



# Montana DNRC Emergency Firefighter (EFF) Information Sheet

## HIRING

The State of Montana DNRC hires casuals, or temporary employees, as state EFFs. They are not federal ADs. All hiring paperwork is normally completed and submitted to DNRC payroll in Helena prior to an incident. While EFFs are considered Short Term Workers, they are not held to the 90-working day threshold.

- **Workers Compensation Insurance:** EFFs are covered under MT Workers Compensation Insurance (MT State Fund: 1-800-332-6102, team 6). See *Report of Incident* and reporting instructions under Fire Finance Information and Forms at: <https://dnrc.mt.gov/Forestry/Wildfire/forms-information>.
- **Taxes & Benefits:** State and federal taxes are deducted from EFF gross earnings and state unemployment insurance is paid by the state. (Social Security taxes are not deducted from EFF earnings). EFFs are not entitled to sick or annual leave and are not required to participate in the state retirement plan unless already enrolled or work more than 960 hours per year.
- **Entitlements:** If incident commissary is available, EFFs are granted commissary privileges on a cash only basis. EFFs earn overtime for any hours worked beyond 8 hours in a day and beyond 40 hours in a week. Though time is kept on the OF-288, overtime does not need to be computed on an incident; it will be figured when EFF time reports are processed by the DNRC Payroll. EFFs are not entitled to hazard pay or any other pay differentials unless they are specially trained and are working in the OU3 asbestos area. EFFs may be eligible for two compensated R&R days immediately upon return home from a 14-day assignment at the discretion of the hiring office. If the IC feels it is warranted, R&R may be provided by the incident prior to demobilization and return travel.
- **Pay Rates:** EFF pay rates are determined by the nature of the work assigned. See the current year DNRC EFF Pay Plan & Position Matrix for pay rates. Additional EFF information is provided in the MT Incident Business Operating Guidelines for Firefighting Resources. Both documents can be found at: <https://dnrc.mt.gov/Forestry/Wildfire/forms-information>

## TRAVEL

While in travel status, meals or lodging expenses may be paid out of pocket. Reimbursement for such expenses will be in accordance with State of Montana travel policies and state per diem rates. Montana travel and per diem meal rates (in state or out of state, as applicable) always apply, regardless of host agency or location of incident. Lodging reimbursement rates are generally at the current federal lodging rate. Lodging receipts must be submitted. Requests for reimbursement of travel expenses must be documented on a DNRC Travel Expense Voucher and submitted to the hiring unit. Montana travel and per diem policies and forms can be found at the following website: <https://dnrc.mt.gov/Forestry/Wildfire/forms-information>.

<u>MT Per Diem meal rates (flat rates, receipts not required):</u>					
<u>In state:</u>	Breakfast	\$ 11.20	<u>Out of state:</u>	Breakfast	\$16.00
	Lunch	\$ 13.30		Lunch:	\$19.00
	Dinner	\$ 19.60		Dinner:	\$28.00
		\$ 44.10 per day			\$63.00 per day

Higher meal rates may be available in-state for suppression personnel, please contact your hiring office for more information or see Chapter 310 of the DNRC 300-Incident Business Management Manual located at: <https://dnrc.mt.gov/Forestry/Wildfire/forms-information>.

## VEHICLE USE

The dispatch office should arrange for travel to and from the incident. Prior authorization is required for use of a personal vehicle. The State of Montana Personal Vehicle Use Authorization Form must be completed on the T&E system and approved by an authorized agency official. Please work with your hiring office. If approved to use a personal vehicle for transportation, the EFF will be reimbursed for mileage at the state mileage rate. This request for reimbursement should be documented on a Travel Expense Voucher.

### \*\*\*PAYMENT DOCUMENTS\*\*\*

MT DNRC is the only payment agency for EFFs. ALL PAYMENTS FOR EFFS ARE PROCESSED THROUGH THE DNRC HIRING UNIT OFFICE. The crew representative (or individual) must bring the **original** payment documents back to the hiring unit for processing.

## HIRING UNIT CONTACT INFORMATION (Land Office or Unit Office)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_  
\_\_\_\_\_  
Contacts: \_\_\_\_\_  
\_\_\_\_\_

DNRC hiring official: Attach blank Report of Incident form and reporting instructions to this form; give to each EFF at time of hire.  
EFF: Carry this form and a copy with you on incident assignments.