

**SCHEDULE “A” TO THE CANADIAN INTERAGENCY
MUTUAL AID RESOURCES SHARING AGREEMENT**

**MARS
IMPLEMENTATION GUIDELINES**

2019

May 14, 2019

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1. GENERAL

The Mutual Aid Resource Sharing (MARS) Agreement Implementation Guidelines provide CIFFC Member Agencies with a standard set of procedures to use when interagency resource sharing is required. The procedures allow resource transfers to occur with a minimum of negotiation of terms and conditions during a potential or escalated wildfire situation. Special circumstances may dictate that sharing Member Agencies negotiate additional, or different, terms and conditions.

2. OBJECTIVES

The objectives of the Implementation Guidelines are to:

- a) Outline procedures for Member Agencies to request, receive and return Resources.
- b) List names of officials designated by each Member Agency to request or provide resources.
- c) List rates for Lending Member Agencies to recover costs.
- d) Standardize, as much as possible, procedures and conditions relating to the exchange of various types of resources.

3. RESOURCES AVAILABLE FOR MUTUAL AID

The most commonly exchanged resources available for mutual aid are described below. However, any resource not listed in this section or in the resource availability portion of the CIFFC National Wildland Fire Situation Report (SitRep) can be requested and a search shall be made by the CIFFC Duty Officer (DO).

3.1 PERSONNEL

IA (Initial Attack) Crew	number of crews available / crew size
SA (Sustained Action) Crew	number of crews available / crew size
IMT Incident Management Team	number of teams available / team size
OH Overhead	Single resource / specialist

3.2 EQUIPMENT

PP (Power Pump) kit	medium power pump, and other accessories
HS (Hose)	38 mm (1½ in.) 30.5 m (100 ft), external-lug quick-connect coupling

3.3 AIRCRAFT

Airtanker Groups	
Skimmer w/Birddog & AAON	CL215, 215T, 415, AT802AMPH
Land Based w/Birddog & AAON	L-188, AT802, CV580
Rotary Wing	All owned or contracted agency rotary wing aircraft
Transport	All owned or contracted agency aircraft

4. MOVEMENT OF RESOURCES

4.1 TERMS

The general terms and conditions of the exchange of mutual aid resources between Member Agencies are specified in Clause 5. If required, additional terms or conditions may be negotiated between Lending and Receiving Member Agencies by written confirmation with a copy to CIFFC.

4.2 RESOURCE REQUESTS

An agency's Designated Official or representative shall submit a request to the CIFFC DO.

4.3 RESOURCE REQUEST FORM (RRF)

A request for mutual aid resources will be forwarded to the CIFFC DO on a RRF. A separate RRF is required for each type of resource, based on the following four categories:

- a) Aircraft
- b) Personnel
- c) Equipment
- d) Service

Information contained on the RRF shall be used to initiate a search for the most compatible and available resource to fill the request.

The "RRF" is available on the CIFFC Web Site >Members section >Resource Sharing >Forms.

4.3.1 National Identification Numbers

CIFFC DO shall issue sequential Identification numbers on the RRF for personnel and aircraft interagency resources mobilized through CIFFC. These numbers are to be used for tracking purposes for the duration of the assignment.

- a) "C-xxx (x) for all IA or SA crews regardless of size or type.
- b) "O-xxx" for all individual overhead personnel (except for National Certified Air Attack Officer [AAON], if the AAON is part of an airtanker group).
- c) "A-xxx" for all individual aircraft

4.3.2 Confirmation

When the request is finalized, the section "Resources Mobilized" on the RRF shall be completed and returned to the CIFFC DO. The Lending Agency is encouraged to initiate contact with the "Destination Contact" as noted on the RRF to discuss arrival details. Any changes to the original RRF such as quantities, destinations, etc., must be corrected and returned to the CIFFC DO on the RRF prior to mobilization.

4.4 MOBILIZATION

Transport is normally arranged by the Lending Agency; however for the mobilization of personnel the CIFFC DO may assist with CIFFC contract aircraft

The Lending Agency shall confirm by hard copy to the CIFFC DO the type and amount of resources, any special terms or conditions, transport cost estimates, carrier and waybill number, flight itinerary, etc., in the format specified on the RRF.

Waybill discrepancies must be noted and both the Lending Agency and CIFFC DO must be notified by the Receiving Agency. The RRF will be finalized when the Receiving Agency has completed "Arrival Confirmation" section of the RRF and returned it to the CIFFC DO.

The CIFFC DO shall send the finalized RRF to both the Lending and Receiving Agencies.

4.4.1 Personnel Information Exchange (PIE) Sheet

The Lending Agency shall complete and forward to the CIFFC DO, a PIE sheet for all personnel to be mobilized including estimates of the seat and pack weights a minimum of 24 hours in advance. A revised PIE sheet containing **accurate weights** for all personnel and cargo will be provided by the lending agency to the CIFFC DO prior to departure. The CIFFC DO shall forward all PIE sheet(s) to the Receiving Agency. The Lending Agency, Agency Representative (AREP) or designate shall retain copies of the Lending Agency PIE sheet(s) for information and for the Receiving Agency on-site personnel (if required).

Agencies shall use the full names of all personnel when completing PIE sheets. The name on the PIE sheet shall match the individual's full name as it appears on their government-issued identification outlined in clause 6.1 (q).

If required, the Lending Agency may also complete the PIE Additional Information (AI) sheet and forward it along with the corresponding PIE sheet to the CIFFC DO.

4.5 DEMOBILIZATION

The Receiving Agency shall notify the CIFFC DO of their intent to release resources. CIFFC shall confirm with the Lending Agency either the destination of the returning resources, or the relocation of the released resources.

The Receiving Agency shall complete the Resource Demobilization Form (RDF) noting the type and quantity of resources, carrier, waybill number, flight itinerary, etc., of items being demobilized and send the RDF to the CIFFC DO. The CIFFC DO will assign a demobilization number and send the form to the Lending Agency.

The Lending Agency shall complete the "**Mobilization Date**" (The date the resource departed their home base), "**Returned Date**" (The date the resource returned to their home base) and "**Invoice Duration**" will calculate automatically on the form (Total number of days from the mobilization to demobilization dates, inclusive). The Lending Agency should note any discrepancies and return the RDF to the CIFFC DO.

The CIFFC DO shall send the finalized RDF to both the Lending and Receiving Agencies.

The "RDF" is available on the CIFFC Web Site, Members section>Resource

Sharing>Forms.

4.6 MOBILIZATION AND DEMOBILIZATION OF PERSONNEL (TIME ZONE)

For the mobilization and demobilization of personnel and for the purposes of accurately accounting for hours worked, personnel will remain on the time zone of their departure location. For example, a crew demobilizing from British Columbia to New Brunswick will remain on Pacific Time for the day of travel home.

4.7 UNABLE TO FILL

Resource Orders will be deemed Unable to Fill (UTF) after 48 hours of no positive response from potential lending agencies. The CIFFC Duty Officer will notify all agencies when a resource order or partial resource order has been considered as UTF. Requesting agencies can re-order unfilled resources the next day following a UTF notification or identify that international resources can be targeted.

5. TERMS AND CONDITIONS

Any costs that would normally be expended to keep resources available to the Lending Agency should not be recovered from the Receiving Agency (i.e. Lending Agency not charging overtime for a driver to drive personnel from their home base to a marshalling point or calling someone in on the weekend to put together an equipment order for a Receiving Agency).

5.1 COMPENSATION

Compensation for the use, replacement or repair of resources should be provided with a minimum of delay.

5.2 COST ACCOUNTING

Receiving Agencies may request an interim accounting of costs to help them in both cost reporting and funds requisition before the final invoice is submitted for reimbursement. All interest charges will be forgiven for overdue accounts on government to government invoices.

5.3 INVOICING PROTOCOL

An invoice summary prepared by the Lending Agency with back-up documentation (including CIFFC RRF and RDF numbers and completed forms) shall be submitted to the attention of the Director of the Receiving Agency and CIFFC following the return of the resources, 30 days prior to the Receiving Agency fiscal year end. The recommended invoice, checklist, recoverable and non-recoverable expenses, and member agencies fiscal year-end are in Annex A.

5.4 RESOURCE EXCHANGE FUND (REF)

At the request of the CIFFC Board of Corporate Trustees, CIFFC shall invoice the Receiving Agency a 3-percent REF up to three times (3x) their annual levy for the 2019-2020 fiscal year based on invoice(s) received from the domestic Lending Agency(s). In addition to the 3% REF assessed on the agency invoice(s) an equipment fee of \$20.00 per power pump, and \$1.00 per length of hose, shall be added to the REF invoice.

Similarly, a 3-percent REF up to three times (3x) the Receiving Agency's annual levy for

the 2019-2020 fiscal year will be assessed on invoices received from International Lending Participants.

5.5 CONDITIONS

Lending Agencies may include a condition of exchange that sets a date by which resources must be returned, or reimbursement provided to replace them, or a date by which reimbursement for services must be made.

5.5.1 Recall of Resources

Unless as otherwise provided, the Receiving Agency agrees that the Lending Agency has the right to recall any and all Resources and the Receiving Agency shall, within twenty-four (24) hours, return such resources to a location designated by the Lending Agency.

5.5.2 Recall of Personnel

Notwithstanding Clause 5.5.1, the Lending Agency agrees to pay the return transportation cost of personnel if the Lending Agency recalls those personnel prior to seven (7) full assignment days as specified in Clause 6.2.

5.6 TRANSPORTATION

All costs incurred by the Lending Agency for transport will be recovered from the Receiving Agency.

Nationally or internationally licensed and bonded carriers shall be used when transporting equipment. Every effort shall be made to have the shipment "Hot Shot" (exclusive truck with 2 drivers).

5.6.1 INSURANCE

Lending agencies should ensure that ground transportation insurance is adequate to cover the value of equipment being shipped between agencies. Any cost for extra insurance would be included in transportation costs and billed to the receiving agency. Agencies returning loaned equipment should also ensure adequate coverage as it is the Receiving Agency's responsibility to return items intact.

5.7 ACCIDENT / INCIDENT NOTIFICATION AND PARTICIPATION

In the event of an accident or incident involving aircraft or personnel on export, the Receiving Agency will immediately notify the Lending Agency designated official and the CIFFC DO of the circumstances of the accident or incident.

The Lending Agency reserves the right to be part of any investigation resulting from an accident or incident involving the Lending Agency resources.

5.8 RESOURCE AVAILABILITY ALLOCATION PROTOCOL

In the event of a dispute over the allocation of limited resources the "Resource Availability Allocation Protocol" shall be followed as specified in Annex B.

5.9 COMMISSARY/INCIDENTAL PURCHASES

The Lending Agency AREP shall be responsible for purchase, distribution and cost collection for all incidental/commissary needs of their assigned staff.

5.10 INVASIVE SPECIES

5.10.1 Lending Agency Responsibility

The Lending Agency shall be responsible to ensure resources (aircraft, equipment, PPE) are cleaned and dried to their agency standard prior to exporting.

5.10.2 Receiving Agency Responsibility (Mobilization)

The Receiving Agency is responsible to ensure resources imported (aircraft, equipment, PPE) have been cleaned to meet their agency standard/guidelines prior to those resources being deployed within their agency.

5.10.3 Receiving Agency (Demobilization)

Prior to demobilization, the Receiving Agency shall be responsible to clean and dry (to their Agency Standard) any Lending Agency aircraft, equipment or PPE that has been exposed to or used in an area where invasive species are known to exist.

6. PERSONNEL

6.1 PERSONNEL INFORMATION

- a) The Interagency Exchange Standards shall be used to determine acceptable qualifications for the exchange of personnel between agencies.

Type 1 crews shall come with the following:

- Meet Interagency Exchange Standards Crew Leader, Crew Member, and Crew)
- WFX-FIT interagency exchange (Clause 6m)
- Hover Exit certified
- Standard First Aid (1p. per IA crew, 4p. per SA crew [Clause 6b])
- PAR-Q+ 2019

For the 2019 fire season, Type 2 Sustained Action crew interagency exchange requirements will be discussed/negotiated between the Lending and Receiving agencies and CIFFC prior to mobilization. The determination to mobilize type 2 crew personnel will be at the discretion of the Canadian Multi-Agency Coordinating Group (CMAC).

Copies of the "Interagency Exchange Standards" are available on the CIFFC Web Site, Members section>Resource Sharing>Personnel Exchange.

- b) Sustained action crew size, if requested by the Receiving Agency shall be a minimum of 17-person up to a maximum of 21-person and can include a combination of multi-agencies. Each crew shall identify one crew leader (CR1L) and the remaining crew personnel shall be identified as crew members (CR1M) on the PIE sheet.

The (Crew) rate as per Clause 6.3 shall apply for all crew personnel regardless of Type (1 or 2).

- c) Lending Agency personnel will not be asked to be on stand-by by the Receiving Agency without prior discussion between the Lending Agency and Receiving Agency and subsequent approval by the Lending Agency or Lending Agency AREP. Compensation for stand-by will be at the Lending Agency rate as per Annex C.

Lending Agency personnel may also be requested by a Receiving Agency to be in a state of readiness at a Lending Agency location or marshalling point. The rate shall as per Clause 6.3.

- d) Agency Incident Management Team size and configuration are included in Annex D.
- e) A Receiving Agency who requests a change in assignment position, from that which Lending Agency personnel was mobilized as shall be required to complete the Personnel Reassignment Position Form (PRPF) and subsequently get Lending Agency approval by either the onsite Lending Agency AREP, or Designated Official.

Copies of the PRPF shall be sent to the Lending and Receiving Agencies as well as the CIFFC DO.

Individual agency Designated Officials are listed in Annex E.

The "PRPF" is available on the CIFFC Web Site, Members section.

- f) The Lending Agency shall provide all safety equipment required to meet their regulations. Should additional equipment be required by the Receiving Agency, the Receiving Agency shall supply it at their expense.

NOTE – The purchase of footwear (i.e. Steel toed) shall be negotiated between the Lending Agency, Receiving Agency and CIFFC prior to mobilization.

- g) A PIE sheet shall contain but not be limited to the following information: CIFFC identification number, position, full name as it appears on identification as defined in 6.1 (q), accurate seat and cargo weight, total weight, home base, contact name and phone number.
- h) Agencies shall provide an AREP (if required) responsible for the health, safety, welfare, and commissary needs of personnel.

Copy of the "Interagency Exchange Standards" for the AREP position is available on the CIFFC Web Site, Members section.

- i) All personnel shall come with the following personal protective equipment:

- Fireline workwear that meets CAN/CGSB-155.22, Fireline Workwear for Wildland Firefighters
- Good quality work boots with eight (8) inch leather uppers;

- Hard hat with chin strap;
- Gloves;
- Eye protection; and
- Hearing protection

- j) Personal cargo weight shall be a total of 29.5 kg (65 lbs) which includes a personal or deployment pack of 20.4 kg (45 lbs) and a line pack of 9.1 kg (20 lbs), except as specified in Annex D.

The personal cargo weight of 29.5 kg (65 lbs) shall be met for both the mobilization and demobilization of personnel.

Any personal cargo that exceeds the maximum allowable weight of 29.5 kg (65 lbs) , (unless excepted as specified in Annex D) shall be the responsibility of the Lending Agency to return that personal cargo back to their home agency at the Lending Agency expense.

It is the responsibility of the Lending Agency AREP to ensure their assigned staff meet the personal cargo weight limit and general packing instructions identified in Annex D.

- k) While on assignment pursuant to the MARS Agreement, personnel injured in a province or territory in which they are not resident are entitled to workers' compensation benefits in accordance with the applicable workers' compensation legislation.

Injured personnel may have the right to claim compensation in their home jurisdiction or the jurisdiction in which they are injured. In such an event, they may make a claim to the workers' compensation agency of one or the other but not both. The costs of the claim will be paid by the workers' compensation agency administering the claim.

Although personnel are covered by their home agency WCB, they are still required to abide by the WCB requirements within the jurisdiction of the assignment.

- l) All Crew personnel (Type 1 and Type 2 crews) shall complete the "PAR-Q+" or equivalent medical screening procedure during the current year prior to mobilization. It is recommended that Overhead personnel being mobilized also complete the "PAR-Q+".
- m) All agencies Type 1 fire fighters shall meet the Canadian Physical Performance Exchange Standard for Type 1 Wildland Fire Fighter (WFX-FIT) time of 14min30sec for interagency (export) exchanges.

As of January 1, 2018, all Type 2 wildland fire fighters exchanged through the MARS Agreement shall be required to take and pass the fitness time of 17 minutes 45 seconds.

The Type 2 fitness shall use the same circuit (4 components including pre-screening) as the WFX-FIT. See Annex F for WFX-FIT.

- n) Personnel assigned as part of a resource order shall receive an adequate orientation session prior to deployment and shall be debriefed prior to demobilization as specified

in Annex G.

- o) The Operational/Incident Briefing Checklist in Annex H is included as a guide and is not intended to replace member agency policies/procedures, but rather to enhance it.
- p) All personnel mobilized through the MARS, will be returned by the Receiving Agency to the marshalling point identified by the Lending Agency. No Lending Agency personnel will remain in the Receiving Agency's jurisdiction.

For "special circumstances" where an individual will not be demobilized back to the Lending Agency marshalling point, both the Receiving and Lending Agency Duty Officers must agree to the terms prior to the demobilization of an individual and inform the CIFFC DO.

- q) Regardless of the initial transportation method, all personnel mobilized through the MARS shall carry appropriate identification to allow for their potential transportation by commercial aircraft.
 - One (1) piece of valid (not expired) government-issued identification with photo showing the **name, date of birth and gender**; or
 - Two (2) pieces of valid government-issued non-photo identification with **matching names**, as long as at least one piece also includes the **date of birth and gender**;
- r) At the request of the Receiving Agency and upon approval of the Lending Agency, the Lending Agency may choose to rest their staff in place and re-deploy.
 - Rest Days will be at no personnel daily rate (clause 6.3) to the Receiving Agency. The Receiving Agency will however be required to cover the costs of meals and accommodations.

6.2 ASSIGNMENT DURATION AND OPERATIONAL PERIOD

(a) Assignment Duration

Personnel will be prepared for a 19-day total mobilization including a 14-day assignment duration. For crews and single resources, the first full day of the 14-day assignment (day 1) is defined as the first full day in the Receiving Agency jurisdiction (exclusive of travel). Day 1 of the assignment may include the orientation.

For Incident Management Teams the determination of day one is fluid, with the proviso that the total mobilization shall not exceed 19-days and a fire assignment duration is a maximum of 14-days.

For all personnel resources the assignment duration shall not exceed 14-days without Lending Agency approval.

(b) Operational Period

Fire Suppression Crews, Incident Management Team members and single resources will be provided a minimum of 10 hours free from duty within every 24 consecutive hour period. This allows for the opportunity for 8 hours prone rest as well time for nutrition, personal hygiene and general recovery.

All work will occur within a 14-hour duty day which includes; a maximum of 12 hours of direct fire line work, a mid-shift nutrition break, any pre or post shift briefings as well as travel to and from the fire line.

In exceptional circumstances where urgent efforts are required to prevent or minimize loss of life or damage to critical infrastructure/property the duty day and consequently the hours of fireline work may be extended. Written justification for such an increase to work hours/duty day beyond the standard operational period shall be pre-approved by the Receiving Agency Provincial/Territorial/ National Duty Officer and the Lending Agency AREP/SREP or Duty Officer.

The 10-hours free from duty directive shall be observed following any extended operational period.

6.3 PERSONNEL COST

The daily rate to cover salaries, wages, overtime and benefits shall apply to the following personnel:

<u>Overhead</u>	\$900.00 per person per day for all overhead personnel, from the time and point of mobilization to the time and point of return.
<u>Crew</u>	\$600.00 per person per day for all Type 1 crew personnel as well as Type 2 Sustained Action personnel*, from the time and point of mobilization to the time and point of return.
<u>Stand-by</u>	Stand-by requirements and rates for both Overhead and Crew personnel can be negotiated between the Lending Agency, Receiving Agency and CIFFC according to Clause 6.1.c. Stand-by rates (Annex C) are independent of the Overhead and Crew rates.

*When mobilizing Type 2 Crew personnel, the flat fee marshalling, daily vehicle and incidental rates may not be appropriate or applicable. In lieu of the aforementioned flat fees, additional costs associated with the mobilization of Type 2 Sustained Action crews shall be identified and negotiated between the Lending Agency and the Receiving Agency and CIFFC prior to mobilization.

6.3.1 Marshalling Rate

A Marshalling Rate of \$200.00 per person per deployment shall be included on invoices submitted to the Receiving Agency.

The Marshalling Rate is applicable upon mobilization from the Lending Agency

home base to the marshalling points (see Annex I) and upon demobilization from the Lending Agency marshalling point back to their home base.

The Marshalling Rate covers: all meals, accommodation, and incidentals (i.e. Laundry, snacks, newspapers, cellular phone, etc.) and fleet/government (lease) vehicle costs.

The Marshalling Rate does **not** include transportation costs, such as charter and commercial flights, buses/vans; ferry, vehicle rental and gas (specifically rented for marshalling), required to mobilize/demobilize personnel. These costs can be billed to the Receiving Agency.

Any extenuating circumstance where additional deployment costs are incurred by the Lending Agency while mobilizing personnel or demobilizing personnel to their home province/territory may be negotiated between the Lending Agency and the Receiving Agency as a separate expenditure in addition to the Marshalling Rate.

Lists of member agencies marshalling points are in Annex I.

NOTE - When Lending Agency mobilizes personnel by vehicle to the Receiving Agency, the Lending Agency should establish a marshalling point within their agency (location) and this will be communicated to both the Receiving Agency and CIFFC.

6.3.2 Incidental Rate Incurred by the Lending Agency Personnel while on Deployment

The intent of the Incidental Rate is to recover incidental costs incurred on “**some occasions**” and is not intended for Lending Agency personnel to pay for all their expenses while on deployment in the Receiving Agency.

The Receiving Agency should, whenever possible, be providing and paying for accommodation, meals, and vehicle rentals. In exceptional circumstances where the Receiving Agency is unable to support lending agency personnel or where “some occasions” is exceeded, the Lending Agency can recover costs based on their (Lending Agency) per diem meal allowance and actual accommodation costs by receipt. Any exceptional circumstance shall be discussed /negotiated between the Lending, Receiving and CIFFC Duty Officers prior to the Lending Agency incurring incidental costs beyond “some occasions”. If, after negotiation, the Lending Agency will recover direct incidental costs based on their per diem meal allowance and/or accommodation costs they waive the entitlement to charge the 2% incidental rate for the mobilization.

An Incidental Rate of 2% per deployment (order) shall be added to the total cost of the Personnel Daily Rates as per Clause 6.3, on invoices submitted to the Receiving Agency. See example.

Example – Incidental Rate Calculation:

Kind	Rate (\$)	No. of Personnel	Total (\$)
------	-----------	------------------	------------

Overhead	900.00	10	9,000.00
Crew	600.00	20	12,000.00
Total Personnel Cost			21000.00
2% Incidental Rate (\$21,000.00 x 2%)			420.00

The Incidental Rate is applicable while the Lending Agency personnel are out-of-province/territory on deployment.

When an AAON is not part of an airtanker group and sent as a single resource, the Incidental Rate applies.

The Incidental Rate also applies to an AREP or SREP.

The Incidental Rate does **not** include transportation costs, such as charter and commercial flights, buses/vans; fleet/government (lease) vehicles (See Annex A), and/or ferry transport, required while on deployment. These costs can be billed to the Receiving Agency.

The Incidental Rate covers: Any equipment, supplies or services for operational requirements not provided by the Receiving Agency, list includes but not limited to the following:

- Passenger/baggage handling
- Gas and parking fees
- Meals
- Cellular phone charges
- Accommodations

Lists of recoverable and non-recoverable expenses are in Annex A.

6.3.3 Lending Agency Fleet/Government (Lease) Vehicle Daily Rate

In situations where the Lending Agency uses their own fleet/government (lease) vehicle(s) to travel to the Receiving Agency, a daily rate for those vehicles shall be included on invoices submitted to the Receiving Agency.

Application of the daily rate starts on the day the vehicle leaves the Lending Agency identified marshalling location upon mobilization, continues for the day(s) the vehicle is in the Receiving Agency and ends on the day the vehicle returns to the Lending Agency upon demobilization.

See Annex A (Vehicle Type and Daily Rate Matrix) for each agency rates.

Vehicle Incident

In the event of an accident or incident involving a Lending Agency Fleet Government (lease) Vehicle while on deployment, the operator is required to follow regular incident reporting and documentation measures relevant to their home agency's policies and procedures. In addition, the operator will participate in the completion and submission of an incident report with the Receiving Agency.

The Lending and Receiving Agency shall then determine if the accident/incident will follow through a normal insurance claim process or otherwise. Under certain circumstances the Lending and Receiving Agencies may negotiate cost recovery for repairs of the vehicle.

6.3.4 Trainee Program

- Personnel will be overhead positions only.

Option 1 - IMT1 trainee initiative (as per CWG priority list) mobilization cost recovery shall be $\frac{1}{3}$ of the total invoice divided equally between to the Receiving Agency, Lending Agency and CIFFC.

- All cost recovery for a Trainee will be as per Clauses 6.3, 6.3.1 and 6.3.2.
- For cost recovery purposes, an individual shall remain a Trainee for the full assignment duration.
- The Lending Agency is responsible to submit the invoice for the trainee(s) as per the standard process used for all MARS personnel exchanges.
- The Receiving Agency must approve the Trainees prior to mobilization.

Option 2 – All costs associated with Lending Agency trainee mobilization will be covered by the Lending Agency.

Trainee - An individual who has acquired a pre-arranged series of competencies (knowledge, abilities and skills) but requires additional experience in a specific role or position. The Trainee requires direct supervision by a Mentor who is certified and meets the CIFFC Exchange Standard for the role or position, to which the Trainee is assigned to for the duration of the deployment.

6.3.5 Additional Medical Insurance Premiums

It is recommended that the Lending Agency ensure that their personnel are adequately covered for any hospital and/or medical costs incurred while in another jurisdiction. This will ensure admittance to a hospital and subsequent treatment, if required.

6.3.6 Loss of Personal Property

Loss of personal property while on assignment shall be as per the Lending Agency policy.

6.4 INVOICING

Invoicing for all personnel should be submitted as per Clause 5.3, by the Lending Agency. If a detailed invoice cannot be prepared and sent to the Receiving Agency by the Lending Agency in a timely manner, then an estimated total cost shall be sent to the Receiving Agency.

7. EQUIPMENT

7.1 REFURBISHING

Unless otherwise specified, equipment shall be returned to the Lending Agency for

refurbishing. Reasonable wear and tear accepted. The refurbishment shall be at the expense of the Receiving Agency.

NOTE - The cost of refurbishing equipment, including hiring of/extending personnel may be recovered by the Lending Agency.

7.2 LOST/DAMAGED ITEMS

Items that are lost or damaged beyond repair shall be replaced by the Receiving Agency to the Lending Agency standards/specifications or by way of invoice submitted by the Lending Agency.

7.3 EXPENDABLE ITEMS

Expendable items shall be identified by the Lending Agency prior to shipment, and replaced if required.

7.4 REPLACEMENT ITEMS

Only original or new equipment (to Lending Agency standards/specifications) shall be acceptable without prior communication between the parties.

7.5 COMMUNICATION DATE FOR RETURN OF BORROWED EQUIPMENT

October 1 has been set as the date for negotiations between the Lending and Receiving Agencies, to establish a final date for the return or invoicing of the Lending Agency outstanding equipment. The final date set for the return of all equipment is December 15 of the current year.

7.6 PACKAGING AND LABELING

Exported or returned equipment shall be packaged in such a manner as to reduce damage and to facilitate mechanical loading and off-loading. Standard package labeling will include agency two-letter designator, content identification and quantity, on all equipment packages.

Pumps exported must have a "Serviceable Tag" affixed to the pump, listing, but not be limited to, the following information; Test pressure, fuel mixtures, operating elevation, and date of service.

7.7 WILDLAND FIRE ENGINES

All wildland fire engines requested for export through CIFFC will be ordered by type. Type definitions as found in the CIFFC Glossary of Forest Fire Management Terms.

7.8 WILDLAND FIRE HOSE

All 38mm (1½ in) and 63 mm (2½ in) hose will be ordered by, number of 30.5 m (100 ft) lengths, with the minimum acceptable length for interagency exchange set at 24.4 m (80 ft).

All 38mm (1½ in) hose exported shall pass the CIFFC agreed to hose pressure test of 300 psi for a minimum of 3 minutes and shall meet ULC Hose Standards: CAN/ULC S518-11, CAN/ULC S518.1-11, CAN/ULC-S519-14, CAN/ULC-S519.1-14 and ULC Coupling Standards: CAN/ULC-S551-13 and CAN/ULC-S558-13. Couplings and hose shall be listed and labelled.

All 63mm (2½ in) hose exported shall come with external-lug quick-connect couplings or be adaptable to quick-connect with 2 adapters supplied for every 3 lengths of 30.5m (100 ft) of hose exported. All 63 mm (2½ in) Couplings shall meet ULC Coupling Standard Can/ULC-S574-13 and be listed and labelled.

7.9 PORTABLE POWER PUMP KIT CONTENTS

The following shall represent the standard pump kit contents for interagency exchange:

- 1 - Medium portable power pump
- 1 - Pump toolbox (complete)
- 1 - Intake/suction hose
- 1 - 22.8 litres (5 imp. gal) fuel tank

7.10 POWER PUMP CATEGORIES

The following shall represent the standard wildland fire pump categories:

- Light - less than 11.34 kg (25 lb)
- Intermediate - 11.34kg - 22.68 kg (25-50 lb)
- Medium - 22.69kg - 34.93 kg (50.01-77 lb)
- Heavy - greater than 34.94 kg (77.01 lb)

8. AVIATION

8.1 RATES

- a) Quoted rates apply in Canada only.
- b) With all aircraft, the cost of shipping and changing an engine and the associated personnel is **not** included in the all-inclusive rate.
- c) All insurance is included in the submitted rates.
- d) There shall be no charge for days that the aircraft is unserviceable, part days shall be prorated.

NOTE - One day is defined as a 10-hour period. The rate is calculated by taking the Lending Agency Daily Availability Rate divided by 10. The rate charged to the Receiving Agency shall be 10 hours subtracted by the total unserviceable hours.

8.2 DAILY AVAILABILITY

The minimum daily availability rate (non-deductible) will be charged by the Lending Agency for each day or part day that the aircraft is on loan. The Lending Agency may, at its choice, pro-rate the daily availability rate for part days as per the Note in Clause 8.1.

8.3 HOURLY RATE

Unless otherwise indicated in the airtanker rate schedule, the hourly rate for all flying is to include crew salaries, insurance, and maintenance including engine, propeller and hull time allowances.

8.4 OTHER COSTS

The following cost recovery allowances shall apply in accordance with Annex K.

- Fuel and oil by receipt;
- Charges by receipt for transport of replacement parts;
- Ground transportation - If no vehicle is provided by the Receiving Agency, costs for ground transportation shall be billed by the Lending Agency as per Annex K;

- Transport, meals and accommodation costs are recoverable for both the incoming and outgoing AAON during an AAON change; and
- Where the situation warrants the Receiving Agency shall cover the cost of crew rotation every twelve (12) days as per Annex K.
- For an airtanker group with an AAON deployment that extends beyond the initial request duration; costs associated with the replacement of the AAON can be recovered by the Lending Agency.
- In exceptional circumstances where landing or other airport fees are exorbitant (in excess of \$2,000 per day), by agreement with the receiving agency these costs, or a portion thereof, can be recovered by the lending agency.

8.5 INVOICING

Invoicing for all aircraft should be submitted as per Clause 5.3, by the Lending Agency. If a detailed invoice cannot be prepared in a timely manner and sent to the Receiving Agency by the Lending Agency, then an estimated total cost shall be sent to the Receiving Agency.

It is suggested for aviation invoices, that the Lending Agency submit the breakdown of costs and fuel consumption as per Annex A.

8.6 AIRCRAFT MAINTENANCE

Member Agencies may share aircraft parts or components for maintenance of the aircraft. A Lending Agency who supplies an aircraft part or component to another Member Agency shall have that part or component replaced with a similar part or component of equal or greater value. When possible, the same part shall be returned, if accepted by the Lending Agency.

8.7 BIRDDOG AIRCRAFT

Birddog aircraft and AAON should accompany all airtanker groups if the Lending Agency operates with them. The AAON is considered part of the flight crew.

8.8 FLIGHT WATCH AND TRANSFER OF CONTROL

- a) For interagency exchanges other than quick-strike the individual aircraft Pilot-in-Command (PIC) is responsible for appropriate NavCanada flight planning for the ferry flight from the Lending Agency to the Receiving Agency.
- b) In all other cases the Receiving Agency is responsible for providing flight watch for incoming airtanker groups on fire missions and in-province base changes. Flight watch radio transmissions to agency stations will be conducted by the assigned birddog on behalf of the airtanker group as per agency policy and procedures.
- c) For quick-strike missions without an AAON the following protocol shall be followed: Once the Lending Agency airtankers have joined with the Receiving Agency birddog, the AAON in the birddog shall assume responsibility for flight watch transmissions to the Receiving Agency station. The Receiving Agency will notify the Lending Agency of airtanker arrival and departure from the fire.

8.9 AIRCRAFT RELEASE

For aircraft that are not subject to "Immediate Recall", the Lending Agency shall give 24

hours' notice for the return of the aircraft.

The Lending Agency agrees to pay for the return ferry cost of their aircraft if the Lending Agency recalls the aircraft prior to a minimum of 3 assignment days as described herein. An assignment day is exclusive of ferry time and begins the first day that the aircraft can meet their assigned alert times in the Receiving Agency.

Receiving Agency should give 24 hours' notice of the release of the aircraft.

Notwithstanding 24 hours-notice; aircraft released prior to 12:00 local time will depart the receiving agency the same calendar day, barring any weather or mechanical delays.

8.10 BRIEFING / DEBRIEFING

Arriving AAON and flight crews shall have an arrival briefing to ensure smooth transition into the Receiving Agency air operations. In the interests of safety, it should be emphasized that an insufficient briefing or no briefing shall result in the Lending Agency air attack group sitting on the ground until such time as a comprehensive briefing is provided by the Receiving Agency.

The AAON Briefing/Debriefing Checklist as specified in Annex L should be used as a guide. Lending Agency airtanker groups may require information additional to that listed in Annex L.

8.10.1 Mission Debriefing

Mission debriefings are not a requirement for all agencies; however, they are mandatory for some, and are strongly recommended for all.

8.10.2 Final Debriefing

A final debriefing is mandatory. Normally it shall be held before departure to the Lending Agency home. Discussion should include:

- Problem areas or concerns regarding tanker base or air attack operations, including any inefficiencies or ineffectiveness visible in the operation.
- Recommendations to eliminate or improve all existing concerns.

8.11 FLIGHT AND DUTY TIME LIMITS

Air crews on loan to another province or territory shall use the Lending Agency flight and duty time limits unless the receiving agency limits are more restrictive. See Annex M.

8.12 FIRE CHEMICALS

All fire chemicals (Retardant, Water Enhancers and Foam used in Canada should be fully qualified and identified on one of the following Qualified Products Lists (QPL).

Products Meeting the Canadian Specification for Long-Term Retardants

Meets Qualifying Performance Requirements for Long-Term Fire Retardants, US Forest Service 5100-304c, as Amended.

Class A Foam for Wildland Fire Management


Qualified by US Forest Service in Accordance with Forest Service Specification 5100-307a as Amended.

Water Enhancers (Gels) for Wildland Fire Management

Qualified by US Forest Service in Accordance with Forest Service Specification 5100-306A as Amended.

NOTE - In general, agencies require that the foam tanks be flushed, prior to and after the use of a brand that is at variance with that in use by the Lending Agency.

**ANNEX A –
INVOICING**

		Part A Summary Sheet MARS Agreement Expenditures							
		Current Date 							
To: 				From: 					
Invoice Types									
Aircraft		Personnel		Equipment		Transport		Misc	
	Date yyyy-mm-dd	CIFFC RO #	CIFFC Demob #	Agency Document #	Resource Type	Comments	Amount		
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
							Total	\$0.00	
							1 of		

NOTE: An “Invoice Summary Sheet” form in “EXCEL” format is available on the CIFFC Web Site, Members section.

**Part B
Documentation Checklist**

<u>AIRCRAFT</u>	Attached	
Documentation	Yes	No
Attach copies all flight reports for all Aircraft (i.e. bird-dog, airtanker. Infra-red, helicopter etc.)		
Attach copies of fuel slips where applicable		
Attach CIFFC Final Demobilization form showing Mob date. Return Date & Invoice Duration.		
Other aircraft related authorized expenditures, specify.		

<u>PERSONNEL</u>	Attached	
Documentation	Yes	No
Attach CIFFC Final Demobilization form showing Mob date. Return Date & Invoice Duration.		
Attach list of all personnel (i.e. PIE Sheets (last name first, first name last) mobilized.		
Other personnel related authorized expenditures, specify.		

<u>EQUIPMENT</u>	Attached	
Documentation	Yes	No
Attach CIFFC Final Demobilization form showing Mob date. Return Date & Invoice Duration.		
Attach documentation & invoices for expenses incurred for refurbishment or replacement of equipment		
Other equipment related authorized expenditures, specify.		

<u>TRANSPORTATION</u> (Equipment or Personnel)	Attached	
Documentation	Yes	No
Attach copies of invoices for airline tickets, charters (air & ground) bills of lading, agency vehicles etc.		
Other transportation related authorized expenditures, specify.		

<u>MISCELLANEOUS</u>	Attached	
Documentation	Yes	No
Other miscellaneous authorized expenditures; specify.		

Please attach the invoice summary sheet and all documentation to this checklist

AVIATION – BREAKDOWN OF COSTS

Date	AG	A/C Type	Civil Reg.	Tail #	Daily Rate	# of Days	Daily Total	Hourly Rate	# of Hrs.	Hourly Total	Total
Totals					\$	0	\$		0		
Totals					\$	0	\$		0		
Totals					\$	0	\$		0		
GRAND TOTAL							\$			\$	\$

FUEL CONSUMPTION

Date	AG	A/C Type	Civil Reg.	Tail #	Hrs Flown	Fuel Consumption / Hr	Fuel Type	Fuel Rate	Total
TOTAL FUEL CONSUMPTION								\$	

RECOVERABLE AND NON-RECOVERABLE EXPENSES

<p>Clause 6.3.1 - Expenditures captured in the \$200.00 per person per deployment Marshalling Rate while mobilizing in home agency (these costs cannot be billed separately to Receiving Agency)</p>	<p>Clause 6.3.2 - Expenditures captured in the 2% Incidental Rate while in the Receiving Agency (these costs cannot be billed separately to the Receiving Agency)</p>	<p>Expenditures that can be invoiced back to the Receiving Agency with appropriate back-up (e.g. invoice, receipt, vehicle list, flight ticket, etc.)</p>	<p>Items that cannot be invoiced back to the Receiving Agency (non-recoverable costs)</p>
<p>Fleet/government (lease) daily rate for vehicles to get staff to the marshalling location</p>	<p>Extra baggage fees</p>	<p>Extra medical coverage as per Clause 6.3.5</p>	<p>Personal products (lip balm, liniment, throat lozenges), women's products, foot powder, blister pads</p>
<p>Meals purchased</p>	<p>Gas and parking</p>	<p>Pre-approved purchases (i.e. steel toed footwear, etc.)</p>	<p>Laundry/dry cleaning</p>
<p>Hotel/accommodations purchased</p>	<p>Meals (exception as indicated in 6.3.2)</p>	<p>Commercial/charter flights</p>	<p>Sun screen/insect repellent</p>
<p>Laundry, snacks, newspapers, and incidentals</p>	<p>Accommodations (exception as indicated in 6.3.2)</p>	<p>Ferry transport charges</p>	<p>Minor vehicle wear and tear (flat tires, scratches) and regular vehicle maintenance/repairs have been considered in the Vehicle Type and Daily Rate Matrix rates.</p>
	<p>Cell phone/smart device charges</p>	<p>Bus/van rented to transport staff to and from Marshalling locations</p>	<p>Commissary/van sales (work gloves, insoles, socks, tobacco, newspapers, magazine, calling cards, batteries, maps, energy drinks, etc.)</p>
		<p>Satellite phone charges (if satellite phone use has been requested and approved by Receiving Agency)</p>	<p>Physician/Doctor's fees (depending on situation)</p>
			<p>Prescriptions or medicine, pain reliever and first aid supplies.</p>
			<p>Alcohol</p>
			<p>Gratuities or tips</p>
			<p>Speeding tickets or fines</p>

VEHICLE TYPE AND DAILY RATE TABLE

	½ ton (F150 - 1500)	¾ ton (F250 - 2500)	1 ton (F350 - 3500)	1 ton MTC (F350 – 3500)	2 ton IA truck (F550)	SUV	Car	Van	Bus	Type 6 Engine
BC	\$160.00	\$169.50	\$170.50	\$171.54	\$192.14					\$197.54
YT	\$179.00	\$219.00	\$219.00	\$224.00	\$224.00	\$176.00	\$146.00	\$142.00	\$300.00	
AB	\$128.00	\$130.00	\$147.00			\$130.00				\$370.00
NT	\$208.00	\$250.00	\$250.00							\$325.00
SK	N/A	\$200.00	\$250.00		\$400.00			\$145.00		\$400.00
MB	\$166.50	N/A	\$230.00							
ON	\$126.00	\$167.00				\$92.00	\$83.00	\$106.00		
QC	\$158.00	\$171.00	\$183.00							
NB										
NS	\$160.00				\$250.00		\$140.00	\$150.00		
PE										
NL										
PC	\$128.00	\$130.00	\$147.00			\$130.00		\$122.00		

NOTE - This table applies to fleet/government (lease) vehicles that an agency uses for the fire season that staff would take on deployment.

1. Daily rate is all inclusive: vehicle, gas and maintenance.
2. Daily rate does not include driver or crew cost (type 6 engines).

The daily rates were determined using the following criteria:

Fuel charge/day calculation: Fuel price/litre \$1.50, 15 litres per 100km, 500km total per day (e.g. \$1.50/l x 15l/100 km = \$22.50/100km.
 \$22.50/100km x 500km/day = \$112.50/day fuel charge.

EXAMPLE:

Vehicle price per day	\$ 37.09
Maintenance per day	\$ 5.47
Fuel charge / day	<u>\$ 112.50</u>
Total Day Rate	\$ 155.06 (rounded to \$155.00)

ANNEX B – RESOURCE AVAILABILITY ALLOCATION PROTOCOL (RAAP)

Overview

National Preparedness Level (NPL) 3 can be designated as the level of the 5 that CIFFC may see an increase in resource demands as well as the availability of interagency resources. Therefore, NPL 3 is the initiation point for the activation of the Canadian Multi-Agency Coordinating (CMAC) group.

At NPL 3, the CMAC will begin their planning to investigate the situation within the agencies and to provide an early-detection system of forecasting within the agencies.

When competition for wildland fire resources occurs among the member agencies, The Resource Availability Allocation Protocol (RAAP) may be required to establish resource allocation priorities. When competition for wildland fire resources occurs between wildland fire and non-wildland fire incidents, the CMAC may also be asked to recommend priorities to the CIFFC Management Committee.

The CMAC delegation specifically provides the mechanism to manage wildland fire resources prioritization and allocation between member agencies. Management of member agency resources is the responsibility of the member agency.

The CMAC will coordinate with the member agencies for setting priorities and placement of high demand or short supply resources.

The CMAC will coordinate with the member agencies and CIFFC Management Committee (if required) to balance requests between member agencies for wildland fires, and all-hazard incidents.

Implementation/Considerations

The CMAC will be requested to meet via conference call as the situation demands. In some situations, timelines for response may be short.

The RAAP will follow the CMAC Rules of Engagement as described in Appendix A.

The CMAC may be required to develop assignments that will engage all or part of the CMAC as necessary and bring in other partners/agencies to provide specific agency information, identify priorities and consult on response options as required.

Key to the success of CMAC will be allocating the right resource, to the right agency, at the right time based on priorities and the achievement of specific objectives. The allocation may be defined by the RAAP using the Prioritization Worksheet in Appendix B.

Risk assessment processes should help to add clarification in assisting CMAC in determining resource allocation.

The single, overriding priority in all actions is the protection of human life – both of the wildland fire fighters and the public.

The mobilization of minimal resources to projected long-duration fires or those that have minimal probability of early containment should not be considered unless there is a direct threat to a community.

It is imperative that "ready reserve" resources be identified according to weather forecasts and other intelligence.

High priority assignments should be considered even if a resource is available for less than the usual 14-day deployment rotation. For example, if a Type 1 crew is available only for five (5) days but could make a significant contribution on a fire during that time, the crew should be made available to a Receiving Agency for them to consider.

Canadian Multi-Agency Coordinating Group (CMAC)

Rules of Engagement

The CMAC will be activated when CIFFC National Preparedness Level (NPL) is at 3.

The CMAC will be led by the CIFFC Strategic Planning Manager.

The CMAC strategic objectives are as follows:

1. Support on strategic and operational challenges where wildland fire situations significantly exceed available mutual aid resources.
2. Identifying agency resource needs (i.e. short-term versus long-term).
3. Being proactive versus reactive.
4. Through the CIFFC Strategic Planning Unit, establish contingency plan (i.e. International resources, other options, etc.).

The primary role of CMAC is the current situation on the Resource Availability Allocation Protocol (RAAP). When required, the CMAC may also be engaged on the following items:

- Strategic positioning of resources in anticipation
- Aircraft charters
- Long-term planning
- Intelligence sharing (agency specific)
- Etc.

Each member agency will be represented and participate on the CMAC. The CMAC will function through conference calls. The duration of the calls should be a maximum of 30 minutes.

Each agency that is at Agency Preparedness Level 3 or higher and experiencing a challenging wildland fire situation will be required to provide a verbal report to the CMAC on the following:

1. Current and forecast situation
2. Current and forecast agency priorities (i.e. Public safety, communities, etc.)

The following priority criteria may be used to determine which member agency situation should be considered for the available resources:

1. Human Life
2. Communities
3. Critical Provincial, Territorial or Federal Infrastructure

Other member agencies that are not experiencing a challenging fire situation but are engaged in mobilizing resources or supplementary information may also be requested to provide a verbal report.

The decisions to be taken by the CMAC regarding the RAAP will be made by those agencies most impacted by the decision.

If the CMAC cannot reach consensus on a specific decision then this will be brought forward to the CIFFC Management Committee through the CIFFC Executive Director for direction.

All CMAC conference calls will be recorded in written minutes capturing the participants, agency reports, discussions and decision taken. The minutes will be shared with the members of the Resource Management Committee (RMC). The CMAC conference calls will be organized on a when-needed basis by CIFFC and begin at 11:00 CT.

Resource Availability Allocation Priority

Prioritization Worksheet

- 1) **Probability of Occurrence within the next 7 days:** Project the probability of a community and/or critical infrastructure being burned over utilizing weather forecasts, fire behaviour projections and known resource availability.
- 2) **Prioritize Type and Number of Critical resources:** What critical resources are required (from interagency external sources) to implement strategies to mitigate impact to community (s) and or critical infrastructure
- 3) **Critical Objectives to be accomplished:** What objectives to mitigate identified threat(s) will be accomplished if critical resources needed are made available?
- 4) **Describe Overall Assessment of Immediate and Long-Term Situation:** What is the magnitude of the overall situation within the agency, based on current and anticipated resource availability, fire behaviour, and weather forecasts.

Prioritize Incidents by Agency Fire Identifier	Identify Valve(s) (Community w/population, or Critical infrastructure)	1) Probability of Occurrence within the next 7 days L=low (<30%) M=Mod (30-70%) H=High (>70%)	2) Prioritize Type and Number of Critical resources	3) Critical Objectives to be accomplished:

- 4) **Describe Overall Assessment of Immediate and Long Term Situation:**

**ANNEX C –
AGENCY STANDBY RATES TABLE**

British Columbia

B.C.'s standby rate is one hour pay of the individual person's hourly rate for every 3 hours on standby. E.g.; if a person is placed on standby for 12 hours then they would receive 4 hours of their hourly wage.

Definitions of standby:

Mins = 6 hours/day on regular scheduled work days. 12 hours on days of rest. (collective agreement language)

Mods = 8 hours/day on regular scheduled work days and 18 hours on days of rest.

Max = all hours outside regular scheduled work hours and 24 hours on days of rest.

Alberta

Article 21 - Standby Pay

21.01 - When an Employee is designated to be immediately available to return to work during a period in which he is not on regular duty, he shall be compensated the amount of one-half (1/2) hour's pay at his regular rate or the equivalent time in lieu for each four (4) hours on standby or any portion thereof on a day that is not a paid holiday. For Standby on a paid holiday, the compensation shall be one (1) hour's pay at his regular rate or the equivalent time in lieu for each four (4) hours on standby or any portion thereof.

Saskatchewan

Standby shall mean a period during which an employee is not at work and is assigned to be on call and be immediately available to return to work. In no case shall such assignment be less than one (1) hour. Standby pay will be paid at a rate of ten dollars (10) for each four (4) hour period, or portion thereof.

Manitoba

64:01 - An employee, who has been designated by the employing authority or authorized supervisor to be available on stand-by during off duty hours on a regular working day, shall be entitled to payment for each eight (8) hour period of twenty dollars (\$20.00).

64:02 - For stand-by on a day of rest or on a paid holiday that is not a working day, the payment for each eight (8) hour period shall be twenty-three dollars (\$23.00).

64:03 - To be eligible for stand-by payment, an employee designated for stand-by duty must be available during the period of stand-by at a known telephone number or by another method of communication as mutually agreed between the supervisor and the employee, and must be available to return for duty as quickly as possible if called.

64:04 - The stand-by payment includes the responsibility to respond to phone calls and other forms of electronic communications which do not involve a return to work. If such calls individually or in total exceed one-half (1/2) hour, the employee is entitled to claim overtime for the period beyond one-half (1/2) hour at the applicable overtime rate. The Component provisions respecting minimum call out do not apply in these circumstances.

64:05 - An employee on stand-by who is called back to work shall be compensated in

accordance with call-out provisions of the applicable overtime Article in addition to stand-by pay.

Ontario

UN 10.4 - When an employee is required to stand-by, he or she shall receive payment of the stand-by hours at half (½) his or her basic hourly rate with a minimum credit of four (4) hours pay at his or her basic hourly rate.

Nova Scotia

Nova Scotia does not have stand-by rates.

Parks Canada

Article 26 - Standby

26.01 - Where the Agency requires an employee to be available on standby during off-duty hours, such employee shall be compensated at the rate of one-half (1/2) hour for each four (4) hour period or part thereof for which the employee has been designated as being on standby duty.

26.02 - An employee designated by letter or by list for standby duty shall be available during his/her period of standby at a known telephone number and be available to return for work as quickly as possible if called. In designating employees for standby, the Agency will endeavour to provide for the equitable distribution of standby duties.

26.03 - No standby payment shall be granted if an employee is unable to report for work when required.

26.04 - Compensation earned under this article shall be compensated under article 34.

Article 34 - Compensatory Leave with Pay

34.01 (a) - All overtime, traveling time compensated at overtime rates, standby, call back and reporting pay, and premium pay for time worked on a designated paid holiday shall be compensated in cash except where, upon request of an employee and with the approval of the Agency, it may be compensated in equivalent leave with pay.

Yukon

18.03 Stand-by Pay

With the exception of article 18.03(8), the following provisions shall be applicable only to regular employees and seasonal employees:

(1) Where the Employer requires an employee to be available on stand-by during off duty hours, an employee shall be entitled to a stand-by payment of equivalent to two

(2) hours of his/her regular straight time hourly rate for each eight (8) consecutive hours or portion thereof, that he/she is on stand-by.

59 18.03 (2) An employee designated by letter or by list for stand-by duty shall be available during his/her period of stand-by at a known telephone number and be available to return for duty as quickly as possible if called. If designating employees for standby, the Employer will

endeavor to provide for the equitable distribution of stand-by duties.

(3) No stand-by payment shall be granted if an employee is unable to report for duty when required.

(4) An employee on stand-by required to report for work shall be paid in addition to the stand-by pay, the greater of:

(a) the applicable overtime rate for the time worked; or

(b) the minimum of four (4) hours pay at the straight time rate, except that this minimum shall only apply once during a stand-by period;

(c) Where, during any eight (8) consecutive hours of stand-by, an employee is required to report to work on more than one (1) occasion and has already utilized option

(4)(b) above, the employee shall be paid for hours worked the greater of:

(i) the applicable overtime rate for the time worked; or

(ii) a minimum of one (1) hour at the applicable overtime rate.

(5) Notwithstanding (1) above, where the employee receives a call and can accomplish the work by telephone without returning to the workplace, the employee shall be compensated at the applicable overtime rate rounded up to the nearest 15-minute period.

**ANNEX D –
PERSONNEL EQUIPMENT AND WEIGHT ALLOWANCES**

Unless otherwise indicated on the Resource Request Form, all personnel shall come equipped with the following:

- personal protective equipment, as per 6.1 (i)
- personal tents
- sleeping bags and /or pad
- rain gear
- day pack
- radios

Personal cargo weight not to exceed 65 lbs which includes a personal or deployment pack of 45lbs and line pack of 20 lbs. All personal and camping gear (tents, sleeping mats, boots etc.) shall be contained within the deployment pack and shall not be strapped or attached to the pack exterior.

Additional Position Weights

Agency Representative	AREP	65	10	25
Crew Leader	CRWL	65	0	10

The following weights are to be used as a guideline when mobilizing an Incident Management Team or individual overhead positions mobilized to fill an IMT role.

Position	Mnemonic	Weight Guidelines (lbs)		
		Pack	Formal Wear	Equipment
Incident Commander	ICT1	65	10	25
Information Officer	IOF1	65	10	25
Safety Officer	SOF1	65	10	25
Operations Section Chief	OSC1	65	10	25
Division Group Supervisor	DIVS	65	10	
Plans Section Chief	PSC1	65	10	50
Finance Section Chief	FSC1	65	10	45
Logistics Section Chief	LSC1	65	10	50
Resource Unit Leader	RESL	65	10	
Situation Unit Leader	SITL	65	10	
Fire Behaviour Analyst	FBAN	65	10	30
Time Unit Leader	TIME	65	10	
Supply Unit Leader	SPUL	65	10	
Facilities Unit Leader	FACL	65	10	
Radio Operator	RADO	65	10	
Air Operations Branch Director	AOBD	65	10	25
Air Support Group Supervisor	ASGS	65	10	
Helibase Manager	HEBM	65	10	

Computer Equipment: (laptops, printers, cartridge, router, software, paper) 250lbs per team.

Sample Load IMT Core Team

Incident Commander	ICT1	65	10	25
Safety Officer	SOF1	65	10	25
Information Officer	IOF1	65	10	25
Operations Section Chief	OSC1	65	10	25
Plans Section Chief	PSC1	65	10	50
Logistics Section Chief	LSC1	65	10	50
Finance Section Chief	FSC1	65	10	45
Fire Behaviour Analyst	FBAN	65	10	30
Air Operations Branch Director	AOBD	65	10	25
Computer Equipment: (laptops, printers, cartridge, router, software, paper)				250
Totals		585	90	675
Grand Total				925

AGENCY INCIDENT MANAGEMENT TEAMS CONFIGURATION

Type 1 Core Team

	BC	YT	AB	NT	SK	MB	ON	QC	NB	NS	PE	NL	PC
#Teams			4		2	2	4			1		1	
ICT1			*		*	*	*			*		*	
SOF1			*		*	*	*			*		*	
IOF1			*		*		X					*	
OSC1			*		*	*	*					*	
PSC1			*		*	*	*			*		*	
LSC1			*		*	*	*			*	*	*	
FSC1			*		*	*	*			*			
AOBD			*		*		*						
FBAN			*		*		*			*		*	

Additional Positions - Agency Specific Team Configuration

DIVS						3*	*					*	
RESL							*					*	
SITL							*					*	
TIME							*					*	
SPUL							*					*	
FACL							*						
RADO							*						
ASGS							*						
HEBM							*						
EQBD												*	
GISS													

x – Not normally rostered but available for export

Type 2 – Core Team

	BC	YT	AB	NT	SK	MB	ON	QC	NB	NS	PE	NL	PC
#Teams					2		2	2				2	
ICT2					*		*	*				*	
SOF2					*		*	*				*	
IOF2								*					
OSC2					*		*	*				*	
PSC2					*		*	*				*	
LSC2					*		*	*				*	
FSC2							*	*					
AOBD							*						
FBAN								*				*	

Additional Positions - Agency Specific Team Configuration

DIVS												*	
RESL												*	
SITL												*	
TIME												*	
SPUL												*	
FACL													
RADO													
ASGS								*					
HEBM													
EQBD													
GISS								*					

**ANNEX E –
DESIGNATED OFFICIALS**

BC	Ian Meier, Executive Director Duty Officer
YT	Damien Burns, Director Duty Officer
AB	Wally Born, Executive Director, Wildfire Management Branch Duty Officer
NT	Mike Gravel, Director Duty Officer
SK	Steve J. Roberts, Director Duty Officer
MB	Dave Schafer, Director Duty Officer
ON	Chris Cuthbertson, Director Duty Officer
QC	Luc Dugas, directeur du CPL Société de protection des forêts contre le feu (SOPFEU) Officier en devoir / Duty Officer
NB	Len Mosher, Program Manager Duty Officer
NS	John Ross, Director Duty Officer
PE	Mike Montigny, Manager Duty Officer
NL	Eric Young, Director Duty Officer
PC	Pierre Martel, Acting Fire Program Manager Duty Officer
CIFFC	Kim Connors, Executive Director Duty Officer

**ANNEX F –
CANADIAN PHYSICAL PERFORMANCE EXCHANGE FITNESS STANDARD FOR TYPE 1 WILDLAND
FIRE FIGHTERS (WFX-FIT)**

The expiry period for the validity of WFX-FIT results for wildland fire fighters (WFFs) who are not currently on full duty should be 3 months (90 days). In reality, substantial decrements in physical fitness (WFX-FIT circuit completion times) can occur within 1 - 2 months (30 - 60 days). Three months is a compromise between concern over possible decrements in physical fitness and the opportunity for WFF to access official test trials.

WFX-FIT Circuit Description

Throughout the WFX-FIT circuit, the participant wears work-out clothing, running shoes and a weighted belt which encumbers the participant with the weight of normal wildland fire line work wear.

1. The timed circuit involves 4 separate tasks performed in a continuous sequence over 40 m (131.2 ft) laps with cone markers at each 20 m (65.6 ft) end line.
2. The timing of the circuit begins when you cross the starting line while carrying the simulation medium pump (28.5 kg; 62.7 lb). For safety purposes, the WFX-FIT Appraiser assists with the lifting and lowering of the medium pump onto and off the participant's back. The simulation medium pump is carried on the back for a total of 160 m (524.9 ft) (4 laps over the 40 m; 131.2 m course) traversing a ramp (35-degree pitch, 1.22 m; 4 ft high) every 20 m (65.6 ft), then the simulation medium pump is returned to the platform.
3. Next, the participant picks up the simulation medium pump from the platform in his/her hands and carries it for 80 m (262.4 ft) (2 laps of the 40 m; 131.2 ft course) without traversing the ramp.
4. The participant then places the simulation medium pump back onto the platform, picks up an WFX-FIT hose pack containing 4 lengths of hose (25kg; 55lb) from the ground and hoists it onto his/her back, then carries the hose pack 1 km (3,281 ft) (25 laps of the 40 m; 131.2 ft course) traversing the ramp every 20 m (65.6 ft).
5. In the final component of the circuit, the participant drags a weighted sled 80 m (262.4 ft) (2 laps of the 40 m; 131.2 ft course) on level ground to simulate advancing a charged hose (pull force required to move sled = 18.5 kg; 40.7 lb). Turn lines are also marked 3 m (10 ft) beyond the end line so the participant knows when the sled has crossed the end line without looking behind.

Item	Distance; # of times over ramp
Carry Medium Pump on Back	160 m; 4 X 40 m over ramp 8 times
Hand Carry Medium Pump	80 m; 2 X 40 m over no ramps
Hose Pack Lift & Carry on Back	1 km; 25 X 40 m over ramp 50 times
Advance Charged Hose	80 m; 2 X 40 m over no ramps

ANNEX G – PERSONNEL BRIEFING CHECKLIST

General Orientation

- Fire management organization
- Crew configuration (types)
- Initial attack preparedness
- Fire line organization
- Fire overhead team
- Administrative requirements
- Mapping system
- Fuel caches
- Fire numbering system
- Fire reports
- Communications, frequencies, procedures
- Aircraft monitoring
- Phone contact list
- Aircraft emergency procedures
- Emergency first aid procedures
- WHMIS
- Safety Concerns
- Fitness Standards
- Tour of Duty

Assignment Orientation

- Background information
- Objective
- Reporting procedures
- Resource availability
- Duty day, hours of work
- Accommodation
- Emergency procedures
- Local contact
- Fire line communications
- Safety equipment shortages
- Air tankers inbound warning

ANNEX H – OPERATIONAL / INCIDENT BRIEFING CHECKLIST

Operational / Incident Briefing Checklist

Current Situation

- Incident Type, Location, other incidents in area
- Topographic Influences
- Weather Factors, (previous, current, forecast),
 - Winds, RH, Temperature, Air mass etc.

Forest/Wildland Fire

- Fuel Types and Conditions
- Fire Behaviour, (previous, current and forecast)

Incident Command

- Incident Commander/Immediate Supervisor
- Incident Objectives/Specific Tactical Objectives/Priorities
- Incident Structure/Operational Map
- Contingency Plans
- Resources Committed /Aircraft Committed
- Media Protocol

Communications Plan

- All Channels and Frequencies Identified
- After Hours Contact Procedures
- List of Phone Numbers

Logistics Support

- Supplies and Equipment Available
- Transportation
- Base and Staging Areas
- Accommodations/Meals

Safety Considerations

- Hazards and Risks Identified (Environ, Physical)
- Control Measures to Mitigate Hazards
- Safety Officer/Medivac Procedures
- Safety Zones and Escape Routes
- Incident/Accident Reporting

Questions or Concerns?

Team Briefing/Information Checklist

When conducting a team briefing/information session ensure you have a good understanding of the material and cover the six basic questions with fact based answers:

What

- is happening?

Where

- is this happening, in our office, our branch, our division?
- at one location or many

When

- is the change or changes going to be in effect?
- does this start
- does this finish

Who

- is going to be involved?

Why

- is this happening, explain the efficiencies, vision, expected results?

How

- is this going to happen and how will it affect our team

Rotary-Wing Passenger Briefing

(1) The standard for a safety briefing is:

(a) the safety briefing shall consist of an oral briefing provided by a flight crew member or by audio or audiovisual means and include the following information as applicable to the aircraft, aircraft configuration, equipment and operation:

- prior to boarding, procedures for embarking and disembarking when engines are running and when rotors are running;
- when and how carry-on baggage and cargo is to be loaded, secured and unloaded;
- fastening, unfastening and use of safety belts and safety harnesses, specifying when they must be fastened;
- the proper positioning of seats for take-off and landing;
- the location of normal and emergency exits, how they are marked and how they operate;
- the requirement to obey flight crew instructions;
- the location, access to and use of emergency equipment, including the emergency locator transmitter, fire extinguisher, life preservers, life rafts, survival equipment and first aid kit; and
- aircraft evacuation procedures, water ditching procedures, procedures if the aircraft is configured with external fixtures and, where applicable to wide-body helicopters, the method of egress in event of a roll-over accident by use of the under seat frame of the transverse cabin seats as a ladder for egress.

(2) Where no additional persons have embarked for subsequent take-offs on the same day, the take-off briefing may be omitted provided a crew member has verified that all carry-on baggage and cargo is properly stowed, safety belts and harnesses are properly fastened and seats **properly positioned**.

Notes: The minimum expected briefing shall include the CARs passenger briefing requirement plus information critical to the operation or the aircraft type. Crew staff on deployment shall receive an initial briefing when assigned to a machine/base/incident, and anytime where there is a change in helicopter type, or pilot or for any specialized operation (i.e. hover exit).

**ANNEX I –
MEMBER AGENCIES MARSHALLING POINTS**

<u>AGENCY</u>	<u>LOCATION</u>	<u>AERODROME</u>
British Columbia	Abbotsford	CYXX
	Cranbrook	CYXC
	Kamloops	CYKA
	Kelowna	CYLW
	Prince George	CYXS
Yukon Territory	Whitehorse Airport	CYXY
Alberta	Edmonton	CYEG
Northwest Territories	Hay River	CYHY
	Yellowknife	CYZF
Saskatchewan	Prince Albert	CYPA
Manitoba	Winnipeg	CYWG
Ontario	Dryden	CYHD
	Sudbury	CYSB
	Thunder Bay	CYQT
Quebec	Quebec City	CYQB
	Val-d'Or	CYVO
	Bagotville	CYBG
	Baie Comeau	CYBC
New Brunswick	Fredericton	CYFC
	Miramichi	CYCH
Nova Scotia	Halifax	CYHZ
Prince Edward Island		
Newfoundland Labrador	Deer Lake	CYDF
	Gander	CYQX
Parks Canada	Miscellaneous	

**ANNEX J –
INTERAGENCY AIRCRAFT RATE TABLES**

SKIMMER

		Day	Hour	AAON Charge	Foam	Fuel / Oil	Per Diem Expenses	Crew Rotation	Ground Transport	Gravel Strip	Number of Crew
BC	AT802 Amphib.(4) Quick Strike	\$5,350	\$1,630 \$2,340		n \$25/load	n n	i	x	i	Yes	6 (in group)
	Birddog C208 (1) Quick Strike	\$5,590	\$1,450 \$2,170	i i		n n	i	x	i	Yes	2
AB	CL-215T (4) Quick Strike	\$6,600	\$2,900 \$3,300	-	x \$75/load	x x	i -	x -	i -	No	3
	Birddog TC690 Quick-Strike	\$5,200	\$1,500 \$1,900	i i	- -	x x	i -	x -	i -	No	2
	AT802 Amphib (4) Quick Strike	\$4,600	\$1,800 \$2,500	- -	x \$25/load	x x	i -	x -	i -	No	1.5
	Birddog C208 Quick Strike	\$4,400	\$1,400 \$1,900	i i	- -	x x	i -	x -	i -	*	2
NT	AT 802 Amphib (8) Quick Strike	\$5,700	\$1,800 \$2,500		n \$.75/litre	x x	i	x	i	No	6 (in group)
	Birddog BE 100 (2) Quick Strike	\$4,400	\$1,600 \$2,200	i i		x x	i	x	i	No	2
SK	CL-215 (1) Quick Strike	N/A	N.A \$4,800		x \$75/load	x i	i	x	i	No	2
	CL-215T (5) Quick Strike	\$8,000	\$3,900 \$4,800		x \$75/load	x i	i	x	i	No	6 (in group)
	Birddog (Baron) Quick Strike	\$2,700	\$950 \$1,500	i i		x i	i	x	i		2
MB	CL-215 (2) Quick Strike	\$9,000	\$3,800 \$4,800		i \$73.98/load	x i	i	x	i	No	3
	CL-415 (4) Quick Strike	\$9,000	\$3,800 \$4,800		i \$83.23/load	x i	i	x	i	No	3
	Birddog TC690 (3) Quick Strike	\$5,100	\$1,800 \$1,800	i i		x i	i	x	i	No	2
ON	CL-415 (9) Quick Strike	\$9,244.73	\$3,822 \$3,822		i \$83.23/load	x x	i	x	i	No	3
	Twin Otter DH6 (4) Quick Strike	\$5,577.28	\$934.50 \$934.50		n/a	x x	i	x	i	Yes	2
	Birddog AC 500 (3) Quick Strike	\$3,758.39	\$491.40 \$491.40	i i	n/a	x x	i	x	i	Yes	2
	Birddog TC690 (4) Quick Strike	\$5,055.01	\$1,791.30 \$1,791.30	i i	n/a	x x	i	x	i	Yes*	2
QC	CL-215 (4) Quick Strike	\$8840	\$3707 \$5087		n \$100/load	x i	i	x	i	No	3
	CL215T (2) Quick Strike	\$8840	\$4648 \$6025		n \$100/load	x i	i	x	i	No	3
	CL-415(8) Quick Strike	\$8840	\$4648 \$6025		n \$100/load	x i	i	x	i	Yes*	3
	Cessna 310-R Quick Strike	\$2360	\$816 \$816	i i		i i	i	x	i	Yes*	2
	King Air A-100 Quick Strike	\$4928	\$1776 \$1776	i i		i i	i	x	i	Yes*	3
NL	CL-415 (5) Quick Strike	\$8,200	\$4,800 \$5,000		n i	x x	i	x	i	No	3

NOTE 1: BC fuel calculated at fuel burn rate.

NOTE 2: Per Diem Expenses include meals, incidentals and accommodations.

NOTE 3: There will be no charge for days that the aircraft is unserviceable

NOTE 4: Daily and hourly cost includes landing, parking and other airport fees.

Legend:	i - included in Daily/Hourly n - extra bill, no receipts x - extra bill with receipts and/or invoice * - condition dependent
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LANDBASED

		Day	Hour	AAON charge	Retardant	Fuel / Oil	Per Diem Expenses	Crew Rotation	Ground Transport	Gravel Strip	Number of Crew
BC	L-188 (4) Quick-Strike	\$12,700	\$4,980 \$6,650		n@0.68/lt	n n	i	x	i	*	4
	Convair 580 (4) Quick-Strike	\$11,050	\$2,300 \$3,770		n@0.68/lt	n n	i	x	i	No	3
	AT802F (4) Quick-Strike	\$4,530	\$1,540 \$2,130		n@\$0.68/lt	n n	i	x	i	Yes	1½
	TC690 (5) Quick-Strike	\$5,890	\$1,120 \$1,860	i i		n n	i	x	i	*	2
	C 208 (1) Quick Strike	\$5,830	\$1,500 \$2,200	i i		n n	i	x	i	Yes	2
	CJ525 (1) Quick Strike	\$5,150	\$1,120 \$1,750	i i		n n	i	x	i	No	2
YT	L188(1) Quick-Strike	\$14,100	\$5,900 \$6,500		n@\$0.74/l	n n	i	x	i	Yes	4
	AT802F(3) Quick-Strike	\$4,600	\$1,800 \$2,500		n@\$0.74/l	n n	i	x	i	Yes	5
	TC690(2) Quick-Strike	\$5,900	\$1,100 \$1,900	i i		n n	i	x	i	Yes	2
AB	AT802F(3) Quick-Strike	\$4,400	\$1,200 \$1,500	- i	n@\$0.63/lt n@\$0.63/lt	x x	i -	x -	i -	* -	1.5
	Birddog C-208 Quick-Strike	\$4,400	\$1,400 \$1,900	i i	- -	x x	i -	x -	i -	* -	2
	CV580 (2) Quick-Strike	\$12,100	\$2,300 \$4,000	- i	n@\$0.63/lt n@\$0.63/lt	x x	i -	x -	i -	No	4
	L-188 (3) Quick-Strike	\$12,100	\$4,800 \$6,300	- i	n@\$0.63/lt n@\$0.63/lt	x x	i -	x -	i -	No	4
	Birddog TC690 Quick-Strike	\$5,200	\$1,500 \$1,900	i i		x x	i -	x -	i -	No	2
NT	L-188 (2) Quick Strike	\$12,700	\$4,900 \$6,500		n@0.75/l	x x	i	x	i	No	4
	Birddog (TC690) 2 Quick Strike	\$5,700	\$2,400 \$2,800	i i		x x	i	x	i	No	2
SK	CV 580A (4) Quick Strike	\$11,500	\$2,300 \$4,000		n@0.81/l	x i	i i	x	i	No	7 (in group)
	Birddog TC690 Quick-Strike	\$5,600	\$1,400 \$2,050	i i		x i	i i	x	i	No	2
NB	AT 802F (6) Quick Strike	\$4,200	\$1,160 \$1,530		n	x x	i	x	x	Yes	5p./ 3 A/C group
	Aerostar Quick Strike	\$2,575	\$460 \$855	i i		x x	i	x	x	Yes	2½

NOTE 1: BC fuel calculated at fuel burn rate.

NOTE 2: Per Diem Expenses include meals, incidentals and accommodations.

NOTE 3: There will be no charge for days that the aircraft is unserviceable.

NOTE 4: Daily and hourly cost includes landing, parking and other airport fees.

* Gravel Strip Landing BC: T 482 (L-188) BD 51,52,3 (TC 690) T696,697, 698, 699 (AT 802), BD 125, 129 (C 208)

Legend:	i - included in Daily/Hourly
	n - extra bill, no receipts
	x - extra bill with receipts and/or invoice
	* - condition dependent

HELICOPTER, TRANSPORT, OTHER

		Day	Hour	Fuel/ Oil	Land / Park	Per Diem Expenses	Crew Rotation	Ground Transport	Gravel Strip	Number of Crew	
BC	DC3T (1) Quick Strike	\$6,520	\$1,340 \$2,100	n n	i i	i	x	i*	Yes	2	
	212 (1) Rappel Quick Strike	\$5,040	\$1,940 \$2,510	n n	i i	i	x	i*		2	
	412 (2) Rappel Quick Strike	N/A	N/A	n n	l i	i	x	i*		2	
	212 (2) Quick Strike	N/A	N/A	n n	i i	i	x	i*		2	
AB	R A P P E L	Bell 205++ Quick Strike	\$5,400	\$2,000	x x	i i	i	x	i		2
		212S/212HP	\$5,400	\$2,000	x x	i i	i	x	i		2
	Bell 212HP	\$5,500	\$3,300	x x	i i	i	x	i		2	
	Bell 2015 A1++	\$5,500	\$3,300	x	i	i	x	i		2	
	AS350 B3E	\$5,000	\$2,600	x x	i i	i	x	i		2	
	AS350 B2	\$3,800	\$2,000	x x	i i	i	x	i		2	
	Bell 407	\$3,800	\$2,000	x x	i i	i	x	i		2	
MB	Bell 205 (1) Quick Strike HT2			x i	x i	x	x	x		2	
	Bell 205 (1) Quick Strike HT3			x i	x i	x	x	x		2	
	Bell 205 (1) Quick Strike HT4			x i	x i	x	x	x		2	
	Bell 205 (1) Quick Strike HT6			x i	x i	x	x	x		2	
ON	Twin Otter (Wheel) Quick Strike	\$3,381.15	\$1,060.50 \$1,060.50	x x	i i	i i	i i	i i	Yes	1	
	DH2T Amphib Quick Strike	\$1,806.50	\$535.00 \$535.00	x x	i i	i i	i i	i i	Yes	1	
	EC130 B4 Quick Strike	\$3,001.33	\$735.00 \$735.00	x x	i i	i i	i i	i i		1	
	Bell 412 Belly Tank Quick Strike	\$3,125.80	\$1,769.25 \$1,769.25	x x	i i	i i	i i	i i		2	
	Bell 212 Belly Tank Quick Strike	\$7,087.59	\$1,064.69 \$1,064.69	x x	i i	i i	i i	i i		2	
PC	AS350 B2 (3) Quick Strike	\$3500	\$2000 \$2100	x x	i i	i -	x -	i -		2	
	NT	AS350 B2 (5) Quick Strike	\$3,000	\$1,800 \$2,000	x x	i i	l -	x -	i -		2

NOTE 1: BC fuel calculated at fuel burn rate.

NOTE 2: Per Diem Expenses include meals, incidentals and accommodations.

NOTE 3: There will be no charge for days that the aircraft is unserviceable.

i* BC Vehicle included except where repositioning of maintenance vehicle required \$.99 km

Legend:	i - included in Daily/Hourly
	n - extra bill, no receipts
	x - extra bill with receipts and/or invoice
	* - condition dependent

**ANNEX K –
NATIONALLY CERTIFIED AIR ATTACK OFFICER BRIEFING CHECKLIST**

a) Receiving Agency Organization / Structure

(Please be Specific to Air Attack: i.e. are tanker groups subject to central dispatch or local / regional dispatch, tanker base locations and reporting relationships, communication contact points and call signs).

b) Communications

- AM and FM frequencies, air and ground (include a quick reference map or maps identifying frequencies and call signs)
- Dispatch procedures
- Communications procedures (standard format Mission Communications Flow form)
- Tones / audible, sub-audible
- Loss of communication procedures
- Radio package (applies only to AAOs mobilized as a Single Resource or if additional radio needs to be installed in the birddog)

c) Safety

- Safety philosophy
- Risk management /crew decision making
- Incident reporting

d) AAON kit

- Maps and mapping system
- Facilities directory, if available
- Agency bombing procedures manual, other applicable air operations manuals
- Local communication device if required – radio, phone, pager

e) Applicable policies and operational procedures

- Flight and duty time limits
- Engine run ups / warm-ups
- Crew alert policy and contact procedures
- AAO/Birddog Pilot responsibilities (applicable to AAOs mobilized as a Single Resource)
- Airspace control - initial attack and campaign fire
- Air ground relationships
- Authority at the fire
- Air and ground resources available to Air Attack Officer, methods of requesting
- Drop warning procedures
- Environmental concerns and restrictions
- Load jettison areas and procedures
- Special Flight Area information (e.g. Military Bases)

f) Daily briefing requirements

- Location of weather reports
- Alert status
- Fire weather
- Resource movements
- Areas of concern

g) Reports

- Target / drop sheet completion, digital photo protocol
- Aircraft flight tickets/ flight reports
- Other reports (i.e. Unserviceable, etc.)
- Mission Debriefings/Final Debriefing
- Administration procedures (report submission processes)

h) Personal welfare needs for crews

- Meals
- Lodging
- Transportation

i) Fuel/oil requirements

- Availability
- Receipts
- Payment

j) Air Attack Officer familiarization / check ride

**ANNEX L –
FLIGHT AND DUTY TIME LIMITS**

YT	Duty Time Flight Time	14 hours 8 hours
NT	Duty Time Flight Time	14 hours 8 hours
MB	Duty Time Flight Time	14 hours 8 hours
ON	Duty Time Flight Time Rest Period	14 hours in any 24 consecutive hours 84 hours in any 7 consecutive days 8 hours of water bombing or birddog time in any 24 consecutive hours 40 hours in any 7 consecutive days 1 hour is required within maximum flight time for a 24-hour period 10-hour break between any 2 consecutive flight duty periods
QC	Duty Time Flight Time Rest Period	14 hours maximum in a 24-hour period 8 hours maximum in a 24-hour period 100 hours maximum per 30 calendar day period 12 hours after 8 hours flight time 24 hours after a 15 hour duty time
NS	Duty Time Flight Time Rest Period	15 hours 12 hours 8 hours prone
NL	Duty Time Flight Time Rest Period	15 hours 10 hours; maximum bombing time - 8 hours 8 hours after maximum flight time or maximum drops, 24 hours if maximum duty time is achieved
NB		refer to Transport Canada requirements
BC, AB, SK, PC		refer to the air carrier's Operations Manual