats by persons against themselves or Forest Service facilities to their supervisor and the Law Enforcement and Investigations Staff. (FSH 6709.11)

Conduct and Behavior

Employees must comply with rules, regulations, written procedures, or proper supervisory instructions. (DR 4070-735-001 and Master Agreement between Forest Service and National Federation of Federal Employees, 2013)

- Employees are prohibited from:
 - a) Engaging in criminal, dishonest, immoral or notoriously disgraceful conduct.
 - b) Conducting or participating in any gambling activity, conducting a lottery or pool, a game for money or property.
 - c) Using illegal substance on Government-owned or Government-leased property.
 - d) Harassing employees by work or action, or knowingly making false accusations against employees.
 - e) Engaging in sexual misconduct.
 - f) Displaying discourteous conduct.
 - g) Failing to wear or use specified safety equipment. (DR 4070-735-001)
 - h) Discrimination for or against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, handicapping condition, marital status or political affiliation. (5 U.S.C. 2302 (b))

Communication

- Communicate effectively and use the chain of command. Constructive input is welcome. If there is a problem, see your direct supervisor first, along with a possible solution.
- The engine crews will meet as needed to ensure open communication, a daily briefing will be held to communicate fire assignments, fire conditions, projects and pertinent organizational matters. Two way communications is strongly encouraged between employee and supervisor.

- Employees are expected to be engaged during incidents, meetings, briefings and trainings. Cell phones should not interrupt any of these activities. Limited personal cell phone use is acceptable as long as it doesn't interfere with work performance.

Work Schedules

There are a wide range of work schedule options available (standard-fixed, compressed-fixed, and several flexible schedules), any of which may be applied to either full- or part-time tours. Work schedule assignments will be based on the nature of the assigned work, and to assure work objectives are being met. Many employees are on a flexible work schedule (aka; maxi-flex). However, supervisors may discontinue a flexible work schedule and place an employee on a standard schedule if the needs of the agency are not being met. (Master Agreement, Article 16.7.g)

Employees must call their supervisor if they are unable to report to work. If the supervisor is unavailable, employees must contact the duty officer. A message on the answering machine, call from a friend or message relayed by another crewmember is not acceptable.

Daily Routine

Even though many employees are on a flexible work schedule, it is important the crew meets the needs of the agency and follows a daily work routine. If employee(s) are unable to meet the daily routine, a set schedule may be implemented. (Master Agreement, Article 16.7.g)

<u>Time</u>	<u>Task</u>
0900	Report to work/ District staffing call
0905	In service call/Briefing (Weather, Daily Observations, Forecasted Observations, Resource Status Report, Lightning Map, National Situation Report, Six Minutes for Safety, Daily Staffing)
0920	PT/Truck checks
1100	En-route to Project
1700	Meet at respective station. Review work accomplished, plan for next day shift, complete timesheets and lock up vehicles

Daily Expectations

- Employees are expected to follow the daily routine, be ready for duty and appropriately dressed in work attire.
- Appropriate Work Attire: Employees are expected to wear a District Fire T-shirt, plain black t-shirt, or an agency provided Nomex shirt with Nomex pants. Shirts are to be tucked in. Crew ball caps or hardhats are acceptable if worn correctly with bill facing forward. Employees are expected to demonstrate good personal hygiene (e.g., showering regularly and using deodorant).
- Employees are expected to attend every morning briefing, unless absence is approved in advance.

- Employees are expected to preform truck and pump checks daily. Employees are expected to notify a captain regarding deficiencies as soon as they are found.
- Employees are expected to participate with maximum effort in daily physical training.
 - Employees are expected to wear appropriate attire during physical training.
 - Periodic fitness testing will be conducted to measure progress of individual performance.
- Employees are expected to bring their lunch to work every day- **(NO MRE's, NO EXCEPTIONS)!**
- Employees are expected to be personally prepared and have fireline gear ready at all times. The engines are always available. Firefighters are expected to be ready for a response, unless they are unfit for duty and must communicate to their management official accordingly.
- Each duty station will have at least one permanent employee working during the full daily schedule time frame, unless approved by the FMO or DO.
- Employees are expected to remain productive by accomplishing the following:
 - a) Remain productive throughout the entire workday.
 - b) Ensure engine checklist is completed each day.
 - c) All equipment and apparatus will be kept clean and ready for incident response.
 - d) Work as a team by assisting others with tasks.
 - e) Conduct and record training.
 - f) Keep time and attendance up to date.
 - g) Maintain a clean shop area.

Station Standards

- All Forest Service employees who operate Government vehicles (or private vehicles used on official duty) shall hold a valid State driver's license with the proper endorsements for the size and class being driven and a Forest Service-issued identification card indicating the type of vehicle or equipment the operator is authorized and qualified to operate. (FSM 7134.1)
- Smoking is prohibited in government vehicles and buildings.
- If you chew tobacco, sanitary standards are expected. Employees are expected to properly dispose of spit containers. Employees are expected to not spit in trash cans or spit out vehicle windows.
- Employees are expected to wear proper Personal Protective Equipment (PPE) when engaged in any activity requiring PPE. See JHA.
- All stations will be locked and secured after business hours/or when employees leave for an incident.
- Also see Health and Safety Code Handbook. (FSH 6709.11)

Time and Attendance

- Each pay period is 2 weeks. Paydays are also every 2 weeks.
- It is up to each employee to keep track of their own time worked in each pay period, with the exception of fire assignments. There will be a hard copy time sheet provided to each employee to record their time and attendance. Hard copy timesheets must be turned in every Thursday by end of shift to their local timekeeper with projected hours for Friday

and Saturday. Local timekeepers will enter each employee's time and attendance into the electronic time and attendance system. Employees will review for accuracy then the supervisor will approve employee's time and attendance for submission.

- Crew Time Reports for local IA will be completed and submitted to supervisors or local timekeeper daily.
- On fire assignments, the Crew Boss/Engine Boss is responsible for employee's time and attendance submissions.
- Employees must submit all planned leave requests to their supervisors and notify the AFMO of their request. Supervisors will review all leave requests with 2 weeks advance notice in writing from PP9 to PP22. AFMO will approve leave in a reasonable amount of time and enter into leave spreadsheet.
- Medical certification may be requested if there is a reasonable suspicion of abuse.

Training Documentation

- A training schedule has been developed and all personnel are expected to participate, teach or attend.
- FMO, AFMO's, Captains, and Assistants will wear a field uniform or district polo shirt while instructing and making public contacts. Wearing the field uniform or district polo shirt provides the public with clear identification of the Forest Service and to distinguish Forest Service employees from those of other government agencies and is a symbol of teamwork and esprit de corps. (FSH 6109.11k)
- Task books will be initiated for all employees at the FMO level.
- All employees will have an IQCS record folder that contains training history. It is the employee's responsibility to submit copies of certificates for the IQCS folders including: copies of training certificates, fire experience sheets, copies of task books and fire evaluations.

Project Work

- Job Hazard Analysis / GAR, Operational/Mission Risk Assessment Worksheet and forms will be completed at the start of any new project or as needed.
- Use project work as a training opportunity when appropriate.
- To maintain employee safety and well-being, employees are to work within their qualifications and capabilities. For example, performing tasks outside their position requirements that put one in danger, staying hydrated and resting when needed.
- Employees are expected to follow the Health and Safety Code handbook when performing project work. (FSH 6709.11)
- We wear ALL PPE as identified in the JHA for the task we are working on.

Fire Readiness

Pre Incident

- During scheduled work hours, dispatching of all engines must go through Great Plains Interagency Dispatch (GPC). Responses will be by closest forces only, regardless of Agency or jurisdiction. There is no self-dispatching or dispatching by the Lookouts. It is imperative that GPC knows the location of all fire resources to ensure effective dispatches. Engines that move to a new work location, should inform GPC via radio, using resource numbers. Fire conditions and pre-configured runcards determine the initial dispatch. Changes or additions to the dispatch can be made by the IC or the Duty Officer.
- Designated radio frequencies shall be monitored at all times during duty hours.
- Assigned cell phones will be left on during off duty hours.
- Response time from the station during business hours is required to be 3 minutes or less. Fire response is the priority over any project work. After duty hours, the engines must be en route ASAP.
- PPE will be put on prior to departure, if feasible.
- Engine Captains will not drive the engines when other qualified drivers are available. Captains should be free to talk on the radio, navigate and make tactical decisions.
- Employees are expected to have knowledge of equipment and where it is located.
- Employees are expected to have their red card and driver's license or picture I.D. **with them at all times.**
- Everyone needs to be prepared to be out for 24-48 hours locally.

On Incident

- Upon arrival to an incident, the incident commander will size up the incident and relay the information to GPC.
- Command and control through chain of command procedures must be adhered to.
- Line Construction Specifications – All fires except FM 1 will have a minimum 18" hand line to bare mineral soil around the entire fire. On fires in FM 1 wet line and cold trailing will be acceptable.
- Do not leave trash. The only evidence of our presence should be solid fireline.
- Authorized rest breaks, not to exceed 15 minutes for each 4-hour period of the 8-hour workday will be arranged by the employees with the work supervisor, as needed so as to not interrupt the work of the organization. In addition, a 15-minute rest period is authorized within each 4-hour period of overtime worked.
- Employees shall report to their supervisor all near misses, accidents, illnesses, injuries and fatalities that occur on the job in a timely manner according to protocol.
- Proper Personal Protective Equipment (PPE) as identified in the JHA will be worn **at all times.**
- Dispatch and Duty Officer will be kept informed of fire status, weather, and anticipated needs by the Incident Commander.
- The Incident Commander will ensure an After Action Review (A.A.R.) is complete.

- Use of alcoholic beverages in fire camps or consuming alcoholic beverages to the extent that it adversely affects performance of official duties is prohibited and may result in disciplinary action.
- If the media arrives on an incident, go through the chain of command to direct them to the Incident Commander or Public Information Officer. Make sure they are only on the incident if they have proper PPE.
- For serious accidents and/or fatalities involving an employee, initial release of information to the media or public will only be made by the responsible management official. No release to the media or public will be made until next of kin has been notified. Be cognizant of your fellow firefighters. Release of any information onto social media sites is prohibited!
- Non-incident personnel need to be escorted by crew members or a Law Enforcement Officer off the incident. This information needs to be passed through the chain of command to the I.C., P.I.O., or L.E.O. Be especially aware of this on Urban Interface incidents.
- On active incidents, vehicle keys shall be left in the ignition with the windows up and doors unlocked.
- On walk-in incidents, equipment shall be secured and keys left on rear driver side leaf springs.
- Parking will be coordinated to ensure that ingress and egress is **not compromised**.
- Once committed to a module you are committed to that module until released from the incident.
- Crew members are responsible for being prepared to spike out on fires. Spike situations shall be coordinated with the Duty Officer by the Incident Commander **ASAP!**

Post Incident

- Crew members are responsible for re-supplying engines and equipment to fire readiness condition upon arrival at station.
- Crew members are responsible for swapping out all or refurbish used hand tools.
- Crew members are responsible for refueling engines, saws, portable pumps etc.
- Crew members are responsible for refilling water in engine, canteens, coolers, etc.
- Crew members are responsible for replacing or refurbishing hoses, hose packs, and fittings.
- Crew members are responsible for completion of CTR's and updating timesheets.
- Vehicles will have no less than $\frac{3}{4}$ tank of fuel. Mileage will be documented on the fleet equipment use record (808's) for all fires.

Off District Incidents

- Plan for assignments to last 14-21 days plus travel. **If you cannot commit to 21 days TELL YOUR SUPERVISOR PRIOR TO ORDERS BEING PLACED!!**
- It is recommended to have the capability to be self-supportive while in travel status, being able to pay for your own food.
- Gear readiness (Two week bag packed and ready to be loaded on the apparatus within one hour).
- Employees are expected to maintain a professional appearance while in travel status.

- The chief of party is expected to keep dispatch informed of status and location. Crews are also expected to call and inform dispatch once they have arrived at their destination.
- Resource Mobilization/Demobilization drivers will follow current driving regulations. (FSH 6709.11 Section 12.31)
- Remain professional in fire camp, on the line, and in public (No Horseplay).
- The Duty Officer or supervisor should be contacted when (1) once employees arrive at their destination; (2) there is a change in status, (3) when employees have been demobed, and (4) for any extensions. If the supervisor is contacted that information must be relayed to the D.O.
- Possession or use of an illegal drugs, drug paraphernalia, or unauthorized controlled substance while on duty, on Government property or Government-controlled property, or on premises where official duties are performed is prohibited and can have a potential penalty of a 5-day suspension to removal. (USDA Guide to Disciplinary Penalties, Chapter 751, Appendix A). All employees are subject to reasonable suspicion and post-accident drug testing. Some positions are subject to initial employment and random drug testing as well. Bargaining unit employees have limited associated rights under Article 43 of the Master Agreement. Temporary employees who are guilty of substance abuse may be immediately terminated (MA 24.16).

Specialized Equipment Use

Vehicles

- It is required that at least one **backer/spotter**, in coordination with the driver, back the vehicle into desired locations. Also a spotter ahead of the vehicle may be required when driving in high vegetation.
- Any vehicle requiring a CDL must have a qualified licensed and documented CDL driver.
- Chock blocks will be placed under the rear tire(s) when on unlevel ground. Engines and trailers will be chocked at all times.
- Specialized vehicles will only be used with proper training, certification, and supervisor's approval (ATV's, forklifts, skidsteer, UTV's, etc.).
- It is every employee's responsibility to follow the National Wildfire Coordinating Group NWCG Driving Standards.
- See the Health and Safety code handbook. (FSH 6709.11)

Power Saws – Crosscut Saws

- Power saws will be **operated only** by certified type 1, 2, or 3 sawyers.
- Saw operators must be First-aid, C.P.R., and Blood borne pathogen certified.
- Employees must wear PPE as identified in the JHA.
- Two person minimum is required with communication (radio) for chainsaw operations.
- Also see Health and Safety code handbook.
- In the event of an accident, follow proper agency protocols.

Appendix A:

Organizational Chart

Appendix B: Position Responsibilities

Fire Management Officer:

FMO Name-DIVX

- Program Leadership and accountability (safety, productivity, fiscal, District Fire policy, employee development, program of work)
- Program administration (budget, work records, personnel records/ actions)
- Ensure compliance with Forest Service Manual 5100 – Fire Management.
- Ensure incident objectives and fire management goals are being met.
- Agency liaison
- Dispatch protocols
- Facilities Mgt.
- Type 3 Team Organization
- Wildland Decision Support System (WFDSS) Contact

Assistant Fire Management Officers -Operations:

XXXXXXXX-BCXX & XXXXXXXX-BCXX

- Safety program
- Manage respective work groups (Suppression)
- Fireline strategy & tactics, fireline supervision.
- Coordinate and schedule work projects
- Training Officer
- Administrative Management (time, travel, training records, purchasing/procurement, firestat)
- Hazmat
- IQCS Account Management
- Fire Prevention Officer
- Fleet Management
- Firestat

- Driver Examiner
- Lookouts

Assistant Fire Management Officers- Fuels:

XXXXXX-Fuels-X

- Over all planning and implementation of mechanical and prescribed fire projects
- Completes Brush Disposal Plans
- Rx Fire interagency liaison
- Over-site of Live fuels moisture monitoring program

Engine Captains:

XXXXXX-Captain XXX

VACANT-Captain XXX

XXXXXX- Captain XXX

XXXXXX-Captain XXX

XXXXXX-Captain XXX

- **Safety of Firefighters and Themselves**
- Fireline strategy & tactics, fireline supervision
- Accountability for Module - first line supervision
- Hiring, developing, training and evaluating subordinates.
- Engine preparedness
- Work production
- Tailgate safety sessions/ GAR
- Purchasing as necessary
- Facilities and Prevention Implementation
- Skid Steer Certifier
- ATV and UTV maintenance

Assistant Engine Captains:

VACANT

XXXXXXX

XXXXXXX

- **Safety of Firefighters and Themselves**
- Lead by example.
- Engine preparedness
- Assist with fireline quality control and maintain production.

Fuels Captain:

XXXXXXXXX- Fuels-XX

- **Safety of Firefighters and Themselves**
- Live Fuel Moisture Monitoring Implementation
- Brush Disposal Plans
- RX fire Implementation
- Skid Steer Certifier
- ATV and UTV maintenance contact
- White Whale maintenance contact
- Driver Examiner

Appendix C: Principles of Fire Suppression Action

The principles of fire suppression action provide a framework for developing fire suppression strategy and for conducting fire suppression operations. Again, these are not absolute rules. These six principles provide a consistent set of consideration with which to evaluate decisions, plans, and actions in different situations.

1. Objective

The principle of the objective is to direct every fire suppression operation toward a clearly defined, decisive, and obtainable objective. The purpose of fire suppression operations is to achieve the suppression objectives that support the overall management goals for the fire.

2. Speed and Focus

Speed is rapidity of action. Focus is the convergence of appropriate resources at the desired position to initiate action. The principle of speed and focus maintains that rapidly deploying and concentrating firefighting resources, in a calculated fashion, at the decisive time and place increases the likelihood of successful suppression actions.

3. Positioning

The principle of positioning maintains that rapid, flexible, and opportunistic movement increases the effectiveness of fire suppression resources. Positioning ranges from single resource offensive or defensive reactions to dynamic fire conditions, to pre-position of multiple resources based on predicted activity and values at risk. Positioning should always be undertaken with speed and focus in mind and with sufficient time for positioning to occur before operations begin.

4. Simplicity

The principle of simplicity is that clear, uncomplicated plans and concise orders maximize effectiveness and minimize confusion. Simplicity contributes to successful actions.

5. Safety

The principle of safety maintains that ensuring the safety of firefighters and other persons affected by fire operations is fundamental to successful suppression action. Safety not only contributes to successful actions, it is indispensable to them.

6. Cost Effective Fire Operations

Maximizing the cost effectiveness of any fire operations is the responsibility of all involved; including those that authorize, direct or implement those operations. Cost effectiveness is the most economical use of the suppression resources necessary to accomplish mission objectives. Accomplishing fire operations objectives safely and efficiently will not be sacrificed for the sole purpose of “cost savings.” Care will be taken to ensure that suppression expenditures are commensurate with values to be protected, while understanding that other factors may influence spending decisions, including the social, political, economic, and biophysical environments.

Working Agreement Signature

I have received and read the information provided in Hell Canyon Ranger District Operating Guidelines.

Name

Date