STATE OF NEW MEXICO

ENERGY, MINERALS and

NATURAL RESOURCES DEPARTMENT

FORESTRY DIVISION



Photo Courtesy of R Barr- Valencia County FD STEN
Photo of New Mexico Strike Team on Bootleg Fire, Oregon 2021

Mobilization Guide for Using New Mexico Fire Departments on Wildland Fire Incidents

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INTRODUCTION

This Resource Mobilization Plan (RMP) is adopted pursuant to Joint Powers Agreements (JPAs) or Memoranda of Agreements (MOAs) between the State of New Mexico, Energy, Minerals and Natural Resources Department (EMNRD), Forestry Division (Forestry Division), and local governments. Together, the JPA/MOA and this RMP are intended to create a pool of nationally qualified wildland fire resources within the structural fire service of New Mexico so they may be mobilized to assist in the suppression of wildfires and wildland/urban interface fire incidents. Nothing in the RMP or existing JPAs or MOAs shall authorize or be interpreted for the mobilization to any other emergency response outside of wildland fire suppression.

This RMP establishes the standards, procedures, and guidelines to be followed when mobilization is necessary. The standards established here are consistent with those to which all state and federal agencies responding to incidents will be held. The Forestry Division recognizes that not all local fire departments will be motivated to participate in the RMP, or able to meet the minimum requirements. Therefore, participation is voluntary.
This RMP has been modified and updated to reflect experience gained in past fire seasons.

REIMBURSEMENT

Local government RMP fire department wildland fire suppression activity inclusive of personnel and equipment ordered by and performed on behalf of the Forestry Division shall be reimbursed as outlined in this document (Appendix F – Resource Mobilization Plan Summary).

When filing for reimbursement for an RMP assignment, the local government fire department must submit for reimbursement on the approved Forestry Division reimbursement forms within 45 days upon return to their home unit after demobilization.

CHAPTER 1: QUALIFICATION SYSTEM FOR PERSONNEL

Introduction:

This chapter describes the minimum qualification requirements for local fire department personnel being mobilized outside their jurisdiction under the provisions of this RMP. It is not intended to replace locally developed qualification standards for firefighters responding within their own jurisdiction or local mutual aid area.

This chapter also describes the performance-based system used to document firefighter qualifications, delineates local fire department and Forestry Division responsibilities for managing the system, and establishes criteria for certain positions considered key to the function of the RMP.

Referenced Standards:

It is this RMP's intent to be consistent with established national standards for wildland and structural firefighter qualifications. The wildland fire qualification standards in this RMP are those of the National Wildfire Coordinating Group (NWCG) as described in the publication *PMS 310-1, Wildland and Prescribed Fire Qualification System Guide,* updated version can be found at https://www.nwcg.gov/publications/pms310-1.

The Forestry Division expects that all structural fire department personnel mobilized under the RMP for any fireline assignment will have documented training consistent with ***NFPA 1901*** **Standards for Automotive Fire Apparatus or** ***NFPA 1906 Standards for Wildland Fire Apparatus*** and the New Mexico State Fire Marshal's Office *Firefighter Qualification System (FQS).*

Emergency Medical Services (EMS) personnel mobilized under the RMP will be currently licensed under the provisions of 7.27.2 New Mexico Administrative Code (NMAC), Licensing of Emergency Medical Services Personnel and their scope of practice defined in 7.27.2 NMAC.

Qualification System Description:

The following is an overview of the process for qualification in any fire position. The process is fully described in the *PMS 310-1, Wildland and Prescribed Fire Qualification System Guide, latest version* available at https://www.nwcg.gov/publications/pms310-1..

Prerequisite Experience:

Progression from position to position within the qualification system is intended to be a step-by-step process. Each step establishes the skill and experience required as the foundation for the next step. Except for entry level, all positions require prior qualification in specific lower-level positions. A firefighter shall have appropriate quantity and quality of experience in these prerequisite positions before seeking higher-level qualifications. It is the incident qualification card (red card) issuing agency's responsibility to judge whether this requirement has been adequately met.

Training:

"Required training" provides a direct link between training and job performance to provide for responder health and safe operations on wildland fires. Required training cannot be challenged. Listed training for each position consists of "required training" and "other training" that supports the development of knowledge and skills. "Required training" no longer needs to be completed prior to becoming a "trainee" for the position. "Other training" courses provide essential knowledge required to perform the job. The Forestry Division recognizes training acquired through the United States Fire Administration (USFA) Skills Crosswalk.

To be consistent with NWCG direction, the Forestry Division requires an annual Wildland Fire Safety Refresher Training (RT-130) for **all** red-carded personnel involved with the RMP. This training must be four to eight hours and follow the minimum recommendations found at https://www.nwcg.gov/publications/training-courses/rt-130/wfstar-catalog.

Physical Fitness:

Each position has a required level of physical fitness appropriate to the demands of the job. Most fireline positions require annual demonstration of fitness at the "arduous" level. The physical fitness levels and testing standards are described later in this chapter, and the process is more fully described in the *PMS 310-1, Wildland and Prescribed Fire Qualification System Guide* available at https://www.nwcg.gov/publications/pms310-1.

Personal Protective Equipment and Clothing:

All personal protective equipment (PPE) will meet or exceed nationally recognized standards. All firefighters must wear flame-resistant clothing on the fireline and when flying in helicopters, and shall not wear clothing, even undergarments, made of synthetic materials, which can burn and melt on the skin. Sleeves must be rolled down to the wrist. Flame-resistant clothing should be cleaned or replaced whenever soiled, especially when soiled with petroleum products. Flame-resistant clothing must be replaced when the fabric is so worn as to reduce the protection capability of the garment

or is so faded as to significantly reduce the desired visibility qualities. Yellow long-sleeved aramid shirts are required for national mobilization. Firefighters shall wear a hard hat and leather gloves while on the fireline. Personnel assigned to wildland fires must wear a minimum of eight-inch-high, laced-type exterior work boots, with Vibram-type, melt-resistant soles. The eight-inch height requirement is measured from the bottom of the heel to the top of the boot. Firefighters shall use eye and face protection whenever there is a danger from material being thrown back in their face. Firefighters shall either comply with host agency requirements regarding fire shelters on fireline suppression assignments or follow their individual agency requirements if they are more restrictive. Firefighters shall use hearing protection when working with high-noise-level firefighting equipment, such as helicopters, air tankers, chain saws, pumps, etc. When operating chain saws, sawyers and swampers shall wear additional safety equipment, including approved chaps, gloves, hard hat, and eye and hearing protection. Swampers should wear chaps when the need is demonstrated by a risk analysis considering proximity of the chain saw to the sawyer, and the slope, fuel type, etc. Face and neck protection (Nomex shrouds) are not required PPE. If issued, shrouds should be deployed only in impending flash fuel or high-radiant heat situations and not routinely worn throughout the operational period, due to an unacceptable increase in physiological heat stress.

Trainee Status:

Trainees can initiate position task books (PTBs) prior to attendance and successful completion of required training. However, trainees cannot become fully qualified for the position until required training has been successfully completed. A trainee must be qualified in the prerequisite position(s) before a PTB can be initiated. Trainee status shall be reflected on the red card and allows the trainee to perform in the position under direct supervision of someone who is fully qualified in the position. Their performance may fall into one of two categories, on the job training (OJT) or evaluation. OJT may involve shadowing the experienced person or performance of certain job functions with coaching from the experienced person. When evaluation is being done, the expectation is that the trainee will perform the job without significant assistance from the experienced person and the trainee's performance will be evaluated and documented in the PTB. Other than entry level, all PTBs require fire assignments to complete tasks. A single fire assignment rarely provides sufficient experience as a trainee to become fully qualified. Agencies are encouraged to judge the quality of assignments before issuing certification of qualification. Once all tasks have been adequately demonstrated, the final evaluator provides a recommendation for certification. **No more than two Operations PTBs may be open at the same time.**

Agency Certification:

Once all prerequisites have been met and based on a final evaluator's recommendations, the agency may issue proof of qualification in the form of a red card.

All RMP personnel must be prepared to show a red card for their position on an incident.

Managing the Qualification System: Local and State Responsibilities:

Under the provisions of the RMP, local government fire departments will establish, manage, and maintain a qualification system for their own personnel. The Forestry Division expects local government fire departments to certify qualifications and issue red cards for their personnel up to and including the "200 level" (Engine Boss, Incident Commander Type 4, EMS services, etc.). As part of that process, they shall maintain documentation of the following:

- prerequisite experience;
- completion of training;
- annual fitness testing;
- PTB completion;
- agency certification of qualification(s);
- cumulative experience in the position;
- annual refresher (RT-130); and
- annual red card.

The Forestry Division will certify position qualification for all positions at or above the "300 level" (Strike Team Leader and above), or any position for an Incident Management Team assignment/application, and issue red cards. Local government fire departments, in consultation with the Forestry Division's local district Fire Management Officer (FMO), may identify candidates, and document training for the higher-level positions. When a candidate has completed all requirements for qualification, the fire department shall submit all documentation through the appropriate Forestry Division district office prior to **March 1st** of each year for review and certification.

Incident Management Team Applications/Nominations:

Local government fire departments shall submit any application/nomination for an incident management team, Type 3 or above, to the Forestry Division for approval prior to submission to the team. All applications shall be accompanied with all back-up documentation, as well as a letter of support from the local agency administrator (fire chief or equivalent) to support the team nomination.

Fitness Testing:

An important part of being a qualified firefighter is maintaining an adequate level of physical fitness to be productive and to maintain an adequate energy reserve to meet unforeseen emergencies. Local government fire departments shall administer physical fitness testing annually prior to issuing red cards, up to and including "200" level positions including engine boss, to their personnel. The current NWCG standard for physical fitness testing is a group of work capacity tests popularly referred to as the "Pack Test". More accurately, it is a system of three tests, each intended to be equivalent to a particular level of work demand associated with various job duties. The three levels are arduous, moderate, and light.

Refer to the "Fitness and Work Capacity 2009 Edition" for further details on pack test administration and implementation at https://www.nwcg.gov/publications/307.

Work category	Test	Distance	Pack	Maximum time
Arduous	Pack Test	3 Miles	45 lbs.	45 Minutes
Moderate	Field Test	2 Miles	25 lbs.	30 Minutes
Light	Walk Test	1 Mile	None	16 Minutes

Training for the Pack Test:

The Forestry Division encourages firefighters to start training for fitness testing four to six weeks prior to the test for maximum safety and benefit. It is best to start training with little or no weight and establish a pace that will meet the time requirement. Firefighters should gradually increase weight and distance until the test requirements can be consistently met. In the event of a state or national health emergency, firefighters shall follow all state and local guidelines for as long as those guidelines are in effect as they apply to fitness test training. Firefighters should refer to their agency's best practice guidelines for specifics.

The Course:

The course shall be relatively flat and have a firm-walking surface. Out-and-back courses have the advantage of canceling out the effects of wind and grade. The distance must be accurately measured with a measuring wheel or similar.

Equipment:

- a scale to weigh packs (hanging scale recommended);
- two stopwatches (a primary and a back-up);
- radios and cell phones for monitoring and safety;
- forms for documenting test and for informed consistency of testing; and
- signs, safety vests, or other equipment as required for safety.

Testing at Altitude:

Candidates performing the work capacity tests at an altitude of 4,000 feet or greater shall be acclimated to the environment. The maximum time allowed to perform the test shall be adjusted according to the following chart:

Altitude Correction Table:			
Altitude	**Pack Test**	**Field Test**	**Walk Test**
8,000 – 9,000 feet	90 seconds	60 seconds	30 seconds
7,000 – 8,000 feet	75 seconds	50 seconds	25 seconds
6,000 – 7,000 feet	60 seconds	40 seconds	20 seconds
5,000 – 6,000 feet	45 seconds	30 seconds	15 seconds
4,000 – 5,000 feet	30 seconds	20 seconds	10 seconds

Safety/Medical Evacuation Plan:

Local government fire departments shall develop a Safety/Medical Evacuation Plan for the test, and the test administrator must be familiar with its features. A first responder, EMT, or other person trained to recognize the signs and symptoms of physical distress shall be on site throughout the test.

Position Descriptions:

The following charts outline the qualification requirements for positions commonly used in RMP mobilizations. All the positions outlined are nationally recognized standard positions. For positions not listed below, refer to the *NWCG Standards for Wildland Fire Position Qualifications, PMS 310-1* available at https://www.nwcg.gov/publications/pms310-1.

The Advanced Firefighter/Squad Boss position is nationally recognized but is based on an organized hand crew background. RMP resources are local government fire departments with engine-based backgrounds. The Forestry Division has adopted the position of Engine Operator as an equivalent to the Squad Boss position. It requires completion of both the Advanced Firefighter (FFT1) and the BLM Engine Operator

(ENOP) Position Task Books. The *ENOP Task Book* is available online at https://www.nwcg.gov/publications/agency-taskbooks/engine-operator.

The Structure Protection Specialist (STPS) is a nationally recognized position. The STPS provides technical assistance to Incident Management Teams with respect to protection of structures and other improvements.

Additional National Incident Management System (NIMS) training requirements have been adopted by NWCG for wildland fire positions. For specific position training and prerequisites visit https://www.nwcg.gov/positions.. Refer to most recent publication of PMS 310-1 to ensure required NIMS training has been completed for all personnel.

Firefighter (FFT2)	
PREREQUISITE EXPERIENCE	No prior position qualification
REQUIRED TRAINING	• I-100 Introduction to ICS • NIMS: An Introduction IS-700 • L-180 Human Factors on the Fireline • S-130 Firefighter Training • S-190 Introduction to Wildland Fire Behavior • RT-130 Annual Fireline Safety Refresher (not required for the first year as a Firefighter Type 2 (FFT2); however, it is required for subsequent years)
OTHER TRAINING	None
PHYSICAL FITNESS LEVEL	Arduous
Firefighter (FFT1)	
PREREQUISITE EXPERIENCE	• Satisfactory performance as a FFT2 • Satisfactory completion of FFT1
REQUIRED TRAINING	• RT-130 Annual Fireline Safety Refresher • S-131 Firefighter Type 1
OTHER TRAINING	• S-211 Pumps and Water • S-212 Chainsaw Operator • S-219 Firing Operations • Fire Service Driver Training
PHYSICAL FITNESS LEVEL	Arduous
Engine Operator (ENOP)	
PREREQUISITE EXPERIENCE	• Satisfactory performance as a FFT2 • Satisfactory completion of FFT1 and ENOP Position Task Books
REQUIRED TRAINING	• RT-130 Annual Fireline Safety Refresher

	• S-131 Firefighter Type 1 • S-211 Portable Pumps and Water Use
OTHER TRAINING	• L-280 Followership to Leadership • S-212 Chainsaw Operator • Fire Service Driver Training • PMS – 419 Engine Operator Training or Local Agency Equivalent
PHYSICAL FITNESS LEVEL	Arduous
Engine Boss (ENGB)	
PREREQUISITE EXPERIENCE	• Satisfactory performance as Advanced Firefighter/ Engine Operator (ENOP) • Satisfactory completion of ENGB Position Task Book
REQUIRED TRAINING	• RT-130 Annual Fireline Safety Refresher • ICS-200 ICS for Single Resources and Initial Action Incidents • S-230 Single Resource Boss Training • S-290 Intermediate Wildland Fire Behavior
OTHER TRAINING	• S-231 Engine Boss • S-219 Ignition Operations • S-260 Interagency Incident Business Management • S-270 Basic Air Operations • L-280 Followership to Leadership
PHYSICAL FITNESS LEVEL	Arduous
Incident Commander Type 5 (ICT5)	
PREREQUISITE EXPERIENCE	• Satisfactory performance as a FFT2 • Satisfactory completion of ICT5 Position Task Book
REQUIRED TRAINING	• RT-130 Annual Fireline Safety Refresher • ICS-200 ICS for Single Resources and Initial Action Incidents • S-131 Firefighter Type 1
OTHER TRAINING	• S-211 Pumps and Water Use • S-212 Chainsaw Operator
PHYSICAL FITNESS LEVEL	Arduous

Incident Commander Type 4 (ICT4)	
PREREQUISITE EXPERIENCE	• Satisfactory performance as any Single Resource Boss (ENGB, CRWB, etc.) • Satisfactory completion of ICT4 Position Task Book
REQUIRED TRAINING	• RT-130 Annual Fireline Safety Refresher • S-200 Initial Attack Incident Commander
OTHER TRAINING	• S-219 Firing Operations • S-215 Fire Operations in the Urban Interface
PHYSICAL FITNESS LEVEL	Arduous
Strike Team Leader – Engine (STEN)	
PREREQUISITE EXPERIENCE	• Satisfactory performance as any Single Resource Boss (ENGB, CRWB, etc.) • Satisfactory completion of STEN Position Task Book
REQUIRED TRAINING	• RT-130 Annual Fireline Safety Refresher • Intermediate ICS for Expanding Incidents (ICS-300) • NRF: An Introduction (IS-800) • S-215 Fire Operations in the Urban Interface • S-330 Task force/Strike Team Leader
OTHER TRAINING	• L-380 Fireline Leadership • S-336 Tactical Decision Making in Wildland Fire
PHYSICAL FITNESS LEVEL	Moderate
Division/Group Supervisor (DIVS)	
PREREQUISITE EXPERIENCE	• Satisfactory performance as a TFLD or ICT3 or ICT4 **and** STEN • Satisfactory performance as a DIVS on a wildland fire incident • Satisfactory completion of DIVS Position Task Book
REQUIRED TRAINING	• RT-130 Annual Fireline Safety Refresher • S-339 Division/Group Supervisor • S-390 Introduction to Wildland Fire Behavior Calculations
OTHER TRAINING	• L-381 Incident Leadership
PHYSICAL FITNESS LEVEL	Arduous
Structure Protection Specialist (STPS)	

PREREQUISITE EXPERIENCE	• Satisfactory performance as a DIVS and STPS or ICT3 and STPS
REQUIRED TRAINING	• Annual Fireline Safety Refresher (RT-130)
OTHER TRAINING	• None
PHYSICAL FITNESS LEVEL	Moderate
Line Qualified EMT/Paramedic	
PREREQUISITE TRAINING	• New Mexico licensure as EMT-B, EMT-1 or EMT-P • Satisfactory performance as a FFT2 or higher operations position
REQUIRED TRAINING	• RT-130 Annual Fireline Safety Refresher • Current Paramedic license (must be issued by the Paramedics home-state EMS licensing authority) • Introduction to ICS (I-100) • NIMS: An Introduction (IS-700) • Basic Wildland Firefighter Training (S-130, S190, L-180)
OTHER TRAINING	• S-290 Intermediate Wildland Fire Behavior • S-270 Basic Air Operations • S-271 Helicopter Crewmember • Advanced Cardiac Life Support
PHYSICAL FITNESS LEVEL	Arduous

Medical Authorization for EMS Personnel:

EMS personnel mobilized (including Medical Unit Leader) under the RMP will function under the license held by their agency's Medical Director and will be governed by the agency's medical protocols. As such, they must be currently licensed and in good standing with their service. A written authorization by the agency's Medical Director must be filed with the Forestry Division for attachment to the JPA/MOA as an addendum. Further, the agency Medical Director's written authorization shall allow the EMS personnel to perform nationally their full duties of the position.

Annual Certification:

Local fire department participants in the RMP shall review firefighter qualifications annually and issue red cards on or before April 1st.

The local government fire department's Wildland Coordinator or designated RMP contact shall provide the local Forestry Division's district office with copies of the red cards before April 1st. Refer to Appendix A for Forestry Division district boundaries and pages 47-48 for contact information of the Forestry Division district office servicing your fire department.

Maintaining Qualification Currency:

Position qualification shall remain current for a maximum of five years; provided that annual fitness and annual refresher requirements are maintained (air operations qualifications and dispatch positions are valid for a maximum of three years).

Currency may be maintained by the following:

- satisfactory performance in the qualified position within the allotted five-year time frame (three years for aircraft related and dispatch positions);
- satisfactory performance in a higher position for which that position is a prerequisite; and
- satisfactory performance in a position that is identified in *PMS-310-1* as "Other position assignments that will maintain currency".

Performance Evaluations:

Individuals or crews shall receive a performance rating for their work on the incident. These performance ratings shall be submitted to their fire department supervisor and sent to the local Forestry Division district office attached to the reimbursement package and when requesting red card updates.

Personnel who receive a “deficient” rating on an evaluation shall work with their fire department supervisor to create a development plan to correct the deficiency. A development plan shall include:

- a training plan, which requires taking appropriate fire training courses;
- an experience plan, which requires additional task book experiences; and
- a physical fitness plan, which establishes a periodic fitness program to increase strength or stamina.

Once a firefighter completes the development plan approved by his or her fire department supervisor and the local government fire department submits it to the local Forestry Division district office, the firefighter may be considered for a new assignment.

Personnel who receive a “satisfactory” rating shall have it noted in their qualification record by the local government fire department for purposes of maintaining currency. Performance sheets shall be submitted by the local government fire department supervisor to the local Forestry Division district office for additional recognition.

Equivalency Committee:

The NWCG recognizes that certain knowledge and skill may be attained through non-NWCG training courses or job experiences. There are eight voting members on the Equivalency Committee (Committee). The Equivalency Committee Chair or designee shall submit all recommendations to the Forestry Division’s Resource Protection Bureau Chief and the State Forester for final decision.

The following is the Committee’s recommendation by for the following NWCG firefighter positions:

FFT2 – The Committee recommends that the individual will have the complete NWCG S-130, S-190, L-180 and I-100, IS-700 (core basic) classes. If the individual has been through the fire academy and has the International Fire Service Accreditation Congress (IFSAC) seal for structural FFT1 which included the core basic classes but did not include IFSAC testing, then a field day will be required to give the individual an NWCG certificate. Once the academy has the IFSAC testing in place, the Forestry Division will accept the IFSAC certificate. If the individual has taken the on-line course or the CD course or the NFA gap course, the Forestry Division will require a field day before an NWCG certificate is issued.

FFT1 – The Committee recommends that the individual will have the complete NWCG S-131 class and the completed task book for FFT1.

ENGB – See the New Mexico Eligibility Requirements for Engine Boss Crosswalk in Appendix D.

Individuals and fire departments must also maintain evaluation records of assignments while participating in the Crosswalk.

Fire department supervisors who wish to have the Committee review individual firefighter's records shall submit their documentation to the local Forestry Division district office prior to **January 1st** of each year for review and certification. Documentation submitted needs to be sufficiently detailed to allow a side-by-side comparison for equivalency. Refer to Appendix A for Forestry Division district boundaries and pages 47-48 for contact information of the Forestry Division district office servicing your fire department.

CHAPTER 2: STANDARDS FOR FIRE APPARATUS

Introduction:

This chapter identifies minimum requirements for fire apparatus being mobilized outside the local jurisdiction as part of the statewide RMP.

Required equipment is considered essential to assure safe and effective operation in a wildland urban interface fire environment, while optional equipment substantially improves the capability and flexibility of an apparatus. Fire departments planning on out-of-state RMP assignments shall also carry the optional equipment on the apparatus.

Safety:

All apparatus will conform to federal and state motor vehicle safety standards in effect at the time of apparatus purchase. In addition, all apparatus is required to meet the following:

- enclosed seating with seatbelts for all personnel;
- a functional backup alarm;
- a first aid kit;
- a fire extinguisher;
- U.S. Department of Transportation emergency reflectors;
- rearview mirrors on both sides of the apparatus;
- functional headlights, taillights, marker lights, and turn signals;
- functional windshield wipers; and
- no loose equipment in crew seating areas.

Communications Plan:

Fire incidents that involve an RMP mobilization will often be rapidly developing and dynamic. It is critical for safety and effective operations that local government

resources are able to communicate with each other, the incident, the involved dispatch center and other resources while traveling to and arriving on the incident. For that reason, the New Mexico state fire frequency (154.310 MHz) is designated as the standard travel and initial tactical frequency. All apparatus is required to have functional P-25 compliant, VHF two-way radios that include this frequency. In addition, it is strongly recommended that all apparatus have radios programmed to the following New Mexico Initial Action Communications Plan.

Incident Radio Communications Plan (ICS 205)	**Incident Name**	**Prepared Date: Time :**	**Operational Period Date From:** **Date To: Time From:** **Time To:**

Basic Radio Channel Use

Channel	**Function**	**W/N**	**Frequency**	**Assignment & Remarks**
1	State Fire	N	154.310	Travel & Initial Tactical
2	Forestry Division District Offices	N	159.420 tx tone 156.7 Las Vegas district uses 159.330 tx tone 156.7	Contact for local Forestry Division district offices
3	Forestry Division TAC	N	159.225	Unit to unit travel and logistics
4	Albuquerque Dispatch	N	170.525	ALB. DISPATCH/ZONE SIMPLEX BK ADMIN
5	GLZ/LCZN	N	169.975	SILVER CITY DISPATCHGILA/LAS CRUCES ZONE NORTH
6	GLZ/LC/TZ	N	169.17500167.97500	SILVER CITY and TAOS DISPATCH-GILA/LAS CRUCES ZONE SOUTH
7	PEZ	N	170.500 tone 103.5	PECOS ZONE/ALAMOGORDO DISPATCH
8	SNZ	N N	172.30000	SANTA FE ZONE/DISPATCH
10	R3 Tac 1	N	167.5500	REGION 3 TACTICAL 1
11	R3 Tac 2	N	168.6750	REGION 3 TACTICAL 2
12	R3 Tac 3	N	168.7750	REGION 3 TACTICAL 3
13	ICS TRAVEL	N	168.3500	ICS TRAVEL/TAC
13	Air-to-Ground	N	1) A/G 51 **1683125** PRIMARY 2) A/G 53 **168.4875** PRI 3) A/G 56 **168.6625** PRI 4) A/G 25 **168.7500** PRI 5)A/G 89 **167.7000** Tone **110.9 TX/RX** PRI	1) SANTA FE DISPATCH A/G 62169.3625 SEC 2) ALBUQUERQUE DISPATCH A/G18 168.0125 SEC 3) TAOS DISPATCH A/G 56 169.1250 SEC 4) ALAMOGORDO DISPATCH A/G 56 168.6625 SEC

Incident Radio Communications Plan (ICS 205)	Incident Name	Prepared Date: Time :	Operational Period Date From: Time From:	Date To: Time To:

Basic Radio Channel Use

Channel	Function	W/N	Frequency	Assignment & Remarks
				SILVER CITY DISPATCH A/G 62169.3625
16	Air Guard (Guard One)	N	168.625 tx tone 110.9	**Emergency use or initial contact to incident aircraft only (note 2)**
	Prepared by:			

NOTES: **All federal frequencies were converted to Narrow Band FM (12.5 KHz). Frequencies are changed often, and every attempt has been made to assure that these are correct.**

1. These air-to-ground frequencies are valid only within the zone assigned. Channels 13, 14, and 15 are available for preprogramming in the primary zones you may be working in.

2. Air guard (Guard One) is an emergency channel monitored by all NWCG qualified aircraft and must be programmed into all wildfire radios. It is customary to program it into the last channel of the radio or group. National radio cache radios will have it programmed into channels 14 and 16 in all groups.

3. There are several VHF inoperability channels that the U.S. Department of Homeland Security, Office of Emergency Communications has made available for emergency incidents. If those frequencies are being used by the incident, they will be provided to responding personnel at the incident.

GVWR:

All apparatus is required to be within the limits of manufacturer's GVWR when fully loaded, including personnel, water, equipment, and fuel. The Forestry Division recommends that any apparatus operating off road or on unimproved roads restrict total weight to 85% of manufacturer's GVWR or less. Rough Road Factor. A rough road factor (RRF) reduces the payload due to the dynamic loads imposed on the vehicle from road conditions. Smooth surfaces have an RRF of 1.0, while rough or unsurfaced roads have an RRF of 0.9. Extreme conditions may require adjustment even lower.

Refer to United States Forest Service (USFS) FSH 7109.19 – Fleet Equipment Management Handbook – Chapter 30 – Use, Loading and Storage – for Rough Road Factor Calculations.

Apparatus Types:

All apparatus ordered for mobilization shall conform to NWCG Standards for Resource Typing as specified in *https://www.nwcg.gov/publications/pms200.* These standards establish minimum criteria for pump and tank capacity, equipment, and staffing. The standards are not intended to restrict agencies from exceeding the minimum specifications.

Engines:

Type	Pump (gpm)	Tank (gallons)	2½" Hose	1½" Hose	1" Hose	Ladders	Minimum Staffing
1	1,000 gpm	300 gals.	*1,200 ft.	500 ft.		20 ft. ext.	4 #
2	500 gpm	300 gals.	*1,000 ft.	500 ft.		20 ft. ext.	3
3	150 gpm	500 gals.		1,000 ft.	500 ft.		3
4	50 gpm	750 gals.		300 ft.	300 ft.		2
5	50 gpm	400 gals.		300 ft.	300 ft.		2
6	50 gpm	150 gals.		300 ft.	300 ft.		2
7	10 gpm	50 gals.			200 ft.		2

* 2½" hose or larger
# Three personnel are acceptable on older model cabs that cannot accommodate four.

Type 1 and Type 2 Engines are structural engines and will be expected to meet all requirements for *NFPA 1901*. Personnel responding on Type 1 or Type 2 Engines shall be *NFPA 1001* qualified and equipped with Structural PPE and Self-Contained Breathing Apparatus (SCBA). These engines typically have high volume pumping capacity and are equipped with master stream appliances but lack pump and roll capability or significant off-road capability.

Type 3, Type 4, Type 5, Type 6, and Type 7 Engines are wildland engines and are intended to operate off-road and will be expected to meet all requirements for *NFPA 1906*. It is recommended that they have a minimum axle clearance of 7", a minimum ground clearance of 12", and approach/departure angles of 20 degrees.

Support Tenders:

Type	Pump	Tank	Dump Valve	Drop Tank(s)	Staffing
S1	300 gpm	4,000 gallons minimum	10" minimum	2,500 gallons	1
S2	200 gpm	2,500 gallons minimum	10" minimum	2,500 gallons	1

Type	Pump	Tank	Dump Valve	Drop Tank(s)	Staffing
S3	200 gpm	1,000 gallons minimum	10” minimum	1,000 gallons	1

Tactical Tenders:

Type	Pump	Tank	Dump Valve	Drop Tank(s)	Staffing
T1	250 gpm	2,000 gallons minimum	10” minimum	1,000 gallons	2
T2	250 gpm	1,000 gallons minimum	10” minimum	1,000 gallons	2

1. Support Water Tenders are intended as water hauling apparatus that fill from a pressure or gravity source, dump into drop tanks, and return to the source for another load. They are required to carry drop tanks of adequate capacity to off-load their entire water load.

2. All water tenders and wildland engines 3 through 6 shall be able to prime and pump water from a 10-foot lift.

3. Type 3 engines and tactical water tenders shall be equipped with a foam proportioner system.

4. Water Tender Staffing Standards:

   Tactical water tenders will carry a minimum crew of two minimally staffed with an engine boss and FFT2. Tactical tender operators are required, at a minimum, to be qualified current as ENGB and maintain a CDL with tank endorsement or a New Mexico Class E license (or per fire department standards).

   Support water tenders may be staffed with a crew of one driver/operator when they are used in a support role as a fire engine refill unit or for dust abatement. These operators will pass the Moderate Work Capacity Test, have minimum of S130/S190/L180, ICS100, NIMS IS 700, and maintain a CDL with tank endorsement or a New Mexico Class E license (or per fire department standards).

Hose and Appliance Connections:

There are a wide variety of threaded fitting patterns and connector types in use by various structural and wildland agencies. To facilitate interagency operations and the ability of one apparatus to make physical connections with another, the Forestry Division recommends that all apparatus conform to the following standards for threaded connections:

Hose Diameter	Connector Type
Large Diameter Hose (LDH) 4" or 5"	Storz
1½ - 3" Hose	NH
1" Hose	NPSH
¾" or Smaller	GHT

Hose Thread Terminology:

- *Storz:* A lugged, quarter turn, non-gender specific connector commonly used in LDH.
- *NH:* National Hose, also commonly referred to as National Standard Thread (NST) and National Hose Thread (HST).
- *NPSH:* National Pipe Straight Hose, a non-tapered pipe thread, also called Straight Iron Pipe Thread (SIPT).
- *GHT:* Garden Hose Thread.

Equipment:

The following list of required equipment is intended to assure that various apparatus being mobilized under the RMP can work effectively together.

Apparatus mobilized within New Mexico is required to have the following equipment:

	Quantity Required	Equipment Description	NFES #
Hose	20 ft.	Suction draft hose	
	300 ft.	1½" Single or double jacket hose NH	1239
	300 ft.	1" Single jacket hose (not hard rubber reel line) NPSH	1238
Valve	1	Suction strainer or strainer/foot valve	
Nozzles	2	1½" Nozzles NH, adjustable or foam	0137/0628
	2	1" Nozzles NPSH, forester or adjustable	0024/0138
Adapters Reducer/ Increaser	1	1" NPSH-F to 1" NH-M adapter	0003
	1	1" NH-F to 1" NPSH-M adapter	0004
	2	1½" NH-F to1" NPSH-M reducer	0010

	Quantity Required	Equipment Description	NFES #
	1	2” NPSH-F to 1½” NH-M reducer	0417
	1	2½” NH-F to 1½” NH-M reducer	2230
	1	1” NPSH-F to 1½” NH-M increaser	0416
Coupling	1	1½” NH double female	0857
	1	1½” NH double male	0856
Wye	1	1½” NH-F x 1½” NH-M x 1½” NH-M gated wye	
Wrench	1	Hydrant wrench	0688
	2	Standard spanner wrenches with gas shut-off slots	
Fire Tools & Equip	2	Pulaskis	0146
	2	McLeods	0296
	2	Spade shovels	0171
General Supplies	1	Portable hand light/flashlight	
	1	Signal mirror	
	1	Bolt cutters (18” minimum)	
	*	Drinking water (1 gallon per crew member minimum)	
	1	Battery powered strobe light	
Radio	1	Field programmable radio per Unit	
Personal Gear	*	Personal provisions (red pack) for each crew member	
Engine	1	Belt weather kit	

The Normal Unit Stocking (NUS) equipment list is the standard for federal and state firefighting equipment and is the optional list for RMP apparatus operating within New Mexico. The Forestry Division recommends local government fire departments follow the NUS equipment list for RMP apparatus taking assignments outside of New Mexico. The NUS equipment list can be found in Appendix E.

Manifest:

All apparatus shall carry several copies of a manifest listing all on-board equipment and supplies. The manifest will establish the normal compliment of tools, equipment, and supplies for that specific apparatus. The local government fire department in charge of the apparatus and the Ground Support Unit Leader or designee at the incident shall reference the manifest at time of check-in and demobilization.

Inspections:

The local government fire department or the Forestry Division shall inspect all apparatus mobilized under the RMP before leaving for an incident, while in route to the incident, or

at check-in depending on type, size, and location of the incident. The Ground Support Unit Leader or designee shall inspect all apparatus at demobilization and reference the manifest.

Drivers of Fire Apparatus:

All drivers of fire apparatus mobilized under the RMP must hold the appropriate driver's license for the apparatus that they will be driving. They must also be designated by their own agency as an "approved driver".

Agency designation as an "approved driver" certifies that the driver has had appropriate training and orientation in the operation of the specific vehicle, and that the agency assumes responsibility for his or her competent performance.

Engine Staffing and Management:

All crew members of apparatus mobilized under the RMP will be qualified as required in Chapter 1, *Personnel Qualifications*, of this RMP. Crew configuration will be made up as follows:

Crew Size	Engine Boss (ENGB)	Engine Operator (ENOP)	Firefighter (FFT1 or FFT2)
4	1	1	2
3	1		2
2	1		1

Under the RMP, apparatus can be mobilized from multiple agencies to form a *Strike Team* or *Task Force.* The definition of these terms can be found in the Glossary.

Command Vehicles:

All vehicles mobilized under this RMP as "Command Vehicles" and used for the purpose of fireline transportation of Strike Team/Task Force Leaders or other overhead staff must be listed on the State of New Mexico Cooperator Rate Sheet. All command vehicles are required to check in at the incident and have a resource order and an "E" number assigned to them to be eligible for reimbursement. All command vehicles shall meet the following requirements:

- four-wheel drive;
- seating for three people;
- mobile radio;
- emergency lighting;
- first aid kit;
- fire extinguisher; and

- shovel, combi-tool, or other fire tool.

EMS Units:

EMS Units, when mobilized under the RMP shall comply with 18.3.14 NMAC. EMS Units are intended to provide for the medical needs of incident personnel and will typically be assigned to the medical unit in the Logistics Section. Often, they will be ordered with a double crew to provide 24-hour coverage. Crew members shall meet the requirements for EMS personnel outlined in Chapter 1 of this RMP.

Each EMS Unit member must have a direct employment relationship with his or her agency and have the specified written authorization from his or her Medical Director on file with Forestry Division. Forestry Division will only be able to pay for services provided by local government employees where they remain covered under their Medical Director's Protocols. EMS unit members mobilized under the RMP shall follow New Mexico standard scope of practice protocols only. No special skills beyond the standard scope of practice will be allowed.

Forestry Division will not hire fire department firefighters (this includes line medics) as EMT emergency firefighters because the Forestry Division is unable to provide coverage by a Medical Director. Without a Medical Director, Forestry Division employees may only administer first-aid.

CHAPTER 3: MOBILIZATION OF RESOURCES

Introduction:

This chapter identifies certain procedures to be followed in the mobilization of local fire department resources under the statewide RMP. Mobilization involves the assembling of requested and qualified resources, their departure from the local jurisdiction, and their arrival at an incident. Where not specifically set out in this RMP, local government fire departments shall follow procedures identified in the *Southwest Area (SWA) Mobilization Guide*. The SWA Mobilization Guide is available at: https://gacc.nifc.gov/swcc/dispatch_logistics/dispatch/mobguide/mobguide.htm.

Maintaining and Coordinating Basic Fire Protection Coverage:

This RMP recognizes the need for local governments to provide for continued fire protection services within their jurisdictional boundaries. Local governments will appoint a contact person or persons knowledgeable in the responsibility of the fire service under applicable state and local laws, standards, and policies, and who will be responsible for the mobilization of local government resources in a manner that insures adequate local fire suppression capability is maintained. The local government RMP Coordinator must approve all resources mobilized under this RMP and shall work closely with the Forestry Division for mobilization of resources.

Established Ordering Channels:

Under this RMP, local fire department personnel and equipment are considered state resources. Forestry Division or its designee must make requests for local fire department resources. Requests must be documented by a resource order generated through the Forestry Division. The following information is needed to process a resource order:

- personnel on the equipment;
- equipment call sign, type, year, make, model, license, plate number, and vehicle identification number;
- cellular telephone numbers of personnel on the equipment;
- departure time and estimated time of arrival at the incident; and
- travel route if travel to incident will take more than one day.

Typically, when resources available through this RMP are needed on an incident, the incident will place an order with the appropriate interagency dispatch center. The center will contact its local Forestry Division district office, which in turn will contact the appropriate RMP coordinator(s) to assemble the requested resources. The Forestry Division district office may involve more than one local fire department or additional Forestry Division district offices to fill an order. Refer to Appendix A for Forestry Division district boundaries and pages 47-48 for contact information of the Forestry Division district office servicing your fire department.

Additional equipment used to carry equipment or personnel not authorized by the Forestry Division will not be reimbursed. If approved the additional equipment must have a resource order. Any accidents or injuries involving unapproved equipment are the sole responsibility of the agency that owns the equipment.

Requirements for Personnel and Apparatus:

All fire apparatus and personnel must meet the requirements of the resource order and the standards established in other chapters of this RMP. Personnel and equipment that may be called upon to fight structural fires will adhere to all laws and rules or regulations applicable to structural firefighting within New Mexico.

All personnel that are part of the RMP must **coordinate and receive authorization** from Forestry Division, **prior to accepting and mobilizing** for Interagency Incident Management team assignments. If prior authorization is not coordinated, Forestry Division will not have the ability to reimburse the resource.

In-State Fire Assignments:

The sending agency, by accepting the mobilization assignment, is committing the resource to be available to the requesting agency for five days. Once committed, they are considered a resource of the requesting agency. Negotiations may take place with the sending agency to extend the assignment and rotate personnel (after five days), if needed, but any extension will be at the discretion of the sending agency.

Out-of-State Fire Assignments:

The sending agency, by accepting the mobilization assignment, is committing the resource to be available to the requesting agency for 14 days, **not including** travel to and from the incident. Once committed, they are considered a resource of the requesting agency. Negotiations may take place with the sending agency to extend the assignment, if needed, but any extension will be at the discretion of the sending agency.

Single Resources:

Generally, single resource positions are those at Strike Team Leader and above. This RMP allows single resources to be dispatched through the RMP; provided the Forestry Division has red carded the individual as qualified or trainee for the position. It will be the local government's responsibility to ensure that those with EMS units or line EMTs are carded and licensed under the New Mexico Registry of Emergency Services Personnel.

"Fill-or-Kill" Concept and Get-Away Times:

Under the "fill-or-kill" concept, confirmation that a fire assignment will be accepted by the fire department must take place within two hours from time of the request. Once the fire assignment has been accepted, the local resource must be able to meet the specified arrival time. If the fire department is unable to meet either time limit, it will be replaced with a resource that is able to meet time requirements.

Travel Guidelines:

- All apparatus mobilized under the RMP will be inspected before leaving for an incident, while in route to the incident or at check-in depending on type, size, and location of the incident;
- resources traveling to an incident shall maintain contact with the local Forestry Division district office or the designated Interagency Dispatch Center;
- no driver shall drive more than 10 hours (behind the wheel) within any duty day. Multiple drivers in a single vehicle may drive up to the duty day limitation provided no driver exceeds the individual driving limitation of 10 hours. Drivers

shall drive only if they have had at least eight consecutive hours off duty before beginning shift. No travel will take place after 10 p.m. or before 5 a.m.;
- when resources are ordered and assembled as a Strike Team or Task Force, they will meet a designated location and travel together as a unit under the supervision of the Strike Team/Task Force Leader. Resources ordered as single resources may be assembled as a Strike Team/Task Force at the incident; and
- local governments supplying resources to an incident shall make provisions to cover expenses for travel, including gas, oil, maintenance, food, and lodging. The Forestry Division recommends that a local government credit card be assigned to the resource for this purpose. Expenditures of this nature may be reimbursable as described in Chapter 4: ADMINISTRATIVE PROCEDURES.

See Appendix F - Resource Mobilization Plan Summary.

Incident Check-In:

All personnel and equipment must check-in at the Incident Command Post (ICP) with the Incident Commander or the appropriate sections (Plans, Finance, Logistics) before they are given an incident assignment. Resources will be required to have a resource order, a copy of the RMP, their red card, and the appropriate cooperator rate sheet for check-in. Personnel and equipment that have not completed check-in are not eligible for reimbursement. If any issues occur, the RMP resource shall confirm whether a Forestry Division/RMP representative is present to aide resources through the check in process, particularly in the Finance Section.

Demobilization:

RMP resources assigned to an incident shall check with the Plans Section on a regular basis to determine the date and time of planned demobilization. RMP resources shall follow established incident procedures when demobilizing, including:

- clean up camp area;
- return of equipment issued by the incident;
- replacement or documentation of supplies and equipment used, lost, or damaged;
- demobilization inspection of engine and manifest; and
- closeout of personnel and equipment time records (the local government fire department shall keep the originals for reimbursement).

RMP resources **will ask for** a performance evaluation by their direct incident supervisor prior to leaving the incident. Copies shall be provided to the sending agency and Forestry Division. If issues occur with demobilization, the resource shall contact its appropriate district or check at the ICP for a Forestry Division representative to aid resources with any issues or problems with the check-out process (see below).

Assignment of RMP Liaison:

Forestry Division may designate and dispatch an RMP Liaison when RMP resources are assigned to an incident. The RMP Liaison must have a resource order. The RMP Liaison serves as an advisor on matters that relate to RMP resources and their management.

RMP Liaison Job Description:

- serve as liaison between assigned resources, the Incident Management Team, the home unit, and any assigned agency representatives;
- operate primarily out of the Incident Command Post;
- assure all conditions of the RMP are being met with emphasis on safety;
- assist with daily personnel and equipment timekeeping and reporting;
- coordinate delivery of timesheets to local district Administrative Management Officer (AMO);
- coordinate with IMT Training Specialist to initiate and track training assignments for RMP participants;
- assure evaluations are conducted on RMP resources;
- communicate with RMP agencies and resources as requested;
- have no dual responsibilities; and
- have no responsibility for operations (line assignments).

Assignment of RMP Agency Representatives:

Any single agency that commits five or more resources to an RMP assignment, at its discretion may assign an Agency Representative (AREP) to the incident. The AREP will serve as liaison between the agency, the agency's resources, and the RMP Liaison. To avoid confusion with operations, an AREP must have no fireline responsibilities. AREPs must have a resource order. This position requires a red card with the AREP designation.

Contacting EMNRD - Forestry Division and Interagency Dispatch Centers

Refer to **APPENDIX A: EMNRD, FORESTRY DIVISION DISTRICT BOUNDARIES** and pages 47-48 for contact information of the Forestry Division district office servicing your fire department. Refer to **APPENDIX B: MAP OF NEW MEXICO INTERAGENCY DISPATCH ZONES** in which your fire department resides. Refer to page 50 for Interagency Dispatch contact information.

District Fire Management Officer or District Office representative will usually be the Point of Contact (POC) between the Interagency Dispatch Center and local government cooperators' fire departments.

RMP Mobilization Initiated after an In-Jurisdiction Response:

The JPAs/MOAs between EMNRD and local governments also apply to the use of local government resources within their own jurisdictions. This provision was developed in recognition that local governments have responsibility within their own jurisdiction and that they set their own local standards, including those for physical fitness, experience, training, and qualifications. In-jurisdictional resources may be eligible for reimbursement after initial attack (four hours). In addition, a mutual aid response outside their jurisdiction (out of district) may also be eligible for reimbursement.

RMP Mobilization Initiated after a Mutual Aid Response:

An RMP mobilization may be initiated after an initial attack mutual aid response. On-scene mutual aid resources may be converted to an RMP resource using similar procedures as an original RMP mobilization. To be eligible for an RMP mobilization, each mutual aid resource must be red carded, and the request must be made through the Forestry Division. A resource order must be used to document the approval. The decision to convert mutual aid resources to RMP resources resides solely with the Forestry Division and will be based on consultations with the Incident Commander and the RMP Coordinator of the mutual aid resources. RMP rates are paid from the time the resource is changed from mutual aid to RMP resource.

CHAPTER 4: ADMINISTRATVE PROCEDURES

Introduction:

The following information provides guidance on administrative procedures and reimbursement rates that apply to local governments who have agreed to participate in the RMP.

These procedures are based on the JPAs/MOAs between the Forestry Division and local governments.

The Forestry Division is the lead agency for the purpose of mobilization and reimbursement of local government fire departments on fires on federal and non-federal jurisdictions.

The local government JPA/MOA is a contract between the Forestry Division and the local government. Additional contracts (such as the U.S. Department of Agriculture (USDA) Emergency Equipment Rental Agreements) between the fire incident and fire department resources are not appropriate.

Generally, the RMP uses all Incident Command System forms and the Interagency Business Management Handbook procedures and forms. The Forestry Division will accept these forms for documentation and reimbursement, unless otherwise stated.

Specific State of New Mexico personnel forms must be used for emergency employment of fire department volunteers and local government career firefighter employees on approved leave. Local government resources responding under this RMP shall have a copy of these RMP procedures and provide them to the fire incident.

This RMP does not apply to the use of local government resources within their own jurisdiction. The local government is responsible for fire protection within its jurisdiction and for meeting local standards, including those for personnel qualifications, equipment standards, liability, and reimbursement. A directory of district office contact information is provided in Chapter 5.

Personnel:

Career firefighter employees remain employees of the local government during the incident. The Forestry Division will reimburse the local government for their career firefighter employees who respond to an incident. Local government career firefighter employees will at all times remain covered under local government employee benefits, including worker's compensation. The Forestry Division shall not hire career firefighter employees during the incident.

Local governments will provide written payroll policy to EMNRD Forestry Division, district offices including overtime pay, hazardous pay, compensatory time, and premium pay. Local governments will submit written policies at the time rate sheet agreements are submitted to the Forestry Division district offices.

Personnel Reimbursement Rates:

The cost to a local government for the use of a local government fire department's career firefighter employees who respond during an incident under this RMP will be reimbursed based on the hours worked on the incident, at the employee's pay rate, including overtime and benefits. All RMP participants requesting hourly reimbursements must include a payroll record of actual costs incurred while on assignment including hourly rates.

The Forestry Division shall reimburse the local government for career firefighter employees' regular pay, including overtime, pay differentials, benefits, travel, and per diem from their mobilization until their demobilization following procedures defined in the RMP.

Pay Differentials:

- Hazard Pay

  Firefighting – Participating as a member of a firefighting crew in fighting wildfires on the fireline before the fire is controlled. This includes single resource personnel assigned to the fireline. Personnel assigned firefighting duties are not entitled to hazard pay after the declaration of an official control time and date. This does not include personnel engaged in logistical support, service, and non-suppression activities (*e.g.*, media tours to the fireline, incident personnel driving to the fire to observe activities, or drivers delivering tools or personnel).

  Fireline – For the purpose of hazardous duty pay administration, a fireline is defined as the area within or adjacent to the perimeter of an uncontrolled wildfire of any size in which action is being taken to control fire. Such action includes operations which directly support control of fire (*e.g.*, activities to extinguish the fire, ground scouting, spot fire patrolling, search and rescue operations, and backfiring).

  Eligible hours for Hazard Pay must be clearly identified on Crew Time Reports (CTR). CTR comments section shall include daily division assignment and total eligible hazard pay hours circled. **Local government pay policies addressing hazard pay eligibility shall be submitted to the Forestry Division local district office by January 31 of each calendar year.**

Personnel Timekeeping:

All employees will follow personnel timekeeping procedures established in the most current edition of the *Interagency Fire Business Management Handbook* https://www.fs.usda.gov/managing-land/fire/ibp/personnel unless otherwise specified in this RMP.

Some of the most common procedures include:

All on-shift time is compensable. All off-shift time is non-compensable.

All hours of actual travel are compensable, there is no limitation on hours, except for waiting time and meal breaks. This includes traveling from a sleeping facility to the work site, *e.g.*, incident base, fireline, dispatch office, or buying team location.

Compensable meal periods are the exception, not the rule. Meals on the fireline are considered on-shift only when the fire is not contained, and the Operations Section Chief has determined that it is critical that the crew remain at their duty post. Mealtime ***MUST*** be documented on the Crew Time Report and approved by the supervisor. After containment meals on the fireline are considered off-shift.

CREW TIME REPORT

(1) CREW NAME			(2) CREW NUMBER			
Blackwell R.D. Engine			E-5			
(3) OFFICE RESPONSIBLE FOR FIRE	**(4) FIRE NAME**		**(5) FIRE NUMBER**			
Vale District BLM	Sun Creek		OR-VAD-000092			
(6)	(7)	(8)	(9)		(10)	
RE-MARKS NO.	NAME OF EMPLOYEE	CLASSIF-ICATION	DATE 8/8/XX Military Time		DATE Military Time	
			ON	OFF	ON	OFF
H	S. Burns	ENGB	0600	1900		
H	A. Brown	ENOP	0630	1900		
T	R. Wyatt	FFT1	0700	0930		
E			1000	1900		

(11) REMARKS

H- Hazard for fighting uncontrolled fire on fireline
Unable to take a meal break due to blow up on Division D
T - Wyatt traveled to incident to replace F. Johnson who was injured on 8/6
E - Env. Diff 25% for fighting uncontrolled fire on fireline

(12) OFFICER-IN-CHARGE (Signature)	(13) TITLE (Officer-in-Charge)
Chris Fire	DIVS
(14) **NAME** (Person Posting to Emergency Time Report)	(15) DATE
Michael Yurt	8/8/XX

261-101 STANDARD FORM 261 (5/78)
Prescribed by USDA-USDI (NWCG Handbook No. 2

Off-shift consists of time spent sleeping and eating when free from actual work. It also includes other free time, when not on ordered standby. Examples of off-shift time include eating, sleeping, or breaks exceeding three hours during travel or time spent eating (time spent while waiting in an airport or stopping at a restaurant MUST be shown as a break on a CTR SF-261), sleeping, or on breaks in fire camp/spike camp rather than at the fireline.

Employees will receive compensation for actual hours worked. The only exception will be for local government employees who are normally scheduled using extended on-shift schedules (such as the 24 hours on and 48 hours off schedule, also called compressed tours). They will be paid from the actual time of mobilization to the normal end of shift

or for actual hours worked, whichever is longer. Time earned on the incident during the local government employee's normal off-shift periods will be paid by actual hours worked.

Resources on-shift for over 16 hours must have justification and approval on an "excess hours log" from a fireline supervisor. For additional information on-shift for over 16 hours, see Appendix G "Extended Work Shift Document Form".

All employees assigned to a general area, such as staging or fire camp, but not on ordered standby, will be given enough on-shift time to a total minimum of eight hours. On-shift time is computed in 15-minute increments. Local government career firefighter employees on a compressed time schedule will be paid for the number of hours that make up their normal schedule for that day. This guarantee does not apply on the first and last day of employment.

On-shift hours must be documented on a daily basis. Hours must be authorized by an incident supervisor's signature and reported to the Incident Commander or Finance Section Time Unit daily. Resources must use proper checkout procedures during demobilization. Approved timesheet documents include:

- *USDA-Crew Time Report; or*
- *USDA/USDI-Emergency Firefighter Time Report (OF-288).*

Personnel Travel and Transportation:

All travel and reimbursement requests must comply with the actual expenses incurred and be within the spending limits outlined in 2.42.2 NMAC, Regulations Governing the Per Diem and Mileage Act. All reimbursement requests must be submitted within 45 days of return or they may not be paid.

Local government employees may be provided with subsistence similar to New Mexico emergency employees. Local governments may be reimbursed for an employee's travel. Each person must provide **individual ITEMIZED receipts** for their actual expenses. For additional information on what is allowed, see Travel Reimbursement Guidelines in Appendix G.

Maximum Crew Weight for Aircraft Travel:

The NWCG standard for maximum flight weight limits of all crews is 5,300 pounds. The NWCG memo that addresses the change in crew weights and provides additional information on crew weights can be found at https://gacc.nifc.gov/swcc/dispatch_logistics/dispatch/mobguide/Full_Version/SWA_Mobilization_Guide.pdf, pg.19.

Reimbursement for Crew Rotation:

Crew and equipment rotation before the minimum five-day in-state and 14-day out-of-state mobilization requirement will be made only in emergency situations.

If the early demobilization is conducted at the request of the local government, the resources traveling home will not be eligible for return travel. Also, replacement resources will not be eligible for reimbursement for travel to the incident.

If the early demobilization is conducted at the request of the incident and is documented using a resource order, the resources traveling home will be eligible for reimbursement of return travel. Replacement resources will also be eligible for reimbursement as if they were new resources.

Requesting Reimbursement for Personnel:

Only individuals and equipment specified on resource orders will be paid.

Local governments must submit reimbursement requests for their career firefighter employee to the local Forestry Division district office within 45 days upon return to their home unit after demobilization.

Refer to Appendix F - RMP Summary Page 109 - FILING FOR REIMBURSEMENT – for a complete list of documents that need to be included in the Reimbursement Packet submitted to the Forestry Division District Office.

Worker's Compensation:

The Forestry Division will not hire career firefighter employees of the local government during the incident as Forestry Division emergency employees. These local government career firefighter employees will at all times remain covered under the local government's employee benefits, including worker's compensation.
The first rule for any on-the-job injury is to treat the injury with first aid and to provide appropriate medical care. The Logistics Section-Medical Unit can coordinate treatment of injuries on the incident. All on-the-job injuries shall be reported to the supervisor, who in turn will report to the incident Compensation-Claims Unit in the Finance Section. All injuries shall be reported immediately to the nearest Forestry Division district office and the responsible local government. Instructions and downloadable forms can be found https://workerscomp.nm.gov/NMWCA-Forms.

Equipment:

All equipment assigned to an incident **must** be documented on a Resource Mobilization Rate Sheet and must not exceed the number of operators on agreement for unstaffed rates. If the number of operators exceeds the agreement, additional operators will not be reimbursed. The rate sheet must be current (see Chapter 6) and be signed by the

fiscal agent or other authorized agent for the fire department and an authorized Forestry Division agent. Forestry Division authorized agents include but are not limited to the State Fire Management Officer and the district foresters.

Equipment Check-In:

The local government designated equipment operator (or the Engine Boss/Strike Team Leader) must check in all equipment at the incident before proceeding to an assignment.

Check-in includes:

Planning Section-Resource Unit:

- Complete *ICS-211:* Check-In Form
- Receive assignment with shift plan and maps

Finance Section-Time Unit:

- Provide copy of *NM-RMP Rate Sheets* for your resource with reimbursement rates
- *Emergency Equipment Use –Invoice, USDA/USDI Form OF286*

Logistics Section-Ground Support:

- Provide equipment and supply manifest
- Conduct an equipment inspection; Equipment Inspection Checklist: *USDA/USDI-Form 296*
- Initiate *Equipment Shift Ticket: USDA/USDI Form 297*

On smaller fires, these functions may be the Incident Commander's responsibility.

Equipment Reimbursement Rates:

All equipment furnished must be in satisfactory condition. The Forestry Division reserves the right to reject equipment that is not in safe and operative condition.

Rates for equipment are separate and do not include personnel costs for a local government fire department's career firefighter employees.

Local government equipment will be reimbursed for actual hours worked while on-shift, unless actual hours worked is less than eight hours and the minimum daily rate is appropriate.

Local government-owned equipment may receive a daily minimum guarantee (when designated on the Reimbursement Rate Sheet) except on the first and last day of travel. The first and last day will be based on the actual hour's on-shift.

The daily minimum guarantee does not apply to equipment on loan to local government through the Federal Excess Property Program (FEPP). FEPP equipment will always be reimbursed for actual hours worked.

Equipment operating expenses are to be borne by the local government. Operating expenses include fuel, oil, filters, and lube/oil changes. The Forestry Division may, at its option, choose to furnish these items when necessary to keep the equipment operating at an incident. **A fuel surcharge will be implemented if travel exceeds 50 miles at the rates established in the New Mexico Per Diem and Mileage Act, NMSA 1978, Sections 10-8-1 *et seq.*** The Department of Finance and Administration calculates the compensated reimbursable mileage rate at 80% of the Internal Revenue Service published rate of the previous calendar year. **Please check with your local Forestry Division district office for current mileage rate. All mileage will be documented and approved daily on-shift tickets.**

Repairs to equipment shall be made and paid for by the local government. The Forestry Division, at its option, may choose to furnish repairs when necessary to keep the equipment at an incident. The cost of provided repairs may be deducted from reimbursement if the damage is not attributable to the incident. If a replacement vehicle is sent to the incident without the hosting agency's knowledge and the Forestry Division's approval, the replacement resource WILL NOT be reimbursed.

Local government and emergency employee personal vehicles used during mobilization will not be eligible for reimbursement, unless the equipment is authorized by Forestry Division and documented on a resource order.

Certain equipment is eligible for a negotiated rate as designated on the RMP Rate Sheets. These rates are in addition to the work rate. This rate only applies when equipment is used. This rate is not authorized for equipment sitting in camp. FEPP vehicles qualify for special mileage rates, but do not qualify for special daily rates.

The local Forestry Division district office or its designee on the incident may negotiate rates for equipment not specified in the RMP rate schedule. A chainsaw, pump, or dump tank already part of the standard equipment for an engine or water tender will not be given a separate rate. It may be eligible if the equipment is used outside the strike team at the request of the incident. All equipment must have a unique resource order number to be eligible for reimbursement ("E" number).

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RMP Equipment Reimbursement Rates 2022

Resource & Type	Special Type	Unstaffed Work Rate (hr.)	Staffed Rate (wet/hr.)	Daily Minimum Guarantee *1	Special Rate	Comments
ENGINES						
Engine Type 1	--	$181.50	$242.00	$1,452.00	--	
Engine Type 2	--	$169.40	$229.90	$1,355.20	--	
Engine Type 3	--	$133.10	$193.60	$1,064.80	--	
Engine Type 4	--	$145.20	$205.70	$1,161.60	--	
Engine Type 5	--	$138.60	$199.10	$1,113.20	--	
Engine Type 6	--	$108.90	$169.40	$871.20	--	
Engine Type 7	--	$82.50	$143.00	$660	--	
WATER TENDERS						
Support Tender Type 1 *2	--	$119.90	$138.05	$959.20	--	4,000 gallons
Support Tender Type 2 *2	--	$108.90	$127.05	$871.20	--	2,500 gallons
Support Tender Type 3 *2	--	$90.20	$108.35	$721.60	--	1,000 gallons
Tactical Tender Type 1 *2	--	$130.90	$167.20	$1047.20	--	2,000 gallons
Tactical Tender Type 2		$113.30	$149.60	$915.20	--	1,000 gallons

Resource & Type	Special Type	Unstaffed Work Rate (hr.)	Staffed Rate (wet/hr.)	Daily Minimum Guarantee *1	Special Rate	Comments
HANDCREWS AND MODULES						
Handcrew or Module	Type 2, Type 2 IA, or Fuels	N/A	$32.00 per person/ per hour	8 Hours *1		
AMBULANCE						
EMS *3	Ambulance	$108.90		$871.20	--	
VEHICLES: Crew Carriers, Command Vehicles & Passenger						
Crew Carriers *7 *4		$$300/day *5 *6	None	None		
Command Vehicle *4		$53.90/day *5 *6	None	None		
Passenger Vehicle *4		$29.70/day *5 *6	None	None		
All-Terrain Vehicle (ATV) and Utility Terrain Vehicle (UTV)						
UTV *8, *4, *10, *11, & *13	Passengers & Equipment Only	$115.50/ day *5	None	None		
UTV *8, *4, *10 *11, & *13	Passenger & Equipment with water/pump capability *12	$137.50/ day *5	None	None		
ATV *9, *4, *10 *11, & *13		$53.90/ day *5	None	None		

Resource & Type	Special Type	Unstaffed Work Rate (hr.)	Staffed Rate (wet/hr.)	Daily Minimum Guarantee *1	Special Rate	Comments
FEPP						
--	FEPP: ¾-1.5T	$35.00	+$16.50/ person	None	--	
--	FEPP: 1¾-5T	$45.00	+$16.50/ person	None	--	
--	FEPP: 10 T	$50.00	+$16.50/ person	None	--	

FOLD A TANK/PUMPKIN DAILY RATES BY SIZE	
Pumpkin Size Gallons	Daily Rate
500	$35.00
1,000	$40.00
1,200	$42.00
1,600	$44.00
1,800	$52.00
2,000	$53.00
2,500	$58.00
3,000	$65.00
4,000	$80.00
5,000	$95.00
6,000	$110.00
10,000	$167.00
14,000	$188.00

*1 – Minimum Daily Guarantee based on eight hours times the unstaffed work rate. Only applies when equipment is in service. Guaranteed each calendar day. Only actual hours worked applies on the first and last day. Other exceptions may apply.

*2 – All water tenders and engines Types 3 through 6 shall be able to prime and pump water from a 10 foot lift and are required to carry one or more drop tanks as standard equipment.

*3 - With two or four EMS providers. Salary will be billed separately. Only local government sponsored EMTs are eligible.

*4 – Equipment is authorized by resource order. Not applicable to personal vehicle used during mobilization.

*5 – Rate applies when equipment is used. No rate authorized for equipment sitting in camp. Special day rate does not apply to FEPP vehicles.

*6 - Fuel Surcharge - Will be reimbursed at the rates established in the New Mexico Per Diem and Mileage Act, NMSA 1978, §§ 10-8-1, *et seq*. Mileage must be documented on-shift tickets and signed daily.

*7 – "Crew Carrier" is a vehicle that has a minimum of five or more passengers with equipment. This rate is only applicable for vehicles used to transport hand crews or modules doing hand crew work.
*8 – UTV is an all-terrain off-road utility vehicle capable of carrying two or more passengers "side by side".
*9 – ATV is an all-terrain vehicle with a single-passenger occupancy.
*10 – All ATV/UTV operators must be certified per Forestry Division policy.
*11 – Per day charge includes any transportation needs (example trailer) for ATV/UTV.
*12 – Minimum pump capacity is 8 GMP and 30 gallons of water is required on the UTV to qualify under this rate.
*13 – Daily usage of miles or hours must be documented on-shift tickets.

Equipment Timekeeping:

Equipment timekeeping will follow established procedures in the most current information can be found at https://www.fs.usda.gov/managing-land/fire/ibp, unless otherwise specified in this RMP. Some of the most common procedures include:

To be on-shift, equipment must be staffed and available to perform work in a safe and operative condition.

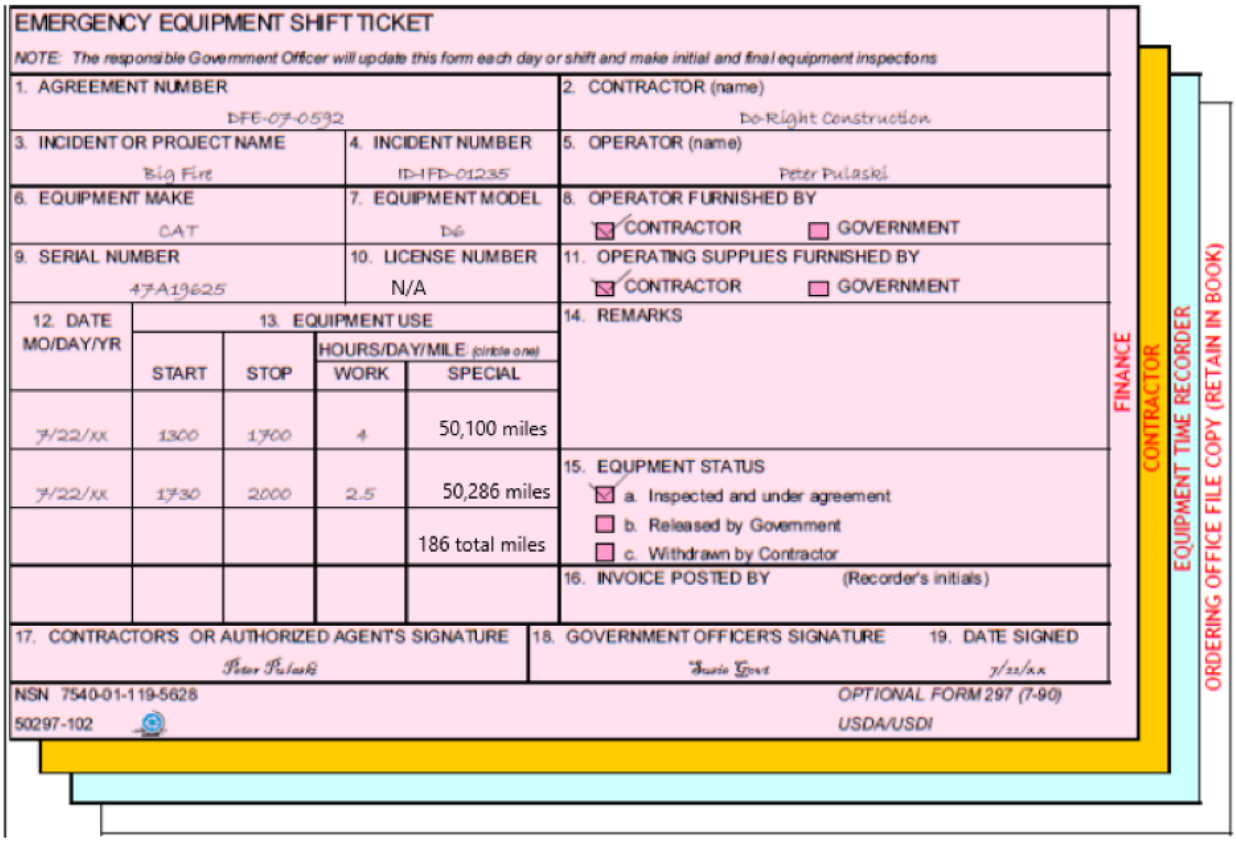
On-shift includes travel from the fire camp to the fireline, ordered standby, and actual work.

Off-shift consists of time equipment is out of service while crews are sleeping and eating when free from actual work. It also includes other free time, when not on ordered standby. Examples of off-shift time include when equipment is unavailable because crews are eating, sleeping, or on breaks exceeding three hours during travel or eating, sleeping, or breaks in fire camp/spike camp rather than on the fireline. Equipment under repair in excess of two hours is considered unavailable for work and off-shift.

On-shift hours must be documented to the nearest 15 minutes. Daily rates are documented based on the calendar day. Mileage rates are calculated to the nearest mile, daily.

On-shift hours must be documented on a daily basis. Hours must be authorized by an incident supervisor's signature and reported to the Incident Commander or Logistics Section-Equipment Manager. Equipment timesheet documents include:

Emergency Equipment Shift Ticket, USDA/USDI OF-297.



EMERGENCY EQUIPMENT SHIFT TICKET

NOTE: The responsible Government Officer will update this form each day or shift and make initial and final equipment inspections

1. AGREEMENT NUMBER: DFE-07-0592		2. CONTRACTOR (name): Do-Right Construction
3. INCIDENT OR PROJECT NAME: Big Fire	4. INCIDENT NUMBER: ID-IFD-01235	5. OPERATOR (name): Peter Pulaski
6. EQUIPMENT MAKE: CAT	7. EQUIPMENT MODEL: D6	8. OPERATOR FURNISHED BY: ☑ CONTRACTOR ☐ GOVERNMENT
9. SERIAL NUMBER: 47A19625	10. LICENSE NUMBER: N/A	11. OPERATING SUPPLIES FURNISHED BY: ☑ CONTRACTOR ☐ GOVERNMENT

12. DATE MO/DAY/YR	13. EQUIPMENT USE START	STOP	HOURS/DAY/MILE (circle one) WORK	SPECIAL
7/22/xx	1300	1700	4	50,100 miles
7/22/xx	1730	2000	2.5	50,286 miles
				186 total miles

14. REMARKS

15. EQUIPMENT STATUS
- ☑ a. Inspected and under agreement
- ☐ b. Released by Government
- ☐ c. Withdrawn by Contractor

16. INVOICE POSTED BY (Recorder's initials)

17. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE	18. GOVERNMENT OFFICER'S SIGNATURE	19. DATE SIGNED
Peter Pulaski	Susie Govt	7/22/xx

NSN 7540-01-119-5628 OPTIONAL FORM 297 (7-90)
50297-102 USDA/USDI

FINANCE
CONTRACTOR
EQUIPMENT TIME RECORDER
ORDERING OFFICE FILE COPY (RETAIN IN BOOK)

Equipment must use proper checkout procedures during demobilization. The Finance Section or Forestry Division representative shall complete the final equipment use invoice.

- *Emergency Equipment; use Invoice, USDA/USDI Form OF-286.*

<u>Equipment Travel and Transport:</u>

When practical and necessary, equipment may be transported to and from an incident at the Forestry Division's expense.

If extended travel or transport is necessary, local government-owned equipment will receive the daily minimum guarantee (as designated on the Reimbursement Rate Guide), except on the first and last day of travel. The first and last day will be based on the actual hours on-shift.

Local government shall be prepared to cover expenses for travel, including gas, oil, maintenance, food, and lodging. It is recommended that a local government credit card

be assigned for this purpose. Expenditures may be eligible for reimbursement as described in the Administrative Procedures Chapter.

Equipment Reimbursement Procedures:

Local government will be reimbursed for equipment use. Send equipment reimbursement request to the local Forestry Division district office within 45 days of demobilization. Requests submitted later will not be paid.

Reimbursement requests shall include the original or true copies of Equipment Fire Time Report or shift tickets and a copy of the resource order for documentation. The reimbursement request shall consist of:

- RMP reimbursement invoice;
- original crew time reports (SF 261);
- original eEquipment shift tickets, (OF 297);
- incident time report (OF 288's) and emergency equipment use invoice (OF 286), if applicable;
- originals of all itemized meals and lodging receipts that are reimbursable;
- copy of resource order;
- copy of the resource order "S #'s" for any repairs or replacements, and receipt of purchase;
- copies of performance evaluations;
- local government employee Itemized rate and scheduled calendar;

copy of RMP agreement rate sheet;

- extended work shift form, if applicable; and
- emergency equipment; use invoice, USDA/USDI Form OF-286.

Equipment Accidents:

Equipment shall be returned to the local government in the same condition as when received. Reasonable wear and tear shall be expected.

Agreements between state and federal agencies require that each party waive all claims against every other party for compensation for any loss or damage (including personal injury or death) occurring in consequence of the performance of cooperative fire suppression work.

Neither the Forestry Division nor the local government shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with the JPA/MOA. Any liability incurred in connection with the Agreement is subject to the immunities and limitations of the Tort Claims Act, NMSA 1978, Sections 41-4-1 *et seq*.

Because of the importance in determining the circumstances involved in every accident or loss, all on-the-job accidents or losses to equipment, vehicles, supplies, or property will be immediately reported to the supervisor who, in turn, will report to the Incident Compensation-Claims Unit in the Finance Section. All accidents or losses involving state or local government-owned materials shall also be reported immediately to the nearest Forestry Division district office and the responsible local government.

Employee Responsibilities:

- notify supervisor immediately;
- identify any witnesses to the accident/loss;
- prepare a written statement describing the accident or loss; and
- take photographs.

Supervisor Responsibilities:

- Notify the appropriate incident sections/units and the nearest Forestry Division district office.
- Conduct preliminary investigation (use most appropriate form. Incident personnel or local Forestry Division district office may complete this investigation).
    - *Uniform Accident Report (Standard form 100): used in accidents.*
    - *State of New Mexico Offense/Incident Report: used for non-highway/loading/parking accidents.*
    - *EMNRD Accident/Injury Photo Sheet: photos must be taken to substantiate accident/injury and provide information for prevention.*
- Assist employee in submitting appropriate forms.

Forestry Division Responsibilities:

- investigate each accident and prepare a report;
- notify EMNRD Loss Control Coordinator or the responsible local government;
- complete the General Services Department Supervisor's Incident and Investigation Report*;* and
- serve as liaison with local government.

Incident Host/Incident Management Team Responsibilities:

Although Incident Host or Incident Management Teams are not necessarily parties to the JPA/MOA between the Forestry Division and the local governments, they shall strive to assist in the implementation of the RMP. Copies of this RMP and appropriate forms will be made available to Incident Management Teams.

Generally, the Forestry Division does not use USDA Emergency Equipment Rental Agreements for local government equipment. Contracts are developed using JPAs or MOAs with the State of New Mexico. Equipment rates are determined based on the RMP.

Use the RMP rates to complete Emergency Equipment-Use Invoices. Designated equipment operators will hand carry invoices back to home unit for reimbursement as instructed in the RMP.

Supply Reimbursement Procedures:

For each piece of equipment, the designated equipment operator shall have a manifest that documents what supplies the equipment arrived at the incident with. The local government fire department wildland fire coordinator or designee shall compile a list of the local government's expendable supplies used during the incident (expendable supplies include batteries, first aid items, hand tools, and PPE that is no longer serviceable) and submit that list to his or her incident supervisor for approval before departure from the incident. In most cases, the Logistics Section-Supply Unit at the incident will replace the supplies prior to demobilization from the incident.

Expendable supplies not replaced at the incident will be reimbursed at cost or replaced in-kind by the Forestry Division at its discretion. Coordinate with the local Forestry Division district office. Requests submitted without proper documentation and a resource order will not be paid.

Reimbursement for supplies will be based on the list of expendable supplies approved for replacement by the incident supervisor. The local government will invoice the Forestry Division for the actual replacement cost of supplies. The cost of supplies will be fully documented, including the original or true copy of the invoice furnished to the Forestry Division with the reimbursement billing.

CHAPTER 5: DIRECTORY

Directory of EMNRD, Forestry Division District Offices

Directory of New Mexico Zone Dispatch Offices

Directory of Local Governments with RMP JPAs/MOAs

DIRECTORY OF EMNRD, FORESTRY DIVISION DISTRICT OFFICES

CHAMA DISTRICT (NMS-N1S)
Jose Carrillo — (575) 588-7831 Office
Interim District Forester — (575) 588-7333 Fax
HC 75, Box 100
jose.carrillo@emnrd.nm.gov
Chama, New Mexico 87520

Pablo Montenegro — 575) 588-7333 Cell
Fire Management Officer

CIMARRON DISTRICT (NMS-N2S)
Mary Stuever — (575) 376-2204 Office
District Forester — (575) 376-2384 Fax
P.O. Box 5
mary.stuever@emnrd.nm.gov
Ute Park, New Mexico 87749

VACANT — (575) 447-7879 Cell
Fire Management Officer — VACANT@state.nm.us

SOCORRO DISTRICT (NMS-N3S)
James “Zoni” Anzalone — (575) 835-9359 Office
District Forester — (575) 835-9452 Fax
1701 Enterprise
james.anzalone@emnrd.nm.gov
Socorro, New Mexico 87801

LAS VEGAS DISTRICT (NMS-N4S)
Shannon Atencio — (505) 425-7472 Office
District Forester — (505) 425-9360 Fax
HC 33, Box 109 #4
shannon.atencio@emnrd.nm.gov

Las Vegas, New Mexico 87701

Jarrod Duran (505) 617-0115 Cell
Fire Management Officer jarrod.duran@emnrd.nm.gov

CAPITAN DISTRICT (NMS-N5S)
Nick Smokovich (575) 354-2231 Office
District Forester (575) 354-3052 Fax
P.O. Box 277
nick.smokovich@emnrd.nm.gov
Capitan, New Mexico 88316

Walter.Wilson@emnrd.nm.gov
Fire Management Officer

BERNALILLO DISTRICT (NMS-N6S)
Lawrence Crane (505) 867-2334 Office
District Forester (505) 867-2225 Fax
5105 Santa Fe Hills Blvd. NE lawrence.crane@emnrd.nm.gov
Rio Rancho, New Mexico 87144

Kevin Pacheco (505) 350-3456
Fire Management Officer kevin.pacheco@emnrd.nm.gov

Christine Lyons (505) 479-2575
RMP Program Coordinator Christine.lyons@emnrd.nm.gov

SANTA FE OFFICE (NMS-N9S)

Vernon Muller (505) 476-3370 Office
State Fire Management Officer (505) 476-3330 Fax
1220 South Saint Francis Drive
Santa Fe, New Mexico 87504 vernonj.muller@emnrd.nm.gov

Robert Brown (505) 476-3348 Office
State Assistant Fire Management Officer
1220 South Saint Francis Drive
Santa Fe, New Mexico 87505

Vacant (505) 476-3350 Office
Program Coordinator (505) 476-3330 Fax
1220 South Saint Francis Drive robert.brown@emnrd.nm.gov

DIRECTORY OF NEW MEXICO INTERAGENCY DISPATCH CENTERS

ALBUQUERQUE INTERAGENCY DISPATCH CENTER

Elliot Herrera
Dispatch Center Manager
2113 Osuna Road NE, Suite A
Albuquerque, New Mexico 87113-0001
nmabc@firenet.gov

(505) 346-2660
(505) 346- 3911 Fax
(505) 346-2660 24 Hours

SILVER CITY INTERAGENCY DISPATCH CENTER

Juan Ortiz
Dispatch Center Manager
3005 E. Camino del Bosque
Silver City, New Mexico 88061
nmsdc@firenet.gov

(575) 538-5371
(575) 388-8359 Fax
(800) 538-1644 24 Hours

ALAMOGORDO INTERAGENCY DISPATCH CENTER

Nicole Finch
Dispatch Center Manager
3500 Airport Rd., Box 10
Alamogordo, New Mexico 88310
nmadc@firenet.gov

(575) 437-2286
(575) 437-7908 Fax
(877) 695-1663
or (877) 695-1663 24 Hours

SANTA FE INTERAGENCY DISPATCH CENTER

Arnold Lopez (505) 438-5600
Dispatch Center Manager
11 Forest Lane
Santa Fe, New Mexico 87508
nmsfc01dispatch@usda.gov/nmsfc@firenet.gov

(505) 424 -8457 Fax
(505) 438-5600 24 Hours

TAOS INTERAGENCY DISPATCH CENTER

Claren Martinez Cell: (575) 758-6354
Dispatch Center Manager
208 Cruz Alta Road (Mailing Address)
105 Albright St., Suite U (Physical Address)
Taos, New Mexico 87571
pdl_romeo3_Taos_Dispatch_Center@usda.gov

(575) 758-6354
(575) 758-6207 Fax
(575) 758-6208 24 Hours

SOUTHWEST COORDINATION CENTER (SWCC)

Kenan Jaycox
Center Manager
333 Broadway S.E.
Albuquerque, New Mexico 87102
kenan.jaycox@usda.gov

(505) 842-3473 Office
(505) 842-3801 Fax
(505) 842-3473 24 Hours

CHAPTER 6: PARTICPATING ENTITIES

- Albuquerque, City of
- Angel Fire, City of (Angel Fire-Fire Dept.)
- Apache Creek
- Bernalillo, Town of
- Bernalillo County Fire and Rescue
- Carlsbad, City of
  Cibola, County of
  Cochiti Lake, Town of
- Colfax, County of (Philmont VFD, Vermejo VFD, and Miami VFD)
- Corrales, Village of
- Dona Ana, County of
- Elephant Butte, City of
- Espanola, City of
- Farmington, City of
- Grant, County of
- Las Vegas, City of
- Lincoln, County of
- Los Alamos, County of
- Maxwell, Village of (Maxwell Fire Dept.)
- Mescalero Fire Department (Otero County)
- Raton, City of (Raton Fire and Emergency Services)
- Red River, Town of (Red River Fire Dept.)
- Reserve, Village of
- Rio Rancho, City of (DPS)
- Ruidoso, Village of
- San Juan, County of
- San Miguel, County of
- Sandoval, County of
- Santa Fe, City of
- Santa Fe County Fire and Rescue
- Taos, Town of (Taos Fire Dept.)
- Taos, County of (Latir VFD, Rio Fernando VFD, and Wheeler Peak VFD)
- Valencia, County of

DIRECTORY OF LOCAL GOVERNMENT WITH RMP AGREEMENT RATE SHEETS

ALBUQUERQUE FIRE RESCUE, CITY OF

Local Government – Vendor Name and Address:

Albuquerque, City of
11500 Sunset Gardens SW
Albuquerque, NM 87102

County: Bernalillo

Forestry Division District: Bernalillo

Dispatch: Albuquerque Interagency Dispatch Center

NM-RMP Local Government Contact:

Lieutenant Joseph Kandel, Wildland Coordinator
Cell Phone: (505) 452-7406
Office Phone: (505) 768-9319
Email: jkandel@cabq.gov

Wildland Duty Officer
Cell Phone: (505) 768-9330
Forwarded to duty officers' cell

Fire Department Contact Information:

Mailing Address: 11500 Sunset Gardens SW
Albuquerque, NM 87121

Street Address: Same as Above

Emergency Phone: 911
Dispatch Phone: (505) 833-7390
Fire Dept. Office Phone: (505) 768-9300
Fire Department Fax: (505) 768-9345

Fire Department Equipment Resources:

SEE RATE SHEET

ANGEL FIRE, VILLAGE OF

Local Government – Vendor Name and Address:

Village of Angel Fire, Fire Department
P.O. Box 610
Angel Fire, NM 87710

County: Colfax

Forestry Division District: Cimarron

Dispatch: Taos Interagency Dispatch Center (575) 758-6208

NM-RMP Local Government Contact:

VACANT, Chief
Cell Phone: (505) 554-8603
Email: vacant@angelfirenm.gov

Chris Romo, Wildland Coordinator
Cell Phone: (575) 643-9905
Email: cromo@angelfirenm.gov

Fire Department Contact Information:

Emergency Phone: 911
Dispatch Phone: (575) 754-2333
Fire Dept. Office Phone: (575) 377-3347
Fire Department Fax: (575) 377-6098

Fire Department Radio Frequencies:

Angel Fire TX: 153.965, CG: 136.5; RX: 154.980
Angel Fire Tac TX: 154.280, CG None; RX 154.280

Fire Department Equipment Resources:

SEE RATE SHEET

APACHE CREEK

Local Government – Vendor Name and Address:

Catron County, Fiscal Agent
101 Main St, P.O. Box 507
Reserve, NM 87830

County: Catron

Forestry Division District: Socorro

Dispatch: Silver City Interagency Dispatch Center

NM-RMP Local Government Contact:

Charles Pollina, Chief
Phone: (520) 403-4295

Fire Department Contact Information:

Emergency Phone: 911
Fire Department Phone: (575) 533-6423
Fire Department Fax:
Dispatch Phone: (575) 533-6222

Fire Department Equipment Resources

SEE RATE SHEET

BERNALILLO, TOWN OF (FIRE RESCUE)

Local Government – Vendor Name and Address:

Bernalillo, Town of
829 Camino Del Pueblo South
Bernalillo, NM 87004

County: Sandoval

Forestry Division District: Bernalillo

Dispatch: Albuquerque interagency Dispatch Center

NM-RMP Local Government Contact:

Tim Isaacs, Wildland Coordinator
Office Phone: (505) 771-7135
Cell Phone: (505) 270-1302

Chief Michael Carroll
Office Phone: (505) 771-7135
Cell Phone: (505) 991-1937

Fire Department Contact Information:

Mailing Address: 829 Camino Del Pueblo South
Street Address: Bernalillo, NM 87004

Emergency Phone: (505) 991-1937
Fire Dept. Office: (505) 771-7135
Fire Dept. Fax: (505) 771-7102

Fire Department Equipment Resources:

SEE RATE SHEET

BERNALILLO COUNTY FIRE AND RESCUE

Local Government – Vendor Name and Address:

Bernalillo, County of
One Civic Plaza, 10th Floor
Albuquerque, NM 87102

County: Bernalillo

Forestry Division District: Bernalillo

Dispatch: Albuquerque Interagency Dispatch Center

NM-RMP Local Government Contact:

Javier Torres, Wildland Coordinator
Cell Phone: (505) 250-7844
Office Phone: (505) 468-1364
Email: jatorres@bernco.gov

Division Chief Danny Valenzuela
Cell Phone: (505) 239-0666
Email: dvalenzuela@bernco.gov

Fire Department Contact Information:

Mailing Address: Bernalillo County Fire and Rescue Department
6840 2nd St NW
Albuquerque, NM 87107

Street Address: Same as mailing address.

Cell Phone: (505) 350-6709
Office Phone: (505) 468-1341

Emergency Phone: 911
Dispatch Phone: (505) 798-7014
Fire Dept. Office Phone: (505) 468-1310

Fire Department Equipment Resources:

SEE RATE SHEET

Comments:
No more than 10 personnel and three equipment resources available in any one dispatch.

CARLSBAD, CITY OF

Local Government – Vendor Name and Address:

Carlsbad Fire Department
401 S. Halagueno
Carlsbad, NM 88220

County: Eddy

Forestry Division District: Capitan

Dispatch: Alamogordo Interagency Dispatch Center

NM-RMP Local Government Contact:

Scott Maxwell, RMP coordinator
Cell Phone: (575) 499-8391
Office Phone: (575) 499-8391
Email: SMaxwell@local1687.com

Richard D. Lopez, Chief
Cell Phone: (575) 706-0648
Office Phone: (575) 885-3125
Email: rdlopez@cityofcarlsbadnm.com

Mike Trujillo
Cell Phone: (575) 689-5923
Email: mtrujillo@local1687.com

Fire Department Contact Information:

Emergency Phone:	911
Dispatch Phone:	(575) 885-2111 ext 0
Fire Dept. Office Phone:	(575) 885-3125
Fire Department Fax:	(575) 885-3124

Fire Department Equipment Resources:

SEE RATE SHEET

CIBOLA,COUNTY OF

Local Government – Vendor Name and Address:

Cibola County Office of Emergency Management
515 W. High St. Ste. B
Grants, NM 887020

County: Cibola

Forestry Division District: Bernalillo

Dispatch: Albuquerque Interagency Dispatch Center

NM-RMP Local Government Contact:

Dustin MIddleton, Emergency Manager/Fire Marshall
Cell Phone: (505) 290-5120

Office Phone: (505) 285-2558
Email: dmiddleton@co.cibola.nm.us

Local Government – Vendor Name and Address:

Town Administration
6515A Hoochaneetsa Blvd.
Cochiti Lake, NM 87083

County: Sandoval

Forestry Division District: Bernalillo

Dispatch: Albuquerque Interagency Dispatch Center

NM-RMP Local Government Contact:

Andrew Chavez, Chief
Cell Phone: (575) 447-1639
Office Phone: (505) 697-0484
Email:

Dominic Ortiz – Operations Captain
Cell Phone: (505) 400-5821

Fire Department Equipment Resources:

SEE RATE SHEET

COLFAX, COUNTY OF

Local Government – Vendor Name and Address:

Colfax County
P.O. BOX 1498
Raton, NM 87740

County: Colfax

Forestry Division District: Cimarron

Dispatch: Taos Interagency Dispatch Center (575) 758-6208

NM-RMP Local Government Contact:

Nicolas Cardenas, Colfax County Fire Marshal
Cell Phone: (575) 447-1639
Office Phone: (575) 445-8931
Email: ncardenas@co.colfax.nm.us
Website: http://www.co.colfax.nm.us/

Philmont VFD - Colfax County District #1
James Sanchez, Philmont VFD Chief
Cell Phone: (505) 353-2324
VFD Phone: (575) 376-2650
Email: james.sanchez@scouting.org

Miami VFD - Colfax County District #2
Mike Vigil, Miami VFD Chief
Cell Phone: (575) 643-5794
Email: miamifd@co.colfax.nm.us

Vermejo VFD - Colfax County District #7
Jacob Martinez, Vermejo VFD Chief
Cell Phone: (575) 781-9201
Office Phone: (575) 445-2059
Email: jacob.martinez@vermejo.com

Colfax County Rapid Response – Colfax County District #8
Nathaniel Sandoval. VFD Chief
Cell Phone: (719) 232-5555
Email: rapidresponse@co.colfax.nm.us

Fire Department Radio Frequencies:
Colfax Fire: COLFAXCO 154.4000RX 136.5CG 153.8900TX CG136.5 NARROW
Fire Department Equipment Resources:

SEE RATE SHEET

CORRALES, VILLAGE OF

Local Government – Vendor Name and Address:

Corrales Fire Department
4920 Corrales Rd.
Corrales, NM 87048

County: Sandoval

Forestry Division District: Bernalillo

Dispatch: Albuquerque Interagency Dispatch Center

NM-RMP Local Government Contact:

Anthony Martinez, Chief
Cell Phone: (505) 934-3690
Office Phone: (505) 898-7501
Fax: (505) 890-0612
Email: amartinez@corrales-nm.org

Tanya Lattin, Fire Commander
Office Phone: (505) 898-7501
Cell Phone: (505) 702-4182
Email: tlattin@corrales-nm.org

Fire Department Contact Information:
Emergency Phone: 911
Dispatch Phone: (505) 898-7585
Fire Dept. Office Phone: (505) 898-7501
Fire Department Fax: (505) 890-0612

Fire Department Equipment Resources:

SEE RATE SHEET

DONA ANA, COUNTY OF

Local Government – Vendor Name and Address:

Dona Ana, County of
845 N Motel Blvd
Las Cruces, NM 88007

County: **Dona Ana**

Forestry Division District: Socorro

Dispatch: Silver City Interagency Dispatch Center

NM-RMP Local Government Contact:

Toby Boone, Wildland Coordinator
Cell Phone: (575) 313-3221

Fire Department Contact Information:

Mailing Address:1430 Portland Drive
Las Cruces, NM 88007

Fire Department Equipment Resources:

SEE RATE SHEET

ELEPHANT BUTTE, CITY OF

Local Government – Vendor Name and Address:

Elephant Butte Fire and Rescue
P.O. Box 1080
Elephant Butte, NM 87935

County: Sierra

Forestry Division District: Socorro

Dispatch: Silver City Interagency Dispatch Center

NM-RMP Local Government Contact:

VACANT Phone: (575) 744-5000

Fire Department Contact Information:

Emergency Phone: 911
Fire Department Phone: (575) 740-6192
Fire Department Fax:
Dispatch Phone: (575) 894-6617

Fire Department Equipment Resources

SEE RATE SHEET - CALL FOR AVAILABILITY

ESPANOLA FIRE DEPARTMENT

Local Government – Vendor Name and Address:

Espanola Fire Department
P.O. Drawer 37
Espanola, NM 87532

County: Rio Arriba

Forestry Division District: Chama

Dispatch: Santa Fe Interagency Dispatch Center

NM RMP Local Government Contact:

Johnny Martinez, Chief
Office Phone: (505) 747-6063
Email: johnnymartinez@espanolanm.gov

Fire Department Contact Information:

Mailing Address:	Same as Above
Street Address:	Same as Above
Emergency Phone:	911
Dispatch Phone:	(505) 753-5555
Fire Dept. Office Phone:	(505) 753-0037
Fire Department Fax:	(505) 747-6084

Fire Department Radio Frequencies:

Espanola Fire: TX: 154.2050

Fire Department Equipment Resources:

SEE RATE SHEET

FARMINGTON, CITY OF

Local Government – Vendor Name and Address

Farmington, City of
301 N. Auburn
Farmington, NM 87401

County: San Juan

Forestry Division District: Chama

Dispatch: Taos Interagency Dispatch Center

NM-RMP Local Government Contact:

Jay Walter, Wildland Coordinator
Cell Phone:(623) 696-8532
Office Phone: (505) 327-7701
Tom Miller, Assistant
Cell Phone: (505) 360-0880

Robert Sterrett, Chief
Cell Phone: 505)
Fire Department: (505) 599-1430

Fire Department Contact Information:

Mailing Address: 301 N. Auburn
Farmington, NM 87401
Emergency Phone: 911
Fire Department Phone: (505) 599-1430
Fire Department Fax: (505) 327-6353
Dispatch Phone: (505) 334-6000

Fire Department Equipment Resources:

SEE RATE SHEET

GRANT, COUNTY OF

Local Government – Vendor Name and Address:

Grant, County of
P.O. Box 898
Silver City, NM 88062

County: Grant

Forestry Division District: Socorro

Dispatch: Silver City Interagency Dispatch Center

NM-RMP Local Government Contact:

Randy Villa, Fire Management Officer
Office Phone: (575) 574-0035
Cell Phone: (575) 313-3460

Fire Department Contact Information:

Mailing Address: P.O. Box 898
Street Address: Silver City, NM 88062

Fire Department Equipment Resources:

Grant County – Tyrone VFD
64 Cullum Drive
Silver City, NM 88061
Chief: Roger Groves
Cell Phone: (575) 534-9032
Tvfrchief1@yahoo.com

Grant County- Cliff Gila VFD
621 HWY 211
PO Box 329
Cliff, NM 88028
Chief: Brad Malone
Cell Phone; (505) 535-2715
Email: cliffgilafire@gmail.com

Grant County – Pinos Altos VFD
4759 Hwy.15
Pinos Altos, NM 88053
Chief: Ed Downard
Cell Phone: (575) 388-4093
Email: chief@pavfr.org

HIDALGO, COUNTY OF

Local Government – Vendor Name and Address:

Hidalgo, County of
115 EMS Lane
Lordsburg, NM 88045

County: Hidalgo

Forestry Division District: Socorro

Dispatch: Silver City Interagency Dispatch Center

NM RMP Local Government Contact:

David Whipple, Director
Office Phone: (575) 542-8272
Email: david.whipple@hidalgocounty.org

Fire Department Contact Information:

Mailing Address: Same as Above
Street Address: Same as Above

Emergency Phone: 911
Central Dispatch: (575) 542-8829

Fire Department Radio Frequencies:

Fire Department Equipment Resources:

Animas VFD

PO Box 409
Animas, NM 88020
Contact: Chief Jared Fraile
Cell Phone: (575) 313-6877
Office Phone: (575) 548-2323

LAS VEGAS, CITY OF

Local Government – Vendor Name and Address:

Las Vegas, City of
P.O. Box 160
Las Vegas, NM 87701

County: San Miguel

Forestry Division District: Las Vegas

Dispatch: Santa Fe Interagency Dispatch Center

NM RMP Local Government Contact:

Steven C. Spann, Interim Chief
Office Phone: (505) 454–1401 ext. 3209
sspann@lasvegasnm.gov

Fire Department Contact Information:

Mailing Address: Same as Above
Street Address: Same as Above

Emergency Phone: 911
Fire Dept. Office Phone: (505) 425-6321
Fire Department Fax: (505) 425-1631

Fire Department Radio Frequencies:

Las Vegas Fire: TX: 154.250, CG: 156.7, CG: 156.7; RX: 158.880

Fire Department Equipment Resources:

SEE RATE SHEET

LINCOLN, COUNTY OF

Local Government – Vendor Name and Address:

Lincoln, County of
P.O. Box 711
Carrizozo, NM 88301

County: Lincoln

Forestry Division District: Capitan

Dispatch: Alamogordo Interagency Dispatch Center

NM RMP Local Government Contact:

Joe Kenmore, Office of Emergency Services Director
Cell Phone: (575) 808-1381
Office Number: (575) 336-8600
Office Fax: (575) 336-8638

Arron Griewahn, Fire Marshal
Cell Phone: (575) 937-2824
Office Number: (575) 336-8602
Office Fax: (575) 336-8638

Fire Department Contact Information:

Mailing Address: 111 Copper Ridge Rd
Capitan, NM 88316

Street Address: Same as Above

Emergency Phone: 911
Fire Dept. Office Phone: (575) 336-8600
Fire Department Fax: (575) 336-8638

Fire Department Radio Frequencies:

Lincoln County Tac1: TX: 153.740, CG: 100.0, RX: 153.740 CG: 100.0
Lincoln County Tac2: TX: 153.935, CG: 100.0, RX: 153.935 CG: 100.0

Fire Department Equipment Resources:

SEE RATE SHEET

LOS ALAMOS, COUNTY OF

Local Government – Vendor Name and Addresses:

Los Alamos, County of
1000 Central Ave., Suite 300
Los Alamos, NM 87544

County: Los Alamos

Forestry Division District: Bernalillo

Dispatch: Santa Fe Interagency

NM-RMP Local Government Contact:

Kelly Sterna – Wildland Division Chief
Cell Phone: (505) 695-6531
Office Phone: (505) 662-8304
Office Fax: (505) 662-8302

Second Contact:
Todd Forsythe – LANL Training Chief
Cell Phone: (505) 257-8352

Fire Department Contact Information:

Mailing Address:
999 Central Ave., Suite 200
Los Alamos, NM 87544

Street Address:
999 Central Ave., Suite 200
Los Alamos, NM 87544

Emergency Phone: 911
Dispatch Phone: (505) 662-8222
Fire Dept. Office Phone: (505) 662-8301
Fire Department Fax: (505) 662-8302

Fire Department Equipment Resources:

SEE RATE SHEET

MAXWELL, VILLAGE OF

Local Government – Vendor Name and Addresses:

Maxwell, Village of
P.O. Box 356
Maxwell, NM 87728

County: Colfax

Forestry Division District: Cimarron

Dispatch: Taos Interagency Dispatch Center (575) 758-6208

NM-RMP Local Government Contact:

Shawn Mitchell, VFD Chief
Address: 313 Maxwell Ave
Maxwell, NM 87728
Contact Phone: (575) 447-2925 cell (Primary)
Fire Department: (575) 375-2133
Email: shawn.mitchel1@yahoo.com

Fire Department Radio Frequencies:

Fire Department Equipment Resources:

1997 Chevrolet Tahoe C-1880
T5 Engine E-1870
T3/T4 Engine E-1871
Tac1/S2 Tender T-1861
Tac2/S3 Tender T-1871

MESCALERO APACHE FIRE RESCUE (OTERO COUNTY)

Local Government – Vendor Name and Addresses:

Otero, County of
Finance
1101 New York Avenue
Alamogordo, NM 88310

County: Otero

Forestry Division District: Capitan

Dispatch: Alamogordo Interagency Dispatch Center (575) 437-2286

NM-RMP Local Government Contact:

Clyde Jenkins, Chief
Work Phone: (575) 464-3473
Cell Phone: (575) 309-5990
Email: jenkins@mescaleroapachetribe.com
Website: http://www.mescaleroapachetribe.com

Fire Department Contact Information:

Mailing Address: Mescalero Apache Fire Rescue
25220 Hwy 70, PO Box 70
Mescalero, NM 883400

Street Address: SAME

Emergency Phone: 911
Fire Dept. Office Phone: (575) 464-2367
Fire Department Fax: (575) 464-3474

Fire Department Equipment Resources:

SEE RATE SHEET

QUESTA, VILLAGE OF

Local Government – Vendor Name and Addresses:

Village of Questa
2500 Old State Road 3
Questa, NM 87556-0000

County: Taos

Forestry Division District: Cimarron

Dispatch: Taos Interagency Dispatch Center (575) 758-6208

NM-RMP Local Government Contact:

Raynelle Sanchez-Cordova, Assist. Chief
Work Phone: (575) 586-0250
Cell Phone: (575) 776-7654
Email: rcordova@villageofquesta.org

Fire Department Contact Information:

Alfredo Romero, VFD Chief
Work Phone: (575) 586-0250
Cell Phone: (575) 779-1171

Mailing Address: 2463 Highway 522
Questa, NM 87556-0000

Street Address: SAME

Emergency Phone: 911
Fire Dept. Office Phone: (575) 586-0520

Fire Department Equipment Resources:

SEE RATE SHEET

RATON, CITY OF

Local Government – Vendor Name and Addresses:

Raton, City of
P.O. BOX 910
Raton, NM 87740

County: Colfax

Forestry Division District: Cimarron

Dispatch: Taos Interagency Dispatch Center (575) 758-6208

NM-RMP Local Government Contact:

Anthony Burk, Chief
Contact Phone: (575) 445-2708
Cell Phone: (575) 707-1910
Email: aburk@cityofraton.com
Website: http://www.ratonnm.gov/138/Fire

Fire Department Contact Information:

Mailing Address: Raton, City of
P.O. Box 910
Raton, NM 87740

Street Address: 127 Clark Ave
Raton, NM 87740

Emergency Phone: 911
Dispatch Phone: (575) 445-2704
Fire Dept. Office Phone: (575) 445-2708
Fire Department Fax: (575) 737-2709

Fire Department Radio Frequencies:

Raton Fire: TX: 158.955 TX TONE: 127.3 RX: 154.025

Fire Department Equipment Resources:

SEE RATE SHEET

RED RIVER, TOWN OF

Local Government – Vendor Name and Address:

Red River, Town of
P.O. Box 1020
Red River, NM 87558

County: Taos

Forestry Division District: Cimarron

Dispatch: Taos Interagency Dispatch Center (575) 758-6208

NM RMP Local Government Contact:

David "Deke" Willis, Chief
Office Phone: (575) 754-6107
Cell Phone: (575) 770-7426
Email: dwillis@redriver.org
Website: https://redriver.org/town/town-services/fire-department

Fire Department Contact Information:

Mailing Address:	Red River Fire Dept. P.O. Box 1020 Red River, NM 87558
Street Address:	100 East Main Street Red River, NM 87558
Emergency Phone:	911
Dispatch Phone:	(575) 754-2333 or 754-6166
Fire Dept. Office Phone:	(575) 754-2333 or 754-6166
Fire Department Fax:	(575) 754-6119

Fire Department Radio Frequencies:

Red River Fire Dept.: TX: 154.235, CG: None; RX: 154.235

Fire Department Equipment Resources:

SEE RATE SHEET

RESERVE, VILLAGE OF

Local Government – Vendor Name and Address:

Village of Reserve
15 Jake Scott, P.O. Box 587
Reserve, NM 87830

County: Catron

Forestry Division District: Socorro

Dispatch: Silver City Interagency Dispatch Center

NM-RMP Local Government Contact:

Don Weaver, Chief
Phone Number: (575) 533-6006

Fire Department Contact Information:

Emergency Phone:	911
Fire Department Phone:	(575) 533-6006
Fire Department Fax:	
Dispatch Phone:	(575) 533-6222

Fire Department Equipment Resources

SEE RATE SHEET

RIO RANCHO, CITY OF

Local Government – Vendor Name and Address:

Rio Rancho, City of
3200 Civic Center Circle N.E.
Rio Rancho, NM 87144

County: Sandoval

Forestry Division District: Bernalillo

Dispatch: Albuquerque Interagency Dispatch Center

NM-RMP Local Government Contact:

Adam Archuleta
Wildland Division Coordinator
(505) 934-4402
adarchuleta@rrnm.gov

Tyler Carlson
Assistant Wildland Division Coordinator/ training director
(928) 380-4631
tycarlson@rrnm.gov

Capt. Damian Mainolfa
Assistant Wildland Coordinator/Billing Director
(505) 610-3964
dmainolfa@rrnm.gov

Fire Department Contact Information:

Mailing Address:	1526 Stephanie Rd Rio Rancho, NM 87124
Street Address:	Same as Above
Emergency Phone:	911
Dispatch Phone:	(505) 891-7226
Fire Dept. Office Phone:	(505) 891-7226
Fire Department Fax:	(505) 891-5208

Fire Department Equipment Resources:

SEE RATE SHEET

RUIDOSO, VILLAGE OF

Local Government – Vendor Name and Address:

Village of Ruidoso
313 Cree Meadows Dr.
Ruidoso, NM 88346

County: Lincoln

Forestry Division District: Capitan

Dispatch: Alamogordo Interagency Dispatch Center

NM-RMP Local Government Contact:

Joe Kasuboski, Emergency Manager
Office Number: (575) 257-4116
Cell Phone: (575) 626-1036
Office Fax: (575) 257-4550
Email: CodyThetford@ruidoso-nm.gov
Website: https://www.ruidoso-nm.gov/ruidoso-fire-department

Fire Department Contact Information:

Mailing Address: Same as Above
Street Address: 541 Sudderth Drive
Ruidoso, NM 88345

Emergency Phone: 911
Fire Dept. Office Phone: (575) 257-3473
Fire Department Fax: (575) 257-4550

Fire Department Radio Frequencies:

Fire Department Equipment Resources:

SEE RATE SHEET

SAN JUAN COUNTY FIRE DEPARTMENT

Local Government – Vender Name and Address:

San Juan County
209 South Oliver
Aztec, NM 87410

County: San Juan

Forestry Division District: Chama

Dispatch: Interagency Dispatch Center

NM RMP-Local Government Contact:

John Mohler, Chief
Office Phone: (505) 333-3123
Cell Phone: (505) 330-4933
Email: mohlerj@sjcounty.net

David Vega, Deputy Chief
Office Phone: (505) 334-1180
Cell Phone: (505) 330-1049
Email: vegad@sjcounty.net

Tony Herrera, Wildland Coordinator
Office Phone: (50) 333-3123
Cell Phone: (505) 330-4933
Email: herrerat@sjcounty.net

Fire Department Contact Information:

Mailing Address: San Juan County Fire Department
209 South Oliver
Aztec, NM 87410

Dispatch Phone: (505) 334-1951
(505) 334-6622
(505) 334-8109

Fire Department Equipment Resources

SEE RATE SHEET

SAN MIGUEL COUNTY FIRE DEPARTMENT

Local Government – Vender Name and Address:

San Miguel County
500 W. National
Las Vegas, NM 87701

County: San Miguel

Forestry Division District: Las Vegas

Dispatch: Santa Fe Interagency Dispatch Center

NM RMP-Local Government Contact:

Andrew Duran, Fire Chief and Wildland Coordinator
Office Phone: (505) 425-2855
Cell Phone: (505) 429-3243

Fire Department Contact Information:

Mail Address:	Same as above
Street Address:	Same as above
Emergency Phone:	911
Dispatch Phone:	911
Fire Department Office Phone:	(505) 425-2855

Fire Department Equipment Resources:

SEE RATE SHEET

SANDOVAL COUNTY FIRE DEPARTMENT

Local Government – Vendor Name and Address:

Sandoval, County of
P.O. Box 40
Bernalillo, NM 87004

County: Sandoval

Forestry Division District: Bernalillo

Dispatch: Albuquerque Interagency Dispatch Center

NM-RMP Local Government Contact:

Ryan Louchard, Wildland Coordinator/Battalion Commander
Office Phone: (505) 867-0245
Cell Phone: (505) 206-6865
Emergency Contact: (505) 891-7226 or 1-800-898-2876

Fire Department Contact Information:

Mailing Address: Same as Above
Street Address: 314 Melissa Road
Bernalillo, NM 87004

Emergency Phone: (505) 891-7226
Fire Dept. Office Phone: (505) 867-0245
Fire Department Fax: (505) 867-6256

Fire Department Equipment Resources:

SEE RATE SHEET

SANTA FE, CITY OF

Local Government – Vendor Name and Address:

City of Santa Fe
P.O. Box 909
Santa Fe, NM 87504

County: Santa Fe

Forestry Division District: Bernalillo

Dispatch: Santa Fe Interagency Dispatch Center

NM-RMP Local Government Contact:

Nathan Miller, Wildland Superintendent
Office Phone: 505) 955-3901
Home Phone: (505) 350-6709
Cell Phone: (505) 231-3163
Email: nfmiller@santafenm.gov

Fire Department Contact Information:

Mailing Address:	P.O. Box 909 Santa Fe, NM 87504
Street Address:	200 Murales Road Santa Fe, NM 87501
Emergency Phone:	911
Fire Dept. Office Phone:	(505) 955-3110
Fire Department Fax:	(505) 955-3115

Fire Department Equipment Resources:

SEE RATE SHEET

Comments:

SANTA FE COUNTY FIRE DEPARTMENT

Local Government – Vendor Name and Address:

Santa Fe County Fire Department
35 Camino Justicia
Santa Fe, NM 87508

County: Santa Fe

Forestry Division District: Bernalillo

Dispatch: Santa Fe Interagency Dispatch Center

NM-RMP Local Government Contact:

Mike Feulner, Captain, Wildland Division
Cell Phone: (505) 231-8845

Walter Dasheno, Wildland Coordinator
Cell Phone: (505) 927-6553

Fire Department Contact Information:

Mailing Address:	Same as Above
Street Address:	Same as Above
Emergency Phone:	911
Dispatch Phone:	(505) 428-3730
Fire Dept. Office Phone:	(505) 992-3070
Fire Department Fax:	(505) 992-3073

Fire Department Radio Frequencies:

Santa Fe County: TX: 158.970, CG: 156.7; RX: 154.415, CG: 156.7

Fire Department Equipment Resources:

SEE RATE SHEET

Comments:

No more than 10 personnel and three equipment resources available in any one dispatch.

SIERRA COUNTY FIRE DEPARTMENT

Local Government – Vendor Name and Addresses:

Sierra, County of
1712 Date, Ste. D
Truth or Consequences, NM 87901

County: Socorro

Forestry Division District: Socorro

Dispatch: Silver City Dispatch center

NM-RMP Local Government Contact:

Primary Contact:
Ryan Williams
Cell Phone: (575) 740-7213
Office Phone: (575) 894-6215

Secondary Contact:
Travis Atwell
Cell Phone: (575) 740-7704

Fire Department Contact Information:
Mailing Address: 1712 N. Date, Ste. D
Truth or Consequences, NM 87901

Street Address: Same as above

Emergency Phone: 911
Dispatch Phone: (575) 894-6617
Fire Dept. Office Phone: (575) 894-6215

Fire Department Equipment Resources:

SEE RATE SHEET

SOCORRO COUNTY FIRE DEPARTMENT'S

Local Government – Vendor Name and Addresses:

Socorro, County of
198 Neel Ave
Socorro, NM 87801

County: Socorro

Forestry Division District: Socorro

Dispatch: Silver City Dispatch Center

NM-RMP Local Government Contact:

Mark Mercer
Cell Phone: (575) 518-8086
Office Phone: (575) 835-2029

Fire Department Contact Information:

Mailing Address: 198 Neel Ave

Street Address: 198 Neel Ave
Socorro, NM 87801

Emergency Phone: 911
Dispatch Phone: (575) 835-0941
Fire Dept. Office Phone: (575) 835-2029

Fire Department Equipment Resources:

SEE RATE SHEET

Midway FD
San Antonio FD
North County FD

TAOS COUNTY FIRE DEPARTMENT

Local Government – Vendor Name and Addresses:

Taos, County of
105 Albright St. Suite A
Taos, NM 87571

County: Taos

Forestry Division District: Cimarron

Dispatch: Taos Interagency Dispatch Center (575) 758-6208

NM-RMP Local Government Contact:

Mike Cordova, Taos County- Fire Chief
Contact Phone: (575) 737-6469 cell
Email: mike.cordova@taoscounty.org
Website: http://www.taoscounty.org

John "J.R." Logan, Taos County Wildland Coordinator
Contact Phone: (575) 779-5467 cell
Email: johnrogerlogan@gmail.com

Fire Department Contact Information:

Latir Fire District
Jona Olsson-VFD Chief
HC 81 Box 644
Questa, NM 87556
Contact Phone: (575) 586-2488
Email: latirfirejona@taosnet.com

Rio Fernando Fire District
Russell Driskell
HC 71 Box 30
Taos, NM 87571
Contact Phone: (575) 751-0552
driskell@taosnet.com

Wheeler Peak Fire District

David “Deke” Willis, Wheeler Peak VFD Fire Chief
P.O. Box 427
Red River, NM 87558
Contact Phone: (575) 754-6107
Fax Number: (575) 754-6119
Email: dwillis@redriver.org

Fire Department Equipment Resources: SEE RATE SHEET
TAOS, TOWN OF

Local Government – Vendor Name and Addresses:

Taos, Town of
400 Camino de la Placita
Taos, NM 87571

County: Taos

Forestry Division District: Cimarron

Dispatch: Taos Interagency Dispatch Center (575) 758-6208

NM-RMP Local Government Contact:

Eddie Joe Abeyta, VFD Chief
Contact Phone: (575) 779-5021
Email: eabeyta@taosgov.com

Fire Department Contact Information:

Mailing Address:	4591 NDCBU Taos, NM 87571
Street Address:	323 Camino De La Placita Taos, NM 87571
Emergency Phone:	911
Dispatch Phone:	(575) 758-2216
Fire Dept. Office Phone:	(575) 758-3386
Fire Department Fax:	(575) 737-2665

Fire Department Radio Frequencies:

Taos Fire: RX/TX: 154.070

Fire Department Equipment Resources:

SEE RATE SHEET

VALENCIA COUNTY FIRE DEPARTMENT

Local Government – Vendor Name and Addresses:

Valencia, County of
P.O. Box 1119
Los Lunas, NM 87031

County: Valencia

Forestry Division District: Bernalillo

Dispatch: Albuquerque Interagency Dispatch Center

NM-RMP Local Government Contact:

Robb Barr, Wildland Captain
Cell Phone: (505) 377-8312
Office Phone: (505) 866-2040
Office Fax: (505) 866-8749

Second Contact:

Casey Davis, Interim Fire Chief
Office Phone: (505) 866-2040
Cell Phone: (505) 975-8299
Office Fax: (505) 866-8749

Fire Department Contact Information:

Mailing Address: P.O. Box 1119
Los Lunas, NM 87031

Street Address: 444 Luna Ave.
Los Lunas, NM 87031

Emergency Phone: 911
Dispatch Phone: (505) 865-9130
Fire Dept. Office Phone: (505) 866-2040
Fire Department Fax: (505) 866-8749

Fire Department Equipment Resources:

SEE RATE SHEET

APPENDICES

Appendix A: Map of EMNRD, Forestry Districts

Appendix B: Map of New Mexico Interagency Dispatch Centers

Appendix C: Implementing Red Card Qualification Systems

Appendix D: New Mexico Eligibility Requirements for Engine Boss Crosswalk

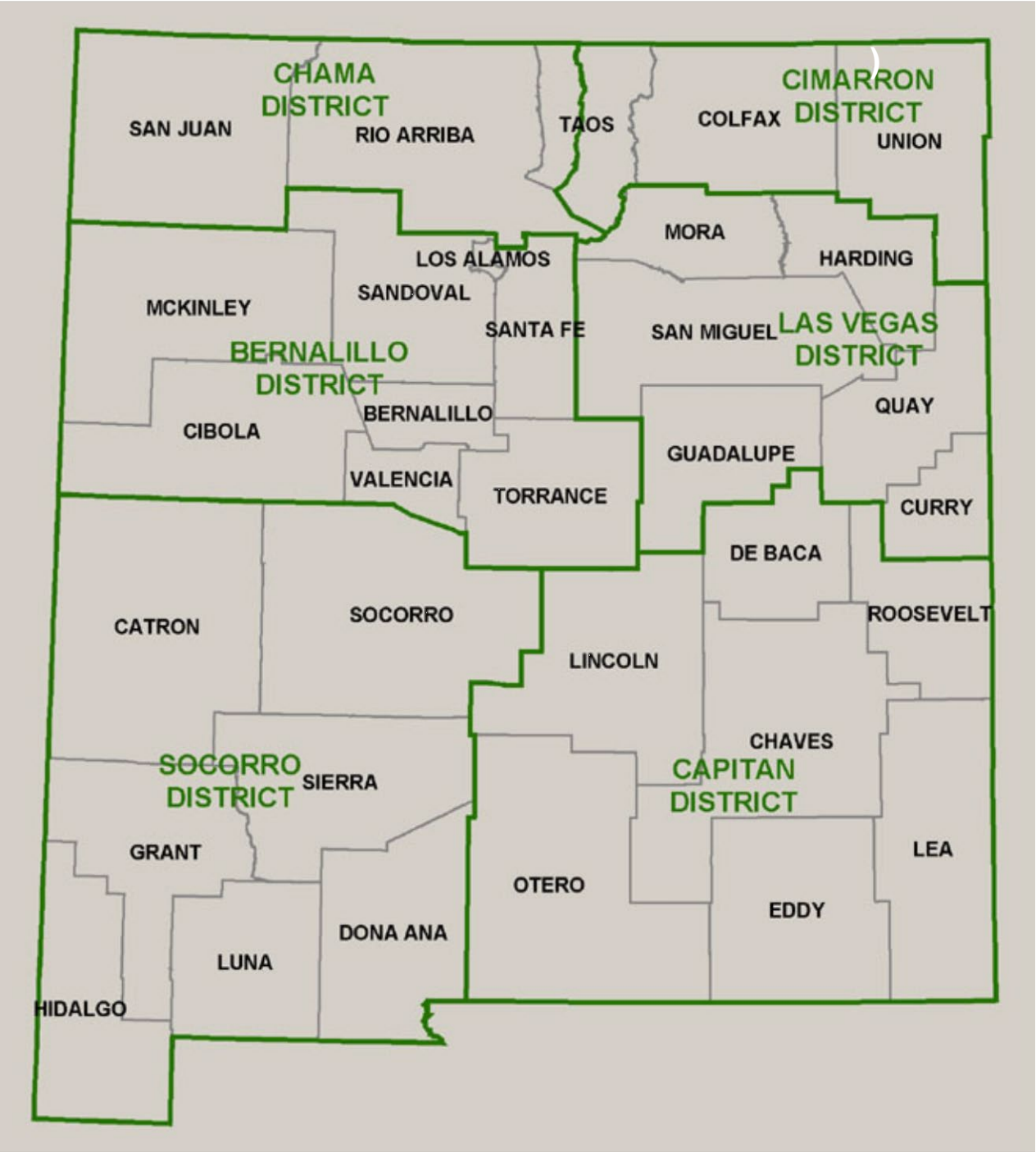
Appendix E: NUS Equipment List

Appendix F: RMP Summary

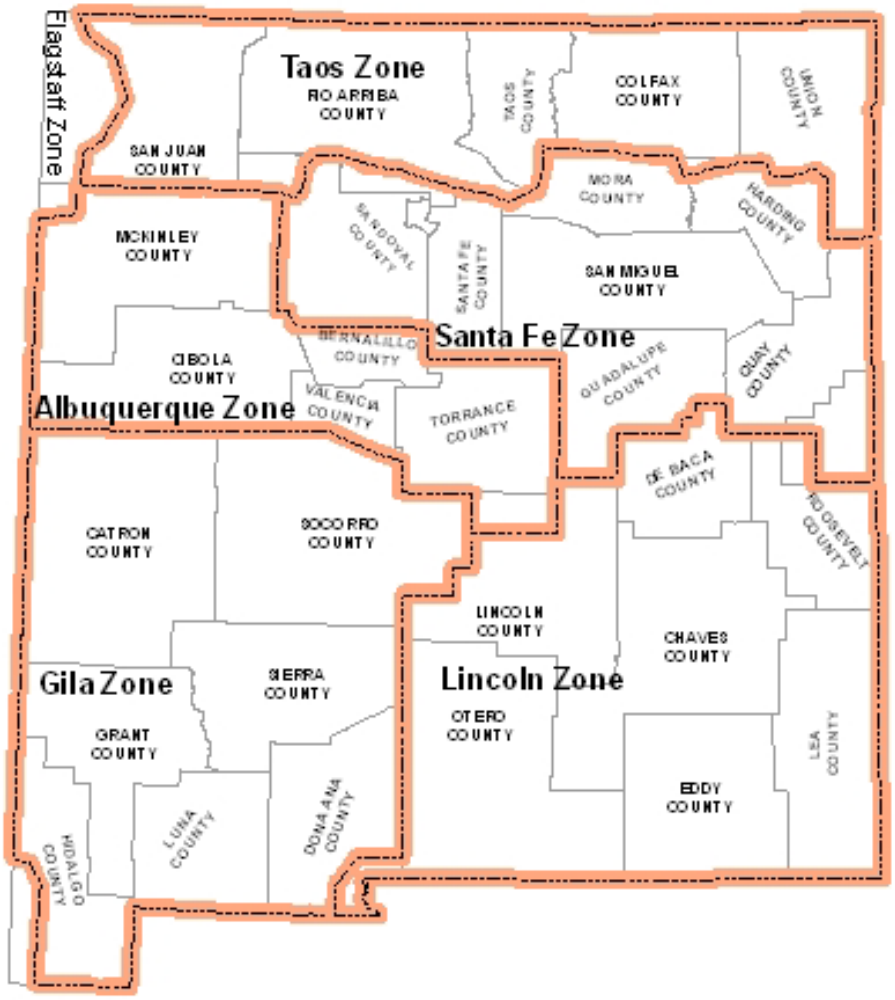
Appendix G: Administrative Forms

GLOSSARY

APPENDIX A: EMNRD, FORESTRY DIVISION DISTRICTS



APPENDIX B: MAP OF NEW MEXICO INTERAGENCY DISPATCH ZONES



APPENDIX C – IMPLEMENTING A NATIONAL WILDFIRE COORDINATING GROUP (NWCG) RED CARD QUALIFICATIONS SYSTEM FOR WILDLAND FIREFIGHTERS

The National Wildfire Coordinating Group (NWCG) wildland fire qualifications system is recognized by state and federal agencies as the premier national standard for obtaining wildland fire qualifications. The NWCG system uses the "red card" to document individual firefighter qualifications based on a detailed expectation of training, experience, and physical fitness. This appendix outlines procedures and documentation necessary for local government fire departments to issue NWCG red cards. The local Forestry Division district office can also provide training and advice to assist local governments who want to issue "red card" qualifications.

Red cards are issued annually. It is recommended that they be issued before April 15th, which is the average start of fire season in New Mexico. Red cards can be issued by hand or by using the external Incident Qualification System website available to local government fire departments. Access can be given to local government fire departments by requesting assistance from the local Forestry Division district office's Fire Management Officer. Additional information can be found at:

http://www.emnrd.state.nm.us/SFD/FireMgt/IncidentQualificationSystem.html.

In either case the fire department supervisor or the training officer shall keep a secure documentation file for each firefighter and submit a copy of each individual's "red card" to their local Forestry Division district office.

Issuing qualifications is the responsibility of each agency executive or local government. Fire department supervisors or program managers shall confirm their authority to issue qualifications on behalf of their local government or agency. Training officers are often used to assist fire department supervisors with documentation. It is recommended that each firefighter have a development plan that outlines the steps necessary to reaching their qualification goals. Individual firefighters must assume that qualifications are not guaranteed just because they attend training, receive experience, or pass the physical fitness requirements. By issuing qualifications, the fire department supervisor assumes responsibility that all criteria are met, and the firefighter can perform as expected. All wildland fire qualifications at the 200 level (any position that requires a 200-level class to become qualified) and below will be certified by each fire departments fire chief or authorized personnel. For anything 300 level and above (any position that requires a 300-level class or above to become qualified) the final certification must be completed by the Forestry Division State Fire Management Officer.

The Forestry Division uses the Incident Qualification System (IQS) to issue red cards. The local government fire departments may also use this system to issue red cards. Access can be given to local government fire departments by requesting assistance from the local Forestry Division office's Fire Management Officer. Additional information can be found at:
http://www.emnrd.state.nm.us/SFD/FireMgt/IncidentQualificationSystem.html.

Steps

1. Establish a Reference Library to include at a **minimum:**

    a. NWCG Catalog, Part 2: Publications PMS 449-2. Includes the information necessary to order materials listed below and other useful training materials and products.
    https://www.nwcg.gov/sites/default/files/publications/pms449-2.pdf

    b. Wildland Fire Qualification Guide PMS 310-1. Provides guidance for compliance with established standards for wildland firefighting personnel qualifications.
    https://www.nwcg.gov/sites/default/files/publications/pms310-1.pdf

c. Field Manager's Course Guide PMS 901-1. Provides administrative information concerning the NWCG training curriculum. https://www.nwcg.gov/publications/901-1

d. Advanced Firefighter/Squad Boss (FFT1) Task Book, PMS 311-14. https://www.nwcg.gov/sites/default/files/products/training-products/pms-311-14.pdf

e. Engine Operator Task Book. https://www.nwcg.gov/sites/default/files/products/agency-taskbooks/enop.pdf

f. Single Resource Boss: Crew (CRWB); Engine (ENGB); Dozer (DOZB); Tractor/Plow (TRPB); Firing (FIRB), PMS 311-13. https://www.nwcg.gov/sites/default/files/products/training-products/pms-311-13.pdf

g. Incident Commander Type 4 (ICT4) Task Book, PMS 311-03. https://www.nwcg.gov/sites/default/files/products/training-products/pms-311-03.pdf

h. Interagency Incident Business Handbook PMS 902-1. The most current edition can be found in the NWCG large files webpage. https://www.nwcg.gov/publications/902

i. NFES 1109 Work Capacity Test Administrator's Guide, PMS 307. https://www.nwcg.gov/sites/default/files/publications/pms307.pdf

j. NFES 1596 Fitness and Work Capacity PMS 304-2. https://www.nwcg.gov/publications/304-2

k. NFES 2724 Interagency Standards for Fire and Aviation Operations "Redbook". https://www.nifc.gov/policies/pol_ref_redbook.html

l. Southwest Area Mobilization Guide. https://gacc.nifc.gov/swcc/dispatch_logistics/dispatch/mobguide/mobguide.htm

2. Obtain necessary training and experience.

Contact your local Forestry Division District FMO to determine who in your area can conduct training courses. Forestry Division FMOs can provide NWCG courses free of charge to volunteer fire departments and volunteer fire fighters are prioritized. Once a number of volunteer firefighters are registered for the course and there are open seats left, paid and other agency firefighters are welcome to register for the class. Wildland fire training is also posted on the Southwest Coordination Center (SWCC) website at: http://gacc.nifc.gov/swcc/, then click on training under the Administrative icon on the SWCC homepage. The Wildland Fire Qualification Guide PMS 310-1 lists the courses required and recommended to qualify for positions and advance in the wildland firefighting and Incident Command System (ICS).

3. The "Pack Test" is the currently accepted standard by the Forestry Division for arduous physical fitness rating, which is necessary for any position on the fireline. The general requirements of the pack test are:

a. candidate must wear a 45-lb pack; and

b. candidate must walk three miles in 45 minutes or less to pass test. There is a time allowance added to the 45 minutes for elevations above 5,000 feet.

Note: Contact your district FMO for specifics on the pack test and recommendations on training for it.

4. Issue the red cards.

   a. Lower level certifications, up to and including Single Resource Boss (FFT1) are managed and issued by local government fire departments. The fire chief/authorized personnel signs these red cards.

   b. Strike Team/Task Force Leader positions and above are certified by the EMNRD, Forestry Division at the state level through your district FMO.

   Note: A file containing the following documentation must be kept on each firefighter certified:

      1. copy of each training certificate, with date completed and trainer's signature and location of training;

      2. copies of annual pack test results, signed by individual conducting test;

      3. copies of signed page of completed PTB;

      4. annual training and experience update records, including a list of Position Task Books (PTBs) issued and completed; and

      5. submit a copy of each individual's "red card" to your local Forestry Division district office.

      The Forestry Division recommends that each firefighter also keep a personal training file with originals of all certificates and task books and old red cards.

APPENDIX D – NEW MEXICO ELIGIBILITY REQUIREMENTS FOR ENGINE BOSS CROSSWALK

	Yes	*No*	
1.	☐	☐	Certificates for S-130/190 Including field day*, I-100, L-180, S-131, S-133 (* if no field day a NWCG Firefighter 2 FFT2 task book will substitute).
2.	☐	☐	Completed NWCG Firefighter 1 FFT1 task book, with evaluations.
3.	☐	☐	Certificate for Fire Officer I (NFPA 1021 compliant) (IFSAC or equivalent)

-If all the above are yes candidate is ready to begin gap courses for Engine Boss.
-If one and two above are yes and three is no, see below for additional requirements.
-If either one or two are no, candidate must complete that requirement before being eligible for Engine Boss Gap courses.

4. ☐ ☐ Candidate shows requisite knowledge on human resource management (supervision, evaluation, stress management, and interpersonal relationships).
5. ☐ ☐ Candidate shows requisite knowledge on verbal and written communications under emergency, non-emergency, and training situations.
6. ☐ ☐ Candidate shows requisite knowledge of basic workplace safety policies and procedures and accident investigations as well as preventative and wellness programs.
7. ☐ ☐ Candidate must have written confirmation from a chief officer within their fire department affirming the following: years with the department, average number of incidents individual responds to a year, fire officer positions held (*i.e.* driver/operator/engineer or company officer), and a recommendation that the individual is at a level capable of beginning an engine boss gap course curriculum.

Candidates wishing to show requisite knowledge in four through six above need to show documentation (certificates) of courses taken /or give a written explanation as to how they have gained such experiences "On the Job". The Crosswalk committee will then evaluate each individual and as a group decide if the individual meets the intent of NFPA 1021 and can then begin the gap courses for engine boss.

APPENDIX E – NORMAL UNIT STOCKING (NUS) EQUIPMENT LIST

Category	Item Description	NFES #	Type	
			3, 4, & 5	6
Fire Tools & Equip	McLeod	0296	1	
	Combination Tool	1180	1	1
	Shovel	0171	3	2
	Pulaski	0146	3	2
	Backpack Pump	1149	3	2
	Fusees (case)	0105	1	½
	Foam, concentrate, Class A (5-gallon)	1145	1	1
	Chainsaw (and chaps)		1	1
	Chainsaw Tool Kit	0342	1	1
	Drip Torch	0241	2	1
	Portable Pump		*	*
Medical	First Aid Kit, 10-person	1143	1	1
	Burn Kit		1	1
	Body Fluids Barrier Kit	0640	1	1
General Supplies	Flashlight, general service	0069	1	1
	Chock Blocks		1	1
	Tow Chain or Cable	1856	1	1
	Jack, hydraulic (comply w/GVW)		1	1
	Lug Wrench		1	1
	Pliers, fence		1	1
	Food (48-hour supply)	1842	1	1
	Rags	3309	*	*
	Rope/Cord (feet)		50	50
	Sheeting, plastic, 10’ x 20’	1287	1	1
	Tape, duct	0071	1	1
	Tape, filament (roll)	0222	2	2
	Water (gallon/person) minimum		2	2
	Bolt Cutters		1	1
	Toilet Paper (roll)	0142	*	*
	Cooler or Ice Chest	0557	*	*
	Hand Primer, Mark III	0145	*	*

Category	Item Description	NFES #	Type	
			3, 4, & 5	6
	Hose Clamp	0046	2	1
	Gaskets (set)		1	1
	Pail, collapsible	0141	1	1
	Hose Reel Crank		*	*
Safety	Fire Extinguisher (5 lb.)	2143	1	1
	Flagging, Pink (roll)	0566	*	*
	Flagging, Yellow w/Black Stripes (roll)	0267	*	*
	Fuel Safety Can (Type 2 OSHA, metal, 5-gallon)	1291	*	*
	Reflector Set		*	*
Vehicle & Pump Support	General Took Kit (5180-00-177-7033/GSA)		1	1
	Oil, automotive, quart		4	2
	Oil, penetrating, can		1	1
	Oil, automatic transmission, quart		1	1
	Brake Fluid, pint		1	1
	Filter, gas		1	1
	Fan Belts		1	1
	Spark Plugs		1	1
	Hose, air compressor w/adapters		1	0
	Fuses (set)		1	1
	Tire Pressure Gauge		1	1
	Jumper Cables		1	1
	Battery Terminal Cleaner		*	*
	Tape, electrical, plastic	0619	1	1
	Tape, Teflon		1	1
Personal Gear (Extra Supply)	File, mill, bastard	0060	*	*
	Head Lamp	0713	1	1
	Hard Hat	0109	1	1
	Goggles	1024	2	2
	Gloves		*	*
	First Aid Kit, individual	0067	1	1
	Fire Shirt		*	*
	Fire Shelter w/case & liner	0169	2	1

	Packsack	0744	2	1
	Batteries, headlamp (pkg)	0030	6	4
	Ear Plugs (pair)	1027	3	3
Radio	Portable		1	1
	Mobile		1	1
	Batteries (for portable radio)		2	2
Hose	Booster (feet/reel)	1220	100	100
	Suction (length, 8’ or 10’)		2	2
	1” NPSH (feet)	0966	300	300
	1½” NH (feet)	0967	300	300
	¾” NH, garden (feet)	1016	300	300
	1½” NH, engine protection (feet)		20	20
	1½” NH, refill (feet)		15	15
Nozzle	Forester, 1” NPSH	0024	3	2
	Adjustable, 1” NPSH	0138	4	2
	Adjustable, 1½” NH	0137	5	3
	Adjustable, ¾” NH	0136	4	2
	Foam, ¾” NH	0627	1	1
	Foam, 1½” NH	0628	1	1
	Mopup Wand	0720	2	1
	Tip, Mopup Wand	0735	4	2
	Tip, Forester, Nozzle, fog	0903	*	*
	Tip, Forester Nozzle, straight stream	0638	*	*
Wye	1” NPSH, Two-Way, Gated	0259	2	1
	1½” NH, Two-Way, Gated	0231	4	2
	¾” NH w/Ball Valve, Gated	0739	6	4
Adapter	1” NPSH-F to 1” HN-M	0003	*	*
	1” NH-F to 1” NPSH-M	0004	1	1
	1½” NPSH-F to 1½” NH-M	0007	1	1
	1½” NH-F to 1½” NPSH-M	0006	*	*
Increaser	¾” NH-F to 1” NPSH-M	2235	1	1
	1” NPSH-F to 1½” NH-M	0416	2	1
Coupling	1” NPSH, Double Female	0710	1	1
	1” NPSH, Double Male	0916	1	1
	1½” NH, Double Female	0857	2	2

	1½” NH, Double Male	0856	1	1
Reducer/ Adapter	1” NPSH-F to ¾” NH-M	0733	3	3
	1½” NH-F to 1 NPSH-M	0010	6	4
	2” NPSH-F to 1½” NH-M	0417	*	*
	2½” NPSH-F to 1½” NH-M	2229	*	*
Reducer	1½” NH-F to 1” NH-M	0009	1	1
	2½” NH-F to 1½” NH-M	2230	1	1
Tee	1” NPSH-F x 1” NPSH-M x 1” NPSH-M, w/cap	2240	2	2
	1½” NH-F x 1½” NH-M x 1” NPSH-M w/cap	0731	2	2
	1½” NH-F x 1½” NH-M x 1” NPSH-M w/valve	0230	2	2
Valve	1½” NH-F, Automatic Check and Bleeder	0228	1	1
	¾” NH, Shut Off	0738	5	5
	1” Shut Off	1201	1	1
	1½” Shut Off	1207	1	1
	Foot, w/strainer		1	1
Injector	1” NPSH x 1/12” NH, Jet Refill	7429	*	*
Wrench	Hydrant, adjustable, 8”	0688	1	1
	Spanner, 5”, 1” to 1½” hose size	0234	4	1
	Spanner, 11”, 1½” to 2½” hose size	0235	2	2
	Pipe, 14”	0934	1	1
	Pipe, 20”		1	1
Engine	Fireline Handbook	0065	1	1
	GPS Unit		1	1
	Belt Weather Kit	1050	1	1
	Binoculars		1	1
	Map Case w/maps		1	1
	Inventory List		1	1
	Current Interagency Standards for Fire and Fire Aviation Operations		1	1
*No minimums – carried by engines as an option, within weight limitations				

APPENDIX F - RESOURCE MOBILIZATION PLAN SUMMARY

The local government fire department shall submit the equipment information, names of the individuals on the equipment, their departure time, and their time in route as soon as possible to the applicable Forestry Division district office's district FMO or designee. This information is needed for the resource order.

These are the forms that local government fire departments **MUST** have with prior to leaving for the assignment:

- resource order;
- completed copy of the RMP;
- four copies of the municipal or county RMP rate sheet (make sure the **apparatus/equipment accepting the assignment** is on the rate sheet);
- four copies of the current equipment manifest;
- accident and injury forms;
- red cards for all individuals; and
- equipment shift tickets and crew time reports.

Write the beginning and ending odometer reading on equipment shift tickets when in route to the assignment.

The local government fire department **MUST** inspect equipment prior to going to work on the incident. That can be done prior to leaving for assignment, while in route or at check-in.

The local government fire department must keep receipts from meals and motels while in route to assignment, during the assignment, and in route home from the assignment. All receipts (including credit cards) must show what was purchased, the business name, and the date and time of purchase. Purchases that are not reimbursable shall be made separately, *i.e.* fuel for a vehicle and food or meals for personnel not eligible for reimbursement.

All personnel will follow the driving regulations found in the Interagency Incident Business Management Handbook (Chapter 10, Section 12.7-1a) and Chapter 7 07-7 of the Fire and Aviation handbook (Red Book).

- No driver can drive more than 10 hours in any duty day.
- No driving before 5 a.m. or after 10 p.m.

Check-in at the incident.

Give the Incident Finance Officer or designee a copy of resource order and RMP agreement.

WHILE ON ASSIGNMENT

If your equipment is moved to a new incident, **YOU MUST CALL THE LOCAL FORESTRY DIVISION DISTRICT OFFICE OR SANTA FE OFFICE**. The Forestry Division needs a copy of the new resource order or the name of the new incident and the incident number, so it can get a resource order.

Beginning and ending odometer readings **MUST** be written on Equipment Shift Tickets DAILY, or the equipment will not be reimbursed the fuel surcharge!

Equipment Shift Tickets for the equipment must be the same as the Crew Time Report for the personnel. If the personnel take a break for a meal, then that must be shown on the Equipment Time Report. If the equipment is not in service due to tire repair, breakdown, etc. then the personnel are not on the clock either.

If anyone on the crew is switched out, the local government fire department shall notify the local Forestry Division district office or Santa Fe Office and provide the names of the crew personnel being switched.

All personnel will follow the work rest guidelines in the Interagency Incident Business Management Handbook (Chapter 10).

Any equipment lost or damaged (non-personal) during the fire and caused by fire suppression activities shall be brought to the attention of the incident team or the agency responsible for fire suppression. Make sure proper paperwork is filled out and S#'s are obtained prior to demobilization.

Inform the local Forestry Division district office or Santa Fe Office of **ANY** injury. Ensure that the proper paperwork related to the injury is filled out and filed.

If meals and lodging are being provided by the incident, then meals and lodging purchased by the crew are not reimbursable.

DEMOBILIZATION

Equipment **MUST** be inspected by the Host Unit designee or Ground Support Leader or designee before leaving the incident.

The engine boss or crew boss shall initiate performance evaluations and the Host Unit designee, the immediate supervisor on the incident, or the Training Specialist shall complete the performance evaluations at the end of the assignment. These will need to be submitted with the reimbursement package and with any IQS updates.

Ensure that **ALL** Crew Time Reports, OF-288s, Equipment Shift Tickets, and OF-286s have been filled out and signed. The **ORIGINALS** of the documents are needed for the reimbursement package.

All personnel will follow the driving regulations found in the Interagency Incident Business Management Handbook (Chapter 10) and Chapter 7 of the Interagency Standards for Fire and Fire Aviation Operations (Red Book).

- No driver can drive more than 10 hours in any duty day.
- No driving before 5 a.m. or after 10 p.m.

Write the beginning and ending odometer readings on Equipment Shift Tickets when in route home from the assignment.

FILING FOR REIMBURSEMENT

When filing for reimbursement for an RMP assignment, the local government fire department must submit the following within 45 days of the assignment:

- RMP reimbursement invoice;
- originals of the Crew Time Report, OF-288s, Equipment Shift Tickets, and OF-286s;
- originals of all itemized meal or lodging receipts that are reimbursable;
- copy of the resource order for the equipment;
- copy of the resource order for any repairs or replacements; and
- copies of the performance evaluations.

TRAVEL REIMBURSEMENT GUIDELINES

- Prior to departing on a fire assignment, employee shall be aware of any anticipated travel expenses. When traveling to an actual incident where fire camp has been set up, the employee shall typically expect to incur expenses to and from fire camp (meals, hotels). Depending on the assignment, car rental or POV mileage may be necessary (authorized and documented on the resource order). The employee shall be prepared to be self-sufficient for the entire detail if necessary. The position and the type of incident (fire, pre-positioning) will usually determine the out-of-pocket expenses expected, but if in doubt calling the ordering agency for clarification shall be done prior to taking the assignment if being self-sufficient is an issue.
- Turn in receipts as soon as possible after end of assignment.
- Tape receipts to 8.5 X 11-inch paper in chronological order (by date AND time) for each 24-hour period. The 24-hour day starts at the time you left on your assignment (*e.g.*, if you leave at 6 a.m., your 24-hour day starts at 6 a.m. and ends at 5:59 a.m. the next day). Do NOT include more than one day's receipts on a page. Do NOT highlight any writing on the receipts.

- Lodging receipts must have payment method attached (credit card receipt) or written on or beside the receipt (check number or cash).

- Meals are limited to $55 per day in-state and out-of-state travel.

- Expenses are generally reimbursed only for travel days and days when the fire is not providing meals and lodging. A written explanation or Supply Resource Order number must be provided to get reimbursement for any expenses while working on the fire.

- Personal expenses are NOT reimbursed (toothpaste, etc.). To make processing the travel voucher easier, please make non-reimbursable purchases separately.

- The conditions of hire states that while on assignment you will not possess or use alcoholic beverages so therefore there shall not be any receipts whether meal or grocery receipts with alcohol on them. Receipts with alcohol on them will NOT be reimbursed.

- Grocery receipts are acceptable, but the receipts must be within the daily meal allowance rates ($55/day for in-state and out-of-state travel). **Any grocery receipt that includes personal items, general merchandise, gum, medicine, or alcohol will not be reimbursement by the Forestry Division.**

- Meal receipts must be itemized and must include the following information: (Receipts that are not itemized, including all tips, or receipts that are illegible, will not be reimbursed).

    - ✓ Date
    - ✓ Time
    - ✓ Name and address of restaurant
    - ✓ Amount
    - ✓ Handwritten tips on itemized tip line only
    - ✓ Itemized items you had to eat

Tips must not be more than 20% per meal. Tip amounts exceeding 20% per meal will not be reimbursed. Handwritten tips on the itemized tip line on a receipt will only be accepted for reimbursement.

- Credit card receipts only are not reimbursable as they do not itemize what you had to eat. Itemized receipts must be included. Handwritten - items beside the taped receipt are not reimbursable.

- A fuel surcharge will be implemented for travel exceeding 50 miles of initial assignment. Rates are established in the New Mexico Per Diem and Mileage Act, NMSA 1978, §§ 10-8-1 *et seq.* All mileage will be documented and approved daily on-shift tickets. Mileage rates are determined by the New Mexico Department of Finance and Administration and must be accompanied by odometer readings and a mileage map (*e.g.*, Google Map). The Forestry Division will notify local government fire departments when the mileage rate is updated.

Some receipts fade in the heat. Don't expose them to sunlight or let them sit in a hot vehicle. Any receipt that is not readable is not eligible for reimbursement. Handwritten items next to a receipt are not allowed.

- Engine bosses are responsible for helping their crew members with the accuracy and completeness of their paperwork, including timecards, resource orders, AND financial reimbursements.

- Personnel (including ADs, firefighters, engine bosses, and fulltime employees) will not be reimbursed for meals and lodging purchased on behalf of other personnel. All personnel need to be self-sufficient.

- Turn your organized, readable, and taped receipts into your business operations specialist as soon as possible after returning from travel. The business operations specialist will prepare an itemized schedule for you to sign in blue ink.

- If you have questions or need help contact your business operations specialist.

APPENDIX G: ADMINISTRATIVE FORMS

Accident/Incident/Workers' Compensation Forms:

For a complete listing of updated Worker's Compensation Forms go to:

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- Workers' Compensation Guidelines
- Notice of Accident Form: Form NOA-1 (12/01)
- Employer's First Report of Injury or Illness Form: NM WCA E1.2 (07/02)
- Workers' Compensation Claim Explanation Form: RMDWC4.FRM (9/01)
- Workers' Compensation Benefits Explanation Form: G:\WORKCOMP\BenefitExplanationForm.doc 3/15/04
- Risk Management Division Doctor Visit/Modified Work Assignment Form: RMDWC1.RFM (10/93)
- Workers' Authorization for Disclosure of Protected Health Form: WCA Mandatory Forms 11 NMAC 4.4.9.18.2.C
- Crash Investigation SH 10074 Revised 3/6/2014 NMDOT UCR E92809
- Notice of Incident – State of New Mexico: Used for non-highway/loading/parking accidents
- *EMNRD Accident/Injury Photo Sheet:* Photos must be taken to substantiate accident/injury and provide information for prevention.

Vehicle/Heavy Equipment Inspection Checklist: USDA/USDI Form OF-296

Reimbursement/Time Forms:

- EMNRD-Personnel Fire Time Report, or
- USDA-Crew Time Report, or
- USDA/USDI-Emergency Firefighter Time Report (OF-288)
- EMNRD-Equipment Fire Time Report, or
- Resource Mobilization Rate Sheet (engine, water tender, fuel tender, ambulance, etc.)
- ~~* RMP Reimbursement form for Personnel, Updated Forms for 2021~~
- * RMP Reimbursement form for Equipment and Personnel, Updated Forms for 2022
- Extended Work Shift Document Form

Accident/Incident/Workers' Compensation Forms:

https://workerscomp.nm.gov/
https://workerscomp.nm.gov/WCA-eServices;
https://www.generalservices.state.nm.us/risk-management/workers-compensation/resources_3/

Workers' Compensation Guidelines

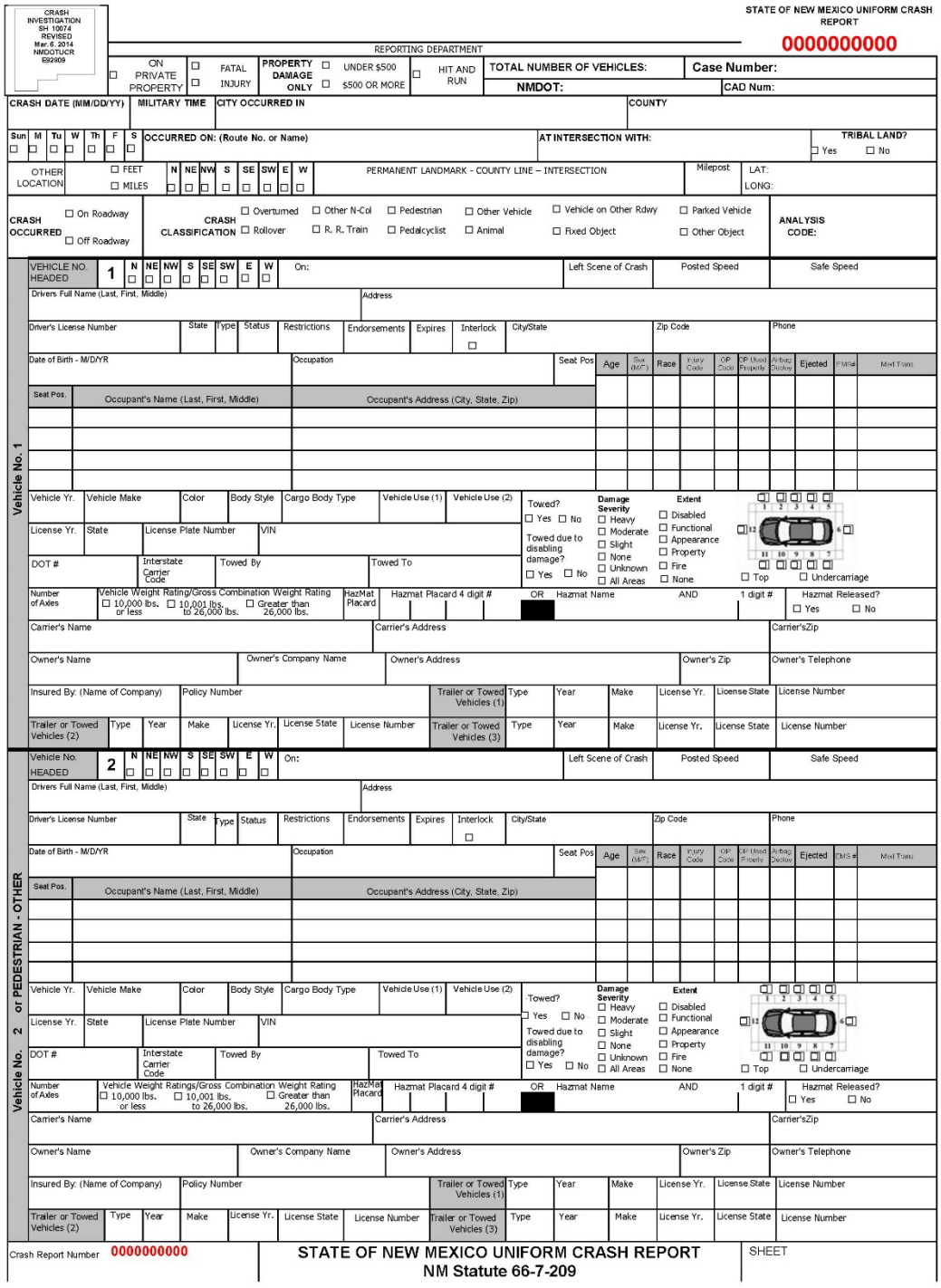
Employees injured while on duty are required to notify their supervisor within 24 hours of the injury. In the event of an injury/illness, the supervisor must ensure that the appropriate forms are completed correctly and timely.

IMPORTANT NOTICE!!! PLEASE BE ADVISED:

If an injury is very serious and possibly life-threatening, the employee must be transported to the nearest emergency medical facility. In such cases, call 911 or the nearest medical facility to determine whether emergency medical personnel shall be dispatched.

State of New Mexico - Uniform Accident Report - used for auto accidents

https://nmtrafficrecords.com/resources/new-mexico-uniform-crash-report/



CRASH INVESTIGATION SH 10074 REVISED Mar. 6, 2014 NMDOTUCR E92809

STATE OF NEW MEXICO UNIFORM CRASH REPORT

0000000000

REPORTING DEPARTMENT

ON PRIVATE PROPERTY | FATAL | INJURY | PROPERTY DAMAGE ONLY | UNDER $500 | $500 OR MORE | HIT AND RUN | TOTAL NUMBER OF VEHICLES: | Case Number: | NMDOT: | CAD Num:

CRASH DATE (MM/DD/YY) | MILITARY TIME | CITY OCCURRED IN | COUNTY

Sun M Tu W Th F S | OCCURRED ON: (Route No. or Name) | AT INTERSECTION WITH: | TRIBAL LAND? Yes No

OTHER LOCATION | FEET | MILES | N NE NW S SE SW E W | PERMANENT LANDMARK - COUNTY LINE – INTERSECTION | Milepost | LAT: LONG:

CRASH OCCURRED: On Roadway / Off Roadway

CRASH CLASSIFICATION: Overturned | Other N-Col | Pedestrian | Other Vehicle | Vehicle on Other Rdwy | Parked Vehicle | Rollover | R. R. Train | Pedalcyclist | Animal | Fixed Object | Other Object

ANALYSIS CODE:

Vehicle No. 1

VEHICLE NO. HEADED 1 | N NE NW S SE SW E W | On: | Left Scene of Crash | Posted Speed | Safe Speed

Drivers Full Name (Last, First, Middle) | Address

Driver's License Number | State | Type | Status | Restrictions | Endorsements | Expires | Interlock | City/State | Zip Code | Phone

Date of Birth - M/D/YR | Occupation | Seat Pos | Age | Sex (M/F) | Race | Injury Code | OP Code | DP Used Properly | Airbag Deploy | Ejected | EMS # | Med Trans

Seat Pos. | Occupant's Name (Last, First, Middle) | Occupant's Address (City, State, Zip)

Vehicle Yr. | Vehicle Make | Color | Body Style | Cargo Body Type | Vehicle Use (1) | Vehicle Use (2)

Towed? Yes No | Towed due to disabling damage? Yes No

Damage Severity: Heavy, Moderate, Slight, None, Unknown, All Areas

Extent: Disabled, Functional, Appearance, Property, Fire, None

Top | Undercarriage

License Yr. | State | License Plate Number | VIN

DOT # | Interstate Carrier Code | Towed By | Towed To

Number of Axles | Vehicle Weight Rating/Gross Combination Weight Rating: 10,000 lbs. or less; 10,001 lbs. to 26,000 lbs.; Greater than 26,000 lbs. | HazMat Placard | Hazmat Placard 4 digit # | OR Hazmat Name | AND 1 digit # | Hazmat Released? Yes No

Carrier's Name | Carrier's Address | Carrier'sZip

Owner's Name | Owner's Company Name | Owner's Address | Owner's Zip | Owner's Telephone

Insured By: (Name of Company) | Policy Number | Trailer or Towed Vehicles (1) | Type | Year | Make | License Yr. | License State | License Number

Trailer or Towed Vehicles (2) | Type | Year | Make | License Yr. | License State | License Number | Trailer or Towed Vehicles (3) | Type | Year | Make | License Yr. | License State | License Number

Vehicle No. 2 or PEDESTRIAN - OTHER

Vehicle No. HEADED 2 | N NE NW S SE SW E W | On: | Left Scene of Crash | Posted Speed | Safe Speed

Drivers Full Name (Last, First, Middle) | Address

Driver's License Number | State | Type | Status | Restrictions | Endorsements | Expires | Interlock | City/State | Zip Code | Phone

Date of Birth - M/D/YR | Occupation | Seat Pos | Age | Sex (M/F) | Race | Injury Code | OP Code | DP Used Properly | Airbag Deploy | Ejected | EMS # | Med Trans

Seat Pos. | Occupant's Name (Last, First, Middle) | Occupant's Address (City, State, Zip)

Vehicle Yr. | Vehicle Make | Color | Body Style | Cargo Body Type | Vehicle Use (1) | Vehicle Use (2)

Towed? Yes No | Towed due to disabling damage? Yes No

Damage Severity: Heavy, Moderate, Slight, None, Unknown, All Areas

Extent: Disabled, Functional, Appearance, Property, Fire, None

Top | Undercarriage

License Yr. | State | License Plate Number | VIN

DOT # | Interstate Carrier Code | Towed By | Towed To

Number of Axles | Vehicle Weight Ratings/Gross Combination Weight Rating: 10,000 lbs. or less; 10,001 lbs. to 26,000 lbs.; Greater than 26,000 lbs. | HazMat Placard | Hazmat Placard 4 digit # | OR Hazmat Name | AND 1 digit # | Hazmat Released? Yes No

Carrier's Name | Carrier's Address | Carrier'sZip

Owner's Name | Owner's Company Name | Owner's Address | Owner's Zip | Owner's Telephone

Insured By: (Name of Company) | Policy Number | Trailer or Towed Vehicles (1) | Type | Year | Make | License Yr. | License State | License Number

Trailer or Towed Vehicles (2) | Type | Year | Make | License Yr. | License State | License Number | Trailer or Towed Vehicles (3) | Type | Year | Make | License Yr. | License State | License Number

Crash Report Number 0000000000 | STATE OF NEW MEXICO UNIFORM CRASH REPORT NM Statute 66-7-209 | SHEET

Can be used for any claim **except WORKERS' COMPENSATION**

NOTICE OF INCIDENT – STATE OF NEW MEXICO

(Fill out this form in detail.)

Please print or type.

Energy, Minerals & Natural Resources Dept
1220 South St. Francis Dr.
Santa Fe NM 87505

Location Code:_____

Time, Date & Place of Incident

Dept./Div._____ Div. Address: _____

Div. Contact Person:_____ Phone No.: _____

Employee Involved: _____ Phone No.: _____

Date: _____ Time: _____ A.M. _____ P.M.

Location of Incident: _____

Injured Person

Full Name:_____ Age:_____

Address:_____ Phone No.: _____

_____

Employed by: _____

Injuries:_____

Treated by: _____

Address: _____

_____

Owner of Property Damage

Full Name: _____ Phone No.: _____

Address: _____

Description of Property Damaged: _____

_____

_____

_____

Witnesses

Name:_____

Address:_____ Phone No.: _____

Name: _____

Address: _____ Phone No.: _____

Name:_____

Address: _____ Phone No.: _____

NOTICE of INCIDENT continued

PLEASE CONTINUE ON REVERSE SIDE.

Description of Incident

Please describe incident:_____

_____

_____

_____

_____

_____

Date:_____

Reported by: _____

Dept./Div.: _____

Mail in duplicate to:

Risk Management Division
Montoya State Office Building
P. O. Drawer 26110
Santa Fe, New Mexico 87502-6110

State of New Mexico - Uniform Incident Report Used for non-highway, loading, parking-lot.

PRE-USE EQUIPMENT INSPECTION CHECKLIST

https://gacc.nifc.gov/nrcc/dc/mtmcc/DOCUMENTS/Logistics/OF-296_Equipment%20Inspection.pdf

VEHICLE/HEAVY EQUIPMENT PRE-USE INSPECTION CHECKLIST

GENERAL EQUIPMENT INFORMATION

1. INCIDENT NAME/NO.	2. RESOURCE ORDER NO.
3. CONTRACTOR NAME	
4. AGREEMENT NO.	5. EXPIRATION DATE
6. MAKE/MODEL	7. EQUIPMENT TYPE
8. VIN/SERIAL NO.	9. LICENSE NO./STATE

Section I—HEAVY EQUIPMENT	Acceptable YES	NO
1. ROPS, roll-over protection system: Manufacturer-approved system secured to mainframe of tractor. Must include approved seat belts. *		
2. Gauges and lights: mounted and function properly. *		
3. Battery: check for corrosion, loose terminals, and hold downs.		
4. Engine running: check oil pressure, knocks and leaks.		
5. Sweeps, deflectors, safety screens, glass. *		
6. Steering components: tight, free of play. *		
7. Brakes: damaged, worn or out of adjustment. *		
8. Exhaust system: equipped with a USFS-qualified spark arrester unless turbocharged. *		
9. Fuel system: free of leaks and damage. *		
10. Cooling system: full, free of leaks and damage. *		
11. Fan and fan belts: check for proper tension. No fraying/cracks.		
12. Engine support, equalizer bar, springs, main springs: check shackle bolts, shifted spring leaf. *		
13. Belly plate, radiator guards: securely mounted and free from debris. *		
14. Final drive, transmission and differential: check for dripping.		
15. Sprocket and idlers: crack in spokes, sharp sprocket teeth, no welds.		
16. Tracks and rollers: no broken pads, loose rollers, broken flanges. Grouser height 1-1/4" min. *		
17. Dozer and assembly: trunnion bolts missing, cracks. *		
18. Rear hitch (drawbar): serviceable, safe.		
19. Body and cab condition: describe dents and damage.		
20. Equipment cleanliness: all areas free of flammable materials, noxious weeds, and invasive species.		
21. All hydraulic attachments: operate smoothly and all cylinders hold at extension; hose, lines, and pumps have no excessive wear and/or leaks.		
22. Backup or travel alarm (minimum 87 dbl). *		
23. Oil level and condition: full and clean.		

Section II—ATTACHMENTS/PUMP/CHAINSAW/OR OTHER (Specify) _____	Acceptable YES	NO
1. No missing/broken components, no loose hardware.		
2. Sufficient fluid levels (oil, coolant, etc.)		
3. Cutting bar: straight, chain in good condition.		
4. Cutting teeth: sharp, good repair.		
5. Pump: builds pressure, no water or oil leaks.		
6. Engine starts, idles, and shuts off with switch.		

10. PRE-USE INSPECTION

☐ Accepted ☐ Rejected

MILES/HRS _____ DATE _____ TIME _____

Inspector's printed name _____ Title _____

Inspector's signature _____

Section III—LIABILITY

The purpose of this checklist is to document pre-existing vehicle/equipment condition and to determine suitability for incident use. I hereby acknowledge full responsibility and liability for the operation and mechanical condition of the vehicle/equipment described herein.

Operator's printed name _____ Title _____

Operator's signature _____ Date _____

Section IV—TRANSPORT OR SUPPORT VEHICLES	Acceptable YES	NO
1. "DOT" or CVSA inspection in the last 12 months (if required). *		
2. Gauges and lights: mounted and function properly. *		
3. Seat belts: operate properly for each seating position. *		
4. Glass and mirrors, no cracks in vision. *		
5. Wipers, washers, and horn operate properly. *		
6. Clutch pedal: proper adjustment (if applicable).		
7. Cooling system: full, free of leaks and damage.		
8. Fluid levels (e.g. oil) and condition: full and clean.		
9. Battery: check for corrosion, loose terminals and hold downs.		
10. Fuel system: free of leaks and damage. *		
11. Electrical system: alternator and starter work.		
12. Engine running: check oil pressure, knocks, and leaks.		
13. Transmission: check for leaks.		
14. Steering components: tight, free of play. *		
15. Brakes: damaged, worn or out of adjustment. *		
16. 4-Wheel drive: check transfer case, leaks (if applicable).		
17. Drive line U-joints: check for looseness.		
18. Suspension systems: springs, shocks, other. *		
19. Differential(s): check for leaks.		
20. Exhaust system: no leaks under cab or before turbo. *		
21. Frame condition, body/bed properly attached. *		
22. Tires/wheels (including spare and all changing equipment) * sufficient load rating, tread depth, no major damage.		
23. Body and interior condition: describe and locate damage on back of page 3, Section IV, item 23.		
24. Emergency equipment required. * Fire extinguisher____ Spare fuses ____ Reflectors ____		
25. Operator(s) properly licensed. † Expiration Date _____ State ____ License No _____ Class _____ Endorsement _____ Med. Cert. Expiration Date _____		

11. RELEASE ☐ No Damage/No Claim

MILES/HRS _____ DATE _____ TIME _____

Operator's printed name _____ Title _____

Operator's signature _____ Date _____

Inspector's printed name _____ Title _____

Section V—REMARKS (Describe all unsatisfactory items and identify by line number)

Contractor _____

Resource Order No. _____

* Safety Item—Do not accept until brought into compliance.
† Include information for additional operators in REMARKS section.

SEE SUPPLEMENTAL INFORMATION ON BACKSIDE OF CONTRACTOR COPY

7540-01-120-0607
PREVIOUS EDITION NOT USABLE

Printed on recycled paper

FINANCE COPY – PRE-USE

OPTIONAL FORM 296 (REV. 2-2016)
50296-103

CREW TIME REPORT

(1) CREW NAME		(2) CREW NUMBER
(3) OFFICE RESPONSIBLE FOR FIRE	(4) FIRE NAME	(5) FIRE NUMBER

(6)	(7)	(8)	(9)		(10)	
RE-MARKS NO.	NAME OF EMPLOYEE	CLASSIF-ICATION	DATE Military Time ON	OFF	DATE Military Time ON	OFF

(11) REMARKS

(12) OFFICER-IN-CHARGE (Signature)	(13) TITLE (Officer-in-Charge)
(14) NAME (Person Posting to Emergency Time Report)	(15) DATE

261-101

STANDARD FORM 261 (5/78)
Prescribed by USDA-USDI (NWCG Handbook No. 2)

EMERGENCY FIREFIGHTER TIME REPORT

1. Identification Number: F 5388241

2. Social Security Number | 3. Initial Employment (X one) ☐ Yes ☐ No | 4. Type of Employment (X one) ☐ Casual ☐ Regular Gov't. Employee ☐ Other

5. Transferred From | 6. Hired At | 7. Employee Has (X one) ☐ Been Discharged ☐ Quit | 8. Entitled To Return Travel Time (X one) ☐ Yes ☐ No | 9. Entitled to Return Transportation (X one) ☐ Yes ☐ No

ZIP CODE MUST BE ENTERED BELOW | **IN CASE OF ACCIDENT NOTIFY**

10. Name (First, Middle, Last) | 15. Name

11. Street Address | 16. Street Address

12. City | 13. State | 14. Zip Code | 17. City | 18. State | 19. Telephone No. (Include Area Code)

20. FIRE LOCATION IDENTIFICATION

Column A	Column B	Column C	Column D
1. Fire Name	1. Fire Name	1. Fire Name	1. Fire Name
2. Fire No. / 3. Unit Code	2. Fire No. / 3. Unit Code	2. Fire No. / 3. Unit Code	2. Fire No. / 3. Unit Code
4. Fire Location / 5. State	4. Fire Location / 5. State	4. Fire Location / 5. State	4. Fire Location / 5. State
6. Firefighter Classification / 7. Rate	6. Firefighter Classification / 7. Rate	6. Firefighter Classification / 7. Rate	6. Firefighter Classification / 7. Rate
8. Date and Time a. Year ____	8. Date and Time a. Year ____	8. Date and Time a. Year ____	8. Date and Time a. Year ____
Mo. b. / Day c. / Start d. / Stop e. / Hours f.	Mo. b. / Day c. / Start d. / Stop e. / Hours f.	Mo. b. / Day c. / Start d. / Stop e. / Hours f.	Mo. b. / Day c. / Start d. / Stop e. / Hours f.
9. Total Hours →	9. Total Hours →	9. Total Hours →	9. Total Hours →
10. Gross Amount (item 7 x item 9) →	10. Gross Amount (item 7 x item 9) →	10. Gross Amount (item 7 x item 9) →	10. Gross Amount (item 7 x item 9) →
11. Inclusive Dates →	11. Inclusive Dates →	11. Inclusive Dates →	11. Inclusive Dates →
12. Time Officer's Signature	12. Time Officer's Signature	12. Time Officer's Signature	12. Time Officer's Signature
13. Date Signed	13. Date Signed	13. Date Signed	13. Date Signed

21. SHOW "H" FOR HAZARD PAY AND "E" PLUS % FOR ENVIRONMENTAL DIFFERENTIAL IN THE "HOURS" COLUMN FOR REGULAR EMPLOYEES.

A. Comm. BO 2800	B. Rate	C. Miles*/ Hours	D. Accounting Classification (a)	(b)	(c)	E. Object Class (a)	(b)	(c)	F. Amount

Gross Salary or Equip. Rental *

23. Remarks

NOTE: The above items are correct and proper for payment from available appropriations.

Gross Earning | Comm. Deduct. | Net Earning

25. Employee (Signature) | 26. Time Officer (Signature)

22. Commissary Record

a. Date	b. Item	c. Amount
Total →		

24. ADO Check Number and Stamp

*Equipment rentals must be supported with OF-294 and OF-297.

NSN 7540-01-124-7833

OPTIONAL FORM 288 (Rev. 3/83)
USDA/USDI
50288-102

COPY 1 - FILE COPY

NEW RMP INVOICE REQUEST FORMS ARE BEING REVISED.
PLEASE USE CURRENTLY AVAILABLE REIMBURSEMENT REQUEST FORMS.

BELOW IS AN EXAMPLE OF PROPOSED FORM ONLY.

Updated: 6/6/2022

BILL TO

District
Address
Phone
Fax

Fire Name
Fire Number
RO #
Invoice Date
Invoice Submitted
Mileage Rate $0.45

REMIT TO

Remit To Name
Remit To Address
Remit To TIN
Remit To SHARE ID:
Cooperator
JPA/MOA #:

Forestry Division Invoice No.

Fiscal Agent Invoice No.

	Date	Equipment Total	Personnel Total	Meals	Hotels	Additions	Subtractions	Daily Total
1		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
3		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
5		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
6		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
9		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
10		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
11		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
12		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
13		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
14		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
15		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
16		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
17		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
18		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
19		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
20		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
21		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
22		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
23		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
24		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
25		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
26		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
27		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
28		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
29		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
30		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
31		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
							INVOICE TOTAL:	$0.00

FIRE DEPARTMENTS FISCAL AGENT APPROVAL SIGNATURE | FISCAL AGENT NAME | DATE

DISTRICT FORESTER APPROVAL | DISTRICT FORESTER NAME | DATE

Initial Attack	IA Jurisdiction	Who dispatched to fire?	Initial or Revised Reimbursement

☐ Invoice attached and signed
☐ All OF-288's are attached (Personnel Invoices)
☐ All OF-286's are attached (Equipment Invoices)
☐ All CTR's attached
☐ All shift tickets attached
☐ All applicable RMP Agreements
☐ All receipts attached
☐ Resource Order attached

Page 1 of 1

Printed: 11/21/2022

OFFICIAL DOCUMENT FOR EXTENDED WORK SHIFT AND/OR DEVIATION FROM 2:1 WORK REST POLICY

Date:	Incident Number:	Incident Name:	Unit:
Incident Type:	Operational Period:	Incident commander:	IC Type (1-5)

JUSTIFICATION	JUSTIFICATION
Name of Individual(s) or Crew:	
Describe the situation(s) that caused the work shift(s) to exceed 16 hours and provide justification(s). (See reverse for examples)	
Date:	Hours in excess of 16

MITIGATION MEASURES

1. Describe what you did to mitigate the excess hours above (see *NWCG Standards for Interagency Incident Business Management*, PMS 902, work/rest policy on the reverse)

2. Date standard 2:1 work/rest restored.

SIGNATURE OF INCIDENT SUPERVISOR		
NAME:	TITLE:	DATE:
SIGNATURE OF AGENCY ADMINISTRATOR, INCIDENT COMMANDER OR DUTY OFFICER		
NAME:	TITLE:	DATE:

OFFICIAL DOCUMENT FOR EXTENDED WORK SHIFT–SAMPLE
AND/OR
DEVIATION FROM 2:1 WORK REST POLICY

JUSTIFICATION–EXAMPLES OF SITUATIONS CAUSING EXTENDED SHIFTS

Travel time not administratively controllable.
Mobilization and travel of resources to incident location or relocation to incident facilities.
Establishing and maintaining administrative, planning, logistical support for incident.
Evacuation, triage, structure protection, or emergency rescue.
Establishing initial control lines of the fire
Extended attack efforts to control potentially devastating incident activity.
Incident unable to provide personnel with adequate food and lodging.
Other/ Additional.

MITIGATION MEASURES

NWCG Standards for Interagency Incident Business Management
Work/Rest Guidelines: Work/rest guidelines should be met on all incidents. Plan for and ensure that all personnel are provided a minimum 2:1 work to rest ratio (for every 2 hours of work or travel, provide 1 hour of sleep and/or rest).

Work shifts that exceed l6 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 situations where this does occur (for example, initial attack), incident management personnel will resume 2:1 work/rest ratio as quickly as possible.

GLOSSARY

Apparatus: A fire engine or other vehicle designed and equipped for fire suppression work.

Check-in: The required procedure by which resources, upon their arrival at an incident, are determined to be qualified and are properly documented for use at the incident.

Commissary: A method for providing personal provisions, supplies, or equipment for individual firefighters on an incident. Needed items are issued to the firefighter, and the cost of the items deducted from their pay.

Demobilization: A procedure that includes planning and scheduling the release of a resource from an incident, the completion of all necessary documentation, and the return travel to the home jurisdiction of the resource.

Drop Tank: Lightweight portable folding tank that is deployed on the ground and used to hold water. Typical capacities range from 500 gallons to 3,000 gallons. Drop tanks are standard equipment on structural water tenders.

Equipment: Implements or machinery employed in firefighting, including but not limited to pumps, radios, and chainsaws.

Expendable Supplies: Items such as first aid supplies, hoses, adapters, personnel protective equipment, and hand tools that are used on an incident and expected to be restocked.

Forestry Division: A division of the State of New Mexico, Energy, Minerals, and Natural Resources Department, whose responsibilities include prevention and suppression of wildfires on all non-federal and non-municipal lands within the state. The Forestry Division maintains local offices in each of six districts across the state.

GPM: Abbreviation for “gallons per minute”; a standard measurement of water flow and output capacity of pumps.

Incident: An occurrence which requires action by qualified resources to prevent or minimize loss of life or damage to property; primarily used within this document to refer to a wildland or wildland/urban interface fire.

Incident Command System: A standardized on-scene emergency management concept specifically designed to allow its users to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. The system referred to in this document is the National Interagency Incident Management System (NIIMS) Incident Command System (ICS). The NIIMS ICS was developed by the National Wildfire Coordinating Group and has become the national standard. In New Mexico, NIIMS ICS has been designated for use on all interagency incidents.

Incident Commander: The individual who has been delegated responsibility, by the agency or agencies with jurisdiction, for the management of all incident operations at the incident site.

Interagency Dispatch Center: Formerly known as "Zones". A defined geographic area within which there is coordination and sharing of resources between agencies that have wildfire responsibility. The boundaries of a dispatch center are established based on logical sources and movement of resources within the zone. Commitment of resources within the zone is coordinated by a dispatch office now referred to as the Interagency dispatch center. There are five centers within New Mexico that are referred to in this RMP.

Interface: see "*Wildland/Urban Interface"*

Joint Powers Agreement (JPA) or Memorandum of Agreement (MOA): A cooperative agreement that establishes a contractual relationship between government bodies. In New Mexico, Joint Powers Agreements are specifically authorized and regulated by state law (NMSA 1978, Sections 11-1-1 through 11-1-17).

LDH: An abbreviation for "large diameter hose". In the fire service, this is typically used to refer to hose that is three inches in diameter or larger.

Local Government Fire Department: An organization created by local government and delegated responsibility for control, suppression, and prevention of fires within the jurisdiction of the local government. Local government fire departments are primarily trained and equipped for structural fire operations. In New Mexico, local government receives supplemental funding from the State for qualifying local government fire departments, under the "Fire Protection Fund Act".

Manifest: A list of all supplies and equipment carried on any specific fire apparatus.

Mobilization: The assembling of requested and qualified resources, their departure from their home station, and their arrival and check-in at an incident.

NFPA: The **"National Fire Protection Association"** is a multidisciplinary organization that provides technical, educational, and statistical information for fire prevention and safety, and develops and publishes fire safety codes collectively known as "The National Fire Codes". Several specific NFPA codes are referenced in this document.

NWCG: The **"National Wildfire Coordinating Group"** is made up of top fire managers from federal and state agencies that have wildfire responsibility, and promotes interagency cooperation, coordination, and standardization. A number of NWCG standards and publications are referenced in this RMP.

Position Task Books (PTBs): A compilation of all the critical tasks required of any specific job function (position). The NWCG publishes a specific PTB for each position within the ICS qualification system. The PTB provides for the documentation of task performance under qualified supervision and becomes a legal record of the qualification process.

PPE: An abbreviation of "Personal Protective Equipment", which for a wildfire incident is made up of the fire-resistant clothing, hard hat, boots, and fire shelter that are intended to protect the individual firefighter from the typical hazards of the environment.

Qualified Resource: A resource meeting or exceeding the minimum standards described in the New Mexico Resource Mobilization Plan, and those NWCG and NFPA standards referenced in the RMP.

Red Card: An identification card listing ICS positions that the bearer has qualifications and agency certification to perform. It is used at the time of check-in to document that the resource is qualified to perform in the position that was requested.

Requested Resource: As used in the RMP, a resource that has been specifically requested by EMNRD, Forestry Division for use on an incident and has been documented by a resource order.

RMP: Abbreviation for "Resource Mobilization Plan". As used in this RMP, it is a reference to the New Mexico Resource Mobilization Plan, which is authorized by, and a companion document to, Joint Powers Agreements/Memoranda of Agreement between EMNRD and local governments.

SCBA: Abbreviation for "self-contained breathing apparatus", which is part of the standard personal protective equipment for structural firefighters.

Single Resource Boss: The title of a person who is qualified under ICS to supervise a single resource, such as an engine or a handcrew.

Strike Team: A standard number of the same kind and type of resources organized into a single unit, having common communications, and supervised by a single leader. For example, a Strike Team of Engines is five engines of the same type under the supervision of a Strike Team Leader.

Task Force: A task force is made up of a combination of resources of different kind or type, all having common communications capabilities, and under the supervision of a single leader. An example of a Task Force might be a combination of three Type 1 Engines and a Water Tender, or a combination of engines and handcrews.

USDA: The United States Department of Agriculture. The agency within the USDA with wildfire responsibility is the Forest Service.

USDI: The United States Department of the Interior. Agencies within the USDI with wildfire responsibility include the Bureau of Land Management (BLM), the Bureau of Indian Affairs (BIA), the National Park Service (NPS), and the Fish and Wildlife Service.

Wildland/Urban Interface: A term broadly applied to include areas adjacent to wildlands, structures next to and within wildlands, and any area where wildlands and the interests, activities, and developments of man come together.

For more *National Wildfire Coordinating Group (NWCG)* Glossary of Wildland Fire Terminology go to: https://www.nwcg.gov/glossary/a-z.