

**NORTH DAKOTA FOREST SERVICE (NDFS)  
STANDARDS FOR INTERAGENCY INCIDENT BUSINESS MANAGEMENT**

**Effective Date:** June 1, 2026

**Duration:** Effective until superseded or removed

**Approved:** Thomas Claeys – State Forester

**NORTH DAKOTA FOREST SERVICE**

**GENERAL INFORMATION**

This information is intended to provide a general outline of State of North Dakota, NDFS, and Local Fire Department (LFD) operating procedures. For further information, contact the NDFS Administration Team:

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**BILLING:**

NDFS will use applicable LFD Equipment rates, state rates, and actual personnel costs when established for purposes of billing other agencies and other entities for fire suppression services. For LFD that do not have established personnel rates a flat rate of 35.00 dollars will be used for billing.

NDFS will apply a 5% administrative fee on all fire billing.

**SEASONAL STATE EMPLOYEES**

NDFS does NOT use Administratively Determined (AD) Rates when hiring seasonal firefighters. NDFS hires seasonal firefighters as state employees and follows the NDFS policy 9121 for seasonal fire staff wages.

## **ENTITLEMENTS**

Seasonal Firefighter employees do not earn sick or annual leave.

NDFS employees and LFD are covered under the provisions of the State of North Dakota Workforce Safety Insurance Program.

NDFS employees and LFD do NOT receive hazard pay, nor any other form of differential except overtime.

NDFS employees receive the base rate for the first forty hours of work per week starting on Sunday at 0001 and ending on Saturday at 2400, and 1½ times the base rate for all approved time worked beyond forty hours per work week. Overtime does not need to be computed at the incident but will be figured when Emergency Firefighter Time Reports are processed by payroll. Overtime accrual may differ for LFD forces depending on home unit's policies. Questions regarding LFD home unit policies should be directed to NDFS for any necessary clarification.

NDFS employees and LFD are self-sufficient resources. Reimbursement for such expenses will be in accordance with the Travel & Reimbursement Policies and Per Diem rates, unless within the State of North Dakota where North Dakota Per Diem rates will take precedence.

## **MEAL PERIODS**

NDFS employees and LFD will be paid for meal breaks during uncontrolled fire assignments, unless they can be completely relieved of duty. If the employee must work during the meal break once the fire is controlled, this must be documented on the employee's crew time report. Non-operational assignments will not be compensated for meal breaks unless documented and signed by the supervisor and should only be used under extraordinary circumstances.

**Equipment not subject to daily rate will remain in paid status during meal periods.**

## **WORK/REST, LENGTH OF ASSIGNMENT, AND DAYS OFF**

Compensated time off after assignment (RNR) is outlined in the NDFS Post Incident Days Off policy. The post incident days off policy is driven by length of assignment and is designed to mimic the federal standards. It is NDFS's intention to provide for the health and wellbeing of all NDFS firefighting staff. After completion of a 14-day assignment excluding travels days, NDFS staff will be granted three (3) paid days off. For any assignment greater than 10 days but less than 14 days, NDFS staff will be granted two (2) paid days off.

The NDFS Post Incident Days Off policy can be found on the NDFS Fire Management website under wildland fire business management section (<https://www.ndsu.edu/ndfs/fire>).

## **ENGINE STAFFING**

The NDFS normal operating procedures requires engine mobilization with three personnel (one engine boss and two firefighters). Mobilization of an engine with other than 3 personnel will be at the discretion of the NDFS. LFD forces may operate with two to four personnel based on engine configurations.

## **PAYROLL**

NDFS payroll dates end on the 15th and the last day of the month. Copies of payment documents for permanent and seasonal employees must be transmitted to home units in order to meet payroll deadline dates.

At the time of demobilization from an incident, the completed **original** OF-288, OF-286 and signed Emergency Personnel/Equipment Shift Tickets (EPEST) **MUST** be transferred to the NDFS Bismarck Field Office for processing, preferably by hand. On long duration incidents consideration should be given to transmission of payroll documents on the 16th and the 1st of the month; however, this must be prearranged with the NDFS Bismarck Field Office.

### **Payment Document Requirements**

1. Resource Order
2. EPEST (Pink copies for the payment office, blue copies for the file)
3. Emergency Equipment Use Invoice (OF-286)
4. Emergency Firefighter Time Report (OF-288)
5. Fuel/Oil tickets (OF-304)
6. Emergency Equipment Rental Agreement (OF-294), if applicable
7. Inspection Form (pre/post) if available (OF-296)

Emergency Firefighter Time Reports, EPEST and supporting documentation will be filled out, a copy retained at the incident, and the signed **original** packet returned with the designated representative when demobed. This designated representative would normally be the Engine Boss, Strike Team Leader or CrewBoss. Any questions should be directed to the NDFS Bismarck Field Office.

## **COMPENSATION FOR INJURY/ILLNESS**

If an NDFS employee is injured while on assignment, the North Dakota State University Safety Office must be notified of the injury within 24 hours by contacting Jennifer Quenette at (701) 231-6740 for forms and procedures. The injured North Dakota State employee, or a person acting on behalf of the injured employee, is responsible for reporting the injury to the immediate supervisor. The immediate supervisor is responsible for the preparation of the [NDSU Risk Management Employee Incident Report form](#). The Incident Report form must be transmitted to North Dakota State University within 24 hours of notification or knowledge of a work-related injury.

All employees are covered by the North Dakota Risk Management Program.

Any LFD employee is injured while on assignment, the employee's home unit and NDFS shall be notified immediately to aide in proper notifications and ND Workforce Safety & Insurance (WSI) documentation. Reporting injuries can be completed through the WSI webpage. Online forms can be found at: [WSI Home](#)

## **HIRING METHOD**

NDFS will utilize a contracted services agreement (CSA) for the hiring method for Emergency Equipment Rental Agreements (EERA). The CSA will be considered "Fully Operated" and is in accordance with the procedures established in the SIIBM and the NRCG supplements to Chapter 20 of the SIIBM.

Private fire suppression resources and EMS resources that did not participate in the competitive solicitation process may be hired "Fully Operated" if competitively solicited resources are not available and they meet all equipment inspection standards and requirements. There may be extraordinary circumstances when it is in the interest of the State to sign up equipment as "un-operated." These circumstances should be the exception, not the rule, and must be pre-approved by the NDFS. In both circumstances, the CSA must show that the agreement is applicable only for the duration of the incident.

Private contractors hired on a fully operated basis are responsible for providing their own operating supplies (fuel, oil, foam, etc.). EMS supplies used during an incident are eligible for replacement by the incident or as an approved billable expense paid for by the incident. Repairs and normal maintenance are the contractor's responsibility.

## **LOCAL FIRE DEPARTMENT - EQUIPMENT RENTAL**

### **General Information**

The guidelines in this document apply when LFD are utilized by NDFS. Detailed equipment and personnel standards, mobilization and dispatch procedures are included in the

[NRCG Mobilization guide](#).

In accordance with the Interagency Cooperative Agreement signed by the U.S. Forest Service, Bureau of Land Management, Park Service, Bureau of Indian Affairs, Fish and Wildlife Service, and the State of North Dakota, NDFS is designated as the hiring and payment agency for personnel and equipment obtained from LFD when dispatched in circumstances other than local initial attack under mutual assistance agreements. LFD equipment costs and personnel payroll will be paid by NDFS who will, in turn, seek payment as outlined in the North Dakota Statewide Master Cooperative Wildland Fire Management and Stafford Act Response Agreement (commonly referred to as 6 party agreement). Said resources shall be considered an agent of the State.

Procurement of fire apparatus, equipment, and personnel from LFD will follow the procedures established by the NDFS. Current rates are listed below. Rates for LFD with established personnel rates will follow the daily equipment rate plus actual personnel cost. LFD without established personnel rates will follow the daily equipment rates plus personnel billed at a flat rate of 35 dollars per hour. Renegotiation of rates and responsibilities shall not happen at incidents. If there are compelling reasons for renegotiation, the NDFS must be involved in the negotiations.

**Mutual Aid**- Mutual Aid resources may be converted to paid status after the initial response if the NDFS deems it in the best interest of the State to do so. Mutual aid responses will be paid according to the requesting jurisdictions' Annual Operating Plan (AOP). In absence of an AOP a standard of 8 hours mutual aid is in effect. When the requesting agency releases the mutual aid resources, the mutual aid resources may request to remain on the fire. It is the responsibility of the resource to contact the IC and request to remain on the fire. If the resource remains on the fire beyond the mutual aid period without going through the IC approval and sign-up process, the resource will not be paid. The following conditions and criteria must be met and to be placed in pay status:

1. IC Approval
2. Equipment and Personnel must meet Agency Standards put forth in this Chapter of the SIIBM
3. Be Inspected or have signed a No Damages/ No Claims upon demobilization
4. Have a Resource Order or be activated through the North Dakota Wildland Taskforce

If these criteria are met, the resource may be paid back to the first hour of mutual aid request. It is the responsibility of the LFD to ensure that these criteria are met. If any of the criteria are not met any time will be considered donated mutual aid time.

## **LFD Equipment**

Minimum Specifications required by NWCG for equipment requirements for engines, water tenders, and water trucks and contains the applicable equipment certification forms is listed in the following section. The equipment's compliance with transportation safety rules, laws and other codes are the responsibility of the LFD.

For local government response within ND all LFD will be billed at an hourly rate. LFD'S with established personnel rates will operate under the un-operated rate. LFD's without established pay rates will operate as fully operated.

LFD response as part of the ND State Wildland Task Force and/or ordered through the interagency dispatch system will be billed as a daily rate as detailed in charts below. LFD equipment not subject to daily rate will remain in paid status during meal periods.

## **Operating Supplies**

Fuel, repairs, and normal maintenance will be the LFD's responsibility. Approved equipment

repairs, maintenance costs will be reimbursed with proper documentation (e.g. detailed receipt) and approval from the incident.

**Minimum Standards for Classification for Engines**

Use the guide for the appropriate classification of engines from the [National Wildfire Coordinating Group](#). When typing equipment, all of the standards must be met to qualify the equipment. Failure to meet any standard places the equipment in a lower type or disqualifies the equipment in its entirety.

**Foam Units:** No compensation will be given for foam units; however, foam used during the incident may be replaced or compensated as part of operating supplies.

**NRCG Minimum Required Complements for Engines**

Use the guide for the minimum NRCG complements for the engines from the [NRCG Chapter 20 –Acquisition](#).

**LFD ENGINE RATES WITHIN ND RESPONSE**

Class	Type	Un-operated Hourly Rate	Fully Operated Hourly Rate	Number of personnel*
E1	Structural Engine I	\$200	\$440	4
E2	Structural Engine II	\$180	\$285	3*
WE3	Wildland Engine III	\$150	\$255	3*
WE4	Wildland Engine IV	\$120	\$190	2*
WE5	Wildland Engine V	\$100	\$170	2*
WE6	Wildland Engine VI	\$100	\$170	2*
WE7	Wildland Engine VII	\$75	\$145	2*

*\*For operational purposes and/or for safety reasons some engines may operate with an additional crewmember with the approval of the host agency. For a fully operated apparatus the additional personnel rate is \$35.00/hour and is added to the Fully Operated rate. LGFF personnel resources with no equipment will be billed at \$35.00/hour.*

**LFD WATER TENDER RATES WITHIN ND RESPONSE**

Class	Un-operated Hourly Rate	Fully Operated Hourly Rate	Number of Operators**
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<b>WT1</b>	\$130	\$205	2**
<b>WT2</b>	\$110	\$180	2**
<b>WT3</b>	\$100	\$170	2**

*\*\*For operational purposes and/or for safety reasons, some tenders may operate with an additional crewmember with the approval of the host agency. For a Fully Operated apparatus, the additional personnel rate is \$35.00/hour and is added to the Fully Operated rate.*

## **ND STATE WILDLAND TASKFORCE / RESOURCE ORDERED LFD RATES**

### **LFD ENGINE DAILY RATES**

<b>Class</b>	<b>Type</b>	<b>Daily Rate</b>	<b>Number of personnel*</b>
<b>E1</b>	Structural Engine I	\$2590	4
<b>E2</b>	Structural Engine II	\$1850	3*
<b>WE3</b>	Wildland Engine III	\$1440	3*
<b>WE4</b>	Wildland Engine IV	\$1350	2*
<b>WE5</b>	Wildland Engine V	\$1325	2*
<b>WE6</b>	Wildland Engine VI	\$1325	2*
<b>WE7</b>	Wildland Engine VII	\$1325	2*

*\*\*For operational purposes and/or for safety reasons some engines may operate with an additional crewmember with the approval of the host agency. Actual personnel cost with established rates will be billed for each crewmember. For LFD personnel without established rates they will be billed at a flat rate of \$35.00/hour per crewmember.*

### **LFD TENDER DAILY RATES**

<b>Class</b>	<b>Type</b>	<b>Daily Rate</b>	<b>Number of personnel*</b>
<b>WT1</b>	Water Tender 1	\$1850	2**
<b>WT2</b>	Water Tender II	\$1725	2**
<b>WT3</b>	Water Tender III	\$1725	2**

*\*\* For operational purposes and/or for safety reasons some tenders may operate with an additional crewmember with the approval of the host agency. Actual personnel cost with established rates will be billed for each crewmember. For LFD personnel without established rates they will be billed at a flat rate of \$35.00/hour per crewmember.*

## Minimum Standards by Water Tender Components

Use the guide for the appropriate classification of water tenders from the [National Wildfire Coordinating Group](#).

## NRCG Minimum Required Complements for Water Tenders

Use the guide for the minimum NRCG complements for the engines from the [NRCG Chapter 20 –Acquisition](#).

### LFD ALL-TERRAIN VEHICLES

Type	Un-operated Daily Rate
UTV Side by Side for 2 or 4 riders	\$300
UTV with fire suppression capacity (tank and pump)	\$700

*For operational purposes and/or for safety reasons some UTV may operate with an additional crewmember with the approval of the host agency. Actual personnel cost with established rates will be billed for each crewmember. For LFD personnel without established rates they will be billed at a flat rate of \$35.00/hour per crewmember.*

### LFD / LOCAL GOVERNMENT DOZERS

Class	Flywheel Horsepower	Un-operated Hourly Rate
1	200-369	\$250
2	100-199	\$160
3	60-99	\$100

*Actual personnel cost with established rates will be billed for each crewmember. For LFD personnel without established rates they will be billed at a flat rate of \$35.00/hour per crewmember.*

### LFD / LOCAL GOVERNMENT GRADERS

Class	Flywheel Horsepower	Un-operated Hourly Rate
G1	201+	\$280
G2	126-200	\$230
G3	<125	\$160

*Actual personnel cost with established rates will be billed for each crewmember. For LFD personnel without established rates they will be billed at a flat rate of \$35.00/hour per crewmember.*

### LFD SEDANS, SPORT UTILITY VEHICLES (SUV), AND PICKUPS

LFD sedans, SUV and pickups will be billed at daily rates listed below.

Type	Daily Rate
Sedan	\$200
SUV	\$400
Pickup	\$500

*Actual personnel cost with established rates will be billed for each crewmember. For LFD personnel without established rates they will be billed at a flat rate of \$35.00/hour per crewmember.*

### **LFD AMBULANCES AND MEDICAL EQUIPMENT**

This section applies to local government ambulances only.

#### **Advanced Life Support (ALS) and Basic Life Support (BLS)**

**NOTE:** Ambulances will be under hire for incident use only and will be required to be available during off-shift hours if needed for emergency transport. Hourly rate will start when requested to respond outside of operational duty hours. 2:1 work/rest guidelines should be maintained.

Type	Rate Type	Minimum Personnel	Hourly Rates
<b>Ambulance (ALS)</b>	Hourly Rate	2 – (1) ALS and (1) BLS	\$120.00
<b>Ambulance (BLS)</b>	Hourly Rate	(2) BLS	\$100.00
<b>ALS Chase Unit</b>	Hourly Rate	(1) ALS	\$70.00
<b>BLS Chase Unit</b>	Hourly Rate	(1) BLS	\$50.00
<b>UTV</b>	Hourly Rate	N/A	\$30.00

**Equipment:** The resource order must specify whether ordering an ALS or BLS ambulance, or an ALS Chase Unit. ALS ambulances come equipped with the state requirements for ambulances of that type including a North Dakota/Nationally Registered Licensed Paramedic, cardiac monitoring equipment, advanced airway management tools, medications for pain control, cardiac emergencies, and other drugs as required by the state. BLS ambulances come equipped with the state minimum requirements for BLS ambulances and two North Dakota/Nationally registered Emergency Medical Technicians.

An ALS Chase Unit comes staffed with a North Dakota licensed paramedic with a vehicle equipped with oxygen, backboard, transport litter, basic bandaging and splinting materials, cardiac monitoring equipment, advanced airway management tools, medications for pain control, cardiac emergencies, and other drugs as required by the Administrative Rules of the State of

North Dakota. Equipment shall be stored in a manner that makes it easily transportable by helicopter. The vehicle for the chase unit must be 4x4 capable, must be equipped with a fire response package and must be able to drive in typical fireline conditions. An UTV may be ordered with an ALS or BLS Chase Unit.

**BLS and ALS Kits:** Kits are provided by the qualified medical personnel who are being hired. A BLS kit must contain the minimum Basic Equipment Kit items as listed below and must be documented on a resource order and requested by the incident. Each kit must contain a complement list with the kit contents listed. For ALS kits, the minimum BLS kit must be provided, in addition to any ALS items directed by medical control. Any personnel using such kits must be under the direction of their sponsoring medical director per North Dakota Administrative Rules, North Dakota Codes, and the North Dakota EMS protocols.

**EMS Personnel:** Personnel must hold a current North Dakota licensure which will include registration with the National Registry of Emergency Medical Technicians. Additionally, all line personnel must hold a minimum of NWCG Firefighter Type 2 (FFT2) qualification, complete the annual Fireline Safety Refresher RT-130 and complete the arduous-duty pack test annually. Personnel who are not line-qualified and those assigned to stay in camp, must be escorted to and from the fireline with a line-qualified person.

**Fireline Qualified EMS:** - Personnel who are fireline-qualified and are assigned in one of the fireline position titles, must be qualified FFT2 or above (see [NWCG PMS-310-1 Wildland Fire Qualification System](#) for position requirements).

The training and qualifications above will be documented on an Incident Qualification Card. The incident qualification card is **NOT USED** to certify an individual as an Emergency Medical Technician but is utilized to certify that the individual has the above listed minimum fireline qualifications per [NWCG PMS-310-1](#) or meets the intent of 310-1. EMT qualifications must be documented/certified through the North Dakota Department of Health.

**NOTE** – If LFD ambulance service is operating outside their normal jurisdiction, they must receive medical direction from qualified individual upon arrival at the incident and are encouraged to contact local hospital(s) for online medical control and to discuss resource capability.

Additional personnel may be ordered at the discretion of the incident managers. Additional personnel will be necessary for incidents that require coverage for more than 16 hours per day. When ordering ambulances or chase units, consideration should be made for compliance with the work/rest ratios.

### **MINIMUM BLS KIT CONTENTS**

- 2 air occlusive dressings
- 1 blood pressure manometer with adult, extra-large adult, and pediatric cuffs
- 1 stethoscope
- 5 dressings (assorted)

- 2 pairs of exam gloves
- 1 pair of safety glasses to provide splash protection for the ECP
- 1 surgical mask
- 1 oral glucose
- 1 flashlight
- 4 soft roller bandages
- 4 rolls of adhesive tape of assorted sizes
- 1 pair of heavy leather gloves
- 1 helmet for personnel that is capable of protection from head injury
- Paper and pen or pencil
- 1 pair of scissors
- 1 nasal oxygen cannula
- 1 adult and one pediatric oxygen mask
- 1 portable oxygen system containing at least 200 liters of oxygen with regulator and flowmeter
- 1 bulb syringe or equivalent suction apparatus
- 1 mouth to mask resuscitator with one-way valve, oxygen inlet and oxygen connecting tubing
- 4 oropharyngeal airways of assorted child and adult sizes
- Four triangular bandages

**ALS kits must contain all the above noted items, in addition to those items required by the sponsoring medical director.**

### **Rapid Extraction Module Support (REMS)**

REMS is a pre-staged extrication team that provides technical expertise in the use of Low Angle Rope Rescue Operations (LARRO), High Angle Rope Rescue Operations (HARRO), and advanced terrain techniques to transport a patient to either a vehicle or aircraft for transport to an appropriate medical facility.

LFD personnel and equipment hired and ordered for a REMS assignment, should be hired using actual personnel cost and any potential overtime caused to backfill station. REMS support vehicles will be billed at BLS/ALS Chase vehicle rate. Necessary extraction equipment utilized at the incident will be replaced by the incident. Equipment unable to be replaced at the incident will be given appropriate paperwork for replacement at home to be billed back to the incident.

### **MINIMUM REMS CONFIGURATION**

NDFS will adhere to NWCG standards for REMS. NWCG standards can be found at: [NWCG Standards for REMS](#)

### **NORTH DAKOTA NATIONAL GUARD**

All time is kept by the North Dakota National Guard (NDNG) designated member and will be forwarded to Department of Military Affairs (DMA) according to their rules and regulations. Mark any timekeeping documents clearly as NDNG and include military rank of individual. The DMA will bill NDFS for all federally supported fires. The NDFS then will bill the federal agencies for the support of their fires. In administrative dealings with NDNG personnel the chain of command should be respected. Disputes or discussions with individual NDNG personnel should include the individual's superior ranking supervisor.

#### Responsibility for payment:

If the resources are ordered through DES, the ordering entity is responsible for payment as in the case of a local government or sheriff's office ordering the NDNG for evacuations. If the resource is ordered through the fire to assist in fire suppression or other duties associated with the fire, the requesting agency is responsible for payment. The NDNG will bill North Dakota Department of Emergency Services (NDDDES) and then NDDDES will seek reimbursement from the ordering agency.

### **NDFS-OWNED EQUIPMENT**

The NDFS shall be reimbursed for use of NDFS equipment in support of other agency incidents unless agreed upon by all parties. The use of the equipment is billed at the negotiated rates, except Federal Excess Personal Property (FEPP) should show a use rate of 67 percent of the standard rate on use invoices.

The EPEST, and Emergency Equipment Use Invoice - OF 286, provide the required documentation on the use of NDFS equipment. **Originals** should be sent home with the operator to the NDFS Bismarck Field Office.

### **FLEET VEHICLES - NDFS OWNED EQUIPMENT**

NDFS owned fleet will be billed at the following daily rate:

Type	Daily Rate
Sedan	\$200
SUV	\$400
Pickup	\$500

*Actual personnel cost with established rates will be billed for each crewmember.*

### **TRAILERS AND TRANSPORTS – NDFS OWNED EQUIPMENT**

<b>Equipment</b>	<b>Daily Rate</b>
Food trailer, tandem axle	\$250

*Actual personnel cost with established rates will be billed for each crewmember.*

### **ENGINES AND WATER TENDERS – NDFS OWNED EQUIPMENT**

NDFS engines will be billed at the following daily rate:

<b>Class</b>	<b>Type</b>	<b>Daily Rate</b>	<b>Number of personnel*</b>
<b>WE3</b>	Wildland Engine III	\$2800	4
<b>WE6</b>	Wildland Engine VI	\$1400	3

*Actual personnel cost with established rates will be billed for each crewmember.*

### **CREW CARRIER – NDFS OWNED EQUIPMENT**

NDFS crew carriers will be billed at the following daily rate:

<b>Crew Carrier</b>	<b>Daily Rate</b>
Crew Carrier – 10 persons	\$350

*Actual personnel cost with established rates will be billed for each crewmember.*

### **ALL-TERRAIN VEHICLES – NDFS OWNED EQUIPMENT**

<b>Type</b>	<b>Un-operated Daily Rate</b>
UTV Side by Side for 2 or 4 riders	\$300
UTV with fire suppression capacity (tank and pump)	\$700

*Actual personnel cost with established rates will be billed for each crewmember.*