



Northern Rockies Coordinating Group

Federal, State, and Local Government Agencies Working Together in Emergency Response Management

Date August 08, 2019 NRCG Memo# (2019-013)

To: Northern Rockies Interagency Wildland Fire Community

From: Chair, Northern Rockies Coordinating Group

Subject: ATV / UTV Guidance for Use on Fires within the Northern Rockies

All fires within the Northern Rockies shall adhere to the following authorization, ordering, inspection and accountability controls for these machines and their accessories.

Incident agencies shall brief all incoming Buying Teams, Incident Management Teams (IMTs), and Expanded Dispatch resources on the Northern Rockies ATV/UTV Guidance. Subordinates of those groups shall, in turn, be briefed by their parent groups.

Authorization

In order to provide oversight of these types of resources at the incident, Incident Commanders (IC) and Section Chiefs may authorize ATV/UTV use on Northern Rockies incidents within host agency policy. Operator(s) will possess the appropriate licensing, qualifications, and personal protective equipment (PPE) prior to operation of the machine. A Northern Rockies ATV/UTV Authorization Form is included (Attachment 1) and will be utilized to authorize the use or rental of UTVs and ATVs. Authorization forms shall be retained in the Ground Support files. On incidents where a Ground Support is not in place, authorization forms shall be kept with Logistics and ultimately placed with the final incident records. Agency ATV/UTV use may be authorized per employee agency policy. Agency employees shall follow their respective agency policy on the operation of these machines and required PPE.

Ordering

When procuring sources of rental equipment incidents should only order UTVs. However, if there is a need for an ATV rental, a request may be submitted for Agency Administrator consideration and approval.

The Incident Commander (IC) or Section Chiefs using the Northern Rockies UTV Ordering Form (Attachment 2) shall order UTVs through normal dispatch procedures upon approval. Ordering forms shall be complete and all information legible when submitted to Expanded Dispatch/Buying Team. Equipment shall not be ordered without complete forms/signatures.





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UTVs ordered for an incident shall be filled and identified in ROSS (on the resource order) with the make, model and VIN number. Accessories such as trailers, helmets, etc. shall also have identifying information noted on the resource order (i.e., trailer (NV License #890 BPP) with tie down straps, loading ramps, and 4 large helmets). This will allow the team's Ground Support to track those items more accurately and return them to the proper vendor.

Inspections

All ATV/UTVs ordered at the incident will be inspected when received at the incident. Utilize the Northern Rockies ATV/UTV Inspection Form (Attachment 3).

Daily inspections by operators shall be performed for all ATVs/UTVs. Inspections may be performed visually and any damage shall be documented. This will ensure any damage that has occurred in the previous shift has been identified and reported. Changes in operators shall be documented during the daily inspection. If this does not occur, it is possible the last known operator may be held responsible for machine damage. The supervisor of the equipment shall make a determination if the damaged equipment will be released, repaired or replaced.

Documentation of damage to agency-owned machines shall follow agency policy.

Documentation of damage to rented machines shall be noted on the NR-ATV/UTV Inspection form, and reported as soon as possible. All statements shall be detailed and complete as to the knowledge of how the damage occurred. Documentation of the damage and appropriate supervisor notes/contact information shall be legible. Photos of the damage and the inspection form shall be submitted to the Finance section or the Incident Agency per incident protocols.

Upon transition of IMTs, all existing documentation (ordering forms, inspections, etc.) shall be transferred in order to provide the incoming team with a baseline of documentation to existing equipment. Incoming teams shall make the determination of whether damaged equipment can be utilized or should be released or replaced. It is preferable to perform these inspections on a team transition day.

Accountability

Accountability for the machines and their accessories (i.e., trailers/receivers/balls, tie down straps, loading ramps, helmets, etc.) is the responsibility of the operator and incident management team(s). Lack of accountability has resulted in numerous claim payments to vendors on past incidents. Items that are not properly identified by the incident make it difficult to track and return the property to the appropriate vendor.





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All equipment and accessories will be identified with the appropriate resource order number on the item. This includes, but is not limited to, helmets, tie down straps, loading ramps and trailers, as well as the actual machine. Identification shall not be removed by operators. Identification will not be made with paint markers on surfaces where the identification cannot be removed by the incident or vendor upon release of the equipment (i.e., plastic surfaces). Equipment shall be signed out to the approved operator on an appropriate tracking document (i.e., t-card, sign out sheet, property transfer form). Emergency Equipment Shift Ticket forms (OF-297) shall be completed daily for all rental UTVs. This will ensure that fire operations personnel have acknowledged the use of the machines and the current operator(s) are being identified.

Upon demobilization of the operator, the tracking document shall be reviewed for equipment accountability/return. The Ground Support unit shall ensure a final inspection has been performed and damage documentation is complete prior to finalization of the Demobilization Check-Out form (ICS-221) and the operator being released from the incident.

If the equipment is transferred to another operator, the new operator will be qualified and possesses the appropriate PPE prior to operation of the equipment. The transfer shall be noted on the agency tracking document(s).

Forms

All forms for rental UTVs shall be kept in the buying team envelope that is delivered to the incident with the equipment/accessories and maintained in the Finance records. On incidents where a Finance section is not present, the records shall be contained in a centralized location by the incident agency.

Whenever IMTs transition, the authorization and inspection forms for rental machines shall be provided to the incoming IMT.

Mike DeGrosky
Chair, Northern Rockies Coordinating Group (NRCG)

Attachment 1 – Northern Rockies ATV/UTV Authorization Form

Attachment 2 – Northern Rockies ATV/UTV Order Form

Attachment 3 – Northern Rockies ATV/UTV Inspection Form





Northern Rockies ATV / UTV Use Request and Authorization Form

Incident Name: _____ Incident Number: _____

IMT SECTION REQUESTING USE (circle one): Operations Logistics

Division(s) / Location of Use: _____

Name(s) of personnel operating ATV / UTV: _____

Justification / Rationale for Use:

Section Chief Signature: _____ **Date:** _____

INCIDENT COMMANDER/SECTION CHIEF NAME: _____

Approve Use: _____ *Disapprove Use:* _____

Justification / Stipulations:

Incident Commander/Section Chief Signature: _____ **Date:** _____

GROUND SUPPORT UNIT LEADER NAME: _____

Resource Order Number (E#): _____ *ATV / UTV License Number:* _____ *Agency:* _____

Contractor: _____

Northern Rockies ATV / UTV Inspection Form Attached: **YES** **NO**

Ground Support Leader Signature: _____ **Date:** _____

Return to Ground Support

Original – Ground Support / Copy – Resource



Northern Rockies UTV ORDER FORM

ATVs and HIGH PERFORMANCE UTV MODELS NOT AUTHORIZED UNLESS APPROVED BY THE AGENCY ADMINISTRATOR*

See Northern Rockies ATV/UTV Guidance for list of restricted makes/models.

UTV (Total Qty)	
2 Seats (Qty)	
4 Seats (Qty)	

2 Wheel Drive	
4 Wheel Drive	

TRANSMISSION	
Automatic	
Manual	

Cargo Weight Limit	
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HELMETS	
Quantity	Size

MISCELLANEOUS		<i>VIN # OF UTV AND TRAILER VIN AND LICENSE # MUST BE LISTED ON RESOURCE ORDER</i>
TRAILER TO STAY? (Yes/No)		
TRAILER LICENSE #		
TRAILER VIN #		

ORDERING CONTACT NAME _____ PHONE NUMBER _____

IC APPROVAL SIGNATURE _____ DATE _____

*AGENCY ADMINISTRATOR SIGNATURE (required for ATVs and restricted UTV models)

_____ DATE _____

ALL EQUIPMENT MUST BE MARKED/IDENTIFIED WITH RESOURCE ORDER NUMBER. THIS INCLUDES THE UTV, HELMETS, AND TRAILER.



Northern Rockies ATV/UTV Inspection Form

Vendor Name:	Incident Name:	Equipment #
Address:	Resource Order #:	
Equipment Type:	Make:	Model:
License Plate #:	Serial #:	Starting Mileage/Hours:

Code: X = Acceptable Condition, R = Rejected Failed Inspection

Inspection Item	Code	Comments
Engine and Fuel:		
Oil level and filter service		
Air Filter Clean		
Drive Belt tight and good condition		
Radiator, hoses and coolant levels		
Spark Arrestor *		
Throttle operational *		
Choke operational		
Fuel line hoses and connections *		
Brakes:		
Brake levers operational *		
Brake fluid level adequate *		
Brake pads, hoses and connections *		
Chassis:		
Lubrication		
Front and Rear gear case levels		
Steering acceptable *		
Boot Joints, Axles and Suspension acceptable *		
Tire wear and inflated properly *		
Wheel lugs tight *		
All lights and reflectors acceptable condition *		
Winch and cable acceptable		
Physical Damage (Remarks section & identify on picture)		
License Plate, registration and decals (required)		

Red Tagged (Out of Service) any safety item indicated by an asterisk (*) Do not accept until corrected.

Remarks:

Pre-Use Inspector:	Date:
Home Unit:	Phone #
Contractor Representative:	Date:

Release, No Damage No Claims : Vendor Initial _____	Release Mileage/Hours _____
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Inspector:	Date:
Home Unit:	Phone #:
Contractor Representative:	Date:

Pre-Use inspection, identify body damage on pictures below

