

Interagency Firefighting Crew Agreement - Fireline Supervisor Responsibilities Checklist for IFCA Resources

Contract Resource Performance		*Evaluate if contract resources are able to perform the duties as assigned. If not, take appropriate action.
		*Monitor the need for rest periods.
		*Ensure the safety of resources (PPE, earplugs, hard hats, etc.).
		Chain saw operators are only used for fireline construction, mop-up or clearing access routes and emergency escape routes or safety zones. They SHALL NOT perform as hazardous tree fallers under the IFCA.
Performance Evaluations		*Complete & turn in to Finance.
		*Give CRWB a duplicate copy.
Task Books		Government has no responsibility for contract resource Task Book completion.
Work/Rest Shift Briefing		*Be aware of 2:1 work/rest ratio,
		*Ensure the CRWB attends shift briefings.
Shift Ticket/CTR		*Be sure you are signing for hours that are actually worked as you are ultimately responsible for shift ticket accuracy. Travel to/from camp to line should be added.
		*The entire crew should be listed on one Shift Ticket/CTR.
		*Be sure documentation is LEGIBLE!
		*Be sure the following information is included and <u>correct</u> :
		✓ Division/Shift
		✓ Resource Name & Order No.
		✓ Incident Name & No.
		✓ Date/Shift Start & End times (including meal breaks)
		✓ Legible signatures: Yours & CRWB
		✓ Your Resource Order No.
		✓ Trainees are identified with the letter 'T' next to their name
		✓ Documented meal breaks (see below)***
		*Use the 'Remarks' section to document:
		✓ Breakdowns
		✓ Short Crew
		✓ Accidents
		✓ Move to another division
	✓ Illness or injury	
	✓ Hotline - note & initial if valid	
	✓ Meal break only compensable as allowed (see below)***	
	* <u>You</u> , not the CRWB shall turn in complete/accurate shift tickets/CTRs to the Time Unit on a daily basis.	
	*Keep the appropriate copy of the shift ticket/CTR for your records.	
	Note: On federal shift tickets (CTR), there is no line for the CRWB signature. You still need to ensure the CRWB signs.	
***Meal Breaks		*Meal breaks may be compensated if ALL of the following conditions are met:
		→ The fire is not controlled, AND
		→ The OSC makes a decision that is critical to the effort of controlling the fire that personnel remain at their post of duty and continue to work as they eat, AND
		→ The compensable meal break is approved by the government supervisor at the next level above the CRWB and is documented on the Shift Ticket/CTR
	*If not documented, no meal period will be paid and a meal break (if not shown) will be deducted from the total time submitted.	
Misc.		*Be respectful. If there are legitimate issues that cannot be mitigated, follow the chain of command and/or take appropriate action.
		*Do not direct contract resources to wait around for possible reassignments.
		*Coordinate reassignments with Plans Section. Reassignments should be the exception, not the rule.