

Hells Canyon

Wildland Fire Module



Standard Operating Procedures (SOP's)

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1. Introduction

1.1 Purpose and Objective

The purpose of this plan is to establish a common set of standards by which Hells Canyon Wildland Fire Module (HCWFM) will operate.

This plan is a reference for crewmembers and management, and acts as a basis for the evaluation, assessment, and improvement of crew and individual performance.

The framework established in this plan is to ensure safe and productive crew operations. Also, it provides direction to foster a professional, efficient working environment. Additionally, the plan outlines standard operating procedures as a means of ensuring that the expectations of Fire Management are met.

1.2 Mission

The mission of HCWFM is to develop and sustain a safe-operating, well trained, well-qualified and cohesive workforce that is adaptable, flexible and capable of meeting diverse fire and resource management objectives for the Payette National Forest and the National Interagency Fire Community at large.

We will foster an environment of strong team work, safe operations, and personal accountability. We expect all crewmembers to make HCWFM an outstanding, highly reliable, and versatile crew. We will strive to maintain a standard of professional, effective work with which overhead direction, both on- and off-district, will be highly satisfied with. Our direction is to deliver quality work whenever asked to do so, within the scope of our training, qualifications, and expertise.

1.3 Organization

West Zone Payette National Forest Fire Management

See Organization Chart in Office

1.4 Roles and Responsibilities of Module Members

It is the responsibility of the Crew Foreman and Assistant to provide for the safety and well-being of all crew members while accomplishing objectives on and off district. Supervisors will provide leadership and oversight for crew members. Supervisors will also ensure administrative duties and tasks are being completed in a satisfactory manner. The assistant foreman and senior firefighter are responsible to monitor and assess module members for fitness, readiness, and overall well-being to ensure all are able to contribute to the mission or task at hand. Each module member is responsible to follow the direction of their supervisor and the standard procedures laid out in this guide.

1.5 Crew Expectations

SAFETY! It is everyone's responsibility to avoid injury and death on the job. (This is continued in Section 2).

DON'T BE LATE! Tardiness at the home unit or away on assignment will result in disciplinary action. Being late on assignment may result in being left behind. If you have a legitimate reason, you

must call prior to the time you start! (To make a notification, please follow your chain of command). Failure to do so will make you absent without leave and may cost you a day of pay or leave.

Continual tardiness will be grounds for dismissal. HCWFM uses a “3-Strike” tardiness policy.

- First time is a verbal warning
- Second is a written letter in your file signed by the module leader and yourself
- Third time will result in a meeting with module overhead and other appropriate personnel. Disciplinary action will likely result from this meeting; up to termination of appointment.

Crewmembers will report to work “fit for duty”. Unfit for duty means: not properly rested, hung-over, under the influence of alcohol, illegal drugs, and medications that impair your ability to work safely. Unable to perform one’s duties and responsibilities due to off work activities will not be tolerated. The use or possession of alcohol and drugs at any time during work hours or while on an incident is prohibited and will result in disciplinary action. If you are on prescribed medication that may affect your ability to perform certain tasks, notify your immediate supervisor.

Report to work “fire ready” and “project ready” every day. This means you are adequately prepared for any fire or project assignment that can last 14 days or more. This includes all PPE, line gear (20 lbs.), ‘Red Bag’ containing personal gear (max. 45lbs.), all issued equipment, 1st day’s lunch, and adequate water.

Crew members will respect each other and their Supervisors, on and off duty. Negative rumors and contributing to controversy will not be tolerated. Sexual harassment and discrimination will not be tolerated on this crew or forest. If feasible, approach the individual as soon as harassment or discrimination takes place. Next, contact your immediate supervisor so that they may take action right away. Often individuals aren’t aware that they have offended someone. In this circumstance, verbal discussion between the offender, victim, and supervisor is all that is needed to remedy the situation. However, depending upon the severity of the harassment, disciplinary action up to termination may be required.

Due to heavy workloads during the fire season, each crew member must know that he/she may be working overtime and potentially through the night (so make arrangements accordingly). Maintain a two hour call back for fire assignments. If you are unable to meet this requirement notify your supervisor. You cannot go to a fire if we are unable to reach you!

You are expected to participate fully in daily physical training and assignments. If illness or injury prevents your participation in these activities, notify your supervisor so that you may be placed on light duty. You will likely be made unavailable for fire assignments if you are on light duty. Full participation in the daily physical training does not mean you are required to meet a specified number, but what we do expect is that you apply yourself to the training regimen in a way that will maintain and improve your fitness level. You are expected to show effort and willingness to participate that is visible to your supervisors and peers in order to encourage positive attitudes and group improvement.

Understand and use the Chain of Command when dealing with important subjects. Insubordination without just cause will not be tolerated. Learn your role, and if you don’t know ASK! It is the intent of module leadership to maintain an open and approachable attitude, whenever possible. We want you to feel like you can talk to us freely, however, important issues should be dealt with through the chain of command.

Forest Service policy allows employees to post information, photos, or videos about work-related activities on personal social media accounts or websites outside of work hours or otherwise not on government time. However, employees should be aware that posting work-related information or activities on their personal social media accounts or websites reflects upon the professionalism of the Payette National Forest. Media taken during business hours could be considered government property, though it will rarely be considered as such. Please be cognizant that you are not being paid to take photos, but are instead being paid to do a job. If on-the-job photography or video taking becomes an issue, it will be dealt with by your supervisor.

1.6 Uniforms

Appearance alone can make or break you and your crew. Take pride in who and what you represent. A professional appearance is expected at all times. Remember that the general public still sees you as a government employee even when you are off the clock. Do not wear crew shirts, sweatshirts, or jackets in bars and taverns. In order to maintain a professional appearance, the following will be observed;

- The daily standard uniform is a Nomex pant, West Zone or HCWFM Fire t-shirt (if not available, a blank black or grey t-shirt), 8" leather boots with Vibram type soles.
- Crew T-Shirts worn for daily duties must be clean, and free from holes or tears. T-Shirts will have sleeves either long or short.
- Required on your person:
 - Red Card, IRPG, Pencil and Pad, Smokey Calendar, Knife, Cigarette Lighter.
- Personal Protective Equipment:
 - During fire operations, yellow Nomex shirts, hard hat, leather gloves, and safety glasses will be worn in addition to your daily uniform. Sleeves on Nomex shirts will not be rolled up. Crew members will remain in their yellow shirts until they are informed by their supervisor it is safe to remove them.
 - Cotton or Wool fiber T-Shirts may be worn under Nomex. NO SYNTHETIC FIBERS!
 - During cold weather a sweatshirt can be worn.
 - When cutting on fuels or non-fire projects long sleeved shirts are required. These may be a long sleeve t-shirt or a long sleeve work shirt. (Synthetics permitted)
 - Hard hats, leather gloves, safety glasses, chainsaw chaps and hearing protection are required when cutting.
 - Hard hats will be worn at all times while in the field.
 - Maintain required Personal Protective Equipment (PPE) at all times.
- Uniform DON'Ts
 - Issued gear or PPE will not be worn off-duty.
 - Revealing, distracting, or offensive clothing will not be worn at work.
 - Do not continue to use defective or damaged PPE, notify your supervisor so it can be replaced.

1.7 Daily Operations

Employees will meet at the Fire Compound every morning unless otherwise told by Supervisor.

During seven day coverage, the work schedule will be a maxi-flex schedule from 0930 to 1800 hours during fire season (mid-June thru October). Aside from fire season and seven day coverage, the normal work day

will be from 0800-1630 or as determined by the overhead. All scheduled times are subject to change as needed.

TYPICAL DAILY WORK SCHEDULE

0930	Work Shift Begins (PT or Project Work)
0935	All modules will report status for day to the Duty Officer. Follow the chain of command for to report to in the absence of one or the other.
0935-1100	Preventive Maintenance of Vehicles then Physical Training
1100-1130	Daily Briefing
1130-1800	Get to Work!

All modules will be provided a half hour lunch break during the day, typically at or near 1330.

1730-1800	Last Half
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All modules will call “out of service” at the end of each shift via the radio to Payette Dispatch on West Repeater.

2. Safety

2.1 Safety Conduct

Our profession demands a lot from us mentally and physically. Safety is always the first priority when on the job.

- Personal, crew, and public safety is our highest priority.
- Willful disregard for safety will not be tolerated. Continued disregard for safety will result in termination.
- Appropriate PPE will be worn at all times or work will not be initiated.
- Safe felling practices will be used during all chainsaw operations. Sawyers will follow the guidelines for felling as outlined in the chainsaw operations JHA and required trainings.
- When sharpening tools leather gloves, long sleeve shirt and eye protection are required.
- Accidents, injuries, near-misses, or hazards should lead to **immediate** notification of your supervisor. This is for several reasons:
 - Timely access to medical care
 - Timely processing of Office of Worker’s Compensation (OWCP) paperwork
 - Corrective/preventative actions can be taken
 - Learning from the incident can occur

2.2 Six Minutes for Safety

Six Minutes for Safety is a daily program which helps to review the ten standard fire orders, the eighteen situations that shout watch out, and wildland fire tactics and procedures. Six minutes may be reviewed anywhere employees can gather and discuss the topic. To avoid redundancy, an appropriate

alternative to Six Minutes for Safety may be chosen. Such an alternative may include sand table exercises, case study review, etc.

2.3 Job Hazard Analysis (JHA)

Job Hazard Analyses are designed to encompass all of the hazards we may encounter for each project or task that we do. The purposes of JHA's are to identify hazards associated with a given task and discuss ways in which to mitigate those hazards.. JHA's outline the procedures to use, safety concerns, PPE, and the potential risk to employees if safety protocols aren't addressed. On incidents, briefings and documentation replace the JHA. Only one JHA needs to be written for similar projects, but the JHA should be reviewed and signed by employees on a regular basis throughout the season. In order to reduce the number of duplicate JHA's, modules will keep a binder of JHA's and tailgate safety forms at the fire cache or office.

2.4 Tailgate Safety

Tailgate safety sessions go hand in hand with JHA's. Tailgate safety sessions a field-based discussion format for unique or new field projects. PPE, hazards, tools needed, and emergency medical actions to be taken are a few of the topics covered during a tailgate safety session.

2.5 Two to One Work-Rest Guideline

The guideline states that for every two hours worked, there must be an hour of rest. Therefore, the maximum hours you can work in one day, without exceeding 2:1, is sixteen hours (eight hours of rest). Only in rare events, where prior approval is granted, may the 2:1 work rest guideline be exceeded. During initial attack, or unique circumstances, you may be expected to work a 24-48 hour shift. After such a shift, every effort will be made to mitigate the effects of subsequent fatigue. It will be your responsibility to notify your supervisor of remnant or detrimental fatigue, though you, your peers, and your supervisors will be expected to monitor each other for signs of fatigue as well.

2.6 Injuries and Documentation

In the event of an injury, the first priority is to ensure scene safety, and then aid the injured party. For any emergency injuries, the first and foremost priority is to seek medical care. Notify your immediate supervisor at the onset of any work-related injury so they may begin to care for the injured person.

Documentation will need to be completed once the injured individual is cared for. CA-1 forms are used to document information involving sudden illness or injury. CA-2 forms are similar, yet are used for long-term illness. It is the supervisor's responsibility to document the incident and then ensure the information is entered into the eSafety database online. This process generates the employee's authorization for treatment and must be done in order to ensure the employee is not held financially responsible for an injury that occurred while on the job. The supervisor and individual (or individual's representative) will maintain copies of all required documents and will help to ensure that the claim for injury is processed properly.

3. Driving & Vehicle

The operation of motor vehicles is common in our line of work. Driving is a privilege, not a right, and your government license can be suspended at the discretion of your supervisor. As a driver, you are responsible for the safety and comfort of everyone in the vehicle. Duties may include operating four wheel drive vehicles, fire engines, ATV's, snowmobiles, or towing trailers. In order to operate a government vehicle, individuals must have passed written exams, practical tests, and have the vehicle designated on their government driver's license. Vehicle operators may be held accountable for vehicle damages and termination of employment may result where intentional misuse or negligence led to the accident.

3.1 Daily Preventative Maintenance (PM) Checks

Preventative Maintenance (PM) checks are completed for vehicles each day prior to operation. PM checks are necessary for two reasons, to ensure the vehicle is fire ready and to catch small malfunctions before they turn into large problems. Vehicle fluid levels, tire pressure, fire equipment, and numerous other items are inspected each morning and documented on inspection checklist with initials and date.

3.2 Driving Limitations

Driving restrictions are in place to help provide a safer work environment for ourselves and others on the road. During non-emergency driving, operators shall strive to keep the driving between six in the morning and ten at night. No driver shall exceed *ten* hours behind the wheel per shift. The recommended number of hours a crew can be on the road with changing drivers is *twelve* hours for non-emergency driving and *sixteen* hours during emergency driving. The 2:1 work-rest guideline still applies, so if you have worked prior to starting travel, those hours count towards your total of sixteen hours for emergency and twelve hours for non-emergency driving (w/ changing drivers). During non-emergency driving, rest stops should be provided every two hours and change drivers at this time.

3.3 Driver and Passenger Responsibilities

Driver Responsibilities

- Driver must have a valid state drivers license, and government license on their person to operate a government vehicle
- Ensure PM checks have been completed for the operational period
- Ensures all bin doors and equipment (including chocks) are stowed away, complete "golden Circle" walk around
- Ensures all vehicle occupants are buckled up prior to moving vehicle
- Makes sure head lights and tail lights are turned on
- Obeys posted speed limits and state laws. Under no circumstances will the use of code be used to drive to an incident or allow excess in speed or busting of intersections, the exceptions to this are periods of Smokey/Low Visibility, Night Operations, & High Traffic/Urban Interface.
- Refrains from talking on cell phones and radios, unless during emergency situations
- When backing up a vehicle a backer will be used. If a backer is not available the driver will get out and check the area prior to backing.
- Always position vehicle with the front end facing out when parking (access & egress)
- Responsible for any damage to vehicle.

- At the end of each day vehicle fuel tanks will be topped off, the vehicle interior cleaned out, and the exterior washed as needed.
- When fueling the rigs windows will be cleaned, trash removed, and insides swept every time. Due to time and professional constraints it is at the supervisor's discretion that crew members will be allowed to shop inside gas stations.

Passenger Responsibilities

- Operates radios and cell phones for driver
- Navigates for Driver
- Exits vehicle to help direct vehicle over rough terrain and during backing
- Ensure Driver remains alert and awake when driving

3.4 Vehicle Maintenance

Each vehicle has a teal blue binder which holds the respective vehicle's fuel credit card, maintenance log, and accident procedures. The fuel card may be used to purchase fuel, fluids, windshield wipers and other items. Fuel receipts must be kept with the credit card and turned in each month. At the beginning of the season you will be provided with a Driver ID/User PIN. This is a 6 digit number that you will have to remember, or keep handy, in order to purchase fuel. Truck credit cards are to be used to purchase fuel ONLY for the vehicle that it is associated with and not for other uses (ATVs, Saw Fuel, Drip Torches, etc.). If anything needs to be purchased to keep the vehicle functional, notify your supervisor.

3.5 Recording Mileage

Each vehicle in our fleet is funded from a management code. When vehicles are used the mileage will be recorded. The mileage with the assigned management code is turned in each month. You must also show usage every day the vehicle is staffed even if no miles are recorded, you can simply put available for IA. The assigned vehicle manager will be the only person to write down daily mileage and fill out the monthly statement. If the vehicle manager is unavailable, the acting supervisor will assign duties. It is the responsibility of the vehicle manager to be familiar with the process for recording and reporting mileage, thus it is their responsibility to ask questions if they are unsure.

4. Facilities

4.1 Office

Aside from administrative duties and training, employees will spend very little time in the office. However, when module members do visit the office they will exhibit principles of professionalism and courtesy to all those that they encounter. This will be done to maintain a positive image and working relationship with overhead and other task area employees.

4.2 Cache

You are responsible for cleaning up after yourself. Remember to record all items coming in or leaving the cache, the cache will have a Fire Cache Inventory Update Form. If there are any questions, consult the cache manger or supervisor.

4.3 Seasonal Housing

Seasonal housing may be available during the summer. Rent will be deducted from paychecks for those using seasonal housing. Refer to the Seasonal Housing Policy for guidelines while occupying seasonal housing. Remember that seasonal housing is a privilege, and abuse of privileges may result in loss of housing.

5. Communications

5.1 Radios

You will likely be issued a radio for use while on the fireline and during work activities. New radios cost over \$1400, so if you are issued one make sure you take care of it.

When using the radios, use only clear text when communicating over the radio – no codes or 10-4's. DO NOT use profanity over the radio because people are often listening to radio traffic, including supervisors and public members. Be sure to be brief and clear when using the radio as multiple people and modules can be using the same channel and may have traffic that is more important than yours. If expectations of radio usage are not clear, ask another crewmember or your supervisor.

5.2 Phone Use

Government landline telephones are available for crew use during work hours, however personal and long distance calls must have prior supervisor approval. Personal cell phones may be used during breaks or at the discretion of the supervisor; however misuse will result in loss of phone privileges. Please use your cell phone when appropriate.

Personal cell phone use is limited to two 15 minute breaks and lunchtime. All other personal cell phone use will be pre-approved by your supervisor (e.g. scheduling doctors' appointments, necessary personal business, etc.).

5.3 Computer Use

Computers are provided for administrative duties such as entering time, hiring, etc. Crew members may use computers during breaks for limited personal use only with prior approval from the supervisor. Again, any misuse of computers will result in loss of computer privileges.

5.4 Mail

If you do not have an address in town, you may have limited packages sent to the district office. You should obtain a P.O. Box from the Post Office to receive your personal mail.

6. Tools and Equipment

6.1 Issued Gear and Personal Protective Equipment (PPE)

Employees are issued gear at the beginning of their employment each year. Issued items include personal protective equipment (PPE) such as Nomex pants and long-sleeved shirts, gloves, hardhat, eye protection, and ear protection. Employees may also be issued line gear, red bags, sleeping bags, keys, radio, or other various items. If employees chose to wear their own eye protection, they will not be reimbursed should those glasses break. Employees may not issue gear to themselves, someone else must be present to check gear out and check it back in at the end of the season. Employees must provide their own fire approved 8" (minimum) all leather boots, personal items, and toiletries.

- Each member is responsible and accountable for all equipment issued to them. Immediately notify your supervisor if equipment is damaged or unusable so they may submit it for repair or replacement.
- HCWFM personnel may be held financially responsible for lost or abused equipment.
- HCWFM personnel will only use the equipment issued to them unless approved by their immediate Supervisor.
- HCWFM personnel will return all equipment at end of their appointment; all equipment that is washable will be cleaned and or serviced prior to return.

6.2 Hand Tools and Chain Saws

Use of hand tools will be common practice during day to day operations. As a member of a hand crew, please understand that these tools are what generate your income and will guarantee your future employment. Training will be provided to you on the expectations placed upon hand tool sharpening and maintenance. The tool manager will inspect hand tools for proper sharpness and suitability. If tool maintenance is found to be unsatisfactory to the tool manager or supervisors, remedial training will be provided.

The use of chainsaws will be restricted to those that have had the proper training and maintain the requirements to stay current and proficient. When prudent, trainees will be given every opportunity to gain experience under the supervision of a qualified chainsaw operator. Chainsaw maintenance will also be restricted to those qualified or training to do so. In addition to S-212 training, the saw manager and supervisors will train module members on expected saw maintenance, cleaning, and chain sharpening. It will be the responsibility of the saw manager to ensure that all saws are fire ready at all times (field cleaned, full of bar oil, full of mixed gas, and the chain is sharp). Tasks may be delegated to proficient individuals, but if a saw is found to not be up to par, the saw manger is the one who's head will be on the chopping block.

7. Time and Travel

Entering time is an important aspect of this job, if it doesn't get done, you don't get paid. Our work hours are based on a two week frame of time called a "pay period". There are eighty base hours in each pay period and twenty-six pay periods in a year. Each pay period timesheet has a number associated with it (1 through 26). These timesheets are called time and attendance records or more commonly, T&A's.

7.1 T & A

Entering time is an easy process once it is done the first time. Ask your supervisor to walk you through the process. Before entering your time for the last two weeks, make sure that you have kept an accurate record of the hours worked in a “Smokey calendar” and on your time sheet kept in your folder at the work center.

Crewmembers will be responsible to learn how to correctly record their time. Time will be documented daily on a hard copy hand written time sheet before it is entered into Paycheck 8. Once time has been entered into Paycheck 8, the supervisor or administrative person will review and submit the T&A.

7.2 Crew Time Report (CTR)

Crew Time Reports are the forms used by crew bosses, engine bosses, IC's, and so on, to document time while on an incident. On larger fires, CTR's are signed by the resource's supervisor before being turned in to the Time unit. On smaller fires, CTR's may be used for resources where there is a mix of individuals from different home units. CTR's are typically done for groups of individuals, not for each person. CTR's are the documentation needed to fill out emergency firefighter time reports.

7.3 Emergency Firefighter Time Report (EFTR)

Emergency firefighter time reports (OF-288) are used to document individual time for an incident. They are your documentation for any time worked on an incident whether that time is base, overtime, or hazard. EFTR's may be filled in by the Time unit on large fires or may be filled in at the home unit when individuals return from a small, on district, fire. EFTR's are attached to the T&A, and serve as the documentation needed for overtime and hazard pay while on incident.

7.4 Overtime and Hazard Pay

All hours worked outside of your base work hours are either credit, compensatory, or overtime hours (see credit and compensatory under 7.5. below). With the exception of incidents (fire, floods, etc.), all overtime must have a signed overtime request and authorization on file before overtime may be earned. The signed overtime request and authorization form or a copy must be attached to the respective T&A. For incidents, the EFTR serves as the overtime documentation. Overtime is 1.5 times your base pay.

On fires which are uncontrolled, employees will accrue hazard pay. Hazard pay is 0.25 % of your base pay. Hazard pay is paid for the entire work shift (day). Even if the fire was called controlled in the morning, you would continue to earn hazard pay the remainder of that day.

Refer to the Time and Attendance Guide for guidance.

7.5 Leave

Throughout the season, employees accrue 4, 6, or 8 hours of annual leave each pay period depending on their total length of service with the government. Individuals start out accruing 4 hours each pay period until they have a total of three years working for the government (not three seasons, but a total of three years of combined work). After three years, individuals begin to accrue six hours of annual leave each pay period.

Credit and compensatory hours may be earned and used for leave. Up to 24 credit hours may be brought into the next pay period, if you have more than 24 hours of credit time, you must use some of that

time before the end of the pay period. No documentation is needed to earn credit hours, however you do need your supervisor's approval. For example, if you work two hours past your normal work hours one day, you may (with supervisor's approval) leave two hours early another day. Credit hours do not roll over into the next season and must be used before the end of the year.

Compensatory time is similar to credit time except there is no 24 hour cap and documentation is needed before comp time may be earned. If compensatory time isn't used before the end of the season, then the comp hours are paid back at the overtime rate. For documentation, either a signed overtime request and authorization form, or a signed EFTR (if the hours earned were on incident) may be used.

Employees also earn four hours of sick leave per pay period. Sick leave may be used for personal sickness, doctor appointments, or injury. Prior supervisor approval is needed before taking leave, and if leave (sick, credit, comp, annual, or a combination) is three or more consecutive days, an OPM 71 form must be filled out and addressed by your supervisor. Sick leave may be used to care for a family member or to take them to a medical appointment.

When on leave, you may be unavailable for fire assignments.

7.6 Travel

If you go to a training, detail, or assignment which falls within your duties and is approved by your supervisor, you may be reimbursed for meals and lodging. If the travel is approved and you take your personal vehicle, you may be reimbursed for mileage with prior approval from the district ranger. Keep all lodging receipts and record miles on the vehicle you're driving. If lodging and meals are provided, you do not receive the full per diem rate. Travel authorization numbers are given to employees at the start of each season. All travel will be submitted by administrative person and approved by supervisor. You must sign the sheet to get paid.

8. Physical Condition

8.1 Drug and Alcohol Use

The Payette National Forest has a zero tolerance policy for drug & alcohol use and possession. Use or possession may result in disciplinary action up to and including termination of employment and/or criminal charges. If a crew member is using prescribed medication which may affect their ability to perform certain tasks, it is the responsibility of the individual to notify their supervisor immediately.

8.2 Physical Training Goals

Physical training is necessary to keep fire crews ready for physically demanding tasks on wildfires, prescribed fires, and project work. Physical training has been shown to reduce stress and increase mental awareness. It is important to train every day, even if the PT consists of a low intensity stretching session.

At times, crews may not be able to train on a particular day due to fire activity. However, once the crew returns to their home unit, PT will begin again. While on incident there may be some down time during staging or after sharpening tools at ICP. Take advantage of this time to PT as a group. Throughout the season, project work may reduce the time allotted each day for physical training. This doesn't mean that

PT should be dropped. Project work may serve as PT for the day, but beware of substituting project work for physical training every day as your fitness level may decline.

These standards are provided to give you a goal for your level of fitness. They are not a direct requirement of the job, but performing at this level of fitness will help you have a safe and enjoyable season on the crew.

1.5 Mile run	11:00
Situps	40 in 60 Seconds
Pushups	25 in 60 Seconds
Pullups	7

9. Fire Experience and Position Training

9.1 Fire experience and NWCG Qualification Documentation

It is important to document all fire experience, especially if you are considering a wildland fire position next season. It is your responsibility, not your supervisors, to keep track of your fire history. Fire name, incident number, position held, operational periods, and size class of fire should be recorded for each incident you're on. This information along with copies of fire training and task books are forwarded to dispatch at the end of each season. If a task book is initiated for you during your employment, your supervisor will forward a copy to the FOS as soon as possible. Dispatch needs this information so that they may update your red card and information in the Incident Qualification and Certification System (IQCS). Each crew member is responsible for updating their file. Employees will keep all original course certificates and completed task books at home.

9.2 Tactical Exercises

Crew training days are a great time to review many of the tactics and tools that we use daily in our work. Make an effort to let employees lead different portions and encourage questions.

9.3 Critical Training: Required training for all Forest Service personnel, in fire related positions.

- Annually: First Aid/CPR, EEO, Haz-Mat/MSDS Awareness, Annual Fireline Refresher (RT-130), Hearing conservation test and the Work Capacity Test at the arduous level.
- Tri-annually: ATV Certification, Sawyer Certification
- First Year Firefighters: (FFT2) S-130 Basic Firefighter, S-190 Intro to Wildland Fire Behavior, I-100 Intro to Incident Command System, S-133 Look Up, Look Down, Look Around, L-180 Human Factors on the Fire line, NIMS, Defensive Driving and the Work Capacity Test at the Arduous Level.

9.4 Developmental Training:

Required training associated with an Incident Command System position, and may be offered at an academy or local class setting. Here are some examples:

- Helicopter Crew Member: S-271 Helicopter Crew Member and all associated trainings.
- Squad Boss Trainee: S-131 Advanced Firefighter/Squad Boss, S-211 Portable Pumps and Water Usage, and S-212 Wildfire Power Saws.
- Crew Boss Trainee: S-230 Crew Boss (Single Resource), S-215 Wildland Urban Interface, S-290 Intermediate Wildland Fire Behavior, S-260 Interagency Business Management, S-270 Basic Air Operations, L-280 Followership to Leadership, and S-234 Firing Operations.

9.5 Detail Opportunities/Task Books/Crew Assignments

On/Off Forest Details: Opportunities may be afforded to crew members. These opportunities will come at the discretion of the AFMO and Module Leader. Any requested leave during a detail is subject to approval by both your home module supervisor and detailed module supervisor.

Task Books: The initiation of a task book is the discretion of your supervisor, and passes through the chain of command. Task books will not be considered for final evaluation until the mandatory training associated with that task book is completed. Opportunities to work on open task books will be given at appropriate times. Make sure you fill out the Payette optional form prior to sending in your task book.

Crew Assignments and Training Opportunities: HCWFM is expected to participate in all fire assignments, including opportunities with: Type I/II Handcrews, Helicopter Crews, Engine/Squad Modules, and Single Resource positions. All crew members will adhere to the SOP's of their assigned crew and follow the direction of their supervisor for the duration of the assignment.

10. Dispatching

10.1 Dispatching

HCWFM will remain within a 2 hour call back time in Council when off the clock. This means you will report to the work center ready for a two week fire assignment within 2 hours of initial notification from supervisor. 2 hours is the absolute maximum allowable time. HCWFM is expected to be at the work center as soon as possible after receiving the call. If you are unable to make the 2 hours call back, you will be left home and your supervisor and AFMO will reassign you on the district.

Off Forest

- During duty hours, Dispatch will notify the Crew Leader directly of a resource order.
- During off duty hours, Dispatch will notify the Fire Duty Officer for an off forest resource order and the Fire Duty Officer will contact the Crew Leader.
- After notification, the Crew Leader will determine departure times and travel route, contact crewmembers and send a current manifest with ETD and ETA to Dispatch.

Local Initial Attack

- The Crew Leader will be contacted directly for an afterhours initial attack by the FMO, AFMO, or Dispatch
- Crewmembers may be required to stay in service during periods of lightning, high fire severity, or when on-going fire activity dictates. Be prepared to work an extended shift at any point in time.

Leave

- Leave will most likely not be granted during periods of availability. Exceptions may be made based on personal or family need.
- All leave must be granted in advance by Supervisor.
- Pre-planned leave of more than one day will be requested by filling out a leave request form and submitting to the immediate supervisor for approval.
- Crewmembers on approved leave will be reunited with the crew at the Zone AFMO's discretion.
- Your availability for off-forest dispatch may be affected by any leave request you have submitted. If you have leave scheduled and are part of an off-forest resource assignment, your spot will be filled with someone else if you wish to take said scheduled leave.

11. Conduct

As a member of Hell's Canyon Wildfire Module you will be expected to maintain a proper code of conduct while both on and off the clock, at home and away from your duty station. Your behavior is a direct reflection of Hell's Canyon WFM, which represents West Zone Fire Management, the Payette National Forest, and more broadly, the Forest Service as a whole. You are expected to maintain at a minimum, a professional and courteous demeanor that exhibits the principles of duty, respect, and integrity. If this intent is unclear, we have included some examples of expected behavior both on and off the clock.

During working hours:

- Wearing your uniform: shirts tucked in, pants above your waist, ball caps worn straight forward, shirts will be a clean crew shirt or blank black/grey t-shirt, and boots should be laced tightly.
- When addressing supervisors: get their attention and then wait until they can give you their full attention. When you are addressed, speak clearly and directly.
- In the public eye (everywhere that isn't behind a locked door): no horseplay; refrain from using 'colorful' or offensive language; sexist, racist, elitist, or demeaning jokes and/or comments are prohibited. Inappropriate conduct should be policed by yourself and your peers, but will be enforced by your supervisors.
- Attitude: While not every day is going to be a 'great day' you are expected to arrive to work with an attitude that shows you are at least willing to work. A more productive attitude to have will be positive, pleasant to be around, showing initiative, and cordial. If circumstances beyond your control influence your attitude, inform your supervisor so that changes or accommodations can be made.

Off the clock:

- Be friendly, polite, and respectful to local residents (smile, wave, say 'Hello', hold doors open for people, etc. etc.). Even if you are not wearing anything that indicates you are a forest service employee, you are not familiar to them, and by default, are associated with the forest service.
- Do NOT wear crew shirts or nomex into a bar. This is done out of respect for the crew and the organization.
- When talking to the public about forest service/fire activities, do not provide false or unverified information. It is best to only speak on subjects that you know for a fact.
- Adhere to local, county, state, and federal laws. Being a federal employee does not grant you any special exemptions. Understand that if your conduct off hours results in incarceration or incapacitation, your supervisors have no duty to attempt to nullify your actions. For example: if you are put in jail for public intoxication while on assignment, your supervisor is not expected to bail you out of jail and they have the prerogative to leave you to find your own way home (where you will likely be presented with walking papers).

At all times:

- Take pride in what you do and who you are. This jobs is a rare opportunity that the majority of Americans respect and applaud.
- Enjoy yourself. We will be paid to travel and visit remote and amazing areas of the country with some of the hardest working and most energetic people from all over the country.
- Have fun!

Signature Page

I accept these standards of operation and the duties assigned to me. I understand that my performance appraisal is based on the criteria stated in this document. A copy of this document will be placed in my permanent records folder.

X

Supervisor

Date:

X

Employee

Date:

Appendix A: Operations as a Type 2 Wildland Fire Module

A.1 Wildland Fire Module Information

When operating as a Type 2 Wildland Fire Module, HCWFM will follow the guidelines set forth in the *Interagency Standards for Wildland Fire Module Operations* publication PMS 430, March 2013 edition.

This guide is available at: <http://www.nwcg.gov/pms/pubs/pms430/PMS430-1.pdf>

Individual home units shall provide direction, support, and review processes that ensure WFM operations are safe, effective, and meet the WFM operations standards as outlined in this document. Any individual host unit may assemble and make available for mobilization a WFM meeting the minimum standards described in this document. Only those WFMs meeting the standards and having completed the WFM certification process (see Appendix B for Type 1, see Appendix D for Type 2) shall be made available for mobilization as a WFM.

Prior to implementing activities and operations under the standards in the Interagency Standards for Wildland Fire Module Operations, local units must have ensured compliance with agency policy. In addition, an approved local employee or module handbook must be in place, which identifies how the module interacts with the local unit. All actions implemented under this guide must also be consistent with local agency policy.

-Taken from Page 1 of the Wildland Fire Module Operations Guide, 2013

Compliance with the *Interagency Standards for Wildland Fire Module Operations* guide (PMS 430) will be reviewed by the local unit AFMO/Duty Officer prior to dispatch. This guide, the *HCWFM Standard Operation Procedures*, sets forth the guidelines and policies for HCWFM. Additionally, the West Zone of the Payette National Forest has standard operating procedures that must be adhered to by Crew-1. All Wildland Fire Module Operation standards, as well as agency policy, will be followed during all operations while on the local unit or while on off-forest assignments.

A.2 The following tables are taken from the *Interagency Standards for Wildland Fire Module Operations*. Tables 1 and 2 have an added column with current information on the capabilities of HCWFM as related to the standards set forth for Type 1 and Type 2 WFM certification. This information is current and can change with the addition or substitution of crewmembers.

The table below identifies minimum qualifications for operational staffing when dispatched as either a Type 1 or Type 2 WFM.

Wildland Fire Module Minimum Qualifications

Required WFM Qualifications	Type 1 WFM	Type 2 WFM
TFLD	1	0
RXB2	1	0
CRWB - Crew Boss	1	1
FIRB – Firing Boss (separate from CRWB)	1	0
ICT4 – Incident Commander Type 4	1	0
ICT5 – Incident Commander Type 5 (separate from ICT4)	1	1
FOBS – Field Observer	1	0

Required WFM Qualifications	Type 1 WFM	Type 2 WFM
FEMO – Fire Effects Monitor (On WFM Type 2, one of the required FEMOs may be a FEMO (t))	2	2
FFT1 – Advanced Firefighter (separate from single resource positions)	2	2
FALB – Faller Class B	2	1
HECM – Helicopter Crewmember	1	0

Minimum Standards	Type 1	Type 2	HCWFM.2013
Fireline Capability	Ability to form separate logistically self-sufficient independent groups, fire line construction, complex firing operations(backfire), monitoring, strategic planning, fire recognizance, and public information.	Monitoring, fireline construction, firing to include burnout.	Ability to form separate logistically self-sufficient independent groups, fire line construction, firing, monitoring, strategic planning, fire recognizance, and public information.
Crew Size			
Leadership Qualifications	<ul style="list-style-type: none"> • Qualifications are not tied to a particular position within the WFM. All modules will have the following qualifications: TFLD, RXB2*, ICT4, CRWB, FIRB, FOBS • Module Lead: TFLD, CRWB • Asst. Module Lead: ICT4, FEMO • 1 Squad Boss: ICT5 • 2 Senior Firefighters: FFT1 *RXB2 (1) could be any of the module members 	<ul style="list-style-type: none"> • Crew Boss: CRWB • 1 Squad Boss: ICT5 	<ul style="list-style-type: none"> • Module Lead: CRWB, ICT4, FEMO, FIRB • Asst. Lead: CRWB, ICT5, FEMO, FIRB • 1 Senior Firefighters: FFT1
Language Requirement	All senior leadership, including Squad Bosses and higher, must be able to read and interpret the language of the crew as well as English.	All senior leadership, including Squad Bosses and higher, must be able to read and interpret the language of the crew as well as English	All senior leadership, including Squad Bosses and higher, must be able to read and interpret the language of the crew as well as English
Experience	90% > 1 season	60% > 1 season	100%> 1 Season
Full Time Organized Crew	Yes (work and train as a unit 40 hrs. per week, 90 continuous days)	No	YES
Communications	5 programmable radios	4 programmable radios	10 Programmable radios
Sawyers	2 agency qualified	1 agency qualified	4 agency qualified 1-FALC, 3-FALB

Minimum Standards	Type 1	Type 2	HCWFM.2013
FEMO	2	2 (1 of 2 can be trainee)	2
Training	As required by the Interagency Standards for Wildland Fire Module Operations prior to assignment	Basic firefighter training or annual firefighter safety refresher prior to assignment	Basic firefighter training or annual firefighter safety refresher prior to assignment. Crew level critical training.
Medical First Responder Training	Yes	No	EMT (1) All other crewmembers are current with First Aid/CPR
Logistics	Multiple crew level agency purchasing authorities	Generally no purchasing authority, may need assistance by incident logistics	Multiple crew level agency purchasing authorities
Dispatch Availability	Availability determined by sponsoring agency	Availability variable by sponsoring agency	Availability determined by sponsoring agency
Mobilization Time	Within 2 hours of receipt of resource order when on duty, 8 hours when off duty	Within 24 hours of receipt of resource order.	Within 2 hours of receipt of resource order when on duty, 8 hours when off duty
Transportation	Own transportation	Transportation needed	Own transportation
Tools & Equipment	Fully equipped for each geographic region.	May need assistance by incident logistics	Fully equipped for each geographic region.
Specialized Digital, Remote Operations, Monitoring, Equipment	Yes	No	No
Personal Gear	Arrives with: Crew First Aid kit, personal first aid kit, headlamp, 1 quart canteen, web gear, sleeping bag	Arrives with: Crew First Aid kit, personal first aid kit, headlamp, 1 quart canteen, web gear, sleeping bag	Arrives with: Crew First Aid kit, personal first aid kit, headlamp, 1 quart canteen, web gear, sleeping bag
PPE	All standard designated fireline PPE	All standard designated fireline PPE	All standard designated fireline PPE
Certification	Must be annually certified by the Regional or State office of the host unit agency administrator or designee prior to being made available for assignment.	Must complete the mobilization checklist by the local host unit or agency administrator or designee prior to being made available for assignment.	Must complete the mobilization checklist by the local host unit or agency administrator or designee prior to being made available for assignment.

Minimum equipment required for dispatch via ground transportation.

Equipment	Type 1 WFM	Type 2 WFM	HCWFM
Appropriate PPE	YES	YES	YES
Dedicated module vehicles (minimum 2)	Agency Owned and assigned	NO	Agency Owned (3 total)
Dedicated Cellular Telephones	2	0	2
Crew Level Purchase Authority	Multiple	None	Multiple (2)
Chain saws with kit	4	1	6
Firing Devices:			
• Drip Torch	4	2	5
• Flare Launcher	1	0	1
• Fusees (1 case)	1	0	2
Firefighting hand tools- Geographically dependent	YES	YES	YES
Programmable hand held radios	5	4	10
Tents and sleeping gear, all season	YES	YES	YES
Extended 14 days backcountry camp and cooking equipment	YES	NO	YES
Water filtration system	YES	NO	YES
Medical Equipment:			
• 10 person Kit	2	1	3
• Remote carry out capability	YES	NO	YES(backboard)
Drinking water and food	72 hours	48 hours	72 hours
Digital Technical Equipment:			
• Computer	2	1	1
• Printer	1	0	0
• Digital Camera	2	1	2
• GPS	5	2	5
• Software or Interface Capabilities	YES	NO	NO
Belt weather kit	5	2	5
Fuel transect or plot sampling equipment	YES	YES	YES
Binoculars	2	1	2
Documentation:			
• WFM Field Guide	YES	YES	YES
• WFM Monitoring Forms	YES	YES	YES

A.3 Manager Positions

Crew members will be assigned managerial positions, as per modules direction. Managers are not always expected to complete their duties alone. They may recruit help from fellow crew members who are in turn expected to provide assistance. We share the work load as a team.

Manager's responsibilities include:

- Specific equipment maintenance and replacement needs.
- Completion of specific forms and records, pertinent to managerial duty.
- Supervisor notification of monitorial costs or repairs to equipment.

- Completion of duty by end of shift.
- Ensure fire readiness at all times.

Truck Leads: Alpha Bravo

Cache Manager

- Documents and Issues gear to Council R.D Employees.
- Maintains high standard of organization in the districts cache.
- Inventories and reports needs to the appropriate Supervisor.

Tool Manager

- Must have solid working knowledge of hand tools and be able to instruct other crew member's proper tool maintenance.
- Must inspect all tools used on assignment before being taped and painted.
- Responsible for tool replacement needs at home and on incidents.
- Responsible for all hand tools kept on vehicle.
- Assists Supervisor to ensure proper tool mix on fire and project assignments.
- Ensures Initial Attack standards are kept.

Fuel Manager

- Responsible for maintaining fuel needs for module.
- Responsible for keeping fuels on vehicle topped off.
- Inspects fuel containers daily and replaces as necessary.
- Ensure fuel bin on vehicle is kept safe, clean and organized.
 - Burn/Torch Mix: 3:1-Diesel: Unleaded Gas.
 - Two Drip Torches per truck
 - Saw Gas Mix: 50:1-Unleaded Gas: Two Cycle Oil.
 - 8 Sigs Saw Gas, 4 Sigs Bar Oil.
 - 1 Dolmar, Mix Gas/Bar Oil.
 - Mark III Mix: 24:1-Unleaded Gas: Two Cycle Oil.
 - Shindowa Pump Mix: 16:1-Unleaded Gas: Two Cycle Oil.
 - 3 Quarts of Two Cycle Mix.
- Keep all dolmars and sigs filled with appropriate fuel or oil.
- Make sure fuel bin is kept clean, and leaks/ spills are appropriately handled.
- Keep fueling and spill equipment stocked- fuel spout and diapers.

Saw Manager

- Responsible for all aspects of saw maintenance and upkeep.
- Instructs other crew members on proper saw maintenance (home & field).
- Keeps cache saw supply stocked and keeps current list of saw needs.

- Ensures saw bin on vehicle is fully supplied with proper PPE, replacement parts, and supplemental saw accessories needed.
- Keeps compartment organized and clean.

Vehicle Manager

- Fluids checked daily.
- Chasse inspected daily.
- Belts inspected daily.
- Tire pressure/wear inspected daily.
- Vehicle cleaned when necessary, trash removed daily.
- Air filter inspected weekly.
- Keeps Vehicle compartment organized and clean.
- Keeps Vehicle compartment supplied with proper belts, fluids, jumper cables, tire chains, etc...
- Maintain scheduled maintenance i.e. oil changes, tire rotations etc.
- Complete daily vehicle PM checklist.
- Provide vehicle mileage to office manager monthly.

Supply Manager

- Responsible for all supply needs of the module.
- Responsible for the organization and upkeep of vehicle supply bin.
- Responsible for restocking supply on a daily basis.
- Ensures vehicle drinking supply maintained.
- Informs foreman of supply needs and makes order requests.
- Make sure bulk water containers are refilled after every operational shift or as needed.

Medical Manager

- Responsible for all medical needs of the squad.
- Decides what medical supplies to stock.
- Ensures medical supply bin on vehicle is stocked and easily accessible.
- Keeps medical supplies organized and keeps current list of replacement needs.
- Maintains and carries functional 1st aid kit (crew size) while on assignments.

Radio Manager

- Responsible for all radio and accessory needs.
- Maintains current radio frequency lists.
- Ensures radios are properly programmed.
- Inspects condition/reliability of all modules radios.
- Keeps cloning cable on their person.
- Ensures that functioning radio accessories (clam shells, antennas, etc...), spare radio and radio propagation map are on vehicle.

Fire Monitoring Equipment Manager

- Responsible for all Fire Monitoring Equipment is stocked.
- Make sure we have enough forms for up to 21 days of monitoring.
- Inspect all equipment and make sure they are in good working order.
- Notify supervisor if equipment is not in good working order.

Facilities/Sanitation Manager- (At compound) - *Everyone*

- Ensure bathroom and weight room is clean and well stocked- floors, counters, TP in bathroom, weights racked, equipment wiped down, etc.
- Gas house and saw house are clean and well organized.
- Crew 1 cache area upstairs is clean and organized.