

2020

Summary of Fire Pay Guidance



Table of Contents

PART 1: AGENCY POLICIES, PROCDURES & CONTACT INFORMATION

Agency Policies,	3
Procedures and Contact Information.....	3
<i>DNR Contact Information</i>	3
<i>Payroll/Finance Contact Information</i>	3
<i>Summary</i>	4
<i>Resolving Issues or Clarifying DNR Pay Practices</i>	4
<i>Premium Pay - \$2 per hour</i>	4
<i>Workweek</i>	5
<i>Overtime</i>	5
<i>Standby for Fire Response</i> ^{REF 11}	5
<i>Fire Schedules and Leave</i> ^{REF 10}	6
<i>Closed Satellite Camps – Special Pay Provisions</i>	6
<i>2:1 Work-to-Rest Ratio</i> ^{REF 2}	7
<i>Drive Time Limitations</i> ^{REF 5}	7
<i>Emergency Duty Work Shift Length</i> ^{REF 2}	7
<i>First Operational Period Defined</i>	8
<i>Rest and Recuperation (R&R)</i> ^{REF 2}	8
<i>Fire Duty Duration</i>	8
<i>Extending Fire Assignments Beyond 14 Days</i>	8
<i>Out-of-State Assignments</i>	9
<i>Directed Rest – Returning to Regular Work Following Extended Emergency Duty</i> ^{REF 2}	10
<i>Equipment and Supplies</i> ^{REF 16}	100
<i>Meals</i> ^{REF 1}	10
<i>Lodging</i> ^{REF 1, 9}	11
<i>On-the-Job Injuries and Accidents</i>	11
<i>Laundry</i>	11
<i>TARs</i>	12
<i>Lost or Damaged Personal Property</i>	12
<i>General Expectations</i> ^{REF 6, 7,14,15,16}	12
 Part 2: Union Represented Employees	
<i>WFSE and WPEA</i>	15
References	15
Extension Request Form	17

Part 1

Agency Policies, Procedures and Contact Information

DNR Contact Information

	Phone	Fax
Northeast Region Office (WA-NES)	509.684-7474	509.684-7484
Northwest Region Office (WA-NWS)	360.856.3500	360.856.2150
Olympic Region Office (WA-OLS)	360.374.2800	360.374.5446
Pacific Cascade Region Office(WA-PCS)	360.575.5089	360.577.5421
Southeast Region Office (WA-SES)	509.925.8510	509.925.8522
S. Puget Sound Region Office (WA-SPS)	360.825.1631	360.825.1672
DNR Coordination Center (WA-WAS) Wildfire & Emergency Operations ADM - Russ Lane	360-902-1300 800-562-6010 360-902-1308	360-902-1781
CWICC	509.884.3473	509.884.3549
NEWICC	509.685.6900	509.685.6918
DNR Workers Compensation	360.902.1061	360.902.1777

Payroll/Finance Contact Information

	Phone	Fax
Northeast Region	509.684.7474	509.684.6918
	dnrrenepayroll@dnr.wa.gov	
Northwest Region	360.854.2815	360.856.2150
	dnrnwpayroll@dnr.wa.gov	
Olympic Region	360.374.2868	360.374.2887
	payhr@dnr.wa.gov	
Pacific Cascade Region	360.577.2025	360.274.4196
	pcaccounting@dnr.wa.gov	
Southeast Region	509.925.0917	509.925-8522
	sepayroll@dnr.wa.gov	
South Puget Sound Region	360.802.7034	360.825.1672
	spspayroll@dnr.wa.gov	
NRB – Judy Harmon NRB – Cheryl Gillard NRB – Demry McCoy	360.902.1248	360.902.1780
	360.902.1520	360.902.1780
	360-902-1127	360.902.1780
	payroll @dnr.wa.gov	

Summary

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

Resolving Issues or Clarifying DNR Pay Practices

When an employee is on an interagency or out-of-state fire, DNR personnel practices, pay practices, and provisions of the applicable collective bargaining agreements with the WFSE and WPEA remain in effect and must be applied. For the purpose of resolving issues that may arise regarding the application of DNR practices, an agency representative or contact is designated to provide effective liaison. If an assigned DNR liaison is not on site, the Wildfire and Emergency Operations Assistant Division Manager, Wildfire Division, serves as the assigned DNR liaison and can be contacted at 1-800-562-6010 or 360-902-1308.

Premium Pay - \$2 per hour

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

Compensable Time

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

When an employee's unpaid meal period is interrupted by work duties, the employee will be allowed to resume their unpaid meal period following the interruption to complete the unpaid meal. In the event an employee is unable to complete the unpaid meal period due to operational necessity, the employee shall be entitled to compensation, which will be computed based on the actual number of minutes worked within the unpaid meal period. In the event an unpaid meal period is unavailable due to operational necessity, as determined by fire management, the meal period is compensable.

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

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

Workweek

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

Overtime

Non-Represented Employees: *REF 4, 8*

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

Standby for Fire Response *REF 11*

Employees may be placed in paid standby status for a period of time (e.g., 24 hours, one week). Employees placed in standby prior to dispatch will receive hourly standby compensation during non-work hours, including unpaid meal periods, and holidays. Employees placed in standby status during a dispatch, including preparedness/staging, are compensated for standby with the \$2.00 per hour premium pay (see page 3). Paid standby ends at the time of notification or dispatch for an assignment, whichever occurs first.

Reference PR20-001-170 Incident Management Team and Other Wildfire Response After-Hours Standby. Authorization for this type of paid standby comes from Wildfire Division (WD) by the Wildfire and Emergency Operations ADM (WEOADM) through the WD Manager.

The

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

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

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

Using Leave While on Standby:

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

- They can be available to respond within the necessary timeframe and

- They will remain fit for duty.

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

Fire Schedules and Leave REF 10

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

Closed Satellite Camps – Special Pay Provisions

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

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

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

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

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

Steps to complete before leaving an incident:

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

date. If there are any issues, contact the designated DNR liaison or the DNR Wildfire and Emergency Operations Assistant Division Manager for resolution.

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

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

2:1 Work-to-Rest Ratio REF 2

For every two hours worked on an incident an employee should have at least one (1) hour of rest before returning to emergency duty. The following bullets define what is and is not considered work:

- Regular work and non-incident travel, prior to dispatch, are not considered hours worked for computing 2:1.
- All time on the incident and travel to and from the incident are considered hours worked for computing 2:1.
- Regular work or travel time after the incident and between multiple incidents, without first meeting the rest requirement, is considered hours worked. This includes all time spent on initial/extended attack and mop-up.
- Multiple incident assignments in one calendar day do not need to be broken by a rest period. However, 2:1 must be met prior to being eligible for the next incident assignment, if the fire assignment extended from one day into the following day.
- Time counted as rest to meet this rest requirement must be consecutive hours and cannot be interrupted by periods of work.
- For incidents away from the duty station, such as project fires, the Incident Commander must justify and document situations where the 2:1 work-to-rest ratio is exceeded.

Drive Time Limitations REF 5

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

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

Emergency Duty Work Shift Length REF 2

It is appropriate to schedule emergency fire suppression work shift lengths of up to twelve (12) hours followed by a reasonable rest period after twelve (12) hours. Under some circumstances, shift lengths of up to sixteen (16) hours may be required to accomplish the incident objectives for that operational period. Only under exceptional situations may sixteen (16) hours be exceeded, such as initial attack or

responding to multiple starts. Even in exceptional circumstances, the 2:1 work-to-rest ratio is to be applied as soon as possible in order to mitigate cumulative fatigue.

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

First Operational Period Definition

First operational period is the first full day an employee is assigned to work at the first incident or reporting location on the original resource order. The assignment ends at commencement of return travel to the home unit (exclusive of travel to and from home unit).

Rest and Recuperation (R&R) REF 2

- Employees will receive one (1) day of rest and recuperation after ten (10) consecutive days of deployment away from the duty station for wildfire suppression duty. If an employee is unable to be scheduled for the rest and recuperation day during the deployment and can continue to work safely, the rest and recuperation day will occur on the first calendar day after returning from the fire duty to the employee's regular duty station. If an employee's deployment for wildfire suppression exceeds twenty-one (21) days, an additional rest and recuperation day will be earned. If the employee was unable to take the first rest and recuperation day after ten (10) consecutive days, both rest and recuperation days will occur on the first calendar day after returning from fire duty to the employee's regular duty station.
- When rest and recuperation period as described above does not occur because of scheduling considerations before release from fire suppression duty away from an employee's duty station, the employee will take rest and recuperation miscellaneous leave on the first calendar day after returning from fire duty to their regular duty station.
- Up to 48 hours of travel to and up to 48 hours of travel from the incident are excluded when calculating the consecutive days of deployment.
- Incident management teams are expected to contact the host DNR Region's agency representative and inform them of when their official fire duty will begin.
- When a rest and recuperation period falls on an employee's regularly scheduled work day, the employee will receive pay for the hours of their regular work schedule at the straight time hourly rate. If the rest and recuperation period falls on the employee's scheduled day off, the employee will receive eight (8) hours of pay at the straight time hourly rate. Employees on a 4/10 schedule will receive ten (10) hours of pay at the straight time hourly rate.

Fire Duty Duration

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

Extending Fire Assignments Beyond 14 Days

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

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

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

Extension Request Instructions:

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

• ***Out-of-State Assignments***

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

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

- The Employee will contact their home unit and report their demobilization information (flight, ETD, ETA, etc.)

Directed Rest – Returning to Regular Work Following

Extended Emergency Duty ^{REF 2}

- Upon return to normal duties following release from extended emergency duty under ICS, the employer will provide work for an employee during regular scheduled hours that the employee can perform safely and productively.
 - If, in the immediate supervisor’s judgment, there is no work that the employee can safely and productively perform the immediate supervisor will direct the employee to go off duty and notify the employee when to return to scheduled duty.
- If the employee is directed to go off duty, or desires to go off duty, the employee may request to use vacation leave or to be allowed to delay the start of their normal schedule of regular hours and to make up the regular shift hours during the remainder of the workday or the workweek without incurring overtime. ; or
 - If an employee is directed to rest at the duty station, the directed rest time at the duty station is duty time.
 - Supervisors may not direct employees to rest at home.

Occasionally the return drive from an incident back to the duty station may pose a safety concern due to fatigue. In these cases an IC may direct rest at an incident for some personnel before they are released to return to their duty station. If this occurs, any time and per diem incurred is to be charged to the incident.

Equipment and Supplies ^{REF 16}

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

Meals ^{REF 1}

- All employees involved in fire suppression efforts who are required to remain on duty beyond 7:00 p.m. are entitled to a nutritious meal and to an additional meal for every four (4) hours of continuous work thereafter, unless they are working at their normal worksite and an unpaid meal period is provided.
- Employees may not stop for a meal just to extend fire duty beyond 7:00 p.m.

When fire meals cannot be provided to an incident site, fire management will attempt to make arrangements at a restaurant and arrange for direct billing to DNR. Employees who are directed to eat on their own will be provided exact reimbursement for their meals (receipt required).

In emergency situations, on short notice, when an employee is required to report for duty for three (3) or more hours prior to the start of their normal work shift, they are entitled to a nutritious meal.

The agency expects that in this situation an employee should be provided a meal when they arrive to work. The urgency of the situation does not permit an employee to stop for a sit-down meal.

- Employees on fire duty in their home unit are not entitled to meals except as established under the criteria above.
- No meal reimbursements can be claimed for meals provided at a fire (e.g., camp kitchen or restaurant) - even if the employee refuses the meal.
- If a meal is provided in a camp or restaurant employees are not entitled to reimbursement.

Lodging REF 1, 9

When camp facilities have not been established and employees are required to stay at a commercial lodging facility, lodging will be reimbursed on an actual expense basis. To qualify for lodging reimbursement an employee must be 50 miles from their residence or work station (most direct route), whichever is closer. Otherwise, employees will be allowed to return home each night. Exceptions to the lodging reimbursement within 50 miles may be approved by the IC or Appointing Authority. Reimbursement requests must be accompanied by an original receipt and will be reimbursed up to the specified maximum as published in state OFM SAAM travel regulations.

On-the-Job Injuries and Accidents

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

LNI website: www.lni.wa.gov

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

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

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

Questions? Contact the DNR Worker's Compensation Manager at 360.902.1061.

Laundry

After 5 consecutive calendar days away from their duty station, employees deployed under ICS will be entitled to laundry services until released from emergency duty. If contracted laundry services are not provided, employees will be reimbursed for laundry costs incurred. This includes expenses at a coin-operated laundry, but does not include personal laundering at home. Use of a coin-operated

Laundromat is allowable. If a receipt for a coin-operated Laundromat is not available, the traveler may claim actual expenses up to \$50 on the "Detail of Other Expenses" portion of the Travel Expense Voucher (form A20-A).

TARs

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

Lost or Damaged Personal Property

Lost or damaged personal property is generally not eligible for reimbursement. However, per RCW 4.92.100, employees have the right to seek reimbursement for personal property items damaged in the proper performance of duties by submitting a standard tort claim form to the Department of Enterprise Services. Tort Claim Form: <http://des.wa.gov/SiteCollectionDocuments/RiskManagement/allforms.pdf>

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

- Firefighters are expected to follow DNR policies (e.g. Harassment Prevention, Alcohol and Drug Free Workplace, Violence in the Workplace, Ethics, etc.)
- Firefighters will carry their incident qualification cards (also known as "redcard") and an Incident Response Pocket Guide (IRPG) with them on their person while on duty.
- DNR employees have the right to refuse a fireline assignment if they reasonably believe the assignment could jeopardize their safety or the safety of others.
- If an engine receives an after-hours call for a local fire, the engine leader and firefighters are expected to respond within 30 minutes to the designated meeting location.
- If an employee receives an out-of-region dispatch and they are on paid standby and are needed that day, the employee must be en route within 60 minutes of being notified.
- For safety and accountability, all dispatches must come through the employee's home unit dispatch center. NEVER SELF DISPATCH – THERE ARE NO EXCEPTIONS!
- Employees are expected to treat the public and other firefighters with respect at all times.
- If confronted by an irate citizen or encountering a potentially dangerous situation, employees should remove themselves from the situation and, when safe to do so, request law enforcement assistance through the chain-of-command or dispatch center. Explain the situation to the responding officer and let them deal with it. NEVER get into a confrontation with anyone over anything.
- Employees approached by representatives from the media are to refer the media person to the Incident Commander or the fire Information Officer.
- The personal use of cell phones, MP3s, I-Pods, Blackberries, CD players, and other electronic devices, is not permitted while on duty, unless approved by fireline supervisors. DNR radios are the primary means of communication for all fireline personnel.
- Inappropriate behavior while employed by the agency will not be tolerated. Firefighters may not post photos or cell phone images on the internet that display an unprofessional image of the department.

- Employees must report to work fit for duty, meaning they must be able to report to work in good mental and physical condition. No one under the influence of drugs or alcohol will be allowed to remain at work. DNR policy, PO01-033 Alcohol and Drug Free Workplace, states that DNR is responsible for providing a safe, healthy, efficient, and productive environment by maintaining an alcohol and drug-free workplace. The unlawful use or possession of drugs (including marijuana) or alcohol in state vehicles, on state property, or while on official business is prohibited. Employees are also required to report any doctor prescribed medications which may affect their ability to perform their duties safely. Any employee found in violation of this policy will be subject to disciplinary action, which may result in dismissal.
- Smoking is not allowed in department-owned, leased or rented facilities or in state vehicles.
- Harassment of any nature and towards anyone will not be tolerated, per DNR Policy, PO01-0137, Harassment Prevention.
- State resources will be used for official business only. All DNR employees are expected to be aware of and comply with the Washington State Ethics law (RCW 42.52).
- Proper work attire is to be worn during work hours. For those on the fireline this includes Nomex pants, 8" leather work boots, and Nomex shirt. Appropriate T-shirts are acceptable when not on the fireline. Inappropriate attire includes tank tops, sleeveless shirts, and sports bras worn without a shirt. Supervisor may provide additional expectations regarding attire.
- The PPE assigned to you will consist of Nomex, gloves, boots, and a hardhat, etc. All PPE (except boots) is expected to be returned at the end of an employee's work appointment (e.g., at the end of one's seasonal appointment or when otherwise ending participation in the fire program). Equipment is to be returned in good condition (except for normal wear and tear). Equipment is not to be altered without the approval of an employee's supervisor. Employees may be charged for replacement of any items not returned or damaged beyond normal wear.
- Crew shirts, agency equipment, or official agency logo apparel are not to be worn or used in circumstances that could reflect negatively on the DNR. Decorations (stickers, lettering, logo, paint, etc.) other than those approved by the agency are not allowed on the outside of DNR engines, hardhats, or personal protective equipment (PPE).
- Unsafe jewelry (e.g. hoop/dangle earrings and long necklaces) could potentially create a safety risk and must be removed while on duty.

Part 2

Union Represented Employees

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

WFSE:

<https://ofm.wa.gov/state-human-resources/labor-relations/collective-bargaining-agreements/washington-federation-state-employees-wfse-general-government-2019-21>

WPEA:

<https://ofm.wa.gov/state-human-resources/labor-relations/collective-bargaining-agreements/washington-public-employees-association-wpea-general-government-2019-21>

References

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

Resource Extension Request Form

RESOURCE and INCIDENT INFORMATION:

Resource Name: _____

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

Position on Incident: _____

Home Unit Supervisor _____ Email: _____ Fax# _____

EXTENSION INFORMATION:

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

When an R&R period does not occur because of scheduling considerations before release from fire suppression duty away from an employee's duty station, the employee must take R&R on the first calendar day after returning from fire duty to their regular duty station.

Date extension requested:

Length of Extension and last work day:

Justification (Select from the list below):

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

REQUESTED BY*:

Incident Supervisor: _____ Incident Position: _____

APPROVED BY:

1) Resource: _____

2) Resource Supervisor: _____

3) Incident Commander or Deputy: _____

4) Home Unit Supervisor: _____

4) Region/Division Manager: _____

5) Wildfire Division Manager: _____

**Send to Wildfire Division after IC or Deputy Signature. Fax #: 360-902-1781 or DNRDLDispatchNRB@dnr.wa.gov

January 2018