

MICHIGAN DEPARTMENT OF NATURAL RESOURCES	PROCEDURE FOREST, MINERAL AND FIRE MANAGEMENT	NO. 111
		APPROVED: April 24, 2007

SUBJECT: Field Office Staff / Hours of Work for Forest Fire Control

POLICY: It shall be the policy of Forest, Mineral and Fire Management to schedule Divisional fireline qualified personnel during the wildfire season to meet wildfire control objectives, and to provide for the safety and welfare of the people of the State of Michigan. Additional support staff, such as Short Team members, will also be scheduled when needed. The basic qualifications needed by the individual being placed on-call will be set by the individual instituting the on-call staffing. Divisional fireline qualified personnel will be scheduled to provide rapid initial attack on wildfires seven days per week when necessary. All wildfire control field offices will be staffed based on the current fire danger rating derived from the Canadian Forest Fire Danger Rating System (CFFDRS), taking into consideration the health and safety of the workforce. In addition to the general staffing guidelines listed below, offices with Zone Dispatch responsibilities will need to be staffed to meet those responsibilities based on the current fire adjective rating, unless directed otherwise by the Duty Officer. Note: Offices in the Southern Lower Peninsula, due to the nature of their wildfire suppression responsibilities, will be scheduled directly by the Duty Officer or the immediate supervisor for any related staffing.

The following adjective ratings, derived from the rating chart, will be the policy for determining personnel levels. Staffing at each individual office will be based on the local fire danger rating unless directed otherwise by the Duty Officer.

Low Fire Danger: Station staffing for fire control is not required.

Moderate Fire Danger: Individual station staffing will be done at the discretion of the Unit Manager/Assistant Unit Manager for Resource Protection. Units will be required to have at least one Divisional fireline qualified staff available for initial attack. The use of on-call status is acceptable, if approved by the work unit manager. Staffing at offices that do not have personnel scheduled will only be done with the approval of the Unit Manager.

High Fire Danger: When under spring criteria, all field offices that have Divisional fireline qualified personnel assigned to them will be staffed with at least one Divisional fireline qualified fire fighter. The use of on-call time must be approved by the Duty Officer. When under summer criteria, all Units will have one field office staffed with at least one Divisional fireline qualified fire fighter, with other offices within the Unit staffed using on-call status unless directed otherwise by the Duty Officer.

Very High Fire Danger: All Forest Fire Officers, Resource Protection Equipment Operators and equipment will be scheduled for immediate dispatch from either the field office or assigned standby location. Annual leave and pass days for all Divisional fireline qualified staff may be cancelled at the discretion of the Duty Officer. Other Forest, Mineral and Fire Management personnel may be assigned to fire control activity as determined by the Unit and/or Duty Officer.

Extreme Fire Danger: Without exception, all Forest Fire Officers and Resource Protection Equipment Operators will be scheduled for immediate dispatch and will be ready for assignment anywhere in the state as needed. All remaining Forest, Mineral and Fire Management personnel, assigned to the field, will be alerted and their work scheduled so as to be readily available for fire duty. Annual leave and pass days for other Divisional staff capable of assisting in the wildfire control effort may be cancelled at the discretion of the Duty Officer. Personnel from other divisions should be notified of the existing hazard.

## MIDNR Forest, Mineral and Fire Management ADJECTIVE CLASS MATRIX

### SPRINGTIME ADJECTIVE RATINGS

Begin with Table 1. Using **Fine Fuel Moisture Code (FFMC)** and **Initial Spread Index (ISI)** calculated for today, find the appropriate adjective class. If instructed to use Table 2, determine the adjective rating using the **Fire Weather Index (FWI)** and **Fine Fuel Moisture Code (FFMC)**.

TABLE 1	ISI = 0.0 to 1.9	ISI = 2.0 to 3.9	ISI = 4.0 to 7.9	ISI = 8.0+
FFMC = 0.0 to 74.9	LOW	MODERATE	HIGH	SEE TABLE 2
FFMC = 75.0 TO 84.9	MODERATE	MODERATE	HIGH	SEE TABLE 2
FFMC = 85.0+		HIGH	HIGH	SEE TABLE 2

TABLE 2	FFMC < 92	FFMC = 92+
FWI Less Than 30.0	VERY HIGH	VERY HIGH
FWI = 30.0+	VERY HIGH	EXTREME

### SUMMERTIME ADJECTIVE RATINGS

Generally, begin using the summer criteria on June 1. Begin with Table 3. Using **Buildup Index (BUI)** and **Initial Spread Index (ISI)**, find the appropriate adjective class. If instructed to use Table 4, determine adjective class using the **Fire Weather Index (FWI)** and **Fine Fuel Moisture Code (FFMC)**.

TABLE 3	ISI 0.0 to 1.9	ISI 2 to 2.9	ISI 3 to 3.9	ISI 4.0 to 5.9	ISI 6.0 to 7.9	ISI 8.0 to 9.9	ISI 10.0+
BUI=0.0 to 44.9	LOW			MODERATE		HIGH	
BUI=45.0 to 69.9	LOW		MODERATE		HIGH		VERY HIGH
BUI=70.0 to 99.9	LOW	MODERATE		HIGH		SEE TABLE 4	
BUI=100.0+	USE SPRING CRITERIA						

TABLE 4	FFMC < 92	FFMC = 92+
FWI Less Than 35.0	VERY HIGH	VERY HIGH
FWI = 35.0+	VERY HIGH	EXTREME

To address these situations, and to reinforce management concerns for the safety of employees, the following guidelines are to be followed:

- The employee may be relieved of duty for safety reasons as a temporary measure due to fatigue from working excess hours. This is to insure the safety of the employee, as well as any co-worker, during emergency fire suppression conditions.
- No employee shall work in excess of 24 consecutive hours. Previously scheduled on-call status will automatically be cancelled for any individual that has worked a 24 hour shift.
- After the first 24 hour period of an emergency fire suppression situation, no employee shall work more than 16 consecutive hours. Up to a 16-hour maximum shift will continue until the employee has had a day off or a normal 8-hour day.
- Division Supervisors (employees responsible for specific fire segment(s)), and employees with unique skills may be allowed to work in excess of the 16-hour maximum with the approval of the Incident Commander and the Duty Officer. This would be approved only if under those circumstances when required for an orderly shift transition.
- Qualified fire fighters will be required to take the following mandatory breaks within a 24-hour period.

If emergency fire suppression times are:

<u>More Than</u>	and	<u>Less Than</u>	=	<u>Mandatory Break</u>
0		16		4 hours
16		20		6 hours
20		24		8 hours

Additional Guidance:

All employees are expected to notify their chain of command if they receive a call and are incapable of responding.

Any response that would occur outside of scheduled work hours must be approved by the Unit Manager, immediate supervisor or Duty Officer.

All employees are also expected to notify the appropriate authority at an emergency fire suppression incident if they believe they have worked beyond their personal capacity.

Under some circumstances, employees may be responding to a fire as a member of a local fire department. Employees responding to a fire as a member of a local fire department will not be compensated by the Department of Natural Resources for the work performed while the employee is functioning as a member of the local fire department.

**PURPOSE:** Statistical information shows that the period of mid-afternoon is the most hazardous period in relation to fire starts, and in many instances the control time will extend beyond 5 p.m. During the spring, consideration will be given to later starting time in the morning and subsequently later closing time in the evening (example: 9:30 a.m. to 6:00 p.m.). When more than one employee is scheduled to work on such days, it may be desirable to establish separate starting and quitting times to maintain the best service to the public while providing appropriate forest fire control coverage.

**RELATED PROCEDURES:** Replaces previous Policy/Procedures 111 (dated 5/19/2004), 112 (dated 10/22/1999), and 113 (dated 7/7/1981)

<b>WHO</b>	<b>DOES WHAT</b>
<p>Resource Protection Manager</p> <p>Incident Coordination Centers</p>	<p>Outlines scheduling needs for the spring wildfire season. Provides this direction to field staff prior to February 28.</p> <p>When fire conditions warrant, the Duty Officer (with direct line authority delegated by the Field Coordinator) will provide direction to the Units on daily staffing requirements as outlined in this policy. This may include the cancellation of annual leave or pass days for Forest Fire Officers and Resource Protection Equipment Operators during Very High and Extreme fire danger.</p>
<p>Work Unit Manager/Assistant Manager for Resource Protection</p>	<p>Once scheduling needs are identified, individual work schedules are established by the work unit. Individual work schedules will take the following criteria under consideration:</p> <ul style="list-style-type: none"> <li>- Union Contracts</li> <li>- Civil Service Policies</li> <li>- Department of Natural Resources Policies</li> <li>- Safety as defined in this policy:</li> <li>- Safety is of paramount importance to the Division while carrying out its mission to protect the forests of the State of Michigan. Fire suppression efforts often require employees to work beyond a normal eight-hour shift. Additionally, employees are also called in outside of their normal work shift.</li> </ul>

## Attachment 1

### Using On-Call

#### Scheduling

1. Supervisors will ask for volunteers as the first step to schedule on-call staffing. If adequate staffing cannot be reached by utilizing volunteers, supervisors or the duty officer will schedule appropriate staff to meet staffing guidelines outlined in this policy. The scheduling will occur as much in the future as possible, but given the uncertainty of weather conditions it could occur the day before.
2. On-Call will be mandatory once scheduled.
3. Once an on-call assignment begins, an employee will be entitled to remain in that status unless called back to work. On-call status will change to call-back upon arrival at the work assignment. Minimum call-back times are specified in the appropriate union contract or Civil Service policy. If the call-back assignment ends prior to the conclusion of the original on-call assignment, the employee will return to on-call status until the original ending time.
4. If weather conditions change staff will be released from on-call status when it is determined appropriate to do so. For example, employee A is scheduled to be on-call from 10 AM to 6 PM on Saturday, and an unexpected rainstorm deposits 2 inches of rain overnight. The Fire Supervisor, the Unit Manager, or the Duty Officer makes a determination that the staffing requirements have changed due to the rainfall, and there is no longer a need for the on-call employee. The employee will be contacted as noted below and released from the on-call status. This must be done prior to the start of the on-call assignment, and should be done as soon as it is determined that the on-call assignment can be cancelled.
5. On-Call time will be tracked and monitored by FMFM Management, and adjusted as appropriate.
6. All on-call assignments, and alterations to on-call assignments such as cancellations, will be followed up in writing by the individual that made or altered the assignment. This can be done electronically, but should be done as soon as possible after the assignment or alteration has been verbally communicated.

Required response time will be 20 minutes from notification to work assignment.

Preferred method of contact will be via the 800 mhz. radios, unless other contact method is mutually agreed to prior to on-call assignment.

## **Attachment 2**

### Related Union Contract Language

This policy will conform to all union contract language. Currently, the MSEA Secondary Agreement, Article 15, addresses an exception to the overtime procedure with a Letter of Understanding. In this Letter of Understanding it is recognized that rapid initial attack on wildfires is critical. Based on this premise, Fire Officers hired, promoted or transferred after January 20, 2000 must be able to report to their work location within 20 minutes to be considered available for initial attack.

All Fire Officers and other fire line qualified staff hired before January 20, 2000 will only be considered available for initial attack "if available in a timely manner". This will be determined by the local Fire Officer Supervisor or Duty Officer, based on current wildland fire behavior, occurrence and projected weather.