

STATE OF NEW MEXICO
ENERGY, MINERALS and
NATURAL RESOURCES DEPARTMENT
FORESTRY DIVISION

**2020 - 2021
RESOURCE
MOBILIZATION GUIDE**

**MOBILIZATION GUIDE
FOR USING NEW MEXICO FIRE
DEPARTMENTS ON
WILDLAND FIRE INCIDENTS**



Photo Courtesy of Village of Angel Fire - Fire Department
RMP update June 2020



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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.

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 the past fire seasons.

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, October 2019*.

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** or **NFPA 1906** 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 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 more fully described in the *PMS 310-1, Wildland and Prescribed Fire Qualification System Guide, latest version* available at <https://www.nwcg.gov/sites/default/files/publications/pms310-1.pdf>.

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 Association (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 of instructor-led, not web-based training. The annual refresher must meet the objectives described in the current *PMS 901-1, NWCG Field Managers Course Guide* (<https://www.nwcg.gov/sites/default/files/memos/eb-m-10-019a.pdf>).

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/sites/default/files/publications/pms310-1.pdf>.

Safety:

All personnel are required to use approved Personal Protective Equipment (PPE) as described in the *PMS 210, Wildland Fire Incident Management Field Guide* is available at: <https://www.nwcg.gov/sites/default/files/publications/pms210.pdf>.

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 their red card and allows them 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 their 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 “Work Capacity Test Administrators Guide” for further details on pack test administration and implementation: <https://www.fs.usda.gov/managing-land/fire/safety/wct>.

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 except for Engine Operator which is a U.S. Department of the Interior, Bureau of Land Management (BLM) position recognized by the Forestry Division. For positions not listed below, refer to the *PMS 310-1, Wildland and Prescribed Fire Qualification System Guide* available at <https://www.nwcg.gov/sites/default/files/publications/pms310-1.pdf>.

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/sites/default/files/products/agency-taskbooks/enop.pdf>.

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. Appendix A of the Current Year PMS 310-1 indicates the specific NIMS training requirements by position. These changes will be implemented in conjunction with the October 2017 PMS 310-1 update. Please 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Satisfactory performance as a FFT2 • Satisfactory completion of FFT1
REQUIRED TRAINING	<ul style="list-style-type: none"> • RT-130 Annual Fireline Safety Refresher • S-131 Firefighter Type 1
OTHER TRAINING	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Satisfactory performance as a FFT2 • Satisfactory completion of FFT1 and ENOP Position Task Books
REQUIRED TRAINING	<ul style="list-style-type: none"> • RT-130 Annual Fireline Safety Refresher • S-131 Firefighter Type 1 • S-211 Portable Pumps and Water Use
OTHER TRAINING	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Satisfactory performance as Advanced Firefighter/Engine Operator (ENOP) • Satisfactory completion of ENGB Position Task Book
REQUIRED TRAINING	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Satisfactory performance as a FFT2 • Satisfactory completion of ICT5 Position Task Book
REQUIRED TRAINING	<ul style="list-style-type: none"> • RT-130 Annual Fireline Safety Refresher • ICS-200 ICS for Single Resources and Initial Action Incidents • S-131 Firefighter Type 1
OTHER TRAINING	<ul style="list-style-type: none"> • S-211 Pumps and Water Use • S-212 Chainsaw Operator
PHYSICAL FITNESS LEVEL	Arduous
Incident Commander Type 4 (ICT4)	
PREREQUISITE EXPERIENCE	<ul style="list-style-type: none"> • Satisfactory performance as any Single Resource Boss (ENGB, CRWB, etc.) • Satisfactory completion of ICT4 Position Task Book
REQUIRED TRAINING	<ul style="list-style-type: none"> • RT-130 Annual Fireline Safety Refresher • S-200 Initial Attack Incident Commander
OTHER TRAINING	<ul style="list-style-type: none"> • S-219 Firing Operations • S-215 Fire Operations in the Urban Interface
PHYSICAL FITNESS LEVEL	Arduous
Strike Team Leader – Engine (STEN)	
PREREQUISITE EXPERIENCE	<ul style="list-style-type: none"> • Satisfactory performance as any Single Resource Boss (ENGB, CRWB, etc.) • Satisfactory completion of STEN Position Task Book
REQUIRED TRAINING	<ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> • S-330 Task force/Strike Team Leader
OTHER TRAINING	<ul style="list-style-type: none"> • L-380 Fireline Leadership • S-336 Tactical Decision Making in Wildland Fire
PHYSICAL FITNESS LEVEL	Moderate
Division/Group Supervisor (DIVS)	
PREREQUISITE EXPERIENCE	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • RT-130 Annual Fireline Safety Refresher • S-339 Division/Group Supervisor • S-390 Introduction to Wildland Fire Behavior Calculations
OTHER TRAINING	<ul style="list-style-type: none"> • L-381 Incident Leadership
PHYSICAL FITNESS LEVEL	Arduous
Structure Protection Specialist (STPS)	
PREREQUISITE EXPERIENCE	<ul style="list-style-type: none"> • Satisfactory performance as a DIVS and STPS or ICT3 and STPS
REQUIRED TRAINING	<ul style="list-style-type: none"> • Annual Fireline Safety Refresher (RT-130)
OTHER TRAINING	<ul style="list-style-type: none"> • None
PHYSICAL FITNESS LEVEL	Moderate
Line Qualified EMT/Paramedic	
PREREQUISITE TRAINING	<ul style="list-style-type: none"> • New Mexico licensure as EMT-B, EMT-1 or EMT-P • Satisfactory performance as a FFT2 or higher operations position
REQUIRED TRAINING	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 1. 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.

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 E.

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.

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.

**NEW MEXICO RESOURCE MOBILIZATION PLAN
FOR WILDLAND FIRE INCIDENTS**

2020-2021

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
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 Car to Car	N	159.225	Unit to unit travel and logistics
4	Albuquerque Dispatch	N	170.525	Interagency Dispatch Contact
5	Gila/Las Cruces Dispatch (North)	N	169.975	Interagency Dispatch Contact
6	Gila/Las Cruces Dispatch (South)	N	169.175	Interagency Dispatch Contact
7	Taos Dispatch	N	169.175 170.500 tone 103.5	Interagency Dispatch Contact
8	Alamogordo Dispatch Office	N	169.175 170.500 tone 103.5	Interagency Dispatch Contact
9	Santa Fe	N	172.300	Interagency Dispatch Contact
10	R3 Tac 1	N	167.5500	Taos and Alamogordo Dispatch IA
11	R3 Tac 2	N	168.6750	Gila and Santa Fe Dispatch IA
12	R3 Tac 3	N	168.7750	Albuquerque Dispatch IA
13	ICS Calling	N	168.3500	Itinerant & Camp
13	Air-to-Ground	N	1) A/G 62 169.3625 PRIMARY 2) A/G 53 168.4875 PRI 3) A/G 56 1608.6625 PRI 4) A/G 20 168.1750 PRI 5)A/G 46 167.7000 Tone 110.9 TX/RX PRI	1) Santa Fe Dispatch A/G 51 168.3125 Secondary 2) Albuquerque Dispatch A/G 51 168.0125 SEC 3) Taos Dispatch a/g 27 166.8250 SEC 4) Alamogordo Dispatch A/G 25 168.7500 SEC 5) A/G 56 168.6625 ALTERNATE #3 Gila-Las Cruces Dispatch A/G 62 169.3625 , A/G 60 169.1250 Tone 110.9 TX/RX ALTERNATE #3

14	Air-to-Ground	N	“	“ (note 1)
15	Air-to-Ground	N	“	“ (note 1)
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. 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 PMS 210-1, *Wildland Fire Incident Management Field Guide*. 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
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. Support Tender operators are not required to pass the work capacity test. They are required to participate in the annual refresher training. They must maintain a CDL with tank endorsement or a NM Class E license.
5. Tactical Tender operators are required, at a minimum, to be qualified current as ENGB and maintain a CDL with tank endorsement or a NM Class E license.

Hose and Appliance Connections:

There are a wide variety of threaded fitting patterns and connector types in use by various structural and wildland agencies. In order 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/ Inceaser	1	1" NPSH-F to 1" NH-M adapter	0003
	1	1" NH-F to 1" NPSH-M adapter	0004
	2	1½" NH-F to 1" NPSH-M reducer	0010
	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 F.

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 *New Mexico PRC Standards for Medical Rescues and Ambulances, 18 NMAC 4.2*. 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 in order 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 and type;
- 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.

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, they 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. Driver shall drive only if they have had at least eight consecutive hours off duty before beginning shift. No travel will take place after 10:00 pm or before 5:00 am.
- 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.
- 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 G - 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 cooperater 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.

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: ADMINISTRATIVE 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:

State of New Mexico Emergency Employees:

The Forestry Division may hire career firefighters employed by a local government fire department, but on approved leave, and volunteer firefighters as emergency employees of the State of New Mexico upon mobilization to the incident. See exception for EMTs on page 16.

To be eligible as a Forestry Division emergency employee, potential employees must be a qualified resource and complete State of New Mexico personnel forms. Employment forms may be filled out at the local Forestry Division district office prior to **May 1st**. Employment forms include but are not limited to:

- *New Mexico State Personnel Personal Data Sheet, SPB Form 3, 11/25/88 (no substitutes);*
- *Employee Withholding Certificate, W-4;*
- *Request for Taxpayer Identification Number Verification, W-9;*
- *Employment Eligibility Verification, I-9 INS; and*
- *AD Staffing Plan Forms.*

Emergency employees will be individually reimbursed as state employees. Emergency employees the Forestry Division employs will be covered under the Worker's Compensation Program for state employees. Employment is on a per incident basis and does not include additional benefits or privileges beyond the incident.

Local Government Employee:

Career firefighter employees may choose to remain employees of the local government during the incident. The Forestry Division will reimburse the local government for such employees. Local government career firefighter employees will at all times remain covered under local government employee benefits, including worker's compensation.

Personnel Reimbursement Rates:

The cost to a local government for the use of a local government fire department's career firefighter employees under this RMP will be reimbursed based on the hours worked on the incident, at the employee's pay rate, including overtime and benefits.

Emergency employees will be reimbursed by the Forestry Division based on the current "U.S. Forest Service Administrative Determination (AD) Pay Plan for Emergency Workers (Casuals) for Firefighters" published in the Interagency *Incident Business Management Handbook*, <https://www.nwcg.gov/sites/default/files/committee/docs/ibc-id-5109.34-2019-1-sec13.6-ad-pay-plan-usfs.pdf>. These rates are published in April of each year. These pay rates are based on an employee's qualifications and job function at the incident. Pay rates are based on a flat rate per hour. No benefits such as sick leave, annual leave, or retirement are provided. There is no premium (overtime) pay for work over eight hours per day or 40 hours per week, or for work on evenings, Sundays, holidays, or in hazardous situations. State, local, and federal income and FICA taxes are automatically withheld from reimbursement checks. W-2 statements are prepared at the end of the year and sent to the employee for tax reporting.

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

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.

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 in excess of three hours during travel or time spent eating, 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.

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 2.42.2, Regulations Governing the Per Diem and Mileage Act. All reimbursement requests must be submitted within 30 days of return or they may not be paid.

For New Mexico emergency employees, the Forestry Division or the incident may provide for transportation and travel. Lodging may be provided whenever it is practical and necessary; however, typical conditions on an incident are equivalent to camping. Tents and warm sleeping bags shall be considered part of the employee's personal equipment, although the incident may sometimes provide them. Personnel shall plan on being self-sufficient during travel. Reimbursement for incidental meals or lodging will be made only with the attachment of actual receipts to an EMNRD Itemized Schedule of Expenses. Each person must provide **individual ITEMIZED receipts** for his or her actual expenses. For additional information on what is allowed, see Travel Reimbursement Guidelines in Appendix G.

Local government employees may also 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 his or her 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://www.nwcg.gov/sites/default/files/publications/pms210.pdf>.

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:

New Mexico emergency employees shall be individually reimbursed as state employees from their mobilization until their demobilization. **Only individuals specified on resource orders will be paid.**

New Mexico emergency employees' personnel time reports will be processed directly by the local Forestry Division district office after the incident. Original time sheets and a copy of the resource order must be turned in to the local Forestry Division district office before the end of each pay period. Requests submitted later may not be paid.

The local government will be reimbursement for all regular pay, including benefits, overtime, travel, and per diem for its career firefighter employees from their mobilization until their demobilization, consistent with the personnel policies of the local government.

Local government career firefighter employee reimbursement requests must be submitted to the local Forestry Division district office within 45 days of demobilization. Requests submitted later will not be paid.

Reimbursement requests must include the original approved timesheets and a copy of the resource order for documentation. Reimbursement requests must be itemized on an RMP invoice.

Worker's Compensation:

The Forestry Division will not hire career firefighter employees who choose to remain 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.

Emergency employees the Forestry Division employs will be eligible as state employees for worker's compensation coverage. However, reporting an injury or illness does not automatically qualify an employee for worker's compensation benefits. Filing and processing claims will be in accordance with state law (NMSA 1978, Section 52-1-1 *et seq.*), and rules adopted by the General Services Department (11.4.1 NMAC *et seq.*) and EMNRD policy. Claims are coordinated through the Forestry Division. The New Mexico General Services Department, Risk Management Division, oversees the insurance carrier and claims process.

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.

Employee Responsibilities:

- seek medical attention as soon as possible.
- notify supervisor immediately of any injury and complete *Notice of Accident Form: WCA form NOA-(1/91)*;
- identify any witnesses to the injury/accident;
- while on leave, contact supervisor on a weekly basis; and
- complete required forms and submit no longer than 15 days, signed and witnessed as necessary.

Supervisor Responsibilities:

- assist employee in seeking medical attention;
- assist injured employee in completing the *Notice of Accident Form: WCA form NOA-(1/91)*;
- if accident resulted in no reported injury, follow up to ensure there is no reversal of injury status;
- notify the appropriate incident sections/units and the nearest Forestry Division district office (Forestry Division will advise EMNRD Human Resources Bureau or the responsible local government);
- assist employee in submitting appropriate forms; and
- conduct an investigation of each accident and prepare reports; *Employer's First Report of Injury or Illness Form: NM WCA E1.2 (07/02)*, Crash Investigation SH 10074 revised 3/16/2014 E92809. This may be completed by the incident or local Forestry Division district office.

Forestry Division Responsibilities:

- ensure compliance with return to work policies;
- serve as the worker's compensation liaison with the EMNRD Human Resources Bureau; and
- serve as liaison with local government.

Worker's Compensation Forms:

Updated and electronic forms can be found here: <https://workerscomp.nm.gov/NMWCA-Forms>.

The following forms are a few of the most common worker's compensation forms that need to be filed by the employee and/or supervisor. Additional forms may be required depending on the nature of the injury/illness. Additional information and forms can be found here: <https://workerscomp.nm.gov/Information-for-Workers> or <https://workerscomp.nm.gov/WCA-eServices>.

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- Notice of Accident Form: Form NOA-1 (11/18);
 - Employer's First Report of Injury or Illness Form: NM WCA E1.2 (07/02);
 - Workers' Compensation Claim Explanation Form: RMDWC4.FRM;
 - Workers' Compensation Benefits Explanation Form;
 - Risk Management Division Doctor Visit/Modified Work Assignment Form: RMDWC1.RFM (10/93);
 - Workers' Authorization for Disclosure of Protected Health Form: WCA Mandatory Forms 11.4.4.9-NMAC (2/19);
 - NMHSD Authorization to Release or Obtain Health Information (MAD 093 Revised 3/17/14);
 - 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; and
 - *EMNRD Accident/Injury Photo Sheet*: Photos must be taken to substantiate accident/injury and provide information for prevention.

All Accident/Incident/Worker's Compensation forms can be found in Appendix C.

Equipment:

All equipment assigned to an incident **must** be documented on a Resource Mobilization Rate Sheet. 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 is in excess of 50 miles on any normal working day at the rates 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.**

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).

RMP Equipment Reimbursement Rates 2020 - 2021

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

**NEW MEXICO RESOURCE MOBILIZATION PLAN
FOR WILDLAND FIRE INCIDENTS**

2020-2021

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	\$28.00 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		\$165/day *5 .46/mile *6	None	None		
Command Vehicle *4		\$53.90/day *5 .46/mile *6	None	None		
Passenger Vehicle *4		\$29.70/day *5 .46/mile *6	None	None		
ATV and 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	--	

- *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.nwccg.gov/sites/default/files/publications/pms902.pdf> or <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 in excess of 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.

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 Form OF-286.*

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.*

Equipment Travel and Transport:

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:

- *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 New Mexico 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)

Mary Stuever (575) 588-7831 Office
District Forester (575) 588-7333 Fax
HC 75, Box 100 mary.stuever@state.nm.us
Chama, New Mexico 87520

CIMARRON DISTRICT (NMS-N2S)

Arnie Friedt (575) 376-2204 Office
District Forester (575) 376-2384 Fax
P.O. Box 5 arnie.friedt@state.nm.us
Ute Park, New Mexico 87749

SOCORRO DISTRICT (NMS-N3S)

John Dickey (575) 835-9359 Office
District Forester (575) 835-9452 Fax
1701 Enterprise john.dickey@state.nm.us
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@state.nm.us
Las Vegas, New Mexico 87701

CAPITAN DISTRICT (NMS-N5S)

Nick Smokovich (575) 354-2231 Office
District Forester (575) 354-3052 Fax
P.O. Box 277 nick.smokovich@state.nm.us
Capitan, New Mexico 88316

BERNALILLO DISTRICT (NMS-N6S)

Todd Haines (505) 867-2334 Office
District Forester (505) 867-2225 Fax
5105 Santa Fe Hills Blvd. NE todd.haines@state.nm.us
Rio Rancho, New Mexico 87144

SANTA FE OFFICE (NMS-N9S)

Donald Griego
Deputy Director of Fire
1220 South Saint Francis Drive
Santa Fe, New Mexico 87504

(505) 476-3349 Office
(505) 476-3330 Fax
donald.griego@state.nm.us

Vernon Muller
State Fire Management Officer
1220 South Saint Francis Drive
Santa Fe, New Mexico 87504

(505) 476-3370 Office
(505) 476-3330 Fax
vernonj.muller@state.nm.us

Eugene Pino
State Assistant Fire Management Officer/
RMP Coordinator
1220 South Saint Francis Drive
Santa Fe, New Mexico 87505

(505) 476-3348 Office
(505) 476-3330 Fax
eugene.pino@state.nm.us

Robert Brown
Fire Staff
1220 South Saint Francis Drive
Santa Fe, New Mexico 87505

(505) 476-3350 Office
(505) 476-3330 Fax
robert.brown@state.nm.us

DIRECTORY OF NEW MEXICO INTERAGENCY DISPATCH CENTERS

ALBUQUERQUE INTERAGENCY DISPATCH CENTER

James Anzalone (505) 346-2660
Dispatch Center Manager (505) 346- 3911 Fax
2113 Osuna Road NE, Suite A (505) 346-2660 24 Hours
Albuquerque, New Mexico 87113-0001
nmabc01.dispatch@usda.gov

SILVER CITY INTERAGENCY DISPATCH CENTER

Juan Ortiz (575) 538-5371
Dispatch Center Manager (575) 388-8359 Fax
3005 E. Camino del Bosque (800) 538-1644 24 Hours
Silver City, New Mexico 88061
nmsdc@firenet.gov

ALAMOGORDO INTERAGENCY DISPATCH CENTER

Nicole Finch (575) 437-2286
Dispatch Center Manager (575) 437-7908 Fax
3500 Airport Rd., Box 10 (877) 695-1663
Alamogordo, New Mexico 88310 or (877) 695-1663 24 Hours
nmadc@firenet.gov

SANTA FE INTERAGENCY DISPATCH CENTER

Vacant (505) 438-5600
Dispatch Center Manager (505) 424 -8457 Fax
11 Forest Lane (505) 438-5600 24 Hours
Santa Fe, New Mexico 87508
nmsfc01dispatch@usda.gov

SOUTHWEST COORDINATION CENTER (SWCC)

Kenan Jaycox (505) 842-3473 Office
Center Manager (505) 842-3801 Fax
333 Broadway S.E. (505) 842-3473 24 Hours
Albuquerque, New Mexico 87102
kenan.jaycox@usda.gov

TAOS INTERAGENCY DISPATCH CENTER

Claren Martinez Cell: (575) 758-6354 (575) 758-6354
Dispatch Center Manager (575) 758-6207 Fax
208 Cruz Alta Road (Mailing Address) (575) 758-6208 24 Hours
105 Albright St., Suite U (Physical Address)
Taos, New Mexico 87571
pdl_romeo3_Taos_Dispatch_Center@usda.gov

CHAPTER 6: PARTICPATING ENTITIES

- Albuquerque, City of
- Angel Fire, City of (Angel Fire-Fire Dept.)
- Apache Creek
- Bernalillo County Fire and Rescue
- Carlsbad, City of
- Cimarron, Village of (Cimarron Volunteer Fire Department)
- Colfax, County of (Philmont VFD, Vermejo VFD, and Miami VFD)
- Corrales, Village of
- Elephant Butte, City of
- Espanola, City of
- Farmington, City of
- Grant, County of
- Las Vegas, City of
- Lincoln, County of
- Maxwell, Village of (Maxwell Fire Dept.)
- Mora, County of
- Moriarty, City of
- 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 DEPARTMENT, 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 Brian Fox, Wildland Coordinator
Cell Phone: (505) 452-7406
Office Phone: (505) 768-9319

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:

John Murtagh, Chief
Cell Phone: (505) 603-0416
Email: Jmurtagh@angelfiren.m.gov

Chris Hansen, Wildland Coordinator
Cell Phone: (575) 999-5797
Email: chansen@angelfiren.m.gov
Website: wildland@angelfiren.m.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 TacTX: 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 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:

Nathan Miller, Wildland Coordinator
Cell Phone: (505) 250-7844
Office: (505) 468-1364
Email: nmiller@bernco.gov

Danny Valenzuela, Division Chief Logistics
Office Phone: (505) 468-1337
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

Brian Mendoza, Assistant Chief
Cell Phone: (575) 302-9638
Office Phone: (575) 885-3125
Email: bkmendoza@cityofcarlsbadnm.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

CIMARRON, VILLAGE OF

Local Government – Vendor Name and Address:

Village of Cimarron
P.O. Box 654
Cimarron, NM 87714

County: Colfax

Forestry Division District: Cimarron

Dispatch: Taos Interagency Dispatch Center

NM-RMP Local Government Contact:

Anthony Martinez, Chief
VFD Phone: (575) 376-2271
Contact Phone: (575) 447-2661 cell
Email: amartinez08161953@gmail.com

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

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

ELEPHANT BUTTE, CITY OF

Local Government – Vendor Name and Address:

Elephant Butte Fire Department
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:

Toby Boone, Chief
Phone: (505) 270-9741

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

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:

Eric Tafoya, Deputy Chief
Cell Phone: (505) 747-6022
Email: eatafoya2@espanolanm.gov

Emery Baca, Wildland Coordinator
Office Phone: (505) 747-6070
Home Phone: (505) 684-2206
Cell Phone: (505) 423-2930
Pager Number: (505) 529-2653
Office Fax: (505) 747-6084
Email: ebespdf67@hotmail.com

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:

Wildland Coordinator:

Duane Bair 505-793-7620

Email: dbair@firenet.org

Deputy Chief of Administration:

Robert Sterrett 505-320-5852

Email: rsterrett@firenet.org

Hi

Tom Miller: (505) 360-0880

Email: tmiller@firenet.org

Fire Department Contact Information:

Mailing Address: Same as Above

Emergency Phone: 911

Fire Department Phone: (505) 599-1430

Fire Department Fax: (505) 327-6353

Dispatch Phone: (505) 334-6622

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:

Gilbert Helton, Emergency Management Coordinator
Office Phone: (575) 374-0004
Home Phone: (575) 388-4768
Cell Phone: (575) 313-3221

Fire Department Contact Information:

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

Fire Department Equipment Resources:

SEE RATE SHEET

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:

Billy Montoya, Chief
Cell Phone: (505) 429-4169
Office Fax: (505) 425-1631
bmontoya@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

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

MORA COUNTY FIRE DEPARTMENT

Local Government – Vendor Name and Address:

Mora, County of
P.O. Box 580
Mora, NM 87732

County: Mora

Forestry Division District: Las Vegas

Dispatch: Santa Fe Interagency Dispatch Center

NM RMP Local Government Contact:

David Montoya, Fire Administrator
moracountyfire@gmail.com

Fire Department Contact Information:

Mailing Address Same as Above
Street Address: Same as Above

Emergency Phone: (575) 387-2222
Dispatch Phone: (575) 387-2222
Fire Dept. Office Phone: (575) 387-6932
Fire Department Fax: (575) 387-9022

Fire Department Radio Frequencies:

Mora Fire: TX: 155.835, CG: None; RX 155.880

Fire Department Equipment Resources:

SEE RATE SHEET

MORIARTY FIRE DEPARTMENT, CITY OF

Local Government – Vendor Name and Address:

Moriarty Fire Department, City Of
201 Broad Way
Moriarty, NM 87035

County: Torrance

Forestry Division District: Bernalillo

Dispatch: Albuquerque Interagency Dispatch Center

NM RMP Local Government Contact:

Todd A. Hart, Fire Chief
Cell: (505) 269-8653
Email: thart@moriantynm.gov

Fire Department Contact Information:

Mailing Address: P.O Box 130
Moriarty, NM 87035

Street Address: 201 Broadway

Emergency Phone: 911
Dispatch Phone: (505) 384-2705
Fire Dept. Office Phone: (505) 832-4301
Fire Department Fax: (505) 832-9724

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:

Chris Espinoza, Chief
Contact Phone:
Cell Phone: (575) 447-7910
Work Cell Phone: (575) 707-8545
Email: cespinoza@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: (575) 533-6288

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:

Marc Sandoval, Wildland Coordinator
BC Cell: (505) 235-5711
Cell Phone: (505) 270-2142
Office Fax: (505) 891-5208

Robert Bacon, Assistant Wildland Coordinator
BC Cell: (505) 235-5711
Cell Phone: (505) 350-2967
Office Fax: (505) 891-5208

Second Contact
D. Patterson
Cell: (505)975-8966

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:

Cody Thetford, Fire Chief
Office Number: (575) 257-4116
Cell Phone: (575) 937-6110
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
aduran@co.sanmiguel.nm.us

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:

Greg Gallegos, Wildland Superintendent
Office Phone: (505) 955-3901
Home Phone: (505) 473-2290
Cell Phone: (505) 231-3163
Email: gdgallegos@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:

The Type 1 engine is only available within 100 miles of Santa Fe.

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.

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

Chris Cote
HC 81 Box 644
Questa, NM 87556
Contact Phone: (575) 779-5937
Email: latircote@gmail.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:

Brian Culp, Fire Chief
Office Phone: (505) 866-2040
Cell Phone: (505) 573-1704
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:

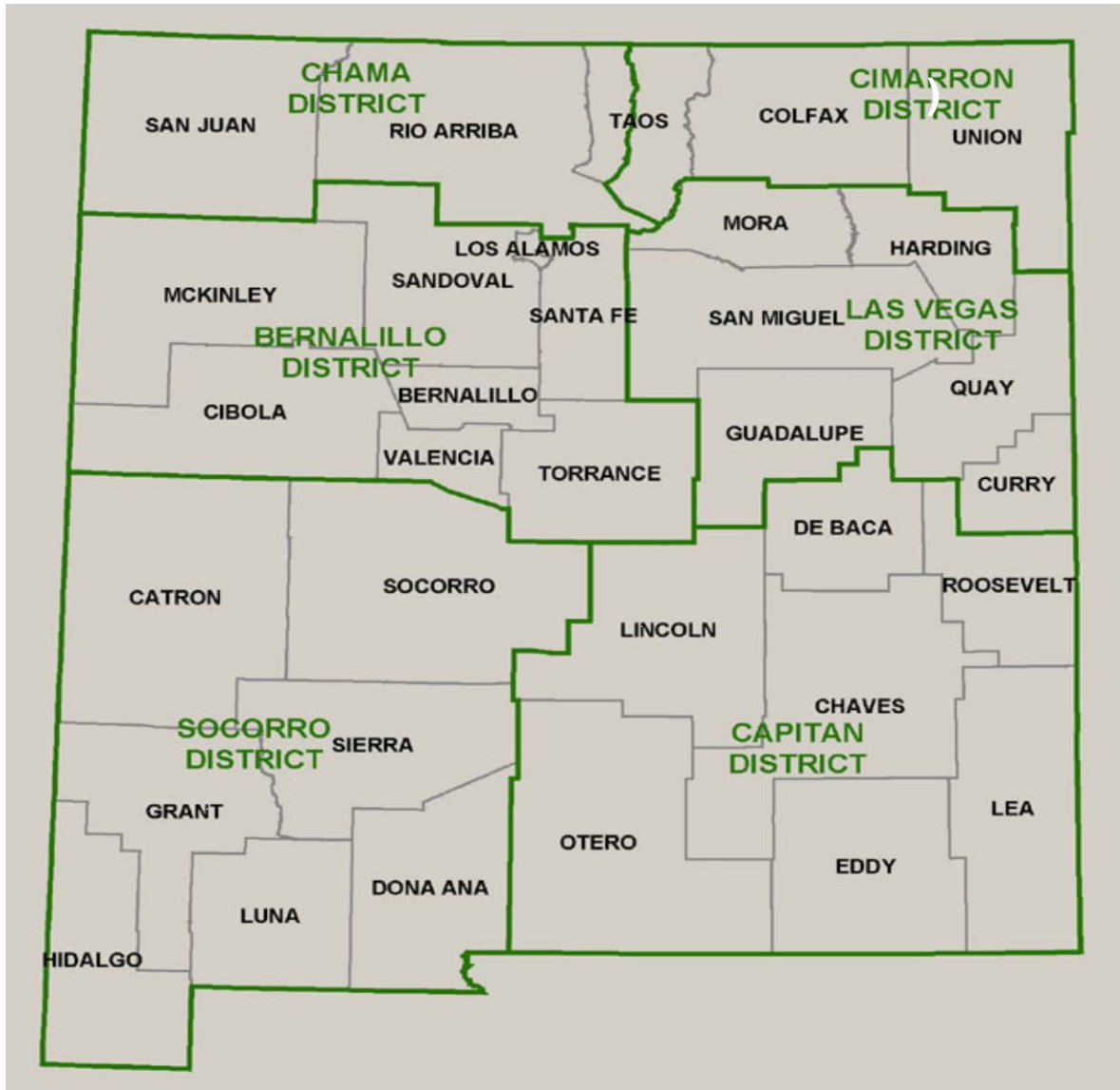
SEE RATE SHEET

APPENDICES

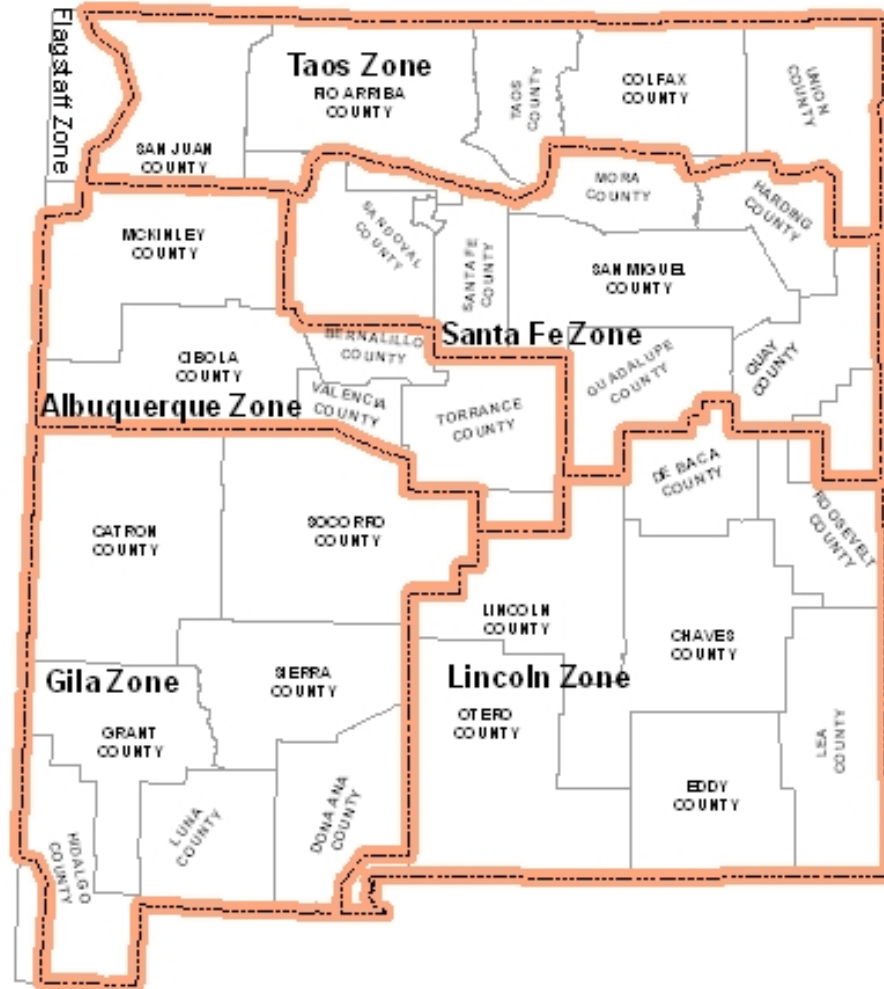
- Appendix A:** Map of EMNRD, Forestry Districts
- Appendix B:** Map of New Mexico Interagency Dispatch Centers
- Appendix C:** Administrative Forms
- Appendix D:** Implementing Red Card Qualification Systems
- Appendix E:** New Mexico Eligibility Requirements for Engine Boss Crosswalk
- Appendix F:** NUS Equipment List
- Appendix G:** RMP Summary

GLOSSARY

APPENDIX A: EMNRD, FORESTRY DIVISION DISTRICTS



APPENDIX B: MAP OF NEW MEXICO INTERAGENCY DISPATCH ZONES



APPENDIX C: ADMINISTRATIVE FORMS

Accident/Incident/Workers' Compensation Forms:

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

<https://workerscomp.nm.gov/NMWCA-Forms>.

- 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
- RMP Reimbursement form for Equipment

Accident/Incident/Workers' Compensation Forms:

<https://workerscomp.nm.gov/WCA-eServices>;
https://www.generalservices.state.nm.us/riskmanagement/Resources_3.aspx;
<https://workerscomp.nm.gov/>

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 NMCOTDUR 892906		STATE OF NEW MEXICO UNIFORM CRASH REPORT 000000000																												
REPORTING DEPARTMENT: _____																														
<input type="checkbox"/> ON PRIVATE PROPERTY <input type="checkbox"/> FATAL INJURY <input type="checkbox"/> PROPERTY DAMAGE ONLY			<input type="checkbox"/> UNDER \$500 <input type="checkbox"/> \$500 OR MORE			<input type="checkbox"/> HIT AND RUN			TOTAL NUMBER OF VEHICLES: _____		Case Number: _____																			
CRASH DATE (MM/DD/YY): _____				MILITARY TIME: _____				CITY OCCURRED IN: _____				COUNTY: _____																		
OCCURRED ON: (Route No. or Name) _____						AT INTERSECTION WITH: _____				TRIBAL LAND? <input type="checkbox"/> Yes <input type="checkbox"/> No																				
OTHER LOCATION: _____		<input type="checkbox"/> FEET <input type="checkbox"/> MILES		<input type="checkbox"/> N <input type="checkbox"/> NE <input type="checkbox"/> NW <input type="checkbox"/> S <input type="checkbox"/> SE <input type="checkbox"/> SW <input type="checkbox"/> E <input type="checkbox"/> W		PERMANENT LANDMARK - COUNTY LINE - INTERSECTION: _____				Milepost: _____		LAT: _____ LONG: _____																		
CRASH OCCURRED: <input type="checkbox"/> On Roadway <input type="checkbox"/> Off Roadway																														
CRASH CLASSIFICATION: <input type="checkbox"/> Overturned <input type="checkbox"/> Rollover <input type="checkbox"/> Other N-Col <input type="checkbox"/> R. R. Train <input type="checkbox"/> Pedestrian <input type="checkbox"/> Pedalcyclist <input type="checkbox"/> Animal <input type="checkbox"/> Vehicle on Other Rdwy <input type="checkbox"/> Fixed Object <input type="checkbox"/> Other Vehicle <input type="checkbox"/> Other Object																														
ANALYSIS CODE: _____																														
Vehicle No. 1	VEHICLE NO. HEADED: 1	<input type="checkbox"/> N <input type="checkbox"/> NE <input type="checkbox"/> NW <input type="checkbox"/> S <input type="checkbox"/> SE <input type="checkbox"/> SW <input type="checkbox"/> E <input type="checkbox"/> W		On: _____								Left Side 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 - MD/YR: _____				Occupation: _____				Seat Pos: _____		Age: _____		Sex: _____		Race: _____		HSBY Code: _____		OP Code: _____		CP Used: _____		A/B/C: _____		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? <input type="checkbox"/> Yes <input type="checkbox"/> No																														
Damage Severity: <input type="checkbox"/> Heavy <input type="checkbox"/> Moderate <input type="checkbox"/> Slight <input type="checkbox"/> None																														
Extent: <input type="checkbox"/> Disabled <input type="checkbox"/> Functional <input type="checkbox"/> Appearance <input type="checkbox"/> Property <input type="checkbox"/> Fire <input type="checkbox"/> None																														
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: <input type="checkbox"/> 10,000 lbs. or less <input type="checkbox"/> 10,001 lbs. to 25,000 lbs. <input type="checkbox"/> Greater than 25,000 lbs.																														
HazMat Placard: _____																														
Hazmat Placard 4 digit #: _____																														
OR Hazmat Name: _____																														
AND 1 digit #: _____																														
Hazmat Released? <input type="checkbox"/> Yes <input type="checkbox"/> No																														
Carrier's Name: _____																														
Carrier's Address: _____																														
Carrier's Zip: _____																														
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): _____																														
Trailer or Towed Vehicles (2): _____																														
Trailer or Towed Vehicles (3): _____																														
Vehicle No. 2 or PEDESTRIAN - OTHER	VEHICLE NO. HEADED: 2	<input type="checkbox"/> N <input type="checkbox"/> NE <input type="checkbox"/> NW <input type="checkbox"/> S <input type="checkbox"/> SE <input type="checkbox"/> SW <input type="checkbox"/> E <input type="checkbox"/> W		On: _____								Left Side 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 - MD/YR: _____				Occupation: _____				Seat Pos: _____		Age: _____		Sex: _____		Race: _____		HSBY Code: _____		OP Code: _____		CP Used: _____		A/B/C: _____		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? <input type="checkbox"/> Yes <input type="checkbox"/> No																														
Damage Severity: <input type="checkbox"/> Heavy <input type="checkbox"/> Moderate <input type="checkbox"/> Slight <input type="checkbox"/> None																														
Extent: <input type="checkbox"/> Disabled <input type="checkbox"/> Functional <input type="checkbox"/> Appearance <input type="checkbox"/> Property <input type="checkbox"/> Fire <input type="checkbox"/> None																														
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: <input type="checkbox"/> 10,000 lbs. or less <input type="checkbox"/> 10,001 lbs. to 25,000 lbs. <input type="checkbox"/> Greater than 25,000 lbs.																														
HazMat Placard: _____																														
Hazmat Placard 4 digit #: _____																														
OR Hazmat Name: _____																														
AND 1 digit #: _____																														
Hazmat Released? <input type="checkbox"/> Yes <input type="checkbox"/> No																														
Carrier's Name: _____																														
Carrier's Address: _____																														
Carrier's Zip: _____																														
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): _____																														
Trailer or Towed Vehicles (2): _____																														
Trailer or Towed Vehicles (3): _____																														
Crash Report Number: 000000000				STATE OF NEW MEXICO UNIFORM CRASH REPORT				SHEET																						
NM Statute 66-7-209																														

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 Damaged

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 db).	*	
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.		

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

10. PRE-USE INSPECTION																																																																																	
<input type="checkbox"/> Accepted <input type="checkbox"/> 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 <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th colspan="2" style="text-align: center;">Acceptable</th> </tr> <tr> <th></th> <th style="text-align: center;">YES</th> <th style="text-align: center;">NO</th> </tr> </thead> <tbody> <tr><td>1. "DOT" or CVSA inspection in the last 12 months (if required).</td><td style="text-align: center;">*</td><td></td></tr> <tr><td>2. Gauges and lights: mounted and function properly.</td><td style="text-align: center;">*</td><td></td></tr> <tr><td>3. Seat belts: operate properly for each seating position.</td><td style="text-align: center;">*</td><td></td></tr> <tr><td>4. Glass and mirrors, no cracks in vision.</td><td style="text-align: center;">*</td><td></td></tr> <tr><td>5. Wipers, washers, and horn operate properly.</td><td style="text-align: center;">*</td><td></td></tr> <tr><td>6. Clutch pedal: proper adjustment (if applicable).</td><td></td><td></td></tr> <tr><td>7. Cooling system: full, free of leaks and damage.</td><td></td><td></td></tr> <tr><td>8. Fluid levels (e.g. oil) and condition: full and clean.</td><td></td><td></td></tr> <tr><td>9. Battery: check for corrosion, loose terminals and hold downs.</td><td></td><td></td></tr> <tr><td>10. Fuel system: free of leaks and damage.</td><td style="text-align: center;">*</td><td></td></tr> <tr><td>11. Electrical system: alternator and starter work.</td><td></td><td></td></tr> <tr><td>12. Engine running: check oil pressure, knocks, and leaks.</td><td></td><td></td></tr> <tr><td>13. Transmission: check for leaks.</td><td></td><td></td></tr> <tr><td>14. Steering components: tight, free of play.</td><td style="text-align: center;">*</td><td></td></tr> <tr><td>15. Brakes: damaged, worn or out of adjustment.</td><td style="text-align: center;">*</td><td></td></tr> <tr><td>16. 4-Wheel drive: check transfer case, leaks (if applicable).</td><td></td><td></td></tr> <tr><td>17. Drive line U-joints: check for looseness.</td><td></td><td></td></tr> <tr><td>18. Suspension systems: springs, shocks, other.</td><td style="text-align: center;">*</td><td></td></tr> <tr><td>19. Differential(s): check for leaks.</td><td></td><td></td></tr> <tr><td>20. Exhaust system: no leaks under cab or before turbo.</td><td style="text-align: center;">*</td><td></td></tr> <tr><td>21. Frame condition, body/bed properly attached.</td><td style="text-align: center;">*</td><td></td></tr> <tr><td>22. Tires/wheels (including spare and all changing equipment) sufficient load rating, tread depth, no major damage.</td><td style="text-align: center;">*</td><td></td></tr> <tr><td>23. Body and interior condition: describe and locate damage on back of page 3, Section IV, item 23.</td><td></td><td></td></tr> <tr><td>24. Emergency equipment required. Fire extinguisher _____ Spare fuses _____ Reflectors _____</td><td style="text-align: center;">*</td><td></td></tr> <tr><td>25. Operator(s) properly licensed. † Expiration Date _____ State _____ License No _____ Class _____ Endorsement _____ Med. Cert. Expiration Date _____</td><td></td><td></td></tr> </tbody> </table>		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 _____		
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11. RELEASE <input type="checkbox"/> No Damage/No Claim MILES/HRS _____ DATE _____ TIME _____ Operator's printed name _____ Title _____ Operator's signature _____ Date _____ Inspector's printed name _____ Title _____																																																																																	

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 Printed on recycled paper **FINANCE COPY – PRE-USE** OPTIONAL FORM 296 (REV. 2-2016) 50296-103

**NEW MEXICO RESOURCE MOBILIZATION PLAN
FOR WILDLAND FIRE INCIDENTS**

2020-2021

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		DATE	
			Military Time		Military Time	
			ON	OFF	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)

**NEW MEXICO RESOURCE MOBILIZATION PLAN
FOR WILDLAND FIRE INCIDENTS**

2020-2021

EMERGENCY FIREFIGHTER TIME REPORT												1. Identification Number F 5388241					
2. Social Security Number			3. Initial Employment (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No			4. Type of Employment (X one) <input type="checkbox"/> Casual <input type="checkbox"/> Regular Gov't. Employee <input type="checkbox"/> Other											
5. Transferred From			6. Hired At			7. Employee Has (X one) <input type="checkbox"/> Been Discharged <input type="checkbox"/> Quit			8. Entitled To Return Travel Time (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No			9. Entitled to Return Transportation (X one) <input type="checkbox"/> Yes <input type="checkbox"/> 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.			
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.												22. Commissary Record					
												a. Date	b. Item			c. Amount	
A. Comm. BO 2600	B. Rate	C. Miles*/Hours	D. Accounting Classification (a) (b) (c)			E. Object Class (a) (b) (c)			F. Amount								
23. Remarks												Gross					
												Salary					
												or					
												Equip.					
												Rental					
												Total →					
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)						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 MEXICO RESOURCE MOBILIZATION PLAN
FOR WILDLAND FIRE INCIDENTS**

2020-2021

This is one example of the rate sheet. There is a separate rate sheet for each type of resource (*i.e.* engines, water tenders, ambulances). Those rate sheets can be found on the EMNRD, Forestry Division website: <http://www.emnrd.state.nm.us/SFD/FireMgt/FireFormsPage.html>.

STATE OF NEW MEXICO RMP – COOPERATOR COMMAND VEHICLE RATE SHEET				
1. ORDERING OFFICE/ADMINISTRATIVE OFFICE FOR PAYMENT (name and address) EMNRD-FORESTRY DIVISION BERNALILLO DISTRICT 5105 SANTA FE HILLS BLVD NE RIO RANCHO, NEW MEXICO 87114 505-867-2334		AGREEMENT NUMBER MUST APPEAR ON ALL PAPERS RELATING TO THIS RATE SHEET		
4. COOPERATOR (name and address) City of Santa Fe Fire Department 200 Murales Road PO Box 909 Santa Fe NM 87504 b. TIN: 85-6000168		2. AGREEMENT NUMBER JPA 08-521-2300-0163		
		3. EFFECTIVE DATES a. Beginning 12/16/2013 b. Ending 04/11/2015		
c. Telephone Number (day) 505-955-3110		d. Telephone Number (night) 505-412-0847		7. WORK RATE IN BOX 11 & 12 <input checked="" type="checkbox"/> STAFFED RATE <input type="checkbox"/> UNSTAFFED RATE
8. TYPE OF COOPERATOR ("X" appropriate boxes) <input checked="" type="checkbox"/> MUNICIPAL <input type="checkbox"/> COUNTY				
9. ITEM DESCRIPTION (include make, model, year, G-Plate, VIN and accessories)	10. NUMBER OF OPERATORS	11. WORK OR DAILY a. rate b. unit		12. SPECIAL c. rate d. unit
13. GUARANTEE (8 or more hours)				
a. Chipper 2013 12" Vermeer Chipper, 74 HP, diesel VIN: 1VRY11196E1020502	1	\$1950	daily	\$0.44 mile
b.				
14. SPECIAL PROVISIONS Chipper operator /tow vehicle driver will be supplied by cooperator. Under wet rate agreement operator costs are included in daily rate. All supplies , fuel, oil, filters, and other maintenance items will be supplied by the cooperator. Incident may elect to supply such items and will be deducted from daily rate at end of incident. Chipper tow vehicle supplied by cooperator and will be reimbursed all mileage, beginning and ending mileage will be documented daily on the Emergency Equipment Shift Ticket(s). Guarantee: For each calendar day that equipment is under hire payment will be made for a minimum guarantee of the work rate in box 11. For the 1 st and last day payment will be based on the hours under hire, if it is less than 8 hours ½ of the daily rate in box 11 will be paid. Finance Section will collect and post Emergency Equipment Shift Ticket(s) for equipment for each operational period. Upon checkout/demobilization cooperator will receive all original Emergency Equipment Shift Ticket(s), OF-286 Emergency Equipment Use Invoice(s) and copies of Pre-Use and Release Vehicle Inspections.				
15. FISCAL OR AUTHORIZED AGENT'S SIGNATURE		16. DATE	17. FORESTRY DIVISION AUTHORIZED SIGNATURE	
19. PRINT NAME AND TITLE Erik Litzenberg, Fire Chief		20. PRINT NAME AND TITLE		

**NEW MEXICO RESOURCE MOBILIZATION PLAN
FOR WILDLAND FIRE INCIDENTS**

2020-2021



EMNRD
Forestry Division
Wildland RMP
Reimbursement Form

EMNRD – Forestry Division
Bernalillo District
5105 Santa Fe Hills Blvd. NE
Rio Rancho, NM 87144

Fire Name:	
Fire #:	
Financial Code:	
Invoice #:	
Invoice Date:	
JPA #:	

EQUIPMENT

DATE	E-#	TYPE / EQUIPMENT / LIC. NUMBER	HOURS	RATE*	TOTAL
			0	\$0.00	\$0.00
			GROSS AMOUNT DUE		\$0.00
Description:			**Additions: (Attach Statement)		\$0.00
Description:			**Subtractions: (Attach Statement)		\$0.00
* Use current established RMP rates ** Attach Backup Documentation			NET AMOUNT DUE		\$0.00
Please Remit Payment to: Attn:(fiscal officer) Address: City and Zip Code: Phone Number: - - ext. Fax Number: - -			Signatures:		
			Agency Fiscal Agent		
			District Forester		
			<ul style="list-style-type: none"> ● Equipment Shift Tickets ● Copy of Emergency Equipment Use Invoice ● Resource Order(s) E#, O# and S# (all that apply to invoice) ● Statements 		
			Fire Equipment Reimbursement Form(s) must be accompanied by:		

**NEW MEXICO RESOURCE MOBILIZATION PLAN
FOR WILDLAND FIRE INCIDENTS**

2020-2021



EMNRD
Forestry Division
Wildland RMP
Reimbursement Form

EMNRD – Forestry Division
Bernalillo District
5105 Santa Fe Hills Blvd. NE
Rio Rancho, NM 87144

Fire Name:	
Fire #:	
Financial Code:	
Invoice #:	
Invoice Date:	
JPA #:	

PERSONNEL

DATE	O-#	NAME/ICS ASSIGNMENT	HOURS	RATE*	TOTAL
			0	\$0.00	\$0.00
				GROSS AMOUNT DUE	\$0.00
Description:				**Additions: (Attach Statement)	\$0.00
Description:				**Subtractions: (Attach Statement)	\$0.00
* Use current established RMP rates ** Attach Backup Documentation				NET AMOUNT DUE	\$0.00
Please Remit Payment to:			Signatures:		
Attn:(fiscal officer)				Agency Fiscal Agent	
Address:					
City and Zip Code:					
Phone Number:		- - ext.		District Forester	
Fax Number:		- -			
Fire Equipment Reimbursement Form(s) must be accompanied by:			<ul style="list-style-type: none"> • Equipment Shift Tickets • Copy of Emergency Equipment Use Invoice • Resource Order(s) E#, O# and S# (all that apply to invoice) • Statements 		

**APPENDIX D – 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.nwccg.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.nwccg.gov/sites/default/files/products/training-products/pms-311-13.pdf>
- g. Incident Commander Type 4 (ICT4) Task Book, PMS 311-03. <https://www.nwccg.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 NWCC large files webpage. <https://www.nwccg.gov/publications/902>
- i. NFES 1109 Work Capacity Test Administrator's Guide, PMS 307. <https://www.nwccg.gov/sites/default/files/publications/pms307.pdf>
- j. NFES 1596 Fitness and Work Capacity PMS 304-2. <https://www.nwccg.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. 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 E – NEW MEXICO ELIGIBILITY REQUIREMENTS FOR ENGINE BOSS
CROSSWALK**

- | <u>Yes</u> | <u>No</u> |
|-------------------|--|
| 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>i.e.</i> 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 and/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 F – 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	*	*
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 Tool 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 G - 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, Section 12.7).

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, 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.

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 30 days of the assignment:

- RMP reimbursement invoice;
- originals of the Crew Time Report, OF-288s, Equipment Shift Tickets, and OF-286s;
- originals of all 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 6 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 \$30 per day in-state and \$45 per day out-of-state.
- Expenses are generally reimbursed only for travel days and days when the fire is not providing meals and lodging. A written explanation and/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 and/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 (\$30/day for in-state and \$45/day for out-of-state).
- Meal receipts must have the following:
 - ✓ Date
 - ✓ Time
 - ✓ Name and address of restaurant
 - ✓ Amount (handwrite tips)
 - ✓ The items you had to eat
 - ✓ Receipts that are not readable or do not have the above information are not allowable (in other words, you will not get reimbursed).
- Tips must not be more than 20% per meal. Handwrite them on the receipt. Tips can be reimbursed up to \$6.00 per day or a total of \$30 per trip, if tips are not handwritten.
- Credit card receipts do not itemize what you had to eat. Handwrite the items beside the taped receipt.
- A fuel surcharge will be implemented if travel is in excess of 50 miles on any normal working day at the rates 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. If a receipt is fading, write the information beside the taped receipt.
- 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 in to 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.

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 and/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.nwccg.gov/glossary/a-z>.