

# Lone Peak Hotshots

## Standard Operating Procedures

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*“Success is dependent upon the glands – sweat glands.” ~ Zig Ziglar*

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## Lone Peak Conservation Center

### Agency Overview

Utah Division of Forestry, Fire and State Lands (FFSL) is one of seven divisions that comprise the Utah Department of Natural Resources (DNR). We are a state agency that represents the State of Utah not to be confused with the Federal Agencies or the Federal Government. The Lone Peak Conservation Center (LPCC) is a Program Delivery (PD) Unit within the Utah Division of Forestry, Fire and State Lands (FFSL).

### Mission Emphasis for Operations

LPCC crews provide primary reinforcement for wildland fire suppression incident operations and all risk assignments. LPCC crews are highly trained, physically fit, mobile, and equipped to handle a wide variety of tactical assignments from initial attack to the mop up phases of fire suppression. Crews will engage in natural resource based project work during the shoulder months of the fire season or during slow fire periods.

### Lone Peak Conservation Center Mission Statement

LPCC's mission is to ensure the long term viability of our program by delivering highly reliable resources to support wildfire and land management needs of our agency, cooperators, and clients. We fulfill all commitments with professionalism, focusing on a progressive approach to planning, preparation and the constant attention to safe operations.

### Lone Peak Conservation Center Vision Statement

We are the premier pool of fire and land management professionals, relentless in our endeavor to deliver highly reliable resources that fulfill commitments to the public..

## Lone Peak Hotshots

### Lone Peak Hotshots Mission Statement

Through hard work, accountability, and training, the Lone Peak Hotshots will be an efficient, professional and respected interagency hotshot crew. Our crew will possess great character built on respect and awareness of others. We will strive to meet any challenge we encounter without fear of failure, crew cohesion, toughness, and moral courage.

### Lone Peak Hotshots Organizational Goals

- Be proficient in your position
- Train those below you
- Learn the position above you
- Training and experience base to maintain integrity of the crew
- Lead by example
- Stay motivated – look to challenge yourself, and identify what that means
- Look for and pursue more responsibility

## Lone Peak Hotshots Core Values

Safety - Duty – Respect – Integrity – Teamwork – Self Discipline - Family

Each member of the Lone Peak Hotshot Crew will be responsible and accountable for upholding the crew's core values. Each of us will exemplify our crew's core values through our actions, training, and standard operating procedures.

## Purpose of the Standard Operating Procedures (SOP)

### This Guidebook

This SOP for the Lone Peak Hotshots has been developed to provide a basic understanding of our procedures, as well as define expectations for all members of the crew. These standards are the basis for which the crew was founded and will be used as a measure of quality.

### Minimum Crew Expectations

- Always maintain situational awareness for yourself and others
- Establish and promote crew cohesion to maintain a safe and efficient work environment
- Always treat others with respect and dignity
- Always strive to maintain a high level of professionalism and demand quality results
- Utilize self motivation in all aspects of your job
- Understand your leaders intent and know the task, purpose and end state of your assignment
- Practice safe working techniques
- Strive for self improvement

## General Information

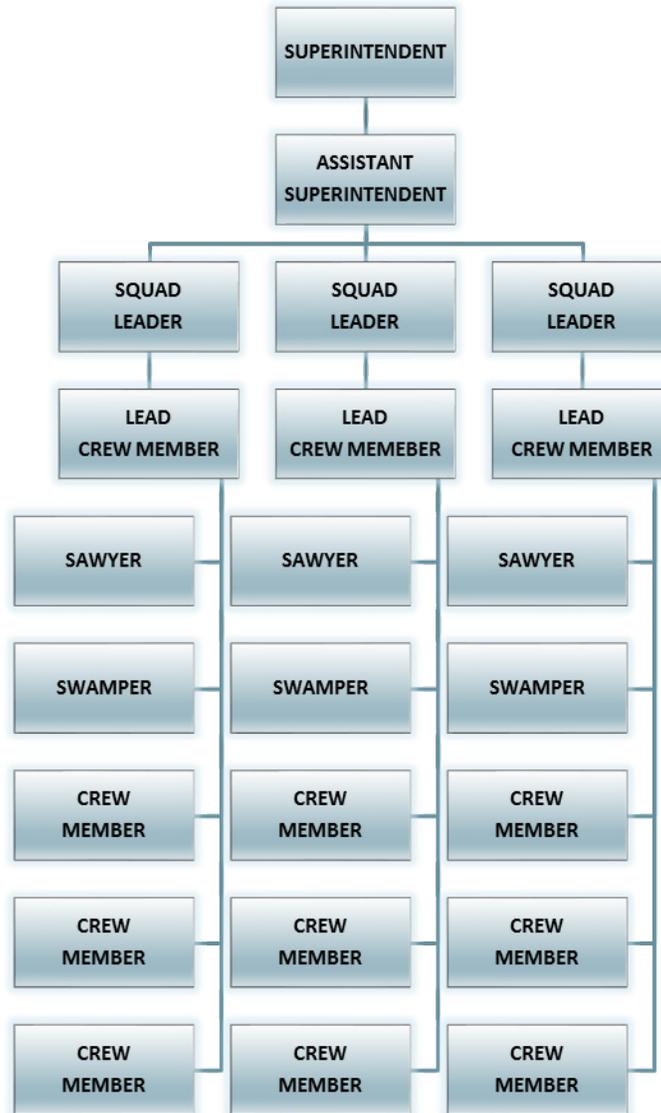
### Location

LPIHC facilities are located within the Utah State Prison (USP) non-secure boundary. The land is being leased on a permanent basis from USP, therefore we must abide by all posted rules set forth by USP and understand the procedures for movement on prison grounds. Basic guidelines to follow are:

- Follow all posted speed limits
- No alcohol, illegal drugs or the unlawful carrying of firearms on USP grounds
- Always have a valid ID available, and ensure vehicles are registered and legal
- Minimize security situations by locking all vehicles and facilities when not in use

### Chain of Command

LPIHC is structured in a three squad tier configuration; see example below. A chain of command in this fashion allows for the optimal (3-7) number of people to be supervised. If an issue arises, the first step is to resolve it at the lowest level possible with all persons involved. If this cannot be accomplished, the chain of command guides you to the lead crewmember. If the lead crewmember cannot resolve the issue, it then moves on to the squad leader. If the problem is not resolved at the squad leader level, the Assistant Supt. and Supt. will then be involved.



### Open Door Policy

- Crew overhead will maintain an open door policy, for any situation at any time
- Crew meetings will be held as needed or if requested to ensure open communication and internal crew issues can be addressed. Attempts should be made for individual problems to be resolved at the lowest level possible.

### Conduct and Disciplinary Actions

Disciplinary action will be initiated against anyone that exhibits behavior detrimental to the crew or unbecoming of a State Employee. Insubordination, unlawful discrimination, and/or unlawful harassment of any kind (racial, sexual, etc.) will not be tolerated and will result immediate disciplinary actions. Physical violence, regardless of motivation, will result in immediate termination. Most conduct and performance issues will be evaluated through a tier process.

## First Tier

The first tier can include verbal warnings. They will be conducted with immediate and second line supervisors and can be documented in the employee file. Reprimands may be cause for suspension. Continued or repeat occurrences of the same conduct or performance will be documented into the performance evaluation and failure to improve will dictate an unsuccessful rating. Unsuccessful ratings can lead to ineligibility for rehire or possibly termination.

## Second Tier

The second tier will include a written warning, as well as a discussion with the Superintendent and Squad Leader to develop a remedial plan for improvement. This warning will and evaluation step will be do in the employee file. Serious reprimands may be cause for suspension. Continued or repeat occurrences of the same conduct or performance will be documented into the performance evaluation and failure to improve will dictate an unsuccessful rating. Unsuccessful ratings can lead to ineligibility for rehire or possible early termination.

## Third Tier

The third tier is reserved for conduct or performance with such severity that does not allow for warning to be issued either verbally or in writing, and will involve the program or center coordinator and in most cases the state Human Resources Department.

## At-Will Employment

The State of Utah is an at-will employment state. At-will employment is a term used in U.S. labor law for contractual relationships in which an employee can be dismissed by an employer for any reason (that is, without having to establish "just cause" for termination), and without warning. Although the intent of the disciplinary process is to correct unacceptable performance and conduct, Lone Peak IHC will not hesitate to terminate an individual regardless of their position if repeated performance issues and corrective actions are ignored. Examples of immediate termination would include unauthorized alcohol or illegal drug use on a fire assignment.

## Tardiness

You are required to notify your supervisor if you are going to be late for any work assignment. Failure to report to work at the required time without an appropriate or acceptable excuse will result in a corrective action being taken.

## Fire Readiness

- Fire readiness is your responsibility. All assigned fire equipment and gear must be ready for immediate dispatch. Crew response times are immediate while on duty and a maximum of two (2.0) hours, from the initial phone call to the Superintendent while off duty. It is up to the individual to report as soon as possible to the center upon notification of a dispatch. Tardiness policies will be adhered to concerning off duty response time.
- It is the employee's responsibility to be on time and prepared for work. Daily work apparel will be your crew uniform, fire boots, fire gear, and a lunch. Without your proper apparel and safety gear, you will be ineligible for any fire assignments. In addition, you must be prepared to be dispatched to a 14 day assignment. Line packs and PG gear need to be ready at all times.

- Crew members must provide their own initial lunch anytime the crew is dispatched from LPCC. LPIHC will typically not provide a lunch the first day of travel. MRE's are not to be used for lunch during the first day of travel.

## Dispatch Procedures

### At Base/On Project

The crew must be prepared to respond to a fire call as soon as possible. Once a call is received from dispatch, the Superintendent will contact the Assistant Superintendent and the Squad Leaders. Squad Leaders will contact crew members and brief them on the situation.

- All personnel shall be in a constant state of readiness
- Standard uniforms are required when not involved in physical fitness. Crew uniform will accompany the individual to fitness training sites located away from base
- Any travel off the base during normal duty hours requires supervisor's approval and you must be reachable by cell phone

### After Scheduled Work Hours

Once a call is received from dispatch, the Superintendent will contact the Assistant Superintendent and the Squad Leaders. Squad Leaders will be responsible for contacting each crewmember. Contact of crew members will be made by phone calls, or the Squad Leaders preferred method. After notification crewmembers must report to the duty station as soon as possible.

- Response from crewmembers back to Squad Leaders can be made by phone, text, or face to face
- If a crewmember cannot be contacted after two phone call attempts, the Squad Leader will leave a voice message and no more contact attempts will be made. It is then up to the crewmember to respond to their supervisor within 30 minutes from the first phone call they received. If the crewmember does not respond within the 30 minute time frame they will be dropped from the manifest
- Any violation of call back may result in (at Superintendent's discretion) working at LPCC or unpaid days off until the crew returns from the assignment. On call pay will be forfeited for these days.
- An individual who has continuing availability problems will be subject to progressive disciplinary action which may result in termination

Due to possible dispatch calls after scheduled work hours, LPIHC requires crew members to remain within a two (2.0) hour response radius. If an employee anticipates violating the response radius, supervisor notification is required. If that individual is unavailable for callout after work hours, they will be ineligible for on-call status and must have supervisor's prior approval.

### On Call Defined

On-call is the availability period when not on regular scheduled hours of work. LPIHC will be in on-call status when the crew is off duty but shown "available" in ROSS with dispatch. On-call means the crew may be ordered at anytime, 24 hours a day-7 days a week for fire assignment. Crew members must be fit for duty and available by phone for notification and response to be able to claim on-call time. The

maximum on-call is 14hrs on scheduled 10 hour days and 24 hrs on days off. For every 12 hours of being on-call, you will receive one full hour of pay at your regular base rate.

## Alcohol and After Hours Activities

- LPIHC is a dry crew and has a zero tolerance policy for alcohol use while assigned to an incident or project, except at the approval of the Superintendent or Assistant Superintendent. Any LPIHC crewmember caught consuming alcohol without approval will be subject to immediate disciplinary action
- Curfews will be placed in situations deemed necessary and can be expected anytime the crew is in travel status to and from incidents or projects

## Appearance and Conduct

- First impressions set the tone when arriving at an incident
  - Look sharp and act professional
  - Keep together and move in tool order
  - Wear crew uniform, with shirts tucked in
  - Know your job assignment; stay busy and organized
- Maintain a positive attitude and be conscious of other people around you
- Take on all assignments and maintain a positive attitude regardless of duties. Pitch in when and where necessary. Volunteer your services
- Be mentally and physically prepared any assignment that we may receive
- Treat others with the same respect you want to be treated with

## Music and Headphones

Any music playing device is not allowed outside of the crew carriers while crew members are on the clock. The only time crew members are allowed headphones outside the crew carriers is when the crew is bedding down for the night. Walking around camp, refurbishing equipment outside the rigs, or lining out for chow with headphones on will not be allowed.

## Social Media

Use of social media forums is not allowed while crewmembers are on the clock. If any crew members post work related content while representing the State of Utah there could be ramifications if the material is not ethical or is deemed not in the best interest of the agency or partner agencies.

## Cell Phone Use

While crew members are in paid status, all crew duties will take priority over personal cell phone use. When time allows for your personal phone calls, be mindful of those around you. Be aware of any possible perceptions by the public or other resources that may be created while you are having a personal conversation. Cell phones will only be allowed on the fireline for the intent of taking pictures or videos when appropriate. Making or receiving phone calls or text messages while on the fireline will result in an immediate removal of this option for the entire crew.

## Uniform Requirements

LPIHC crew members will only wear approved crew logo apparel and green Nomex pants. No other clothing attire will be permitted without approval. Crew members will be provided a list from which they

can purchase uniform items (nomex pants and shirts will be provided) at the beginning of the season. A minimum of two (2) tee shirts must be maintained at all times, this allows for one to be worn during assignment and one clean crew shirt to be worn while in travel status. Crew members who quit or are terminated will be asked to surrender all of their crew colors upon return of all state issued gear and uniform. Once all crew colors are returned, the individual may be refunded the money spent to buy their uniform, less administrative costs. Fillers and detailers will be provided with a crew uniform but will be required to return the uniform at the end of their time with the crew.

## Issued Gear

Crew issued gear will be returned at the end of the season or upon early termination. Items damaged or not serviceable will be tagged with a list of necessary repairs. Please report any damaged or lost items to your supervisor as soon as possible to ensure proper accountability. Please treat all equipment with the proper use, care and maintenance to extend its useful lifespan. Some of the assigned gear needs to be serviceable for multiple field seasons.

## Health and Fitness

Crewmembers are expected to show up for fire season in shape and ready for the full 180 day fire season. The crew operates under the assumption that crewmembers have taken the initiative to show up fit on the first day of work. Fitness testing will be conducted with all crewmembers as required by the fitness standards in the Interagency Hotshot Operations Guide:

- 1.5 Mile Run: <10:35 Minutes
- Push-Ups: 25 in 1 minute
- Sit-Ups: 45 in 1 minute
- Pull-Ups: 7

All crewmembers are responsible for having PT Gear (running shoes, PT clothes) in the buggies at all times during an assignment or a project.

## Fitness Equipment

Access to this equipment is a privilege that will be afforded only when all users contribute to the longevity, security and usability of the facility. Keeping all equipment secure, clean, organized is a priority after each use. Professional standards of conduct will be enforced for all who choose to use the fitness facility. All users must read and acknowledge the fitness room SOP's and sign the Workout Facility Use JHA before being granted access the facility at the beginning of the season.

Seasonal employees must be supervised by permanent staff while using gym equipment after hours. Use the fitness facility within your skill level, and structure your workout to minimize risk and be aware you are not covered by Worker's Compensation during afterhours PT.

## On the Job Injury

Report work related injuries to your supervisor immediately. A first report of injury (Form 122) will be completed between you and your supervisor, as well as a witness to the accident if possible. This form will then be sent to the Department of Natural Resources HR department, and then forwarded to Workers Compensation Fund of Utah (WCF) only if you seek medical treatment. If an injury requires further care, you will need to obtain a case workers name and number from WCF. Due to federal

healthcare laws, it is the employee's responsibility to track the claim from this point forward as we cannot assist you in any way.

Missed work due to injury will be compensated at a rate adjusted for taxes and other benefits as per WCF's procedures. A written "return to work" notice will be required prior to resuming normal duties when rest or light duty was recommended. The physician's recommendation for normal duty will be forwarded to the Human Resource office and then to WCF.

## Awards

LPIHC offers a total of five awards at the end of each season. The following awards; Digger, Sawyer, Swamper, and Hotshot of the Year awards will be voted on by all crew members who started the season on the crew start date. The Outstanding Service Award will be selected by the crew overhead based on continued and sustained excellent job performance such as;

- Consistent efficiency in day to day tasks or assignments
- Quality of daily work
- Overall successful contribution to the crew
- Self improvement and self initiative to better oneself and those around them
- Ensures safe work practices are followed

## Time Off Requests

While we request each individual try to maintain the full availability throughout the fire season, it is understandable certain important events can arise during the summer fire season. Any time of request needs to be made as early as possible to properly plan for any logistical and operational needs to support the request. Family emergencies or any unforeseen major event will be handled appropriately and as soon as possible. A vacancy within the crew will have rippling effects on the overall crew operations, so please keep that in mind when requesting time off. Multiple time off requests for the same time period from multiple crewmembers will be granted on a first to notify basis.

## Wildland Firefighter Foundation

Crewmembers are urged to provide \$52.00 donation to the Wildland Firefighter Foundation. Lone Peak IHC takes pride in being gold members of the Wildland Firefighter Foundations 52 club, which involves having more than 75% of the crew donate each year.

## Lone Peak Conservation Center Facilities

### General Information

Building security needs to be maintained both during working hours, as well as afterhours. When the facility is not in use doors need to be closed and locked. With a shared facility with a large workforce comes the responsibility to show respect for others using the facility. It is everyone's responsibility to maintain and care for their assigned workspace, as well as other areas within the work center. Be mindful of the language being used while the office setting.

## Day to Day Operations

The daily tasks performed by the Lone Peak Hotshots will vary and may include P.T., chores, project work and specialized requests. The regular chain of command applies at all times during a work assignment around LPCC. The daily assignments will be outlined in the morning briefing, with any changes or deviations from assignments being cleared with your next in line supervisor. At all times your personal preparedness is priority and should be addressed before any work assignment.

## Red Building

This building is office to the eight permanent crew overhead. Additionally the Lone Peak Program Manager, Logistics Coordinator, Fire Operations Coordinator and various Administrative Staff are located in this building. Crewmembers are welcome to come and go from this office as needed, but any loitering in the hallways needs to be limited. Crewmembers will not use the restrooms in this office as they reserved for the administrative staff. Crewmembers may utilize the restrooms in the Paul building or Engine building.

## Cache / Saw Shop

The cache will be used for re-supply and storage of back stock items larger inventories of back stocked items. The is separated into two areas, with both sides needing to be locked at all times. Crewmembers are only allowed in the area designated in the saw shop. To maintain accountability for all items behind the locked fence, only crew leadership will be allowed to pull items from the main cache behind the fence. If you need any item that is behind the fence, follow the chain of command on basic resupply.

## Q-Hut

The space within the Q-hut is holds several crew specific lockers, as well as MRE's, Gatorade, and other consumable items. The central open space may be used for refurbishing crew vehicles during inclement weather, however vehicles should not be stored in the Q-hut overnight. Other uses for the Q-hut include PT sessions, tool maintenance, or other projects needing large sheltered space.

## Engine Building

This building is located next to the vehicle parking and the Q-hut. The Alta crew supervisors office are located up stairs, with the project food storage room, restrooms, the heavy engine parking and lockers being on the ground level.

## Tool Shed

This is a converted conex box that holds supplies and tools necessary for any type of refurbishment needed with our assigned handtools. The tool shed is located next to the Engine bays and the water tank. Please keep this area clean and orderly.

## Fuel Shed

The fuel shed is another converted conex box, and is located west of the Red Building. All fuels, oils, drip torches are located within this shed. Keep this storage area clean and frequently check for potential clean up and organization as needed.

## Paul Sjoblom Building

This building is office to the Training and Safety Officer, Engine overhead, Twin Peaks, and Dromedary Peak overhead staff. In addition to the staff offices, the Spruce and Aspen training rooms, restrooms and showers, and the LPIHC crew lockers are in this building. Crew members need to limit time spent around the other crew offices and workstations. Crewmembers are to utilize this building for the training rooms, restrooms, and locker room only. Keep all areas impacted clean and organized and please be courteous to those working in that building.

## Parking

Parking for LPIHC crew members is located on either the south side of the engine building in the gravel parking lot, or the parking lot in front of the Paul Sjoblom building. If parking in the lot by the Paul building, please park in the furthest stalls away from the building first. There is no reserved parking in either of these two lots, and all space is to be utilized on a first come first serve basis. Please do not park in the lot on the west side of the Red Building as this is reserved for our crew overhead and the Admin Staff.

## Vehicles

### Driving

Annual Defensive Driving Certification is required of all seasonal employees that have authorization to drive State owned or leased vehicles. Drivers must have their valid driver's license on their person if you are to be driving. Report any changes of driver license status to supervisor immediately, including expiration and renewal. Fleet pulls driving records each month, and will notify the LPCC center manager of any negative changes to your status.

All drivers will adhere to driving regulations regarding driving time, and other safety requirements necessary to operate passenger vehicle. All passengers will wear their seat belts anytime the vehicle is being operated. Driving time work to rest ratio guidelines are; no more than 10 hours in a work day per driver with rests every 2 hours. Utilize a backer at all times, when the vehicles are to be backed up.

Crew members will travel in assigned vehicles and will be accountable for personal activity during all stops. Personal items are to be kept discreet, limited to necessary travel equipment: PG bag, fire gear, and one small personal gear bag. Vehicles will be cleaned and washed before departure from LPCC. Garbage will be removed from the vehicles interior daily and personal items stowed when not in use.

### Preventative Maintenance (PM) Checks

PM checks are to be completed on each truck every morning before the operational shift.

PM check folder is located in the center console of each crew carrier and in between the front seats of the Supt. Truck and Chase Truck. Utilize the chain of command for any vehicle maintenance needs.

### Repairs

Division of Fleet Operations is managing maintenance and repair of fleet vehicles. Each vehicle has a maintenance packet with a mileage schedule for routine maintenance and non routine repair

instructions. Vendors and drivers can call fleet for help 24 hours a day at (855) 358-8824. Reference the State issued vehicle ID number.

### Fuel Stops

Fuel stops provide the opportunity to complete needed vehicle maintenance including emptying trash, cleaning windshield and fueling up. Restroom break, vehicle fuel and vehicle maintenance take precedence over any personal shopping unless prior approval is given. If counter payment is required for fuel, that will take place before your personal items.

### Travel

While traveling all members of LPIHC need to be mindful that we are representing the State of Utah, as well as all Wildland Firefighters in general, and are expected to behave accordingly. While in travel status, crewmembers will wear crew uniforms, Nomex pants, and boots. While on the clock, crewmembers must keep boots on and laced up to maintain readiness. All uniform items worn must be clean and neat in appearance. Clothing or accessories that brandish offensive or explicit content will not be worn. Anytime crewmembers are outside of the vehicle(s) crew uniform shirts will be tucked in.

### Per Diem

Travel per diem rates will be observed when overhead are purchasing meals. Rates are specific to each meal, not cumulative and must include tax and tip. The state will provide food and lodging during assignments requiring travel, including projects.

- In State Per Diem: Breakfast = \$10, Lunch = \$13, Dinner = \$16
- Out of State Per Diem: Breakfast = \$10, Lunch = \$14, Dinner = \$22

### Hotels

If the crew stays in a hotel en-route or coming home from fire assignments, the hotel rooms will be paid for with a purchase card. Crew members will be responsible to pay for all charges incurred beyond the cost of the room e.g. movies, room service, damages, etc. Any additions charges must be paid for prior to check out the next morning.

### Flights

#### Contract Flights

- Typical contract flights are limited to 20 personnel. If we have more than 20 currently on the manifest, a selection process will be implemented to determine who will stay behind
- Keep all gear in tool order
- Saw team will load gear onto aircraft, starting with saw packs
- Tool packs are loaded second
- PG packs in tool order are next
- Line gear and hardhats will be put into flight bags and flight bags will be loaded last
- Nothing will be strapped to PG bags, line packs, or the outside of any pack
- No extra packs or gear other than PG and line pack
- iPod/Walkman are OK, but must be hand carried on board

- Crew will maintain single file order when loading and unloading (doorways, ramps, etc.)
- If the plane is late the crew will stay together.
- Crew will sit in a block on the aircraft and load/unload as a unit. Gear will be stored neatly and safely
- Crew will be in full uniform at all times and will always maintain professionalism

## Commercial Flights

- Crewmembers must have a current official identification card, driver's license, or passport to be available to fly commercial. Failure to have these documents the day the crew flies may result in the crewmember missing the dispatch
- The crew will download any pocket knives, fuses, sigg bottles, etc. before arrival at the airport for a commercial flight. All TSA regulations apply
- Crewmember's gear will not exceed the 65lbs weight limit

## Projects

Project specifications will be sent to everyone on the crew as soon as they become available. This will help ensure everyone has an early understanding of the project beforehand, as well as help with coordination of equipment and supplies needed.

## Work Attire

Yellow long sleeve nomex shirts will be worn as work shirts on projects. No other shirts will be allowed unless otherwise directed. Dressing like firefighters during project work established our presence in the community we are working in as a wildland fire resource. Green nomex or other work pants are approved for some project work. If other pants are to be worn, nomex pants must be brought with you in case of a dispatch.

## Camp Out Project Specifics

When assigned to a campout project, coordination must take place between the lead crewmember assigned oversight of our campout gear, as well as the supplies located in the food room. Any missing or damaged equipment and low supply inventory must be relayed to the LCM in charge to ensure adequate replacement can take place. Food for the first days lunch will be the responsibility of the crewmember, and all other meals thereafter will be provided. Crew overhead will provide the logistical support needed to purchase and prepare meals for the remaining time assigned to the project.

## Fire Assignments

### ICP

- Trips to supply should only be made if necessary. A squad leader or lead crewmember will do so with the help of crew members
- Crew will be fire ready (tools, saws, line gear, water, etc.) at all times
- All crewmembers will remain in designated areas in fire camp. Crew will sleep and eat together whenever possible. Standard crew uniform applies, lined out in tool order.
- Major movements will be done as a crew, single file.

- Tents will be taken down and gear will be stowed in vehicles each morning unless otherwise instructed
- Inform someone of your whereabouts with any movement away from the crew
- Respect other crew's privacy and areas and allow for quiet time
- When in a closed camp situation, you are to adhere to all rules and regulations of the assigned management team
- Crew members must be lined out in tool order within 10 minutes of wake up
- Maintain personal preparedness at all times

## Fireline

- All personnel will adhere to all safety protocol
- Hiking will be single file and in tool order with adequate spacing – take care of business before hikes
- Wear appropriate PPE for the assignment

## Line Construction

Line construction tactics and specifications will be communicated clearly and will be dependent upon fuel type, fire behavior, and tactical objectives. Crewmembers are expected to stay ready to make necessary adjustments rapidly and often.

## Firing Operations

During all firing operations, crewmembers will wear all required PPE, including eye protection and gloves. Prior to firing, operational assignments such as; firing boss, holding boss, weather ops, and lookout will be designated by Superintendent or Assistant Superintendent. Crewmembers will be briefed on assignment prior to any firing. It is the responsibility of the individual to understand the full assignment.

During the firing, communications will be maintained between all resources, the holding boss, and firing boss. Weather will be monitored throughout the operation and spot weather forecasts will be requested if available.

## Holding

During holding operations, crewmembers will wear all required PPE, including eye protection and gloves. Neck shrouds are optional for crewmembers to wear but must be available for use at any time. A holding boss will be designated by the crew Superintendent or Assistant Superintendent. Breaks will be coordinated between firing and holding bosses. Ensure a proper understand of the holding assignment before firing operations begin.

## Mop-Up

During mop-up crewmembers will wear adequate PPE for the assignment. Mop-up will be performed using the process that ensures the highest areas of concern are addressed first. Utilize the appropriate methods in order to complete the assigned objectives for the day. Communications will be maintained within the crew and with other resources and personal situational awareness must remain high.

### Chainsaw Operations

Required PPE will be worn at all times during saw activities. In certain situations a saw team may remove their packs for a quicker response to their escape routes such as steep slopes, loose soil or large tree felling. No crewmembers may operate a saw unless all required training has been complete and field evaluation signed off, or there is a qualified individual providing oversight for on the job training. The complexity of the assignment will be determined by the individual cutter. This based on their individual falling qualifications, skill, knowledge and understanding of personal capabilities and limitations. The final decision to cut is left up to that individual, giving them the choice to say “NO” to any sawing situation. Report accidents and near misses to supervisor immediately.

### End of Shift

1. Crew comes off the fire line in tool order to drop points or the crew carriers.
2. Crew will water up for the next day's shift unless otherwise specified by Superintendent/Asst Superintendent.
3. Crew will sharpen tools if time allows. If time does not allow for refurbishing tools, then we will finish at fire camp after dinner
4. Saw teams will field clean and sharpen saws, fuel/oil, and fill Sigg bottles. If time does not allow for complete saw refurb, saw teams can finish at fire camp.

### After Dinner

- Crew will finish refurb needs to be done for next day's shift.
- Once all tasks are completed, the crew may have free time to handle personal needs. Let your squad leader or lead crew member know where you are going.
- If you need first-aid treatment, notify your squad leader

### Spike Camp

- We will always volunteer to assist with logistics of large spike camps
- Adhere to all the rules for fire camp operations while in spike camps
- Keep clean and use minimal impact tactics, rehab as needed.
- Utilize leave no trace guidelines for all spike camps.
- Manage or assist with the logistics of un-staffed spike camps.
- Prepare garbage and unnecessary equipment for back haul daily.
- Keep helispots in spike camp clear of debris.
- Always wear uniform in spike camp

### Personal Hygiene

- Everyone must wash hands before eating.
- Everyone will shower before demobilization for travel home, when facilities are made available
  - All attempts will be made to accommodate showers on day 7 of an assignment
- Everyone will travel in a clean uniform at the end of a 14 day assignment, or the discretion of the Superintendent/Assistant Superintendent
- Please respect the person riding next to you by managing personal hygiene
- Let a supervisor know if you have hygiene issues or concerns
- All nomex will be washed before next assignment

## Individual Job Descriptions

### Supt Truck Attendant

- Responsible for the inspection and maintenance of Supt. truck using the vehicle PM checklist.
- Ensure all garbage is removed from interior and exterior of truck.
- Ensure cooler is stocked and iced, as per Supt. and Assist. request.
- Responsible for getting lunches as per Supt. and Assist. request and placing them on the front seats of the truck.

### Crew Carrier Attendant

- Responsible for the inspection and maintenance of crew carriers using the vehicle PM checklist.
- Ensure vehicle is in the ready condition by fueling, washing, waxing and cleaning vehicles interior and exterior.
- Immediately report damages to squad leader and fill out proper forms.

### Tool Bin Manager

Responsible for all hand tools assigned to vehicle and will make certain all tools are:

- Sharpened correctly.
- Taped and in good working condition, tool heads tight and no cracks in handles.
- In the correct tool bins and are neat and orderly.

### Squad EMT

- Responsible for carrying a fully stocked EMS med kit while on any fire/project.
- Responsible for stocking, inventory, and care of the vehicle trauma kits.
- Any supplies used shall be replaced immediately from fire camp (medical tent) or other resources.
- **Do not add any extra supplies to med kit unless approval is given**

### Lunch Manager

- Responsible for getting lunches and food to feed the entire crew while on fire assignments. This duty is to be performed every morning whether the crew has a line assignment or demob plans
- This includes getting ice for the coolers, fruit, and bottled water
- Remember to take a count for vegetarian meals, if available

### Crew Recorder

Responsible for logging a daily account of all fire and project activities, these responsibilities include.

- Documents specific daily assignment activities, production and accidents.
- Fire size
- Fuel type
- Line assignment
- Number of shifts
- Retain copy of IAP from each assignment

## Weather Observer

Responsible for maintaining belt weather kit and gathering weather information for crew, which will include.

- Temperature
- Relative Humidity
- Wind speed/direction
- Fine dead fuel moisture
- Probability of ignition (POI)

Information will be kept in a fire weather book and broadcast over the radio. Recorded weather observations will be turned into incident management team personnel when possible.

## Training and Certifications

### Employee Development

Each employee will have an individual development plan (IDP) initiated by their immediate supervisor. The IDP will serve as a training mechanism within the employees file and will contain training goals, needs, and accomplishments. Employees IDP's will be initiated at the beginning of the season and will be based on crew performance standards. Standards are job-related and are derived from the position description. Mid-season and end of season reviews will be performed and will inform the employee of their performance in accordance to the individual performance plan. Any training taken off season should be reported and documented to keep files current. Employee files will stay in possession of LPIHC unless the employee separates from the crew.

### Taskbooks

All employee training and experience information will be maintained in IQS for the purpose of certification and employee development. Each crewmember can request a printout of their personal records. Task books will be reviewed by the state training committee after completing all tasks during multiple assignments and completing all required and recommended course work.

Superintendent/Assistant Superintendent will determine task book position targets for employees. Task books issued to individuals will stay in possession of individual until completed. Completed task books will be sent to the Utah DNR training committee or designee for final signature and certification. The front cover, certification page, and evaluation pages will be photo copied and remain in State files and entered into IQS. The certified task book will be returned to the employee and a determination will be made to see if a new red card is needed at that time.