

Summary of Fire & Other Emergency Duty Pay Guidance



Effective July 1st, 2023

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Part 1

Agency Policies, Procedures and Contact Information

DNR Contact Information

	Phone	Fax
Northeast Region Office (WA-NES)	509.684-7474	509.684-7484
Northwest Region Office (WA-NWS)	360.856.3500	360.856.2150
Olympic Region Office (WA-OLS)	360.374.2800	360.374.5446
Pacific Cascade Region Office(WA-PCS)	360.575.5089	360.577.5421
Southeast Region Office (WA-SES)	509.925.8510	509.925.8522
S. Puget Sound Region Office (WA-SPS)	360.825.1631	360.825.1672
DNR Coordination Center (WA-WAS)	360-902-1300 800-562-6010	360-902-1781
Wildfire & Emergency Operations ADM – David Way	360-333-5741	
CWICC	509.884.3473	509.884.3549
NEWICC	509.685.6900	509.685.6918
DNR Workers Compensation	360.902.1061	360.902.1777

Payroll/Finance Contact Information

	Phone	Fax
Northeast Region	509.684.7474	509.684.6918
	dnrrenepayroll@dnr.wa.gov	
Northwest Region	360.854.2815	360.856.2150
	dnrnwpayroll@dnr.wa.gov	
Olympic Region	360.374.2868	360.374.2887
	payhr@dnr.wa.gov	
Pacific Cascade Region	360.577.2025	360.274.4196
	pcaccounting@dnr.wa.gov	
Southeast Region	509.925.8510	509.925.8522
	sepayroll@dnr.wa.gov	
South Puget Sound Region	360.802.7034	360.825.1672
	spspayroll@dnr.wa.gov	
NRB – Kacie Peters NRB – Cheryl Gillard NRB – Sonya Gottbreht NRB – Alex Flores	360.902.1248	360.902.1780
	360.902.1520	360.902.1780
	360.902.1267	360.902.1780
	360.902.1127	360.902.1780
	payroll @dnr.wa.gov	
WFMD Business – Sarah Thorson	360.280.0050	

Summary

This is a summary of fire pay guidance only. For complete information pertaining to wildfire suppression and emergency duties please refer to the civil service rules, agency policy, and Wildfire Division guidance (numbers in the section titles refer to the reference documents), or contact your DNR human resource consultant. For represented employees, please refer to the applicable collective bargaining agreements with the Washington Federation of State Employees (WFSE) and the Washington Public Employees Association (WPEA). ***The provisions of the collective bargaining agreements supersede any provisions of these fire pay guidance with which they conflict.***

Resolving Issues or Clarifying DNR Pay Practices

When an employee is on an interagency or out-of-state fire, DNR personnel practices, pay practices, and provisions of the applicable collective bargaining agreements with the WFSE and WPEA remain in effect and must be applied. For the purpose of resolving issues that may arise regarding the application of DNR practices, an agency representative or contact is designated to provide effective liaison. If an assigned DNR liaison is not on site, the Assistant Division Manager for Operations, Wildfire Fire Management Division, serves as the assigned DNR liaison and can be contacted at 1-800-562-6010 or 360-360-333-5741.

Premium Pay - \$2 per hour ^{REF 8}

While performing emergency work under the Incident Command System (ICS) (PO20-004), two dollars (\$2.00) is added to an employee's regular hourly rate of pay and will be included in the calculation of overtime. This rate adjustment is in lieu of other forms of additional compensation including but not limited to , call-back, standby at any time following dispatch, stand down, shift differential, split shift differential, assignment pay, schedule change, and pay for rest periods of less than five hours.

Compensable Time

Employees are paid for the time they are on duty performing emergency work under the Incident Command System. This includes exact drive time to the incident. Employees will be paid once they are notified of a dispatch if they leave promptly. If an employee is notified of a dispatch, but is not required to depart for several hours, compensation will not start until the employee departs.

Employees performing initial attack, dispatch, or other local emergency work under the Incident Command System will normally document their duty hours on the Time and Activity Report (TAR) under the "extra hour's detail" section 3.

Employees dispatched to a project fire will receive an OF-288 that will be submitted with a TAR.

Workweek

The standard DNR workweek begins at 12:01 A.M. Monday and ends at midnight on Sunday. Some employees may have an alternate workweek approved by the DNR HR Division Manager.

Overtime

Non-Represented Employees: *REF 4, 8*

- Overtime-eligible employees will be paid the overtime rate computed as 1.5 x (regular hourly rate + \$2.00) for all hours worked in excess of 40 hours in a workweek, only for hours attributable to emergency duty under ICS. Any leave taken, either with or without pay, **is not** considered hours worked for the calculation of overtime.
- Overtime-exempt employees will be paid the overtime rate computed as 1.5 x (regular hourly rate + \$2.00) for all hours worked in excess of 40 hours in a workweek, only for hours attributable to emergency duty under ICS. Any leave taken, either with or without pay, **is not** considered hours worked for the calculation of overtime.

Standby for Fire Response* *REF 11

Employees may be placed in paid standby status for a period of time (e.g., 24 hours, one week). Employees placed in standby prior to dispatch will receive hourly standby compensation during non-work hours, including unpaid meal periods, and holidays. Employees placed in standby status during a dispatch, including preparedness/staging, are compensated for standby with the \$2.00 per hour premium pay (see page 4). Paid standby ends at the time of notification or dispatch for an assignment, whichever occurs first.

Reference PR20-001-170 Incident Management Team and Other

Wildfire Response After-Hours Standby. Authorization for this type of paid standby comes from Wildfire Division (WD) by the Wildfire and Emergency Operations ADM (WEOADM) through the WD Manager. The

WEOADM activates IMT standby, and authorizes paid standby for Incident Management Team's and for employees performing other wildfire response duties.

Employees who accept standby assignments commit to being available and prepared to report for duty as follows:

- Employees on standby are expected to respond by phone, radio or in person within 15 minutes after notification for further instructions and dispatch information.
- Initial attack response personnel are expected to be ready to depart for the incident within 15 minutes of dispatch information.
- Pacific Northwest IMT members and extended attack emergency response personnel are expected to be ready to depart for the incident within 60 minutes of receiving dispatch information.

Using Leave While on Standby:

Employees assigned to be on standby may use paid leave concurrently in specific circumstances. The use of leave must be approved by an appointing authority, per PR20-001-170, and only when an employee can demonstrate:

- They can be available to respond within the necessary timeframe and
- They will remain fit for duty.

Employees who use leave for personal illness are not considered to be fit for duty and will not be placed in standby status until they are fit for duty and have returned to work.

Fire Schedules and Leave REF 10

When dispatched to an incident (not initial attack) incident command staff may need to change an employee's work schedule on an emergency basis. Per DNR policy PO01-004, employees who accept a dispatch are not permitted to take leave after the day of dispatch. If an employee requires sick leave they are presumed to be unfit for duty and will be released from their fire dispatch.

Closed Satellite Camps – Special Pay Provisions

A **closed** satellite camp is a site where incident command staff has restricted employees from leaving the premises when their shift is over and employees are considered to be on 24-hour duty. The proximity of restaurants/stores or transportation limitations are not factors for a closed camp designation.

When employees are deployed to a **closed** satellite camp they are entitled to pay for 24 hours excluding bona fide meal periods and a bona fide scheduled sleep period of up to eight (8) hours. When employees are deployed to a **closed** satellite camp the agency will provide specific items after a 24-hour grace period, which commences when the incident management team initially deploys staff to the closed satellite camp. The provisions are a hot catered meal, adequate sleeping facilities (a sleeping bag and a tent), and a sleep period of at least five (5) hours that is not interrupted to perform fire duties. Should the agency not provide these items in a **closed** satellite camp, the employees will be entitled to 24-hour pay, including sleep and meal periods, until the agency meets its obligations.

A hot catered meal is a meal that is prepared and brought to an employee, or is a meal that is prepared in camp. This includes hot cans and Alaska Food Boxes. A pre-packaged meal-ready-to-eat (MRE) is not considered to be a hot meal.

Employees deployed to a regular satellite camp, base camp, or ICP will be paid for actual hours worked.

Employees are responsible to use the following steps to document the closed satellite camp special pay provision:

Steps to complete before leaving an incident:

1. Inform your Division Supervisor or higher of these fire pay practices as soon as you are deployed to a closed satellite camp.
2. When completing your Crew Time Report (CTR) include the description "closed satellite camp" and your on-duty hours minus your sleep and meal periods. If, in addition to being in a closed camp, you did not receive a hot meal, a sleeping bag and tent, or an uninterrupted sleep period of at least five (5) hours, clearly document what was not provided.
3. Upon returning to the main camp from a closed satellite camp assignment you should immediately inform the Finance Section Chief of your closed camp situation. Do this prior to your de-mobilization date. If there are any issues, contact the designated DNR liaison or the DNR Wildfire and Emergency Operations Assistant Division Manager for resolution.

4. At the end of your assignment, attach your CTRs and your OF-288 to your Time and Activity Report (TAR). If you are entitled to 24 hours of compensation you will be paid accordingly by the home unit if your CTRs are documented to reflect “closed” camp and what item(s) were not provided (#2 above). Ensure your documentation is signed correctly before leaving the fire to ensure proper payment.

If an employee’s CTR or OF-288 includes any erroneous information, it will be the employee’s responsibility to pursue a corrected pay document.

2:1 Work-to-Rest Ratio ^{REF 2}

Work/rest guidelines should be met on all incidents. Plan for and ensure all personnel are provided a minimum 2:1 work/rest ratio (for every 2 hours of work or travel, provide 1 hour of sleep and/or rest).

Work shifts that exceed 16 hours and/or consecutive days that do not meet the 2:1 work/rest ratio should be the exception, and no work shift should exceed 24 hours. However, in situation where this does occur (for example, initial attack), incident management personnel will resume 2:1 work/rest ratio as quickly as possible.

The intent of the guidelines is to manage fatigue and provide flexibility for Incident Commanders (IC) and Agency Administrators (AA) managing initial attack, extended attack, and large fires. The guidelines are designed to ensure that for every 2 hours of work or travel, 1 hour of time off should be provided within a 24-hour period. It does not matter when the 24-hour period starts; all time recorded on the clock is counted as hours of work and time off the clock is counted as hours of rest, including meal breaks.

The work/rest guidelines do not apply to agency pilots assigned to an incident. Pilots must abide by applicable Federal Aviation Administration (FAA) guidelines, or agency policy if more restrictive.

Meal Periods ^{REF 2}

Unpaid meal periods shall be provided to employees working more than five (5) consecutive hours, and will be a minimum of thirty (30) minutes and shall be scheduled as close to the middle of the work shift as possible. When an employee’s unpaid meal period is interrupted by work duties, the employee will be allowed to resume their unpaid meal period following the interruption to complete the unpaid meal period. In the event an employee is unable to complete the unpaid meal period due to operational necessity, the employee shall be entitled to compensation, which will be computed based on the actual number of minutes worked within the unpaid meal period. Employees who are required to work more than three (3) hours beyond their regular workday shall be entitled to an additional unpaid meal period of at least thirty (30) minutes.

Under certain circumstances a meal break may be compensable. Compensable meal periods are the exception, not the rule.

Time for a meal period is not compensable if the employee is not required to perform substantial duties. When an employee’s time and attention is primarily occupied by a private pursuit such as eating a meal, then the employee is completely relieved from duty and is not entitled to compensation.

Personnel on the fire line may be compensated for their meal period if all the following conditions are met:

- The fire not controlled, and

- the Operations Section Chief or Incident Commander makes a decision that it is critical to the effort of controlling the fire that personnel remain at their post of duty and continue to work as they eat, and
- the compensable meal break with written justification is approved by the incident supervisor and is documented on a Crew Time Report. If working on a small or local incident, documentation shall be recorded on the employees Time Activity Report (TAR) and approved by their direct supervisor.

In those situations where incident support personnel cannot be relieved from performing work, a meal period may be recorded as time worked for which compensation shall be allowed and documented with written justification on a Crew Time Report. If working elsewhere, documentation shall be recorded on the employees Time Activity Report (TAR).

While traveling to or from an incident meals breaks must be shown unless a justification is provided as to why the employee was unable to stop during travel for a meal break.

For personnel in demob travel status or fireline personnel working on a controlled fire, a meal period of at least 30 minutes must be ordered and taken for each work shift. Employees may not opt to not take a meal break if one can be provided.

Rest and Recuperation (R&R) ^{REF 2}

If the length of the wildfire suppression or other emergency duty deployment, regardless of duty station location(s) is:

- At least ten (10) but less than fourteen (14) consecutive days, employees will receive one (1) calendar day off; or
- At least fourteen (14) but less than twenty-one (21) consecutive days, employees will receive two (2) consecutive calendar days off; or
- Twenty-one (21) or more consecutive days, employees will receive three consecutive calendar days off.

If a day(s) fall on their regularly scheduled workday(s), the employee will be compensated for their regularly schedule work shift(s) as paid rest and recuperation miscellaneous leave. If a day(s) fall on the employee's regularly scheduled day(s) off, the employee will not receive paid rest and recuperation miscellaneous leave.

If an employee is unable to take their consecutive regular days off or be scheduled for consecutive rest and recuperation days during deployment and can continue to work safely, the consecutive days off or rest and recuperation days will occur consecutively beginning on the first calendar day after returning from deployment.

Up to forty-eight (48) hours of travel to and up to forty-eight (48) hours of travel from an emergency duty incident are excluded in calculating consecutive days of deployment.

During the rest and recuperation miscellaneous leave, the employee's leave will be at the employee's straight time hourly rate equivalent to their scheduled work shift.

Any day that includes travel is considered a travel day.

Directed Rest – Returning to Regular Work Following Extended Emergency Duty ^{REF 2}

Directed rest as used in this Guideline is not intended to directly apply to the 2:1 work-to-rest requirement. Rather, it is designed to address whether or not an employee is fit to work a regularly scheduled work day after returning from extended emergency duty.

- Upon return to normal duties following release from extended emergency duty under the incident command system, the employer will provide work for an employee during regular scheduled hours if there is work that the employee can perform safely and productively. If, in the immediate supervisor's judgement, there is not work that the employee can safely and productively perform, the immediate supervisor will direct the employee to go off duty and will notify the employee when scheduled to return to duty. If an employee is directed to rest at the duty station, the directed rest time at the duty station is duty time.
- If an employee returning from extended emergency duty under the incident command system is directed to go off duty, or desires to go off duty, the employee may request to delay the start of his or her normal scheduled workday and to make up regular shift hours during the remainder of the workday or during the remainder of the workweek without incurring overtime. The supervisor will within reason approve such employee requests. An employee returning from extended emergency duty under the incident command system may request to use accrued vacation leave. The supervisor will within reason approve the employee request.

Drive Time Limitations ^{REF 5}

- Two (2) or more rotating drivers in a vehicle are limited to total drive time of sixteen (16) hours per day. An individual driver is limited to a maximum of ten (10) hours of drive time per day.
- Engine crews must also limit their total driving time to sixteen (16) hours per day. When leaving for a project fire assignment, a minimum of two (2) people should travel in the engine together and at least one passenger must stay awake and alert with the driver.

Exact travel time to and from the incident is compensable. Employees must apply the 2:1 work to rest ratio and drive time limitations while traveling. Travel within a 24-hour period should not exceed 16 hours. Any exception must be approved by the employee's Appointing Authority or Incident Commander.

Emergency Duty Work Shift Length ^{REF 2}

It is appropriate to schedule emergency fire suppression work shift lengths of up to twelve (12) hours followed by a reasonable rest period after twelve (12) hours. Under some circumstances, shift lengths of up to sixteen (16) hours may be required to accomplish the incident objectives for that operational period. Only under exceptional situations may sixteen (16) hours be exceeded, such as initial attack or responding to multiple starts. Even in exceptional circumstances, the 2:1 work-to-rest ratio is to be applied as soon as possible in order to mitigate cumulative fatigue.

For incidents away from an employee's official duty station, such as an assignment to a project fire, the Incident Commander must justify and document any situation where sixteen (16) hours is exceeded. For example documentation could be on a Crew Time Report (CTR) or a general message.

First Operational Period Definition

When assigned to incidents away from their regular duty location the first operational period is the first full day an employee is assigned to work at the first incident or reporting location on the original resource order.

Fire Duty Duration

Fire duty deployment away from an employee's home duty station is limited to no more than fourteen (14) consecutive days on duty plus up to two days (48 hours) for travel to and two days (48 hours) of return travel, unless an extension has been approved (see below).

Extending Fire Assignments Beyond 14 Days

Deployment away from an employee's duty station beyond fourteen (14) consecutive days (exclusive of travel) requires mutual agreement of:

- The employee
- The employee's home unit supervisor
- The employee's appointing authority; and
- The Wildfire Division Manager.

Approval to extend shall include a provision to schedule an R&R period if it has not already been taken. An Extension Request form is included at the end of this booklet.

Extension Request Instructions:

- Incident staff completes top portion of the Extension Request form including the proposed R&R date for the affected employee.
- The employee signs line #1 indicating that they agree to the extension (Resource).
- The Incident Commander or designee signs line #2 (Incident Commander).
- The Employee or incident staff faxes or emails the form to Wildfire Division DNR Coordination Center (360-902-1781) (DNRDLDISPATCHNRB@dnr.wa.gov) for review and determination as to whether DNR is authorizing extensions. If authorizing, the DNRCC will send the form to employee's home dispatch center.
- The employee's home unit supervisor or designee will review the request, and if approves, signs line #3 (Home Unit Supervisor), and forwards to the respective Division or Region Manager (Line #4). The employee's appointing authority (Division/Region Manager) reviews, and if approves, acts on the request. They may place conditions on their approval of the extension. Once signed they will fax the signed form to the DNRCC within 24 hours.
- DNRCC delivers the Extension Request to the Wildfire Division Manager for action. Their decision is recorded on the form along with a signature on Line #5.
- When appropriate signatures have been provided, the DNRCC sends the request form via fax or email to the fire's ICP or host agency dispatch center.

Out-of-State Assignments

Requests for out of state assignments (to go to other states or GACCs) that occur when an employee is already dispatched, must follow the requirements below:

- An employee must contact their home unit and request reassignment. The request **must be approved** by Region Fire Manager (if applicable), the Region/Division Manager, and the Wildfire Division Manager.
- If approved, employees will be issued a new resource order number from the dispatch center to which they are currently assigned, not their home unit.
- Any time an employee is reassigned to an out-of-state assignment, the employee must provide the following information to their home unit dispatch center.
 - Incident Name
 - Incident Number
 - Resource Order Number
- Once this information is obtained, the home unit dispatch center will contact the DNR Coordination Center to and get an out of state finance code. The home dispatch center will then provide the employee with the DNR out of state code.
- For travel reimbursement upon return, an employee must provide a copy of their resource order card with an A-20 Travel Expense Voucher.
- If not already issued, request a DNR financial code from the DNR home unit dispatch center.
- Upon return from an assignment, an employee is responsible to provide CTRs or the original OF-288 Incident Time Reports to finance.
- The employee must obtain a completed evaluation from their incident line supervisor and return it to their home unit, per PR20-003-310.
- The Employee will contact their home unit and report their demobilization information (flight, ETD, ETA, etc.)

Equipment and Supplies REF 16

Employees are expected to arrive at a fire site with the appropriate supplies and equipment (including NOMEX and personal clothing for an extended fire assignment) for their position. Tents, sleeping bags, sleeping pads and NOMEX are available from DNR's Tumwater fire cache and the region caches. If any additional items are needed at a fire camp they **may** be available through the on-site fire cache supply trailer. Employees are responsible to ensure that non-expendable supplies and equipment are returned to the fire cache supply trailer prior to demobilization.

Meals REF 17

Eligibility for Meals

- Employees working in wildfire suppression or other emergency duty efforts are entitled to up to three (3) meals per day (breakfast, lunch, and/or dinner).
- Employees who are required to report for duty for wildfire suppression or other emergency duty three (3) hours or more prior to their normal work shift are entitled to a Breakfast and subsequent meals until they end their shift.

- Employees who work two (2) hours or more past their regular scheduled shift are entitled to a Dinner.
- If an employee is required to report to work on a regular scheduled day off, and they were notified the previous day they are not eligible for meals.
- If an employee is required to report to work on a regularly scheduled day off and was not notified the previous day, they will immediately become eligible for any meals that fall within the agency defined meal period.
- All agency employees who are working on a project fire and are staying overnight in camp will be eligible for all meals, regardless of their duty station
- After the first meal is provided, agency defined meal periods will be used to determine when subsequent meals shall be provided.
 - Breakfast – 0700-0800
 - Lunch – 1200-1300
 - Dinner – 1800-1900
- Meal delivery requirements may be flexible to facilitate a hot or better quality meal at a camp or restaurant (in lieu of a cold lunch).

Reimbursement & Per Diem Allowance Processes

If a required meal is not provided, employees will receive per diem allowances or reimbursement at exact cost for the meal. Employees being provided per diem in lieu of a meal should be the exception, and not the standard. Management, Supervisors, and Incident Management Teams are to make every effort possible to ensure adequate meals are provided to employees working in wildfire suppression, or other emergency duty efforts.

If an employee is not provided a meal, they are to complete an A-20 and document that meals were not provided (Travel Expense Reimbursement Form) to seek reimbursement or per diem allowances. The employees may choose whether they wish to be reimbursed at exact cost, or receive per diem. Employees performing duties under fire suppression may receive per diem allowances even if they are working within their assigned duty location. If an employee refuses a meal that is offered they are not eligible for per diem allowances or reimbursement.

Per Diem Allowances

- Employees assigned to an incident that does not require them to stay overnight, will receive per diem allowances at the rate for the location the incident was located.
- Employees who are required to remain on duty in their regular duty area for preparedness, dispatch, fire cache, statewide support, or regional support will receive per diem allowances at the rate for the location of their duty station.
- Employees who stay overnight because they are away from their home or official duty station will receive per diem allowances at the rate where they sleep.
- All per diem allowances will be paid according to SAAM 10.90.
- If an Office of Financial Meal Waiver is in effect for Firefighter meals, it does not apply when employees are receiving per diem allowances.
- Receipts are not required for Per Diem allowances regardless of if the employee is working in their assigned duty area.

Reimbursement of Exact Cost

- Employees assigned to an incident that does not require them to stay overnight, will receive reimbursement at the rate for the location the incident was located.
- Employees who are required to remain on duty in their regular duty area for preparedness, dispatch, fire cache, statewide support, or regional support will receive reimbursement at the rate for the location of their duty station.
- Employees who stay overnight because they are away from their home or official duty station will receive reimbursement at the rate where they sleep.
- SAAM 10.90 will be used in determining the maximum amount an employee may be reimbursed.
- If an Office of Financial Meal Waiver is in effect for Firefighter meals, it does apply when employees are being reimbursed at the exact dollar amount.
- Receipts are required when seeking exact reimbursement.
- Cost of meal plus tax and gratuity (up to 20%) are included in the maximum allowable amount that may be reimbursed.

Taxability of Meals

Meals being provided or reimbursed under these guidelines are being furnished for emergency situations and are not considered a taxable fringe benefit to the employee.

Definition of Meals

Meals Ready Eat (MREs), sack lunches, military-type rations, hot can, catered meals, meals provided in restaurants, or similar meals.

Travel Expenses ^{REF 1, 9}

When traveling to and from an incident away from their duty station employees are considered in travel status, and are entitled to meals and lodging according to agency travel guidelines. Upon arriving at the incident employees are expected to stay in camp and eat the meals that are provided by the incident unless meals and lodging are not provided by the incident. If meals and lodging at a camp are not provided by the incident, employees are authorized to claim per diem and/or stay in commercial lodging facilities. Written documentation from the Agency Administrator, Incident Commander, Incident Business Advisor, or Designee must be included with any employee reimbursement request unless lodging and per diem authorization is on the employees' resource order.

Lodging

When camp facilities have not been established and employees are required to stay at a commercial lodging facility, lodging may be purchased with an agency One Card or reimbursed to employees on an actual expense basis. To qualify for lodging reimbursement an employee must be 50 miles away from their residence or station. Exceptions to the lodging reimbursement within 50 miles may be approved by the Incident Commander, Agency Administrator, or the employees' Appointing Authority. All lodging must be purchased per the Office of Financial Management (OFM) Travel Regulations in the State Accounting and Administrative Manual (SAAM), and the DNR "Supervisors' and Employees' Guide to Travel."

The maximum allowable lodging rates will be the amounts published in the OFM Travel Regulations. If lodging cannot be purchased within per diem rates, per the DNR Supervisors' and Employees' Guide to Travel an Advanced Authorization to exceed lodging rates must be included with employee reimbursement request or One Card log. If a blanket approval is in effect, a copy must be included with their A-20 or One Card Log.

Meals

When meals are not being provided by an incident, employees are entitled to reimbursement for meals per the guidelines and processes established in the Wildfire Suppression & Emergency Response Meal Guidelines. No meal reimbursements can be claimed for meals provided by an incident, even if the employee refuses the meal.

Laundry

After five (5) consecutive calendar days away from their duty station, employees deployed to emergency duty under the incident command system shall be entitled to laundry services until released from emergency duty. If contracted laundry services are not provided, employees shall be reimbursed for laundry costs incurred pursuant to the Office of Financial Management, State Administrative and Accounting Manual (SAAM), Subsection 10.60.10.

On-the-Job Injuries and Accidents

All DNR employees are covered by Washington State Labor and Industries Worker's Compensation. An employee who is injured or becomes ill as a result of fire duty should seek the appropriate medical attention. The Washington State L&I Claim Form must be completed by the provider or hospital providing treatment. These forms are available by calling 1-800-LISTENS or by filing via phone at 1-877-561-FILE.

LNI website: www.lni.wa.gov

If an employee is outside of Washington, they should inform the emergency service responder to contact the Washington State Department of Labor and Industries at 1-800-547-8367.

After seeking medical care immediately contact your home unit or the DNR Coordination Center. Any accident, injury, equipment damage or theft, requires an Initial Incident Report (IIR) and/or a Supervisor's Report of Injury (SRI).

If an L&I claim is not filed, an employee may be required to pay for medical treatment. The DNR will not pay or reimburse for expenses incurred as a result of injury if an L&I claim is not filed.

Questions? Contact the DNR Worker's Compensation Manager at 360.995.2441.

TARs

- The TAR and OF-288 must be faxed or emailed to the employee's home unit by the deadlines specified on the payroll calendar.
- The TAR should include the employee's emergency schedule, if different from their regular schedule.
- If an employee is paid standby (prior to dispatch) they should indicate to which team they are assigned, if applicable.

Lost or Damaged Personal Property

Lost or damaged personal property is generally not eligible for reimbursement. However, per RCW 4.92.100, employees have the right to seek reimbursement for personal property items damaged in the

proper performance of duties by submitting a standard tort claim form to the Department of Enterprise Services. Tort Claim Form: <http://des.wa.gov/SiteCollectionDocuments/RiskManagement/allforms.pdf>

General Expectations *REF 6, 7,14,15,16*

- Firefighters are expected to follow DNR policies (e.g. Harassment Prevention, Alcohol and Drug Free Workplace, Violence in the Workplace, Ethics, etc.)
- Firefighters will carry their incident qualification cards (also known as “redcard”) and an Incident Response Pocket Guide (IRPG) with them on their person while on duty.
- DNR employees have the right to refuse a fireline assignment if they reasonably believe the assignment could jeopardize their safety or the safety of others.
- If an engine receives an after-hours call for a local fire, the engine leader and firefighters are expected to respond within 30 minutes to the designated meeting location.
- If an employee receives an out-of-region dispatch and they are on paid standby and are needed that day, the employee must be en route within 60 minutes of being notified.
- For safety and accountability, all dispatches must come through the employee’s home unit dispatch center. NEVER SELF DISPATCH – THERE ARE NO EXCEPTIONS!
- Employees are expected to treat the public and other firefighters with respect at all times.
- If confronted by an irate citizen or encountering a potentially dangerous situation, employees should remove themselves from the situation and, when safe to do so, request law enforcement assistance through the chain-of-command or dispatch center. Explain the situation to the responding officer and let them deal with it. NEVER get into a confrontation with anyone over anything.
- Employees approached by representatives from the media are to refer the media person to the Incident Commander or the fire Information Officer.
- The personal use of cell phones, MP3s, I-Pods, Blackberries, CD players, and other electronic devices, is not permitted while on duty, unless approved by fireline supervisors. DNR radios are the primary means of communication for all fireline personnel.
- Inappropriate behavior while employed by the agency will not be tolerated. Firefighters may not post photos or cell phone images on the internet that display an unprofessional image of the department.
- Employees must report to work fit for duty, meaning they must be able to report to work in good mental and physical condition. No one under the influence of drugs or alcohol will be allowed to remain at work. DNR policy, PO01-033 Alcohol and Drug Free Workplace, states that DNR is responsible for providing a safe, healthy, efficient, and productive environment by maintaining an alcohol and drug-free workplace. The unlawful use or possession of drugs (including marijuana) or alcohol in state vehicles, on state property, or while on official business is prohibited. Employees are also required to report any doctor prescribed medications which may affect their ability to perform their duties safely. Any employee found in violation of this policy will be subject to disciplinary action, which may result in dismissal.
- Smoking is not allowed in department-owned, leased or rented facilities or in state vehicles.
- Harassment of any nature and towards anyone will not be tolerated, per DNR Policy, PO01-0137, Harassment Prevention.

- State resources will be used for official business only. All DNR employees are expected to be aware of and comply with the Washington State Ethics law (RCW 42.52).
- Proper work attire is to be worn during work hours. For those on the fireline this includes Nomex pants, 8" leather work boots, and Nomex shirt. Appropriate T-shirts are acceptable when not on the fireline. Inappropriate attire includes tank tops, sleeveless shirts, and sports bras worn without a shirt. Supervisor may provide additional expectations regarding attire.
- The PPE assigned to you will consist of Nomex, gloves, boots, and a hardhat, etc. All PPE (except boots) is expected to be returned at the end of an employee's work appointment (e.g., at the end of one's seasonal appointment or when otherwise ending participation in the fire program). Equipment is to be returned in good condition (except for normal wear and tear). Equipment is not to be altered without the approval of an employee's supervisor. Employees may be charged for replacement of any items not returned or damaged beyond normal wear.
- Crew shirts, agency equipment, or official agency logo apparel are not to be worn or used in circumstances that could reflect negatively on the DNR. Decorations (stickers, lettering, logo, paint, etc.) other than those approved by the agency are not allowed on the outside of DNR engines, hardhats, or personal protective equipment (PPE).
- Unsafe jewelry (e.g. hoop/dangle earrings and long necklaces) could potentially create a safety risk and must be removed while on duty.

Part 2

Union Represented Employees

For complete information pertaining to wildfire suppression and emergency duties please refer to the applicable collective bargaining agreement (links below), or contact your DNR human resource consultant.

WFSE:

[Washington Federation of State Employees \(WFSE GG\) \(2023-25\) | Office of Financial Management](#)

WPEA:

[Washington Public Employees Association \(WPEA GG\) \(2023-25\) | Office of Financial Management](#)

References

1. GL 20-001-175 Travel Expenses for Emergency Dispatch
2. GL020-002-001 Managing Emergency Duty Fatigue
3. PO20-004 Incident Response “Emergency” and “Incident Command System” Defined
4. WAC 357-28-255 and 260 – Overtime for Unrepresented Employees
5. PR02-006-001 Fire Duty Driving and Driver Safety Training
6. PO01-033 Alcohol and Drug Free Workplace
7. PO01-037 Harassment Prevention
8. PO01-038 Emergency Response Duty Compensation
9. OFM SAAM Chapter 10.30 Lodging
10. PO01-004 Employee Requests for Leave and Authorized Absences
11. PR20-001-170 IMT and Other Wildfire Response After-Hours Standby
12. PR20-003-310 Incident Assignment Performance Feedback for DNR Employees
13. PO01-031 Violence in the Workplace
14. PO01-008 Ethics
15. SPM 11-07 – Direction Regarding Photography and Videography, Cell Phone Use and Use of Social Media by Line Firefighters While On-Duty.
16. PR20-002-200 Wildland Fire Personal Protective Equipment
17. GL Emergency Response Meals

Date of request _____

Resource Extension Request Form

RESOURCE and INCIDENT INFORMATION:

Resource Name: _____

Incident Name: _____ Incident #: _____ Request #: _____

Position on Incident: _____

Home Unit Supervisor: _____ Email: _____ Region/Division Manager: _____

EXTENSION INFORMATION: **Date of 14th Day of Assignment (Exclude Mobilization Travel Time):** _____

Prior to any extension, consider the health, readiness and capability of the resource. The health and safety of incident personnel and resources will not be compromised under any circumstances.

Length of Extension: _____ Last Work Day: _____

Justification (Select from the List Below):

- Life and Property are imminently threatened,
- Suppression objectives are close to being met, or
- Replacement resources are unavailable or have not yet arrived

Explanation for Extension:

REQUESTED BY:

Incident Supervisor: _____ Incident Position: _____

APPROVED BY:

1) Resource: _____

2) Resource supervisor: _____

3) ****Incident Commander or Deputy:** _____

4) Home Unit Supervisor: _____

5) Region / Division Manager: _____

6) Wildland Fire Mgmt. Division Manager: _____

Gather signatures in the order they are numbered above.

Send to Wildland Fire Management Division DNR Coordination Center after IC or Deputy signature.

Email to DNRDLDispatchNRB@dnr.wa.gov or Fax 360-902-1781