
Alberta Wildland Urban Interface Guidelines 2026

Alberta Emergency Management Agency



Alberta Wildland Urban Interface Guidelines 2026 | Alberta Emergency Management Agency

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Assistant Deputy Minister signature page

The Alberta Wildland Urban Interface (WUI) Guidelines reflect a shared commitment to strengthening emergency management across Alberta. Developed as a cooperative effort between the ministries of Public Safety and Emergency Services and Forestry and Parks, and with support from the Ministry of Municipal Affairs, the guidelines support a growing community of practice built on collaboration, shared experience and practical learning. They bring together local authorities (municipalities and Metis Settlements), First Nations, industry partners and emergency management professionals working toward a common approach.

Effective wildfire protection is built not on uniform mandates, but from practitioners working together, sharing knowledge and strengthening our collective capability. These guidelines create a common framework that allows us to work as one integrated system while respecting and leveraging the distinct needs, capacities and expertise across our province. They support everyone from remote communities with emerging fire services to established departments with deep operational experience.

The guidelines draw on proven frameworks from the Canadian Interagency Forest Fire Centre and the National Wildfire Coordination Group, both supported by the Incident Command System. They establish common language, processes and procedures that enable seamless coordination while preserving the operational flexibility required to address local realities. As our community of practice continues to mature, the guidelines will continue to evolve through the contributions and operational insights of practitioners across Alberta.

This edition supersedes all prior versions and reflects an ongoing commitment to ensuring that every community, regardless of size, location, or jurisdictional status, has access to the training, resources and partnerships needed to protect their residents and infrastructure from wildland urban interface fires.



Joe Zatylny
Assistant Deputy Minister,
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February 19, 2026

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Acronyms and abbreviations

AEMA	Alberta Emergency Management Agency (Ministry of Public Safety & Emergency Services)
AHIMT	All hazard incident management team
AHJ	Authority having jurisdiction
AWCC	Alberta Wildfire Coordination Centre
CIFFC	Canadian Interagency Forest Fire Centre
FOB	Forestry Operations Branch (Ministry of Forestry and Parks)
FPA	Forest protection area
GoA	Government of Alberta
IAP	Incident action plan
IC	Incident commander
ICS	Incident Command System
IIMS	Incident information management system
IMT	Incident management team
LACES	Lookouts, anchor points, communications, escape routes, safety zones
GVWR	Gross vehicle weight ratings
NFPA	National Fire Protection Association
NPSH	National pipe straight hose tread
NPT	National pipe tread
OHS	Occupational Health and Safety Act
OSC	Operations section chief
PECC	Provincial Emergency Coordination Center
PPE	Personal protective equipment
SPU	Sprinkler protection unit
STPS	Structure protection specialist
WHMIS	Workplace Hazardous Materials Information System
WUI-B	Wildland urban interface crew boss course
WUI-L	Wildland urban interface strike team or task force leader course
WUI-M	Wildland urban interface crew member course
WUI-S	Wildland urban interface division or group supervisor course

Definitions

Certified	An individual who has successfully completed the required training or course for a specific position or role and has received a certificate of completion
Coordinated response	Involves coordinating multiple on-site incident response organizations or resources. Effective and efficient management enables all incident responders to work together to achieve common objectives.
Fit for Duty	A worker's ability to perform job tasks without impairment
Forest protection area	The geographic areas concerned with the prevention and control of damage to forests from fire, insects, disease and other harmful agents.
Home base	The location(s) where personnel, local authority or First Nation fire department(s) or contractor's equipment is located for storage and maintenance.
Industry	Within this guideline, industry means the collective economic sectors involved in the production of goods, delivery of services, and development of resources that contribute to Alberta's economy and labour market, including agriculture, construction, energy, finance, forestry, innovation and technology, labour market activities, and tourism
Local authority	An official organization that is responsible for governing an area of the province. For this plan, a local authority is based on the definition contained in the <i>Emergency Management Act</i> .
Qualified	An individual who is certified and has successfully completed the associated task book, including obtaining the final signature from the authority having jurisdiction confirming competency in all required skills and duties.
Responding organization	The local authority or First Nation fire department or contractor providing resources for a wildland urban interface deployment in response to a request from a responsible organization.
Responsible organization	The organization requesting wildland urban interface resources and responsible for the costs incurred in providing resources. This may be the Forestry Operation Branch, a local authority, a First Nation, or a site owner.
Self-deployment	Is when a person, local authority, First Nation, or private contractor responds to an emergency incident without being requested, dispatched, or approved by the authority having jurisdiction or the incident command.

Overview of 2026 changes

The following is a list of the significant changes made in the 2026 Alberta WUI Guidelines.

Section	Changes made
Acronyms and abbreviations Definitions	<ul style="list-style-type: none"> • Clarified WUI course acronyms • Added definition for certified, qualified, industry, local authority and fit for duty • Alberta Critical Knowledge Network has been discontinued as of December 31, 2025. A new Incident Information Management System (IIMS) will be in place for the 2026 season. A reference number will be utilized rather than an Alberta Critical Knowledge Network ticket
Section 1.0 - Introduction	<ul style="list-style-type: none"> • Updated
Section 2.0 - Incident organization – Incident Command System	<ul style="list-style-type: none"> • Figure 1 updated • Figure 2 updated • Figure 3 updated
Section 3.0 – Personnel & training	<ul style="list-style-type: none"> • Added new training email contact • Added div/group supervisor • Added branch director • Updated WUI-DO • Updated wording in Section 3.10 • Crew member - FireSmart 101 added • Removed STPS from div/group supervisor and branch director • Added STPS • Updated wording for 1041 level requirements • Added PECC WUI augmentees • Updated text under Table 1 • Changed Section 3.11 from 3.13 and updated the wording.
Section 4.0 – Deployment & demobilization	<ul style="list-style-type: none"> • Updated • Added industry • Removed PECC WUI augmentees • Updated pre-deployment info • Updated 10-hour travel time • Updated check-in info with equipment inventory required • Updated hours of work • Updated Table 2 added foam proportioning • Updated Table 2, removed 25 mm hose • Updated Table 4 with foam proportioning • Added 400 BBL adapter specification • Updated food and lodging section • Updated documentation required • Added documentation for roles • Updated recall wording for SPU • Updated wording for demobilization • Updated WUI DO contact for deployment out of province

Section 5.0 – Reimbursement	<ul style="list-style-type: none"> • Adjusted section flow • Updated travel to and from incident, removed back in service coverage • Section 5.0 to 5.3 updated hourly rate includes wear and tear and fuel not provided at the incident • Section 5.3.2 updated SPU rate for standby for an incident at home base • Table 6, added branch director wage, update unionize info • Updated Table 7 allowance • Updated Table 11, open definition • Table 12, updated wording • Updated Section 5.1.1 overtime terms • Updated invoicing proces, timeframe and added contact information
Section 6.0 – Standard operating procedures	<ul style="list-style-type: none"> • Update Section 6.4 title
Appendices	<p>Appendix A</p> <ul style="list-style-type: none"> • Removed roles and responsibilities (to be place in tasks books) • Update kit lists <p>Appendix B</p> <ul style="list-style-type: none"> • Added FOB finance email contacts • Added AEMA WUI officer contact map <p>Appendix C</p> <ul style="list-style-type: none"> • Provided links all forms on https://www.alberta.ca/wildland-urban-interface-program and ICS Canada • Forms have been updated. <p>Appendix D</p> <ul style="list-style-type: none"> • Updated draft letter of participation. Added SECOR requirement. <p>Appendix E</p> <ul style="list-style-type: none"> • Removed 25 mm hose in tables <p>Appendix H</p> <ul style="list-style-type: none"> • See below table <p>Appendix H</p> <ul style="list-style-type: none"> • Updated tittle to “Discipline and suspension investigation form”

Appendix H - Type 2 and 3 SPU updates

All new SPU's are required to follow the 2026 guidelines, including “pump kits” and “chainsaw kit”. All previously approved SPU's will be required to meet the 2026 guidelines prior to being vetted for the 2027 season.

Changes	<ul style="list-style-type: none"> • Flood light type • Generator • Econo hose amount • Toolbox amount • Caution tape and danger tape amount • Electrical tape and duct tape amount • Pipe strapping amount 	
Added	<ul style="list-style-type: none"> • Laminated inventory sheet • Trailer ball, cribbing, wheel chock, and ball lock • Box of ear plugs • WD 40 • Garbage bags • Drill bit set • Impact bit set • Weed trimmer with spare string • Staples (for staple gun) • Utility knife with spare blades • Socket set • Allen keys • Measuring tape • Fencing, slip-joint, needle nose, linesman and locking pliers • Side cutters • Forestry fog nozzle • Barrel nozzle with tips • Hanzen nozzle • 14' roof ladder • Female ¾" cap • ¾" gate valve • ¾" double male • 1.5" NPSH double male • 1.5" NPSH double female • Pump ball valve • 1.5" QC cap • 1.5" QC to 1.5" female • 1.5" QC to 1.5" male • ¾" screen • ¾" gaskets • 1.5" QC gasket • 3" screws • Steel wire 	<p>Chainsaw kit</p> <ul style="list-style-type: none"> • Chaps • Spare chains • Type 1 first aid kit <p>Pump Kit</p> <ul style="list-style-type: none"> • Double fuel lines • QC caps • Teflon tape • Blue and orange SPU tape • Zip ties • Bent 10mm wrench • 13mm wrench • Slotted screwdriver • 6" crescent wrench • Adjustable pliers • Out of service tags • Pencil/pen • ¾" screen washers

1.0 Introduction

Wildland Urban Interface (WUI) is a specialized emergency response capability that integrates both wildland and structural firefighting practices to protect properties at risk from wildland fires. The Alberta WUI Guidelines (the guidelines) were jointly developed by the Alberta Emergency Management Agency (AEMA) within the Ministry of Public Safety and Emergency Services (PSES) and the Forestry Operations Branch (FOB) within the Ministry of Forestry and Parks. These guidelines provide comprehensive and standardized direction across all aspects of WUI operations including training, preparedness, deployment, response, demobilization and after-action review, ensuring consistent and effective practices among all participating WUI personnel and authorities.

These guidelines are aligned with industry best practices as set out by the National Fire Protection Association (NFPA), Incident Command System (ICS) Canada, the Canadian Interagency Forest Fire Centre (CIFFC) and FOB. These guidelines provide response procedures for local authority (municipalities and Metis Settlement) or First Nation fire departments, private contractors and Government of Alberta (GoA) employees who may be deployed to an interface event. The guidelines establish minimum standards and procedures related to the following:

- WUI personnel positions
- Training and qualification standards
- Deployment procedures
- Reimbursement process
- Operational and financial responsibilities
- Program maintenance and revision

WUI fire operations have the potential to become high-risk. All organizations taking part in a deployment, including the Alberta WUI Program, must comply with the *Occupational Health and Safety Act* (OHS), its regulation and code and all other applicable legislation.

These guidelines support the safe and effective use of equipment and personnel, ensure the responsible use of funds and support effective fire management. Self-deployed teams and individuals are prohibited from operating and will be asked to leave the scene at their own expense.

Emergency management is a shared responsibility across Alberta. All personnel are committed to a safe, inclusive and respectful workplace, free of harassment, violence and discrimination. Harassment and violence will not be tolerated. All allegations of violence and harassment will be investigated and addressed in accordance with these guidelines and the GoA's workplace violence prevention and harassment prevention plans.

1.1 Program maintenance and revision

At the end of each wildfire season, the guidelines are reviewed by the AEMA, FOB and Alberta WUI teams. Feedback, recommendations, changes to industry best practices, regulations, incident after-action reviews and incident debriefings are collected, reviewed and shared. Once validated, they may result in revisions that are incorporated into the next edition of the guidelines.

1.1.1 Standing orders

Time-sensitive supplemental information that must be addressed immediately will be issued through a standing order. A standing order establishes standard actions or responses to be followed. AEMA has the authority to issue a standing order, which will be available online and remain in effect until it is amended, cancelled or incorporated into the next edition of the guidelines.

2.0 Incident organization – ICS

To ensure seamless operations with FOB and AEMA, each WUI incident will utilize ICS. ICS is a standardized approach to the command, control and coordination of emergency response, offering a defined chain of command and a predictable division of labour. ICS provides common terminology, establishes clear lines of communication, organizes inter-agency coordination and creates organizational flexibility.

Based on the incident size and complexity, the Incident Management Team (IMT) determines the organizational structure using the ICS Canada model (Figure 1, Figure 2 and Figure 3). Agencies with jurisdictional responsibility should consider unified command or a coordinated response using the principles of coordinated response best practices and the Alberta Incident Management System (AIMS). It is recommended that the operations section should include a WUI protection component for incidents with a WUI element.

Figure 1 - ICS organization - single or unified command

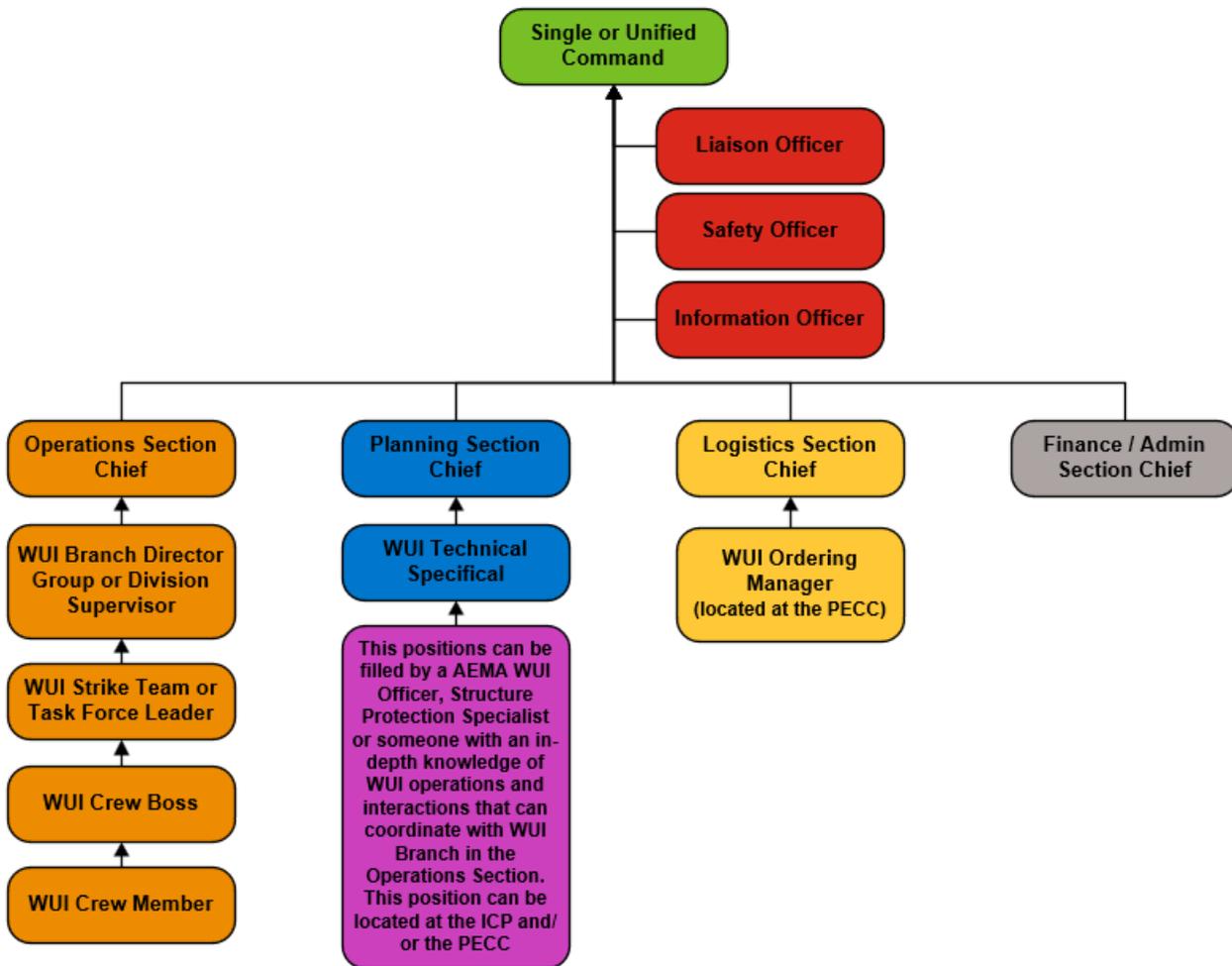


Figure 2 - ICS organization – Local Authority/First Nation coordinated response

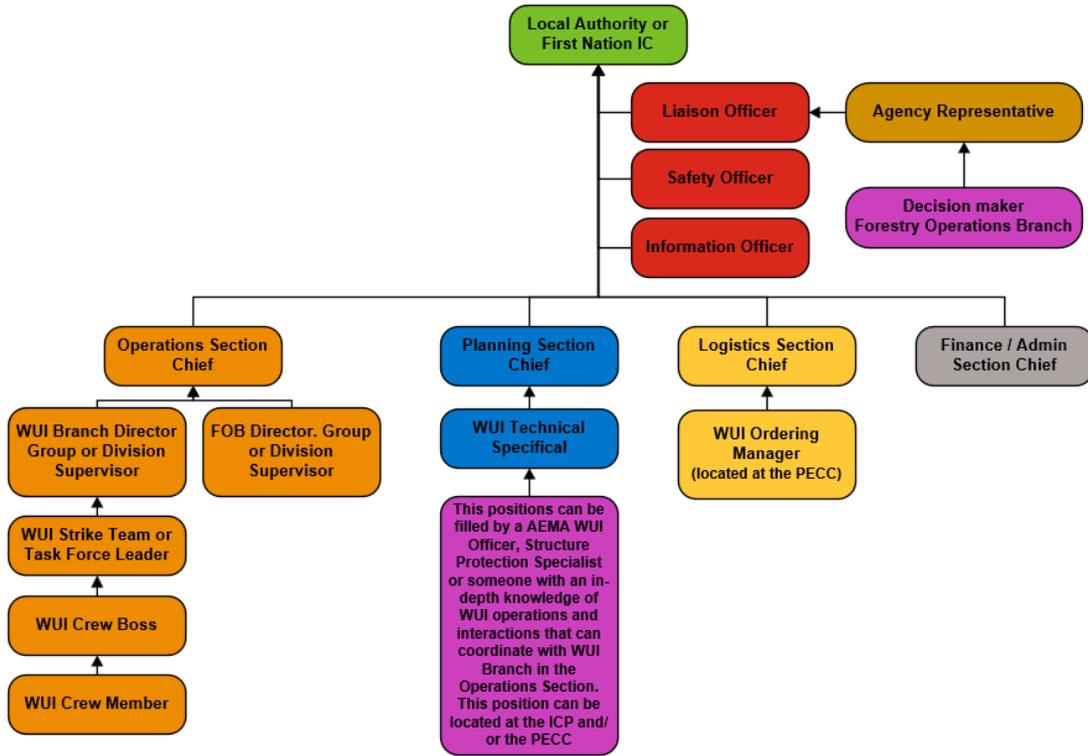
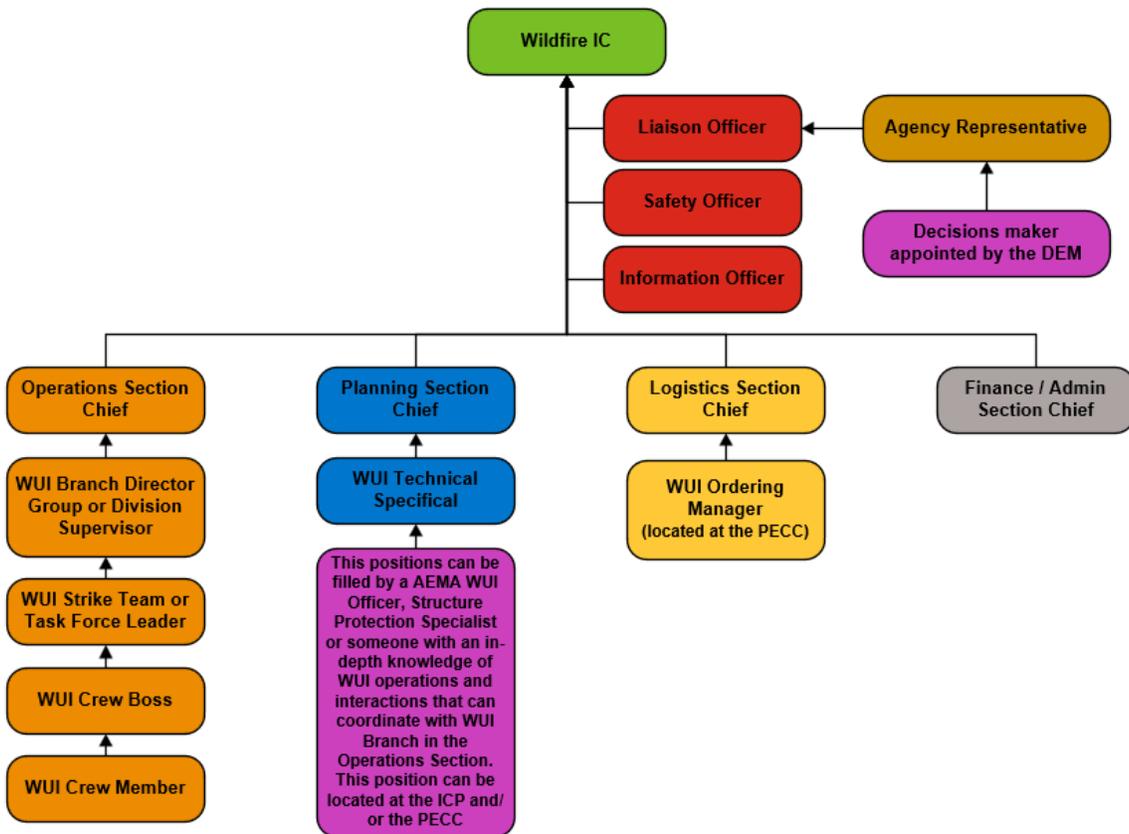


Figure 3 - ICS organization – FOB coordinated response



3.0 Personnel and training

The WUI positions required for an incident are determined by the type and level of activation. Consistent with ICS doctrine, positions are assigned according to the individual's qualifications, training and operational experience, not organizational rank.

To be considered for a WUI deployment, personnel must meet the training and qualification requirements outlined in Section 3.10 for one or more of the following positions:

- WUI crew member
- WUI crew boss
- WUI strike team or task force leader
- WUI division or group supervisor
- WUI branch director
- WUI structural protection specialist (STPS)

Appendix A outlines the required personal protective equipment (PPE) and position-specific kit lists.

Inquiries about any WUI position can be submitted directly to AEMA.WUI.training@gov.ab.ca.

3.1 WUI crew member

A WUI crew member is responsible for performing tactical assignments during the pre-impingement, impingement and post-impingement phases. They must be proficient in engine operations and site preparation activities such as sprinkler setup, operating pumps, managing hose deployment and triage. A WUI crew member reports to a WUI crew boss.

3.2 WUI crew boss

A WUI crew boss is responsible for supervising and performing tactical assignments of a single resource assigned to them such as engine operations and site preparation activities during the pre-impingement, impingement and post-impingement phases of an incident. They also provide work progress and resource status reports and maintain work records on assigned apparatus and personnel including any reporting required under the OHS or by the Workers Compensation Board (WCB). Depending on the incident's organizational structure, a WUI crew boss may report to a WUI strike team, a task force leader, the WUI branch director or a WUI division or group supervisor.

3.3 WUI strike team or task force leader

A WUI strike team or task force leader performs tactical missions for a whole division or segment of a division. They are assigned and are responsible for directing different kinds and types of multiple resources, including fire engines, ground or sprinkler crews, heavy equipment and/or water tenders during the pre-impingement, impingement and post-impingement phases. They also provide work progress and resource status reports and maintain work records on assigned personnel, including any reporting required under OHS or WCB.

3.4 WUI division or group supervisor

The WUI division or group supervisor is responsible for directing and coordinating firefighting resources assigned to a specific division or group of the incident. This could include engines, crews, heavy equipment and other tactical resources. Their goal is to achieve operational objectives safely and efficiently as outlined in the Incident Action Plan (IAP).

3.5 WUI branch director

The WUI branch director is responsible for directing operations within an assigned branch or a major segment of the incident, which may include several divisions, groups, or task forces.

Their primary role is to provide strategic direction, oversight and coordination of resources and activities within that branch to ensure efficient operations. The branch director, with assistance from the WUI division, group supervisor or STPS, is responsible for opening and coordinating the use of structural protection units (SPUs) at an incident, to maximize their effectiveness.

3.6 WUI structural protection specialist

A STPS may be assigned within the operations section or the planning section if they have the required qualifications and experience.

Operations section – When activated as a branch director or division/group supervisor, the STPS helps manage all tactical WUI operations at an incident. This includes direction, coordination and implementation of WUI resources to meet the objectives of the IAP. The branch director reports to the operations chief and a division or group supervisor reports to the branch director or the operations section chief (OSC).

Planning section – When activated as a technical specialist, the STPS coordinates site assessments and determines the resources needed to achieve desired strategies and tactics. The STPS reports to the planning section chief.

3.7 AEMA WUI officer

AEMA WUI officers are the primary contact between the AEMA, and local authority or First Nation fire departments and contractors involved in the daily WUI operations and emergency deployment of WUI firefighting. They are responsible for coordinating and overseeing Alberta's WUI program by managing relationships, vetting and deploying resources and personnel, supporting incident operations and logistics, maintaining guidelines and training, and providing provincial leadership during WUI incidents.

3.7.1 WUI duty officer

The WUI duty officer (WUI-DO) is the assigned on-call contact for the WUI program during hazard season and for all WUI deployments, acting as ordering manager. The WUI-DO may be assigned to the Provincial Emergency Coordination Centre (PECC) during significant events or activations.

3.8 PECC WUI augmentee

PECC WUI augmentee is an individual from another ministry within the GoA that supports or acts as an WUI-DO in the PECC. This position supplements, or may replace, the AEMA WUI officers when the PECC is activated for a WUI incident.

3.9 Provincial WUI team

A provincial WUI team shall consist of one qualified WUI crew boss and three qualified WUI crew members. The team is responsible for, but not limited to, carrying out the following duties:

- provincial and interprovincial wildfire response
- develop WUI position-specific curriculum
- provide WUI education activities across the province
- provide wildfire prevention and FireSmart activities
- review local authority or First Nation sprinkler and community protection plans

- administrative assistance to the provincial WUI working group
- inspect and maintain all team apparatus for WUI incidents; and
- assist with provincial assets

3.9.1 Provincial WUI team crew boss

The provincial WUI team crew boss is a qualified and operational member of a WUI team and is responsible for maintaining the operational readiness of the provincial WUI team resources. The provincial WUI team crew boss also:

- Responds to interface fires requiring the assistance of WUI resources and reports directly through the chain of command within the IMT;
- Trains firefighters across the province in wildfire prevention, preparedness, and suppression;
- Implements a succession plan for all WUI team members; and
- Reports operational and training status to the AEMA WUI program.

3.9.2 Provincial WUI team administrator

The Provincial WUI team administrator, as a representative of the local authority or First Nation, is responsible for supplying administrative readiness of the provincial WUI team and their resources, which includes:

- provide regular wages and benefits for four staff
- provide administrative support to the provincial WUI team and WUI crew boss
- provide for fuel, equipment repair and maintenance
- provide for travel costs, per diems, registrations and training
- provide for telecommunications or any other equipment required

3.10 Personnel qualifications

Table 1 - Personnel qualifications

Position – course name	Prerequisites - must be completed prior to taking courses
WUI crew member - WUI-M	<ul style="list-style-type: none"> • FireSmart 101 • NFPA 1001 Level I, (see 3.13) • S-131 units 3, 4, 9, 10, 12, 13 • Understanding Fire Weather Index System • ICS Canada I-100 • Experience with small engines (chainsaws and portable pumps)
WUI crew boss – WUI-B	<ul style="list-style-type: none"> • Qualified WUI crew member • NFPA 1001 Level II • ICS Canada I-200 • A signed letter from the Fire Chief that the individual is a leader in their respective organization.
WUI strike team or task force leader – WUI-L	<ul style="list-style-type: none"> • Qualified WUI crew boss • ICS Canada I-300 • S290 Principals of Fire Behaviour • ICS Canada Task Force Strike Team Leader Certification • Restricted Operator Certificate - Aeronautical (ROC-A)
WUI division or group supervisor – WUI-S	<ul style="list-style-type: none"> • Qualified WUI strike team or task force leader

(STPS on smaller Type 2 incidents)	<ul style="list-style-type: none"> • AEMA All hazard incident management team (AHIMT) Block 1 (unit leader roles and responsibilities) • ICS Canada I-400
WUI branch director (STPS on all types of incidents)	<ul style="list-style-type: none"> • Qualified WUI division or group supervisor • ICS Canada OSC course • AEMA AHIMT Block 2 (Single operational period response and remediation) & 3 (multi-operational period response and recovery)
Structure protection specialist – STPS	<ul style="list-style-type: none"> • Qualified on all above five positions • STPS task book signed off
WUI Instructor	<ul style="list-style-type: none"> • NFPA 1041 Level I to be a course instructor • NFPA 1041 Level II to create WUI courses • Complete 2 co-teaches of the current course to be signed off on • Must be a qualified instructor for all levels below the current course being signed by AEMA
PECC WUI augmentee	<ul style="list-style-type: none"> • PECC Basics • General User and Resource Training on IIMS. • ICS I-200 • Proficient computer skills • Knowledge of databases, email platforms, and web browsers • NFPA 1001 level is considered an asset • Must have a good understanding of both the current WUI Guidelines and apparatus type and kind • WUI crew member training is considered an asset
<p>For the 2025 season, completion of the Alberta Fire Chiefs Association S-215 was recognized as meeting the requirements of the WUI-M. To obtain a WUI crew member certificate, individuals were required to complete the current WUI-M exam.</p> <ul style="list-style-type: none"> • The 2025 season marked the final year that the bridging process was available. 	

3.10.1 WUI task books

For the 2026 season, the AEMA WUI program will introduce WUI task books. These task books are intended for any individual seeking to progress from certified in a specific WUI position to fully qualified under the AEMA WUI program. Completion of a task book will be required to achieve qualification in a position.

Task books will support and guide candidate development by providing clear guidance, tracking progress and ensuring consistency in meeting task-specific criteria. Each task book outlines the performance requirements for its associated position, aligned with the most current Alberta WUI guidelines.

Qualified evaluators assess candidates throughout the process. Task books may only be signed by qualified mentors who hold a qualified position at one or more levels above the position being evaluated. Completion of all tasks, once evaluated and verified, may result in a recommendation for qualification. Evaluators cannot be members of the same department as the candidates.

As a new process for the 2026 season, training and experience will be assessed on a case-by-case basis for all positions while the task books and formal procedure are being finalized.

3.10.2 Additional training and requirements

For the 2026 season, a case-by-case assessment of training and experience will be made for all positions.

- Fire departments that meet the competencies of the NFPA 1001 standard but do not issue formal certification may present completed job performance requirements (JPRs), signed by a provincially registered NFPA 1041 Fire Service Instructor, to an AEMA WUI officer for equivalency review and approval.
- All personnel must hold a valid driver's license with the proper class of license for the responding apparatus.
- All personnel must have current Workplace Hazardous Materials Information System (WHMIS), standard first aid and CPR level C.
- Although WUI courses follow ICS Canada, the position specific WUI courses are not eligible to receive ICS Canada certification.
- Equivalency for S-131, and Fire Weather Index System will be considered if an individual has proof of completion of the Alberta Wildfire or Firetack crew member course.

For the 2026 season, a temporary field promotion may occur for a specific interface incident, based on experience and competency of an individual. This individual cannot be promoted to more than one level of their current position. All field promotions must be approved by all the following: the incident commander (IC), the incident STPS, the WUI manager, and the WUI-DO.

Note: Contract water tenders (supplying water only) and heavy equipment operators are exempt from the WUI training requirements outlined above. These resources must instead meet the standard FOB training prerequisites for fireline equipment, which include:

- I-100 (Introduction to Incident Command System)
- Wildfire Orientation Online
- WHMIS
- standard first aid
- CPR level C

Water tenders hired directly by a local authority and First Nations are not subject to the provincial procurement or WUI training requirements.

Local authority, First Nations, provincial and contract WUI personnel must meet all standards listed. The fire chief or executive (contractor) from the responding organization will ensure that all personnel meet the minimum training standards and are competent to perform the position tasks before deployment. This is subject to verification by an AEMA WUI officer.

4.0 Deployment and demobilization

Deployment and demobilization of WUI personnel and equipment follow specific requirements to support safety, accountability and effective incident operations. Apparatus and personnel deployed by the AEMA are subject to OHS Act, regulation and code requirements during WUI events, including requirements for respiratory safety. If conditions on the scene do not comply with OHS requirements, all fire service members must immediately cease operations, evacuate and inform the incident IMT.

Liability insurance and WCB coverage are the responsibility of the responding organization or the contractor during deployments.

Maintaining situational awareness within and outside the FPA is critical for WUI operations. Organizations must advise the AEMA and FOB on all active or planned deployments of WUI protection resources within their jurisdictions. This allows the AEMA and FOB to develop provincial strategies, address emerging issues and anticipate potential short and long-term resource requirements.

WUI personnel and apparatus deployed by the AEMA may be subject to redeployment by the province after an initial seven-day deployment. An AEMA WUI officer (or designate) may request that the IMT perform a resource assessment after seven days for any AEMA WUI resources that were deployed. Based on the current interface incidents in the province and consultation with the FOB forest area office, any AEMA-deployed WUI resources may be released from an incident and reassigned.

The use of alcohol, non-prescription drugs or other substances that impair judgement are not allowed on deployments. Additionally, posting any content related to deployments on social media platforms is strictly prohibited. Violations of these policies may result in disciplinary action in accordance with the discipline and suspension process below.

Should there be an occurrence that requires an investigation, the discipline and suspension process outlined in Section 6.4 applies. In the event of an occurrence, an individual(s) may be removed from the incident by the IC and/or a representative of the AEMA WUI program pending an investigation.

4.1 Eligibility

4.1.1 Local authority and First Nation fire department

Participation by local authority and First Nations fire departments in the WUI program is subject to inspection and approval by an AEMA WUI officer. This includes verifying contact information and self-sufficiency as well as inspecting apparatus, SPUs and PPE for compliance with these guidelines. Personnel must also meet the training and qualification requirements set out in these guidelines.

Once a fire department is approved, the local authority or First Nation must provide a letter to the province authorizing the department's participation in the WUI program. A draft letter has been included in Appendix D. Fire departments may contact the AEMA at PSES.aema-wui@gov.ab.ca to schedule an appointment with an AEMA WUI officer.

4.1.2 Contractor eligibility and procurement process

Local authorities and First Nations will use their designated procurement process when engaging contractors for any WUI services. A GoA-designated procurement process for contractors is under development. As additional details become available, they will be published on the Alberta Purchasing Connection website at <https://www.purchasingconnection.ca/>.

4.1.3 Industry

While industrial fire department members are responsible for providing structure protection on their site(s) as needed, they must comply with these guidelines when responding to WUI incidents beyond their work site. These guidelines ensure that all personnel operate within established safety, coordination, and operational standards when assisting off-site. Industrial fire department members participating in WUI incidents are expected to integrate into the incident command structure, follow direction from the designated authority having jurisdiction (AHJ), and adhere to all applicable safety and operational procedures outlined in the WUI response framework.

4.2 Requesting resources

WUI resources may be deployed inside or outside the FPA. The AHJ is responsible for requesting WUI resources.

A local authority or First Nation may start the deployment process independently if a resource request is outside the FPA. Once all local and mutual aid resources have been exhausted, the local authority or First Nation can contact the WUI-DO via email at pses.aema-wui@gov.ab.ca to request additional resources. (see Figure 4 - WUI resource request).

The process applies when a local authority or First Nation is within the FPA and requires WUI resources for protection within its borders. In these cases, the local authority or First Nation should contact the forest area and gather as much information as possible on weather, fire probability and fire predictability. The local authority or First Nation should also inform the forest area of any resources requested and deployed within its jurisdiction to allow the forest area to maintain situational awareness. FOB maintains mutual aid agreements or memorandum of understanding for local authorities or First Nation within the FPA including resource and contact information.

The forest area will manage resource requests inside the FPA. If the forest area requires additional resources, they may submit a request to the Alberta Wildfire Coordination Centre (AWCC). The AWCC will contact the WUI-DO for additional resources (see Figure 4 - WUI resource request).

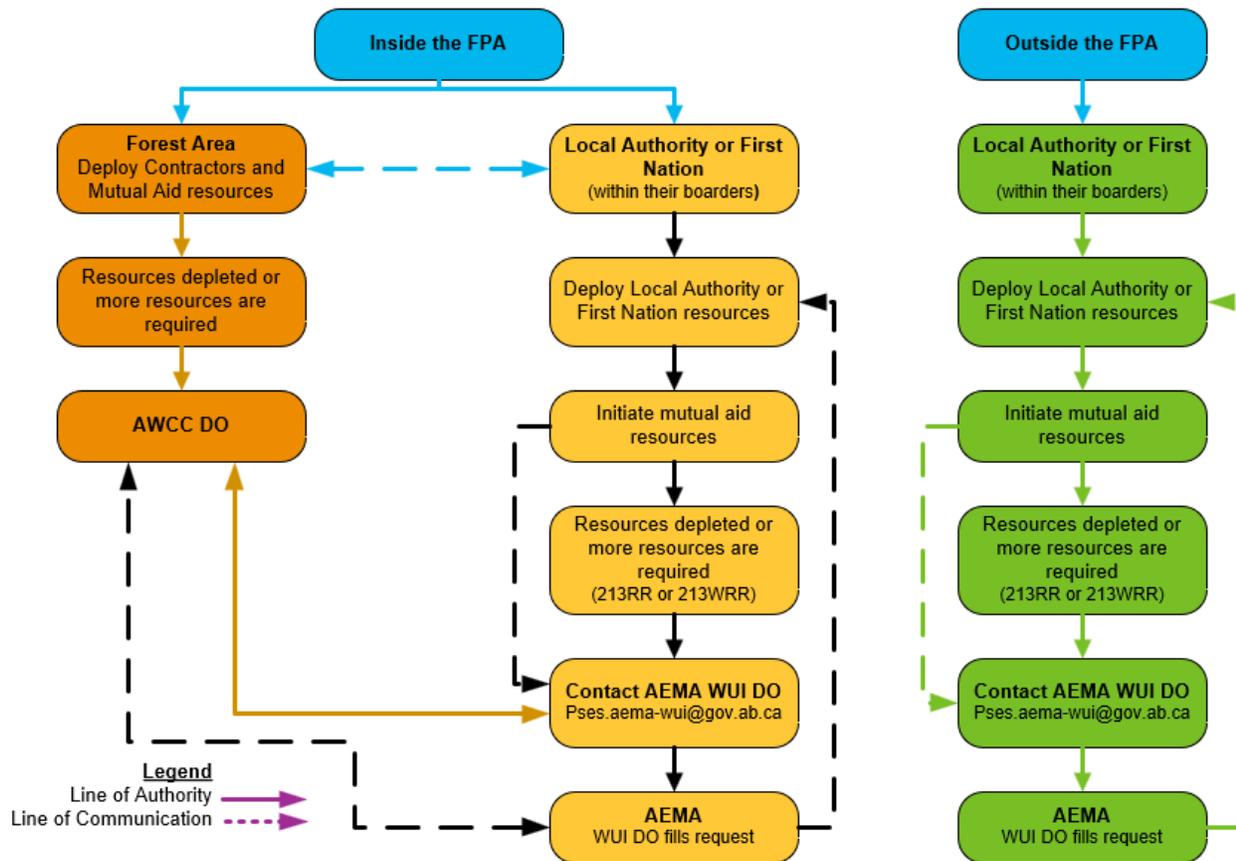
Anyone requesting WUI resources from the PECC will include the following information on the ICS 213WRR form:

- requesting group, contact name and phone number
- incident name, number and location
- resources requested, including kind, type and quantity, with suitable substitutions
- expected tasks
- required arrival date and time for each resource
- approximate duration of deployment
- reporting location
- any special requirements
- must be signed by the IC or OSC

When the PECC receives a resource request, an WUI-DO will create a reference number using IIMS and then initiate the process of contacting and deploying the resources requested from the provincial database.

For tracking and billing purposes, a reference number will be provided to all organizations at the time of their deployment and must be included along with the FOB fire identification number (if applicable) on all timesheets and invoices.

Figure 4 - WUI resource request process



4.3 Pre-deployment

Each organization supplying resources for a provincial WUI deployment must provide the required information for all units, personnel and equipment to the WUI-DO or augmentee in the PECC before departure. The same information must be provided to the IMT at incident check-in.

Pre-deployment documentation must include:

- a resource manifest, to be updated when crew changes occur or for single resource changes (Appendix C.)
- an apparatus inventory check sheet (provided by the organization)
- verification that a pre-deployment apparatus check has been completed

Deployed resources must check-in to the incident check-in and the staging area for a safety inspection, proof of vehicle insurance, equipment, PPE, inventories and readiness for duty. Responsibility for this process rests with the resource unit leader or a designated representative such as a status-check in recorder, staging area manager or group support unit leader.

4.4 Deployment periods and hours of work

4.4.1 Deployment periods

For incidents requiring provincial resources, apparatus and personnel must be prepared to deploy for a minimum of seven days to a maximum of 14 days. A deployment period begins when a fire department departs from their home jurisdiction and is completed when they have returned to their home jurisdiction. Timesheets are required

for all travel days. The deployment date may differ from the expected arrival date at the incident to accommodate lodging for an incident. Deployment rotations (as often as possible) will follow:

- seven days on with a one day reset (a reset is considered time off-of-the incident);
- 14 days with a two-day reset; or
- if necessary, 21 days with a three-day reset.

A reset is considered time off from the incident. The responsible organization may revise deployment periods based on resource availability, incident complexity, hazards and exceptional circumstances negotiated between the responsible organization and the responding organization or contractor. The IC will approve the deployment, redeployment and release of all apparatus and personnel.

In accordance with the FOB standing operating procedures, no resource will travel more than ten hours to an incident. If more travel time is required, the resource must notify the WUI-DO. The local authority or First Nation and contractors should pre-plan to book lodging as needed to ensure safe travel and readiness.

If the drive is less than ten hours, then time available for the first operational period will be determined on arrival:

First operational period – (drive time + check-in + initial safety briefing) = time remaining for work

Upon arrival at an incident, all resources must check in at the designated check-in point. A representative from the incident will verify resource manifests and equipment inventories before assignment. All arriving personnel will be issued a “P” number at the time of check-in for accountability purposes. A formal briefing will be conducted before any resources are assigned to tactical operations.

At check-in, each apparatus must be assigned a new call sign for the event based on its type. See Table 2 - Engine types.

Note: Self-deployed resources will be returned to their home base without compensation.

4.4.2 Hours of work

Operational periods for an incident will be determined by the IMT and based on incident size and complexity. The pre-impingement and impingement phases of WUI incidents can be managed within an operational period of up to 16 consecutive hours. Once a WUI incident or wildfire has been classified as “under control or being held,” the operational period may be adjusted by the IC.

The IC retains the authority to extend these duty hours under the following conditions:

- life and property are imminently threatened; and
- replacement personnel and resources are unavailable.

Hours of work can be extended for the following exceptions:

- When an accident occurs.
- During a smoke investigation, conducted only long enough to assess the situation and determine whether additional action is needed.
- During initial wildfire action, limited to the work needed to achieve a “being held” status by 1000 hours the next day.
- When justified by circumstances, operational periods during the initial mobilization and early suppression phase of an uncontrolled wildfire may be extended to 16 hours for the first three operational days.

4.5 Types of deployments

Resources may be deployed in different circumstances per the criteria set out below, where authorization to deploy is required from the AHJ before deployment.

4.5.1 Deployed to an incident from home base

Resources may be deployed to an incident from their home jurisdiction daily if travel time to the incident is one hour or less. They must be prepared to deploy within two hours of receiving notification. If a resource becomes unavailable within two hours of its scheduled daily deployment, it must notify both the AHJ and the PECC immediately. The incident management team (IMT) will establish and communicate the check-in and check-out procedures for resources traveling home daily. Driving to and from the incident is part of the operational period.

Note: All other resources will adhere to the driving requirements and check-in procedures previously outlined in these guidelines.

4.5.2 Standby for an incident at home base

If a request is made from the AHJ or the PECC for resources to go on standby for a potential incident deployment, those resources must be prepared to deploy within two hours of receiving the request. While on standby, resources are not considered checked in to the incident.

4.5.3 Staged at an incident

Once a resource has checked in to an incident, it may be assigned to the incident staging area or held as an available resource outside the staging area while awaiting tasking.

Note: An AHJ may request WUI resources to be pre-positioned or placed on standby in response to extreme wildfire hazard conditions within an area, even when the situation is not directly associated with an active interface incident.

4.5.4 Provincial staging area(s)

AEMA may establish a provincial staging area based on the occurrence of interface incidents around the province to maintain operational response and readiness. When this happens, AEMA will determine the location of the staging area and will be responsible for all costs associated with responding to and staying at the staging area using the criteria set out in Section 5.3.4. If a provincial staging area is located within the FPA, the PECC duty officer will inform the AWCC duty officer so that the local forest area is aware of it.

An AEMA WUI Officer or augmentee may be deployed to the staging area to verify and coordinate all apparatus and personnel arriving at the provincial staging area and may arrange departments task forces as needed. While in a provincial staging area, all fire departments and contractors must maintain a current resource manifest and time sheets for the duration they are in the provincial staging area. A department or task force may be deployed locally to mitigate a local interface incident. The WUI-DO or augmentees will approve the use of assets in a provincial staging area.

Provincial staging areas will be established to ensure resources can respond to an incident within five hours of notification. This response capability will be used to assist when the need for a local response arises. The operational period for a provincial staging area is twelve hours, which is included in the overall deployment duration.

4.6 Personal protective equipment

All personnel responding to a provincial deployment must have the minimum personal protective equipment meeting or exceeding these guidelines and all applicable provincial legislation. Expendable items that need to be restocked will be replaced with the criteria set out in Section 4.13.

4.7 Apparatus

To be eligible for deployment, apparatus and equipment must comply with these guidelines, which use the CIFFC Mutual Aid Resource Sharing agreement as a baseline. All apparatus must have a current Commercial Vehicle Inspection Program CVIP sticker, be operationally ready and be equipped with the tools and appliances needed to operate in a WUI environment. All apparatus types shall meet federal, provincial and agency requirements for motor vehicle safety standards, including all gross vehicle weight ratings (GVWR) when fully loaded. All type 3 engines and tactical water tenders require a foam proportioning system. Type 3 to Type 6 engines and all water tenders shall be able to prime and pump water from a three-metre lift. Additional features or capabilities may be requested by the AHJ and could include:

- Four-wheel drive
- High-pressure pump
- Foam proportioner
- Compressed air foam system (CAFS) – 40 CFM minimum
- Additional personnel

All responding crew must inform the PECC if they intend to use a support vehicle as part of their deployment. Support vehicles are only used to transport members and equipment to an incident and are to be left at staging after check-in, unless the incident authorizes their use based on operation need.

Table 2 - Engine types

Minimum requirements	Engine type						
	Structure		Wildland				
	E1	E2	E3	E4	E5	E6	E7
Tank minimum capacity (litres)	1130	1130	1890	2830	1510	560	180
Pump minimum flow (LPM)	3780	1890	568	189	189	189	38
At rated pressure (kPa)	1034	1034	1724	689	689	689	689
Foam proportioning	----	----	Yes	----	----	----	----
Hose: 65 mm (metres)	360	300	----	----	----	----	----
Hose: 38 mm (metres)	150	150	300	90	90	90	----
Ladders per NFPA 1901	Yes	Yes	----	----	----	----	----
Master stream: 1893 LPM	Yes	----	----	----	----	----	----
Pump and roll	----	----	Yes	Yes	Yes	Yes	Yes
Maximum GVWR (kg)	----	----	----	----	11793	8845	6350
Personnel maximum (minimum)	4 (4)	4 (4)	4 (4)	4 (3)	4 (3)	4 (3)	4 (2)

Note: Type 1 to Type 3 engines inclusive will have structural firefighting personal protective equipment as follows:

- Full structure firefighting gear as per NFPA 1971, including structure firefighter boots, structure firefighter gloves, balaclava, pants, coat and structure firefighter helmet; and

- Self-contained breathing apparatus (SCBA) as per NFPA 1981 with one (1) per assigned member.

Note: Crews, at minimum, can consist of one (1) WUI crew boss and one (1) WUI crew member and up to one (1) WUI crew boss with three (3) WUI crew members. Also, all personnel are required to ride inside the apparatus, and it will not carry any personnel without the proper number of seatbelts.

Table 3 - Aerial apparatus types

Minimum requirements	Aerial type	
	A1	A2
Aerial (meters)	30	23
Pump flow (LPM)	1890	1890
Ground ladders (meters)	35	35
Personnel	4	4

Table 4 - Tender types

Minimum requirements	Tender type				
	Support			Tactical	
	ST1	ST2	ST3	TT1	TT2
Tank capacity (litres)	15142	9464	3785	7571	3785
Pump flow (LPM)	1136	757	757	946	946
At rated pressure (kPa)	350	350	350	1050	1050
Maximum refill time (minutes)	30	20	15	----	----
Pump & roll	----	----	----	Yes	Yes
Foam proportioning	----	----	----	Yes	Yes
Personnel	1	1	1	2	2

Note: Tender personnel are considered to be WUI crew members.

Note: All tenders need to be equipped with a 400 BBL tank adapter.

4" npt x 3" npt reducing nipple 3" NPT female x 3" male camlock with pipe wrench

Table 5 - Sprinkler protection unit (SPU) types

Minimum requirements	SPU type		
	SP1	SP2	SP3
See related appendix	Appendix F	Appendix G	Appendix G
Personnel required	4	4	4

4.8 Communications equipment

The IMT or responsible organization determines the most effective communication between WUI resources and the command structure. Responding resources will be deployed with adequate radio supplies including batteries, holders and chargers. A communication plan is provided in the IAP.

4.9 Food and lodging

Food and lodging may not be immediately available when responders check in at the scene. All responding personnel should be prepared to be self-sufficient for a minimum of three days; this includes water, food, bedding and shelter. Crews may be housed at a fire camp, hotel, or appropriate community buildings. If crews are lodged at a fire camp, they may be required to use their tents and bedding.

4.10 Documentation requirements

Daily timesheets, ICS 214 activity log and equipment tickets are required for all WUI resources. All time sheets are required to be signed off by the next higher level of authority. Before a timesheet can be signed, it must be accompanied by a completed ICS 214 activity log. Timesheets will then be forwarded to the finance/administration section of the incident IMT. Invoicing for incidents is covered in Section 5.0. Before submission, the reference number and the FOB identification number must appear on all timesheets. The final day of travel timesheet is required to be sent back to the incident to be signed and provided to financial and administration branch.

All photos, videos, and dashcam footage captured during the incident may also be requested for official review or record-keeping purposes. If in doubt, all deployed resources should confirm with the IC or appropriate unit whether copies of these media are required and ensure they are provided in accordance with established procedures.

Any time there is a change with the resource and personnel, a new manifest or updated manifest is required. A copy of the new manifest will then be provided to the incident IMT and the WUI-DO.

Depending on roles performed at an incident, there may be additional forms and documentation that must be completed and submitted to the appropriate unit at the incident.

Example of forms required to be filled by position:

- WUI crew member: triage assessment, damaged equipment report
- WUI crew boss: crew time ticket, ICS 214, ICS 225, triage assessment, damaged equipment report
- WUI strike team or task force leader: time ticket, damaged equipment report, ICS 214, ICS 224, ICS 225, position handover form
- WUI division or group supervisor or STPS: time ticket, damaged equipment report, ICS 204, ICS 214, ICS 224, ICS 225, position handover form, resource manifest form, Daily Situation Report (DSR), tracking of SPU equipment.

The DSR should be completed by the highest WUI position and is required to be sent to the WUI-DO at pses.aema-wui@gov.ab.ca.

When resources receive equipment or supplies from the FOB supply unit, those items will be signed out to them. If the resource is required to leave the incident, they must transfer the assigned items to another resource and complete the property transfer form (Appendix C). A copy of the completed form must be provided to the incident supply unit. This process ensures accurate tracking of all items issued by the incident.

It is the responsibility of all deployed resources to complete all required steps for check-in and check-out at an incident and to provide status updates to the WUI-DO. This ensures accurate tracking of resource availability, deployment, demobilization, and completion, supporting effective coordination between incident operations and the PECC.

4.11 Recall and demobilization

4.11.1 Recall

Should a local authority or First Nation face a threat or have its own operational requirements while its resources are deployed to an interface incident, it may recall those resources, in whole or in part, at any time by notifying the WUI-DO. The WUI-DO will notify the IC or OSC of the recall and start the process for replacing the recalled resource. If a local authority or First Nation has an SPU trailer deployed and requires one for their own incident, it will be the responsibility of that local authority or First Nation to locate and cover the cost of a replacement SPU trailer.

4.11.2 Demobilization

The AHJ is responsible for implementing the demobilization process. The demobilization plan is a written document approved by the IC. Demobilizing WUI resources from an incident is necessary for accountability, safety and effective resource and fiscal management. Resources to be released are subject to incident demobilization and checkout procedures before leaving the Incident.

No resource will travel more than ten hours after being released from an incident. Resources that were on duty prior to their release are **not permitted to drive** immediately following demobilization and must obtain a minimum of eight hours of rest before travelling. Failure to follow these rules will be subject to the discipline and suspension process as outlined in Section 6.4. Should a resource require more time, they will notify the IMT so that accommodations can be made or they can arrange accommodation themselves and invoice the incident.

The incident IMT is encouraged to complete ICS 224 and 225 forms during demobilization. The IC may request that some equipment from a departing resource remain on-scene until the incident has terminated. If resources have to leave equipment on-scene, effort will be made to provide substitute items until the return of their equipment. Every attempt will be made to return this equipment to its original owner, but this may not be possible for smaller equipment.

All resources must go through the demobilization process to ensure that all equipment is returned; travel arrangements have been made and confirmed, time sheets, ICS 214 activity logs and ICS 221 demobilization checkout forms have all been submitted. Further, demobilization requirements may include vehicle inspections, equipment decontamination, critical incident stress debriefings, exit interviews, designated travel routes, maps, mandatory rest stops, daylight travel requirements, OHS and WCB forms as required, authorization to stop if fatigued, and mandatory check-in upon arriving at a resource's home base.

Note: If an apparatus or piece of equipment is damaged on an incident, a damaged equipment report form must be filled out and submitted to the incident IMT before being demobilized (Appendix C). **Claims for missing or damaged equipment not declared at checkout are ineligible.** Make sure you retain a copy of the form for your department.

4.12 Deployments out of province

Any out of province WUI request outside the current CIFFC or Northwest Compact Agreement should come through AEMA. CIFFC and Northwest Compact requests will come through FOB. When a request for out of province WUI resources is received, the WUI-DO will provide contact information for those resources that have been vetted. All arrangements and payments will be between the requestor and the deployed organization. Should you be contacted for an out-of-province incident and then deploy, you shall contact the WUI-DO via email at pses.aema-wui@gov.ab.ca to provide information on deployed resources and other details pertaining to the out-of-province deployment.

4.13 Restocking

4.13.1 For incidents in the FPA

When any item has gone missing or has been damaged at an incident it is important that the proper paperwork has been completed and reported to the incident **prior to** proceeding with checking out of an incident. The following steps shall be taken:

Step 1

- For equipment that is missing or damaged at an incident, a missing/damaged equipment form (Appendix C) is to be filled out and verified by the incident. In the notes section of the form, detail the rationalization or circumstance for the missing or damaged equipment.
- If equipment has been stolen, report it to the IMT and they will report the loss to the RCMP or police agency of jurisdiction.
- Once completed proceed to Step 2.

Step 2

- Check with incident stores to restock equipment, if the incident cannot restock, proceed to Step 3. If the incident can restock the equipment, they will adjust the missing/damaged equipment form to reflect what was restocked. Proceed to Step 4.
- Check to see if equipment can be fixed at the incident. If the incident cannot repair the equipment, proceed to Step 4. If the incident can repair the equipment, they will adjust the missing/damaged equipment form to reflect what was repaired. Proceed to Step 4.
- Check to see if expendables, consumables, or incidentals can be restocked at the incident, if the incident can restock these items, they will adjust the missing/damaged equipment form to reflect what was replaced, proceed to Step 4. If the items are not replaced at the incident, then the responding agency will be responsible for restocking their own supplies, no further steps to be taken.

Step 3

- Check to see if AEMA-WUI can restock equipment. If AEMA-WUI cannot restock the equipment, proceed to Step 4. If AEMA-WUI can restock the equipment, they will adjust the missing/damaged equipment form to reflect what was restocked. Proceed to Step 4.
- AEMA will replenish any missing or damaged items from the FOB warehouse as required.

Step 4

- Turn in all applicable paperwork and check-out of the incident.
 - If the missing/damaged equipment form has not been completed or has not been turned into the incident by the responding organization as part of the check-out process, the responding organization will not be able to submit an invoice to the incident for the loss. No exceptions.
- Any of the items that are still outstanding can be invoiced, within two weeks of check-out, to the incident as per remittance requirements in Section 5.4.

SPU left on incident

- If a SPU trailer was left at an incident and has no crew at the incident to complete an inventory check, then the incident will use the inventory list located in the SPU to complete steps 1, 2, and 3 mentioned above and fill out the missing/damaged equipment form.
- The SPU will be considered closed at this time.
- Within a two-week period of the SPU arriving at its home base, the missing/damaged equipment form needs to be verified, and an invoice submitted for any outstanding items remittance requirements in Section 5.4.

4.13.2 For incidents outside the FPA

The process for restocking will be determined by the community responsible for the event.

5.0 Reimbursement

Resources that self-deploy without authorization are not eligible for reimbursement.

The AHJ provides compensation based on the rates set out in this section, including costs associated with crew rotations of four to 14 days onsite. Eligible deployment costs include wages, transportation and other authorized expenses.

Costs for apparatus or personnel above the numbers specified in this document are not reimbursable unless authorized in advance by the responsible organization. Any unique resources not addressed in the guidelines should follow the contracted rates between the responsible organization and the provider. Foam is considered an operational cost when used and will be covered by the incident.

Any deployed organization that rotates their personnel prior to the first four days of a deployment shall do so at their own expense or as agreed to by the responsible organization before the deployment. The reimbursement rates contained within this section are for local authority or First Nation fire department equipment and staff.

Costs for backfilling personnel at the deployed organizations home base are not covered or supported under this program. Existing mutual-aid agreements are not affected by these guidelines.

For tracking and billing purposes, a reference number will be provided to all organizations at the time of their deployment and is to be included, along with the FOB wildfire number (wildfire incident number), on all timesheets and invoices. These numbers are required to provide a signed daily time ticket for all deployed resources and personnel.

The local forest area will process payment through established mutual aid agreements to facilitate a one-window approach/contact for the local authority or First Nation.

If crews work directly for a local authority or First Nation outside the FPA, the invoicing (as per above) will be directed to the AHJ.

The reimbursement rates contained within this section are for contractors, local authority and First Nation fire department equipment and staff.

Note:

- Costs for apparatus and personnel exceeding the numbers specified in this document are not covered unless authorized in advance by the AHJ.
- Unique resource types not covered under these guidelines will follow the contracted rates as agreed upon, prior being deployed.

Reimbursement rates for apparatus and personnel are based on the following formula, and all timesheets and other supporting documents must be submitted with the invoice. The hourly rate for apparatus includes wear and tear and fuel not provided at the incident.

**Personnel rate (Table 6) + expenses (Table 7 and other applicable authorized receipted expenses)
Apparatus rate (Tables 8 - 12) = total rate**

5.1 Personnel rates and personal expense

Table 6 - Personnel rates

Personnel rates	Personnel rates
Firefighters	<ul style="list-style-type: none"> WUI crew members \$50 per hour worked WUI crew boss \$55 per hour worked WUI task force leader or strike team leader, \$60 per hour worked Division/group supervisor \$65 per hour worked Branch director \$70 per hour
Personnel covered by a collective bargaining agreement, (including EVT's where applicable)	<ul style="list-style-type: none"> Regardless of the position worked, any members of a collective bargaining agreement will be paid as per their current collective agreements at their applicable rates, which include overtime rate. No rate higher than the rank of Captain will be paid for deployments.
Management staff (including EVT's where applicable)	<ul style="list-style-type: none"> As per actual rates (including salary and benefits)
Structure protection specialist (zero-day contract includes all cost associated with this position)	<ul style="list-style-type: none"> Operational \$1,495 per day worked Administrative \$728.80 per day worked Standby \$364.40 per day worked

Note: PECC WUI augmentees that are GoA employees will be paid their regular government wage.

Table 7 - Personal expense allowances

Expense type	Allowance
Breakfast	\$13.00
Lunch	\$18.00
Dinner	\$28.00
Mileage allowance	\$0.57 per km travelled

Note: No receipt is required for invoicing meals. Just specify date, meal type and quantity.

When deployed as a single-unit resource, a WUI strike team or task force leader, WUI division or group supervisor, or WUI branch director travelling to and from an incident while operational may claim actual wages, including overtime, in accordance with Tables 6 and 7, as well as vehicle rates outlined in Table 12.

When deployed as a single unit resource, any STPS contractor travelling to and from an incident while operational may claim the rates defined by Table 6, which include food, travel, and vehicle rates.

5.1.1 Overtime rates

When an individual or crew works beyond the operational period defined in the IAP, overtime may be claimed at 1.5 times the applicable rates set out in the tables above. Any hours worked beyond the operational period must be approved by the IC through the OSC.

Overtime does not apply to apparatus. Apparatus rates are limited to those set out in Tables 8 through 10.

Note: This paragraph does not apply to any unionized GoA employee, local authority or First Nations staff and STPS that will collect compensation as defined in Table 6.

5.2 Apparatus rates

Table 8 - Engine rates (includes wear and tear and fuel outside the incident)

Engine type - Rate per hour						
Structure		Wildland				
E1	E2	E3	E4	E5	E6	E7
\$470	\$360	\$470	\$205	\$200	\$200	\$75

Table 9 - Aerial apparatus rates

Aerial type - Rate per hour	
A1	A2
\$730	\$600

Table 10 - Tender rates

Tender type - Rate per hour				
Support			Tactical	
ST1	ST2	ST3	TT1	TT2
\$250	\$250	\$250	\$310	\$250

Table 11 - SPU rates

	SPU type - Day rate		
	SP1	SP2	SP3
Open - Equipment deployed	\$10,000	\$4000	\$2000
Closed - No equipment deployed	\$2,400	\$1,600	\$800
The open rate will be applied once the SPU has been approved for use, by the operation branch director.			

Table 12 - Miscellaneous equipment rates

Kind	
All-terrain vehicle (ATV)	<p>For vehicles not listed in the previous tables, or listed without established reimbursement amounts, applicable rates will be determined using one of the following:</p> <ul style="list-style-type: none"> The most recent Alberta Road Builders and Heavy Construction Association Equipment Rental Rates Guide; The current FOB equipment rates; or A specific contractual agreement established with the FOB. <p>All rate details will be confirmed and communicated prior to deployment.</p>
Utility task vehicle (UTV)	
Quad 4X4	
Truck - SUV ½ - ¾ ton	
Truck crew cab	
Truck, 1 ton or greater	
Passenger van - Capacity 12 people	
Passenger van - Capacity 15 people	

5.3 Deployment

5.3.1 Travel to and from an incident

Resources travelling to an incident can claim their travel time from departure at their home base until they check in to the incident at the rate set out in Table 6. Claims submitted for reimbursement may include meals, hotel rooms, personnel, and apparatus costs. Meals can be claimed at the current government rate as detailed in Table 7 with hotel receipts required for accommodation reimbursement. Apparatus costs can be claimed at the rates detailed in Tables 8 through 11. SPUs can only be charged at the closed rate while in transport. If a fire department deploys a support vehicle as part of their deployment, it can be charged at the rates specified in Table 12. ATV and UTV rates include a transport trailer as required.

Some personnel, equipment, and apparatus may require commercial transportation to the incident. The AHJ must approve all commercial transportation costs, including the movement of SPUs, before being moved. Pre-approved commercial transportation costs paid by the responding organization may be eligible for reimbursement with supporting receipts.

Resources deployed to WUI incidents within one hour of their home base are not eligible for food and lodging costs unless pre-approved by the responsible organization or the IC. Resources returning to their home jurisdiction daily during an incident can be reimbursed for hours worked and travelled.

Resources demobilized will also be eligible for reimbursement from the time they check out of the incident until they have returned to their home base.

Apparatus rates as set out in Tables 8 through 12 shall be claimed at the applicable rate. Any other vehicle that is travelling to and from an incident shall claim mileage allowance as set out in Table 7.

For all travel to and from an incident, timesheets for travel are required and must be submitted along with the claim.

5.3.2 Standby for an incident at home base

A resource placed on standby for an incident is eligible for reimbursement of the hourly rates specified in Tables 8 through 11. For each standby day, a resource can claim two hours for the apparatus and two hours for each member assigned to the apparatus that was asked to be placed on standby. SPUs on standby will only be able to claim eight percent (8%) of the closed rate. A resource on standby will do so from their home base and is not considered to be checked into the incident.

5.3.3 Staged at an incident

A resource that has checked into an incident and was assigned to staging (or staged as an "available" resource outside of the staging area) can claim the rates as set out in Tables 8 through 11.

5.3.4 Provincial staging area(s)

Apparatus and personnel assigned to a provincial staging area will be able to claim the following:

- An operational period of 12 hours for apparatus and personnel;
- Any meals, as identified in Table 7; and
- Hotel expenses, when not covered by AEMA.

An AEMA WUI officer (or designate) deployed to the provincial staging area will verify and sign off on all timesheets. Resources leaving the staging area must have their timesheets signed before departing.

5.3.5 Operational at an incident

When resources become operational at an incident, they can claim the rate per hour of their apparatus and assigned personnel for the duration of the operational period, as defined by the incident.

If meals and lodging are not provided at the incident, crews are responsible for the upfront costs and will be reimbursed per GoA travel and meal reimbursement and allowance rates set out in Table 6. No meal or lodging claims are allowable if there is a provision for meals and lodging on-site.

5.4 Invoicing

Invoices must be submitted every two weeks from the initial deployment date. The final invoice will be submitted within thirty days of demobilization. Invoices must be submitted with all required supporting documents, including completed and signed timesheets, all resource manifests, a list of meals for per diem eligibility and any signed damage forms approved on incident, with supporting documentation. Invoices must be sent to WUI.invoices@gov.ab.ca.

5.4.1 Local jurisdiction resources

When resources have been deployed within in their home jurisdiction, the deploying organization is responsible for all associated costs. Should the incident escalate and become a FOB incident, or the local authority or First Nation enters into unified command or coordinates response with FOB, the local authority or First Nation will be able to bill FOB for costs identified in the guidelines. When these conditions no longer apply, the local authority or First Nation will be responsible for their own costs.

5.4.2 Contractor

Private contractor equipment and personnel rates shall adhere to the contracted terms that are provided prior to deployment. Contractor pricing should include personnel, fuel, and maintenance. Where the guidelines do not list a piece of equipment or personnel type, payment should be in accordance with the following rates:

- Current Alberta Road Builders and Heavy Construction Association Equipment Rental Rates Guide;
- Current FOB equipment rates; or
- A specific contractual agreement with the FOB and/or local authority and/or First Nation

5.4.3 Interface incidents in the FPA - FOB only

All invoices shall be submitted to AEMA to WUI.invoices@gov.ab.ca and will be forwarded to the applicable forest areas once vetted. Any invoice found to be incomplete or containing errors will be returned for revision before processing.

5.4.4 Interface incidents in the FPA - unified command or coordinated response

If a local authority or First Nation is not in unified command or a coordinated response with FOB, all invoices shall be submitted to the applicable local authority or First Nation.

Invoices issued prior to being in unified command or coordinated response shall be submitted to the local authority or First Nation, unless otherwise specified. Once a local authority or First Nation and FOB establish a unified command or coordinated response efforts and once the IMT is established, all invoices dated from that point forward shall be submitted to AEMA who will review and submit to the applicable FPA.

If a local authority or First Nation is in unified command or a coordinated response with FOB and orders resources outside of the IMT, those invoices shall be submitted to the applicable local authority or First Nation.

When a local authority or First Nation has activated its mutual aid partners and subsequently enters into a unified command or coordinated response with FOB, all invoices dated from that point forward shall be submitted to AEMA who will submit to the applicable FPA once reviewed. Invoices issued prior to that date shall be submitted to the local authority or First Nation.

All invoices must be vetted by the WUI officers and shall be submitted to WUI.invoices@gov.ab.ca for processing.

5.4.5 Interface incidents outside of the FPA

All invoices for an interface incident in a local authority or First Nation outside the FPA shall be submitted to that local authority or First Nation. In the event that resources were deployed by AEMA, those invoices will be submitted to WUI.invoices@gov.ab.ca and will be forwarded to the applicable local authority or First Nation once vetted. Any invoice found to be incomplete or containing errors will be returned for revision before processing.

5.4.6 Provincial staging area

Invoices for provincial staging shall be submitted to AEMA at WUI.invoices@gov.ab.ca.

6.0 Standard operating procedures

6.1 Incident apparatus numbering and individual position indicator

On all incidents and as soon as possible, all incoming WUI apparatus will be assigned a number based on the information below.

- Letters describe the apparatus kind, and the first number indicates its type, and the last two digits are the indicator for the particular apparatus.
- No two pieces of apparatus will have the same number.
- Once an identifier has been used on an incident, it cannot be used again.

Table 13 - Apparatus numbering

Kind	Indicator	# of Types
Engine	E	7
Tactical Tender	TT	2
Support Tender	ST	3
Aerial	A	2
Structure Protection Unit	SP	3

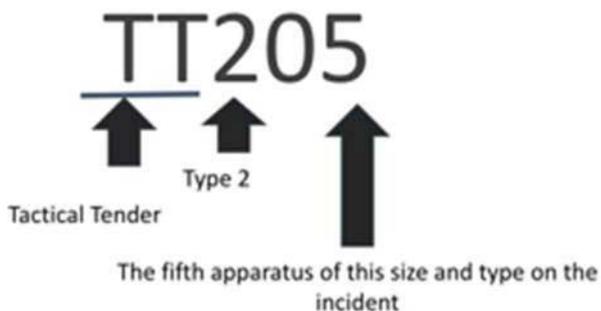


Figure 5 - Example of apparatus numbering

When an individual is in an operational role, they will use the position indicators listed below:

Table 14 - Individual position indicator

Position	Indicator
Task Force Leader	TFLD
Strike Team Leader	STLD
Division Supervisor	DIVS
Group Supervisor	DIVS
Branch Director	OPBD
Structure Protection Specialist	STPS

Example: A task force leader in charge of task force 4 would have TFLD 4 as their vehicle marking

6.2 Handover

For incoming personnel to gain situational awareness, the outgoing personnel will be responsible for completing the handover document located in Appendix C. The departing resource will brief the arriving resource by reviewing the handover document together. The outgoing personnel are responsible for going over the document in detail with their replacement and will provide them with a completed copy of the handover document and the current IAP. Every effort will be made to schedule time for the transition of positions. The handover will take place for the positions of STL-TFL and higher.

6.3 Emergency vehicle technicians

When two or more WUI task forces have been deployed to an incident, efforts will be made to dispatch an emergency vehicle technician to the incident. Contributing factors such as incident type, size, and complexity may factor into dispatching this resource.

6.4 Discipline and suspension process

All personnel shall maintain a safe, inclusive, and respectful workplace free from harassment, violence, and discrimination, and shall report for duty fit for work.

All organizations participating in a deployment or the Alberta WUI program must ensure that all applicable requirements of the OHS regulation and code are met, and that the requirements of other applicable legislation are followed.

Harassment and violence will not be tolerated. The IC or delegate must investigate allegations of harassment or violence and take appropriate corrective action under these guidelines. This approach is consistent with the GoA's workplace violence prevention and harassment prevention plans.

The process outlined below has been taken from the FOB's "suspension of certification process" and modified to meet the needs of a WUI structure branch. It contains examples of incidents requiring the suspension and or removal of an individual or contractor from a WUI incident. During the suspension period, the individual will not be deployed to any WUI incident. In all aspects of the suspension process, the individual or contractor should be involved. The following process is to be followed once an incident has occurred or been identified.

Upon receiving a notification of an infraction during a WUI deployment, the WUI branch director will collect information and statements and complete the suspension investigation form (Appendix H) and will then advise and submit the information package to the IC and the WUI-DO. The WUI branch director will notify the individual that is being investigated and will place the individual on an a "suspension pending review" until the investigation has been completed. Any allegations that are of a criminal nature such as assault, theft, mischief (deliberate damage to property excluding the deliberate creation of fire breaks) or other actions shall be reported to the police of jurisdiction forthwith.

If the infraction meets the criteria of a 30-day suspension or greater, the individual or contractor will be removed from the incident as soon as possible. However, the branch director in coordination with the IC may remove an individual or contractor from an incident if they deem it appropriate regardless of the infraction.

6.4.1 Process

When an individual has been suspended, the suspension information package will be reviewed by the WUI-DO, and a recommendation on suspension is provided. The entire package is then forwarded to the AEMA WUI manager for a detailed review and final suspension decision including the writing of individual suspension letters. Once the suspension has been determined, the suspension will take effect.

6.4.2 Notification

For any individual(s) or contracted staff, their local authority, First Nation or employer will be immediately contacted, via email, and advised of the potential suspension and removal of their employee(s) as soon as the branch director has been informed. The local authority, First Nation or contractor will then perform an internal investigation and provide the AEMA WUI manager with a report. The AEMA WUI manager will determine if a suspension from provincial WUI deployment decision will occur.

6.4.3 Appeals

An individual(s) or contractor(s) may appeal a suspension, by written request to the AEMA WUI manager, within 30 days of receipt of the written letter informing of the suspension. Attempts will be made to review the written appeal within 15 working days and a decision be sent in writing to the appellant and/or contractor, provided all information is received and reviewed in conjunction with the contractor.

The panel review procedure is designed to ensure the suspension is factual and not owing to personal conflict that might arise during WUI activities.

It should be noted that this appeals process is not applicable to any criminal investigation which is under the authority of the police of jurisdiction. Any criminal charges or charges laid under federal or provincial acts will proceed through the court process and are subject to the appeal process through the courts.

6.4.4 Authorization

The authority to issue warnings or suspensions is delegated as follows.

- **Written warning** – IC, OSC, or branch director
- **30-day suspension** – AEMA WUI manager
- **60-day suspension** – AEMA WUI manager
- **One-year suspension** – AEMA WUI manager and the director of wildfire response
- **Permanent suspension** – AEMA WUI manager and the director of wildfire response

Note: Staff assigned to investigate an infraction should be mindful of the potential for violence or harm to themselves or others as a part of the investigative process. Risk of further or subsequent acts towards victims or other individuals should be reported to the IC and the approach re-evaluated based upon the new information. Appropriate and proportionate safety measures need to be established and followed as required.

Note: Regardless of any suspension to an individual or a contractor, the AEMA and FOB do not have the authority to influence the hiring or termination practices of local authority, First Nation or other employers.

Staff may be aware of underlying events and may be contacted by future employers. When a properly signed pre-employment information release has been obtained, staff may provide objective information based on their personal knowledge as part of a reference-check process.

A table of suspension criteria can be found in Appendix H.

Appendix A - PPE and kit list for all positions

All engines	WUI guidelines	ERG	Time Tickets
	Up to date Equipment check list	Window markers	First aid kit
	Equipment Damage form	Hazard triangle	Fire extinguisher
	High Viz Vests		
	Truck kit including engine oil, coolant, transmission oil, brake fluid, windshield washer fluid, air filter, cabin filter, basic tool set, tire pressure gauge, funnel, rags		

Type 1 to 3 engine	Bunker gear	SCBA
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All Positions	Fire-resistant clothing	Hardhat with chin strap	CSA boots
	Gloves	Medication	Tent
	P-100 filter mask	CSA goggles or eye protection	Clothing/toiletries
	Headlamp/flashlight	All-weather outerwear	Sleeping bag/foamy
	Reading glasses/contact with solution	Cellphone	Radio
	Spare batteries and chargers	Food and cooking equipment	Water for 3 day per person
	Ear protection	Whistle	Sunscreen/Bug repellent

Crew boss & strike team or task force leader	ICS forms	GPS	Digital camera (cell phone)
	Laptop/tablet with charger	Stationary supplies	Flagging ribbon

Structural protection specialist	WUI guidelines	ICS forms	Laptop/tablet with charger
	Stationary supplies	Flagging ribbon	Satellite phone
	Digital camera (cell phone)	Structure damage assessment	Daily situation report
	Community pre-plan (where available)	GPS	

Appendix B - Alberta FPA and AEMA WIU officers contacts

FPA contact

Forest Area	Email	Duty Officer	Front Desk	Address
Calgary	calgary.wfops@gov.ab.ca	(403) 297-8822	(403) 297-8800	8660 Bearspaw Dam Rd. N.W Calgary, AB T3L 1S4
Edson	WF.WFOPS-EDSN@gov.ab.ca	(780) 723-8361	(780) 723-8265	#203, 111 54 Street Edson, AB T7E 1T2
Fort McMurray	mcmurray.wfops@gov.ab.ca	(780) 743-7218	(780) 743-7125	9915 Franklin Avenue 5th Floor, Provincial Building Courier Box 30 Fort McMurray, T9H 2K4
Grande Prairie	grande.wfops@gov.ab.ca	(780) 538-8093	(780) 538-5560	10811 84 Avenue Grande Prairie, AB T8V 3J2
High Level	high.wfops@gov.ab.ca	(780) 926-5405	(780) 926-3761	Bag 900 High Level, AB TOH 1Z0
Lac la Biche	labiche.wfops@gov.ab.ca	(780) 623-5245	(780) 623-5388	9505 Beaverhill Rd Lac la Biche, AB T0A 2C0
Peace River	peace.wfops@gov.ab.ca	(780) 624-6191	(780) 624-6190	9621 96 Ave, Peace River, AB T8S 1H8
Rocky Mountain House	rocky.wfops@gov.ab.ca	(403) 845-8243	(403) 845-8272	4919 - 51 Street 2nd Floor Provincial Bldg. P.O. Box 1720 Rocky Mountain House, AB T4T 1B3
Slave Lake	slave.wfops@gov.ab.ca	(780) 849-7429	(780) 849-7431	Box 390 301 Birch Road N.E Slave Lake, AB T0G 2A0
Whitecourt	Whitecourt.wfops@gov.ab.ca	(780) 778-7265	(780) 778-7153	5020 52 Ave Whitecourt, AB T7S 1N2
Edmonton	AWCC@gov.ab.ca	(780) 415-6460	(780) 427-6807	7000 113 St, Edmonton, AB T6H 5T6

FPA financial contact

Forest Area	Email
Calgary Forest Area	epa.finance-clgy@gov.ab.ca
Edson Forest Area	epa.edsonwma-finance@gov.ab.ca
Fort McMurray Forest Area	epa.finance-ftmm@gov.ab.ca
Grande Prairie Forest Area	epa.finance-grpr-af@gov.ab.ca
High Level Forest Area	epa.finance-hlvl@gov.ab.ca
Lac La Biche Forest Area	epa.finance-llb@gov.ab.ca
Peace River Forest Area	epa.finance-pcrv@gov.ab.ca
Rocky Mtn House Forest Area	epa.finance-rmh@gov.ab.ca
Slave Lake Forest Area	epa.finance-slvk@gov.ab.ca
Whitecourt Forest Area	epa.finance-whct@gov.ab.ca
Wildfire Management Branch HQ(Edmonton)	WF.Finance-Edmonton@gov.ab.ca

AEMA WUI Contact

See the [Provincial WUI Field Officer Contact Map](#) for the contact information for the AEMA WUI field officers.

For any additional information, please contact pses.aema-wui@gov.ab.ca.

Appendix C - WUI program templates and forms

All forms below can be found linked to with the Alberta Wildland Urban Interface Program website (<https://www.alberta.ca/wildland-urban-interface-program>) or Incident Command System Canada (<https://icscanada.ca/resources/ics-forms/>)

1. [ICS 204](#)
2. [ICS 213 WRR](#)
3. [ICS 214](#)
4. [ICS 221](#)
5. [ICS 224](#)
6. [ICS 225](#)
7. [ICS 231](#)
8. [WUI Triage Assessment](#)
9. [WUI Daily Resource Time Ticket](#)
10. [Daily Situation Report](#)
11. [WUI Damage Assessment](#)
12. [WUI Resource Manifest](#)
13. [Property Transfer Form](#)
14. [Missing / Damage Equipment Form](#)
15. [Alberta WUI Position Handover Form](#)



Appendix D - Draft letter of participation

[Local Authority or First Nation Letterhead]

[Date]

Re: Participation in the (year) Alberta wildfire season

The (local authority or First Nation) has reviewed the (year) Alberta Wildland Urban Interface Guidelines and by way of this letter, grants formal permission for the deployment of apparatus and personnel resources of the (local authority or First Nation) to participate in the (year) Alberta wildfire season.

All (local authority or First Nation) personnel are aware of the Occupational Health and Safety Act with its regulations and code and all other applicable legislation and industry best practices as specified in the Alberta Wildland Urban Interface Guidelines, which they will adhere to on any provincial wildfire deployment. Further, the (local authority or First Nation) has liability insurance, Worker's Compensation Board coverage for our equipment and personnel and will provide for preview their Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR). Should the (local authority or First Nation) be under a threat or other local requirement of its own at the time of a request from the province, we retain the right to withhold resources until the threat has diminished.

Should you require any further information, please do not hesitate to contact me.

[Signature block - with contact information]

Appendix E - Apparatus conversion charts

Engine types

Imperial Units of Measure							
Minimum Requirements	Engine Type						
	Structure		Wildland				
	E1	E2	E3	E4	E5	E6	E7
Tank minimum capacity (IMP GAL)	250	250	416	625	333	125	42
Pump minimum flow (IMP GPM)	833	416	125	42	42	42	8
At rated pressure (PSI)	150	150	250	100	100	100	100
Hose: 2½-inch (feet)	1,200	1,000	----	----	----	----	----
Hose: 1½-inch (feet)	500	500	1,000	300	300	300	
Hose: 1-inch (feet)	----	----	500	300	300	300	200
Ladders per NFPA 1901	Yes	Yes	----	----	----	----	----
Master stream 416 (IMP GPM)	Yes	----	----	----	----	----	----
Pump and roll	----	----	Yes	Yes	Yes	Yes	Yes
Maximum GVWR (lb)	----	----	----	----	26,000	19,500	14,000
Personnel (minimum)	4 (4)	4 (4)	4 (4)	4 (3)	4 (3)	4 (3)	4 (2)

US Units of Measure							
Minimum Requirements	Engine Type						
	Structure		Wildland				
	E1	E2	E3	E4	E5	E6	E7
Tank minimum capacity (US gal)	300	300	500	750	400	150	50
Pump minimum flow (US GPM)	1,000	500	150	50	50	50	10
At rated pressure (PSI)	150	150	250	100	100	100	100
Hose: 2½-inch (feet)	1,200	1,000	----	----	----	----	----
Hose: 1½-inch (feet)	500	500	1,000	300	300	300	
Hose: 1-inch (feet)	----	----	500	300	300	300	200
Ladders per NFPA 1901	Yes	Yes	----	----	----	----	----
Master stream 500 US GPM	Yes	----	----	----	----	----	----
Pump and roll	----	----	Yes	Yes	Yes	Yes	Yes
Maximum GVWR (lb)	----	----	----	----	26,000	19,500	14,000
Personnel (minimum)	4 (4)	4 (4)	4 (4)	4 (3)	4 (3)	4 (3)	4 (2)

Aerial types

Imperial Units of Measure		
Minimum Requirements	Aerial Type	
	A1	A2
Aerial (feet)	100	75
Pump flow (IMP GPM)	416	416
Ground ladders (feet)	115	115
Personnel	4	4

US Units of Measure		
Minimum Requirements	Aerial Type	
	A1	A2
Aerial (feet)	100	75
Pump flow (IMP GPM)	500	500
Ground ladders (feet)	115	115
Personnel	4	4

Tender types

Imperial Units of Measure					
Minimum Requirements	Tender type				
	Support			Tactical	
	ST1	ST2	ST3	TT1	TT2
Tank capacity (IMP GPM)	3,331	2,082	833	1665	833
Pump flow (IMP GPM)	250	167	167	208	208
At rated pressure (PSI)	50	50	50	150	150
Maximum refill time (minutes)	30	20	15	----	----
Pump & roll	----	----	----	Yes	Yes
Personnel	1	1	1	2	2

US Units of Measure					
Minimum Requirements	Tender type				
	Support			Tactical	
	ST1	ST2	ST3	TT1	TT2
Tank capacity (US gal)	4,000	2,500	1,000	2,000	1,000
Pump minimum flow (US GPM)	300	200	200	250	250
At rated pressure (PSI)	50	50	50	150	150
Maximum refill time (minutes)	30	20	15		
Pump and roll				Yes	Yes
Personnel (minimum)	1	1	1	2	2

Appendix F - SPU type 1

Inventory for Type 1 SPU - Minimum Requirements		
BAT - BC/AB Thread, QC - Quick Couple, NPT - National Pipe Thread, GHT – Garden Hose Thread NO FUEL IS TO BE SHIPPED IN A TRAILER OR LEFT IN MECHANICAL EQUIPMENT		
Item	Description	Qty
Generator	6500 W	1
Pumps	Mark 3	20
	BB4, High Pressure Volume Pump	2
	Honda WX10	2
Pump Ends	B2X (For BB4)	2
Chainsaw Kit	Chainsaw - Small, Stihl or Husky	1
	Chaps - Chainsaw, 1-Regular size, 1 Long size	2
	Pouch - Wedge/File	1
	Belt - Leather	1
	To Include - Round files 1pkg of each, File-depth gauge 8" (1pkg), spark plug wrench, 1-flat end for Stihl & 1 for Husky	1
Pump Items	Pump - Toolbox, Kit (with tools & fittings) - Toolboxes are only for Mark 3 & BB4 pumps	22
	Fuel Line - Double (for 5 gal. gas can)	20
	Fuel Line - Single (for 5 gal. gas can)	20
	Can - Fuel, 5 gal	42
	Can - Fuel, 2 gal. - for generator & WX10	3
	Can - Fuel/Oil, Combo (Chainsaw - for fuel/bar oil)	1
Hose	Hose - Suction 2" with Foot Valve	22
	Hose - Suction 1"x 6" PolyFlex, C/W Strainer (GP25 / Honda-10)	2
	SPU - Hose - Suction, 3"x10' Rubber, C/W foot Valve (For BB4 B2X-Pump End)	2
	Hose - Discharge, 1-1/2" x 100' (QC)	75
	SPU - Hose - Discharge, 1-1/2" x 50' Percolating, (quick connect couplings)	150

	SPU - Hose - Discharge, 3/4" x 50'	360
	SPU - Hose - Discharge, 5/8" x 25' or 30',	120
	SPU - Hose - Discharge, 2-1/2" x 50', - Non-Percolating	80
	SPU - Hose - Discharge, 2-1/2" x 100' - Non-Percolating	10
Funnel	Gravity Funnel, C/W 3 Anchor Ropes	2
	Oil Fill-Up Funnel	1
Tanks	Tank - Relay, 2500 IMP. Gal. 9ft Collar	1
	Pillow Tanks - 2 Tanks & fittings in each box = 2 pillow tanks per SPU	8
Valves	Valve - 3-Way for 1-1/2" Hose (QC)	60
	Valve - Drain, for Relay Tanks, 3" NPT to 1-1/2" QC	8
	SPU - Valve - Back Check for 2.5" hose	1
Water Thieves	Valve - Water Thief, 1.5" with shut off	200
	SPU - Water Thief, 2.5" M&F BAT thread to 1.5" QC	40
Foam Kits	SPU - Foam, Fast Foam c/w cartridges - 1.5 "QC Nozzle	1
	SPU - Foam, Fast Foam c/w cartridges - 3/4 " GHT Nozzle	1
	Strap - Wrench (for foam pail) - filter wrench style	1
Large Sprinkler	SPU Sprinkler, 1" Head on spike base, Buckner 7/32" nozzle tip, full circle	75
	SPU Sprinkler, 1" Head on surface mount bracket, Buckner 7/32" nozzle tip, full circle	60
Small Sprinkler	Sprinkler - 1/2" Head on spike base, Buckner 5/32" nozzle tip, full circle	100
	SPU Sprinkler, 1/2" Head on surface mount bracket, Buckner 5/32" nozzle tip, full circle	50
Roof Sprinkler	SPU - Sprinkler, Rooftop, (Butterfly 1/2" head mounted on 39.5" on an aluminum pole 3/4" M x F GHT threads)	80
	Washing Machine Hoses,	40
Wasp Sprinkler	SPU - Sprinkler, C/W Gutter Bracket - WASP	100
	SPU - Sprinkler, Part, Fascia/Fence Bracket - WASP	100
Sprinkler Repair Kit	Sprinkler - Part, 1/2" Brass Head (spare small)	10
	Sprinkler Tips, 5/32" & 7/32" spares	10 each size
	Large Sprinkler Plugs - P350 PLKIT - 10per package - 5 Packs Total	50

	Cleaning tool, Nozzle Tips	1
	Wire - Stovepipe, Coils (Bailing Wire)	2 rolls
	Tape, Electrical	20 rolls
	Tape, Duct	3 rolls
	Tape, Teflon, Plumbers wrap	3 rolls
	Lock-Tite, Thread Sealant	2
5/8" Miscellaneous Kit	Nozzle - Fire Hose, 5/8" Econoflo	10
	Valve - 3 Way for 5/8" Hose	50
	SPU - Fitting - Adapter, 3/4" GHT Double Female Swivel	50
	Fitting - Adapter, Hose 1.5" QC to 3/4" GHT Male	20
	Fitting - Adapter, Hose 1.5" QC to 3/4" GHT Female	20
	Valve - Shut Off (for water thief) (for maintenance/refurb use)	40
	Gasket - Flat for 3/4" & 5/8" Hose & Fittings	40
	Sprinkler - Part - 3/4" Brass Cap - (sprinkler cap end)	100
	Fitting - End Cap, 1-1/2" QC, for Pump or Hose	50
	Winder - Firehose, 5/8" & 3/4" Hose, Manual	2
Safety Kit	Vest - Safety, Firefighter, Fluorescent, Hi-Vis, Size L / XL	6
	First Aid Kit - Alberta Level 1 (Make sure it is current to the year)	1
	PFD Vest - Adult, Large/XL	1
	PFD Vest - Adult, Small Medium	1
Disinfecting Kit	1 - Hand Sanitizer bottle (15oz)	1
	1 - Spray-9 bottle with trigger spray	1
	2 - Rolls of paper towel	2
Hydrant Kit	SPU-Fitting - Adapter, 2.5" BAT Female Swivel to 2" Female, NPT	1
	SPU-Fitting - WYE, Gated, Hydrant (1) 2.5" F-BAT to (2) M-2.5" BAT	3
	SPU-Fitting - WYE Valve, 2.5" BAT, (1) Female Swivel to (2) Male	3
	SPU-Fitting - WYE Valve, 2.5" BAT, (2) Female Swivel to (1) Male	3

	SPU-Wrench, Hydrant (adjustable combo)	4
	SPU-Fitting - 5" Storz - 2.5" BAT Male	1
	SPU-Fitting - 4" Storz - 2.5" BAT Male	2
	SPU-Fitting - Adapter, 2.5" BAT, Double Male	3
	SPU-Fitting - Adapter, 2.5" BAT, Double Female Swivel	3
	SPU-Fitting - Hydrant Gate Valve, 2.5" BAT both M&F	7
	SPU-Fitting - Adapter, 2.5" BAT to 1.5" QC (2 pieces assembled)	40
	SPU-Fitting - Adapter, 2.5" BAT Female to 1.5" NPSH Male	2
Carpenters Tool Kit	Toolsbox - with 1 of each item below, inside each of the 4 tool kits: (There will be 4 of everything listed per trailer)	4
	SPU - Apron, Carpenter Tool Belt, 4 pocket style (inside toolbox)	1
	Hammer - Claw	1
	Crowbar - 18" size only - must fit into a toolbox	1
	Stapler - Heavy Duty, Arrow T50 or similar c/w Staples	1
	Knife - Utility, Retractable Blade (must be Olfa L-1, Pro 18mm heavy duty c/w blade pkg)	1
	Screwdriver, 6-bit, Handle Storage - (Megapro - 15in1) style only	1
	Snip - Sheet Metal/Tin (10" size only)	1
	Pliers, Lock Grip 7" curved jaw with cutter	1
	Pliers, Needle nose, 8"	1
	Pliers, Linesman, 7 1/2" Overall Length	1
	SPU - Pliers, Fence (10")	1
	Pliers, Side cutters 8"	1
	Pliers, Combination 8"	1
	Wrench, Crescent 6"	1
	Wrench, Crescent 10"	1
	Wrench, Pipe 14"	1
Pipe Strapping, Rolls	1 per	

	2-hole style Conduit clamps 3/8" - 50 in a bag	2 bags per
	Screws, 100 - 1-3/4" Long	2 bags per
	Screws, 100 - 2-1/4" Long	2 bags per
	Nails, 50 each - 2 1/4" Long, common	1 bag per
	Nails, 50 each - 2 1/2" Long, common	2 bags per
Impact & Power Tool Kits	SPU - Drill, Driver Kit, Cordless, 18V, 1/2" (2 drills, 1 charger, 4 batt, 1 carry case)	1
	SPU - Drill, Driver Kit, Cordless, 18V, 1/2" (2 drills, 1 charger, 4 batt, 1 carry case)	1
	Saw - Hand, All sizes	1
	SPU - Saw, Circular Saw Kit, Cordless, 18V, 7 1/4" (1 saw & blade, 1 charger, 2 batt)	1
Fire Tools	Shovel - Fire	4
	Pulaski	4
	Hoe - McLeod, Fire	4
	Axe - 2.5lb, 28" handle	2
	Pump - Backpack, Collapsible 5 Gal.	4
Misc Tools	Rake - Garden (fan tip style)	2
	Rake - Gravel	2
	Broom - Push, all sizes	4
	Broom - Corn	1
	Cutter - Bolt (2-24" & 2-36")	4
Metal Stakes	Rebar - Stakes, 5'- 8' lengths of 3/4" REBAR to raise sprinklers	15
Lighting Kit	Light – Work, LED, Dual, C/W Stand	1
	Light – Work, LED, Single, C/W Stand	1
	Cord - Extension, 2-50ft, 2-25ft	4
	Cord - Electric, Power Bar	2
	Headlamps, AA battery style	5
Trailer Kit	Repellent - Insect, Aerosol spray, 7-1/2 oz, (Boxed)	12
	Strap - Load, Bungee cords, 15"	10

	Strap - Load, Bungee cords, 20"	20
	Strap - Load, Bungee cords, 30"	20
	Strap - Load, Tie-Down, W/Ratchet 1" Wide Nylon	3
	Strap - Load, Tie-Down, Cam Buckle, 1" Wide Nylon	5
	Jack - Hydraulic, Hand, 6 ton, Bottle Jack, to include jack handle	1
	Tarpaulin - 10"x12"	1
	Siphon Hand Pump-for emptying fuel from any mechanical items before shipping	1
	Nails, spare, 2 1/4" Long, common (50)	1 bag
	Screws, spare, 1-3/4" Long (50)	1 bag
	Combination Locks - Spares	2
Flagging Kit SPU Print	Flagging - SPU, Yellow	30
	Flagging - SPU, Green	30
	Flagging - SPU, Red	15
	Flagging - SPU, Blue	15
	Flagging - SPU, Orange	15
	Paint - Spray, Tree Marking, 350 G, Red	3
Ladder	Extension ladder, 24 ft Grade A - (ext)	1
	Combo Step ladder/Extension, 8ft (step)	1
	Roof Ladder 16ft (step)	1
	Small step ladder 4-6ft to reach shelves (step)	1
Misc	Fire Extinguisher - 10lb (to be mounted inside the trailer on a hanger)	1
	Cable to connect the generator/shore power to the trailer	1
	Fuel Containment - Berm, Mini (Portable 3'x3' to 4'x4')	6
	Sign - Kit, Emergency Incident (roadside) (IMIS ID7571)	1
	SPU - Sign, Caution c/w Tripod and flags	2
	SPU - Polyethylene - Rolls (black or clear)	4
	SPU - Road Ramp, Double Set - for hose	1

	SPU - Spill Kit	1
	Cone - Traffic, All Sizes (24" MIN)	20
	Rope - Poly, Spool 3/8" x 630', 15lb	1
	Screen Material for Foot Valve (to restock pump tool box)	1
	Oil - Motor, 2 Stroke, Full Synthetic, 236ml (12 per pack)	96
	Oil - Chainsaw Bar, 4 litre	1
	Oil - Motor, 10W30 - 4 litre jugs (8 litres total)	2
	Rag - Wiping, White,	1 Case
	Bag - Garbage, 26" x 36" (250 per case)	1 Case
	Glove - Disposable, Nitrile, SIZE LARGE	2 Box's
	Tree Planting Bags	2
	Wheelbarrow	1
	Battery - AA, Order by CASE (1 case for radios, 1 case for Headlamps)	2 cases
	Boxes of water, taken from depot-use stock	2
	Nozzle - Multi-Aperture, 1.5" Multi Orifice QC	10
	Strangler - Hose	10
	Spare plastic bins c/w lids	5
	400 BBL tank adapter (4" npt x 3" npt reducing nipple 3" NPT female x 3" male camlock with pipe wrench)	2
Blank Sign Board	Sign - Blank Large 12" x24" (White)	40
Paper Kit	Manuals for - Mark 3, BB4	1 of each
	Pamphlets, Fire Smart	250
	Tags - "Serviceable," Green (50),	50
	Tag - "Defective" Red (50)	200
	Zap Straps - 11" Ladder ties	1 bag (1000)
	Form - FS 17W, transfer form - 1 package	50

	White Board Markers	4
	White Board Eraser	1
	Marking Pens - Permanent	10
	Blue/Black Ink Pens (5&5)	10
	Triage Forms (individual sheets) in Envelope & labelled	100
Straps	Extra - Strap - Load, Tie-Down, W/Ratchet 1" Wide Nylon (for securing shelving)	1
	Extra - Strap - Load, Tie-Down, Cam Buckle, 1" Wide Nylon (for securing shelving)	1
	Extra - Strap - Load, Bungee cords 15" (for securing shelving items)	1
	Extra - Strap - Load, Bungee cords 20" (for securing shelving items)	1
	Extra - Strap - Load, Bungee cords 30" (for securing shelving items)	1

Appendix G - SPU type 2 and 3

Inventory for Type 2 & 3 SPU – Minimum Requirements					
BAT - BC/AB Thread, QC - Quick Couple, GHT – Garden Hose Thread					
Existing SPU's - Not required to replace 2500W generator or 15' hose for 30'					
Category	Item	Description	Unit	Type 2	Type 3
Trailer Misc	Laminated inventory	List of trailer inventory	#	1	1
	User manuals	User manuals for pumps and equipment in trailer	Set	1	1
	Extension cord	50ft(15.2m) heavy duty grade	#	2	0
	Power bar	Construction grade, minimum 6 outlets	#	1	0
	Generator	Gas powered min 1500 watt	#	1	0
	Led flood light	Waterproof work light on a stand minimum of 10000 lumens	#	1	0
	Trailer ball hitch	Ball that fits the trailer hitch with a 2"(5cm) receiver and hitch pin	#	1	1
	Trailer cribbing	Support base for hitch jack	#	1	1
	Trailer wheel chocks	Set of 2	#	1	1
	Trailer ball lock	Key must be left inside trailer and place in an obvious location	#	1	1
	Bungee cord short	15"(38cm) Bungee cords	#	5	0
	Bungee cord medium	20"(51cm) Bungee cords	#	5	0
	Bungee cord long	30"(76cm) bungee cords	#	5	0
	Tie down	Cargo shelf strap (Cam buckle), min 6'(1.8m), 900lb(408kg) rated	#	5	0
	Ratchet strap	Min 10'(3m), 900lb(408kg) rated	Pair	1	0
	Combination lock	One for each door	#	1	1
	First aid kit	Alberta Level 1	#	1	0
	5lb Fire extinguisher	ABC Extinguisher	#	1	0
Orange safety cones	Safety Marker 18"(46cm)	#	2	0	
Flagging	Caution	Yellow caution, min 2"(5cm)x1000'(304m)/roll	Rolls	2	2
	Danger	Red danger, min 2"(5cm)x1000'(304m)/roll	Rolls	2	2

	Green SPU	SPU print, min. 2"(5cm)x100'(30m)/roll	Rolls	5	2
	Yellow SPU	SPU print, min. 2"(5cm)x100'(30m)/roll	Rolls	5	2
	Blue SPU	SPU print, min. 2"(5cm)x100'(30m)/roll	Rolls	5	2
	Orange SPU	SPU print, min. 2"(5cm)x100'(30m)/roll	Rolls	5	2
	Pink SPU	SPU print, min. 2"(5cm)x100'(30m)/roll	Rolls	5	2
	Red SPU	SPU print, min. 2"(5cm)x100'(30m)/roll	Rolls	5	2
Tape	Electrical tape	Vinyl, min. 100'(30m)/roll	Rolls	10	4
	Duct tape	Min. 50'(15.2m)/roll	Rolls	5	2
	Teflon tape	Min. 25'(7.6m)/roll	Rolls	2	1
Signboards	Chloroplast	2' (61cm) x 2'(61cm) Yellow in colour (ICS 231 placard on one side)	#	20	5
Misc	Rags	2.2 kg	Bag	1	1
	Sunscreen		#	1	0
	Bug Spray		#	1	0
	Hand sanitizer		#	1	0
	Permanent markers	Black, fine point (Sharpie)	#	10	3
	Window paint sticks	White	#	3	1
	Zip ties	Assortment of sizes, 100/bag	Bag	1	0
	Rope	Poly braided rope 3/8"(9mm)x100'(30m)/roll	Roll	1	1
	Ear plugs	Disposable, self-adjusting foam, 100/box	Box	1	1/4
	Vinyl patch kit	Glue and patches for porta tank repair	#	1	0
	WD40	WD40, 311g/can	Can	1	0
	Garbage bags	Contractor grade, min. 40gal (151L)	#	10	5
	Case of water (24)	24x16.9oz(500ml) bottles	#	2	1
	Poly	6mil 10'(3m)x100ft(30m)	#	2	1
N95 mask	10/Box	#	1	1/2	
Power Tools	Impact driver	Cordless, charger, 2 batteries/set	#	2	1
	Drill	Cordless, charger, 2 batteries/set	#	2	1

	Drill bit set	Must contain 1/8" up to 1/2"	#	1	1
	Impact bit set	Must contain #2 Robertson and Phillips bit(s)	#	10	5
	Circular saw	Electric or Cordless	#	1	0
	Grass / weed trimmer	Gas or Battery	#	1	0
	Trimmer line	Spare to fit trimmer	Roll	2	0
Hand Tools	Toolbox for all hand tools	Toolbox that holds all hand tools	#	1	1
	Rip Handsaw	Min. 15"(38cm) in length	#	1	1
	Staple gun		#	2	1
	Staples	Sized for staple gun, no longer than 5/16"(8mm),1250/box	Box	2	1
	Utility knife		#	3	1
	Utility knife blades	Spare blades that fit the utility knife, min. 10/box	Box	1	1
	Claw hammer	Min. 16oz(453g)	#	2	1
	Bolt cutters	24"(61cm) or 36"(91cm)	#	1	0
	Pipe wrench	14"(36cm)	#	2	1
	Pry bar	18"(46cm)	#	2	1
	Fire hose spanners	For 1.5" (38mm) hose	#	2	1
	Hydrant wrench		#	2	1
	Metric socket set	Must contain 8,10,12,13,14,17,19mm sockets	#	1	0
	SAE socket set	Must contain 1/4", 3/8", 7/16", 1/2", 9/16", 5/8", 11/16", 3/4" sockets	#	1	0
	Metric Allen keys	Must contain 3, 4, 5, 6, 8, 10mm sizes	#	1	0
	SAE Allen keys	Must contain 1/8", 3/16", 1/4", 5/16", 3/8" sizes	#	1	0
	Screwdriver	Multi bit	#	2	1
	Measuring tape	Min. 25'(7.6m)	#	1	0
	Fencing pliers		#	1	0
	Tongue and groove pliers	(Channellock)10"(25cm)	#	2	1
Tin snips	Straight cut,10"(25cm)	#	1	1	
Adjustable wrench	(Crescent) 6"(15cm)	#	2	1	

	Adjustable wrench	(Crescent)10"(25cm)	#	2	1
	Side cutters	Diagonal cutting pliers 8"(20cm)	#	1	0
	Slip joint pliers	6"-8"(15-20cm)	#	1	0
	Needle nose pliers	Straight 6"- 8"(15-20cm)	#	1	0
	Linesman pliers	8"-9"(20-23cm)	#	1	1
	Locking pliers	(Vice grips) 6"-10"(15-25cm)	#	2	0
	Tool bag or pouch	Used for carrying screws on person	#	2	1
FF Tools	Hose strangler	For 1.5" (38mm) hose	#	2	1
	McLeod tool		#	1	0
	Corn broom		#	1	0
	Spade shovel		#	1	0
	Leaf rake		#	1	0
	Flathead axe	2.5 lb. (1.1kg) with 28" (71cm) handle	#	1	0
	Pulaski's		#	1	0
Chainsaw	Chainsaw	Min 57 cc or cordless electric equivalent, c/w 20' (51 cm) bar	#	1	0
	Chainsaw bag – See below	(see Chainsaw Kit List below)	#	1	0
	Chainsaw gas can	5L combi-can (full) or battery and charger if using electric	#	1	0
Hose	Econo 5/8" / 16mm – hose – 30'	30 ft (15.2m) c/w 5/8" (16mm) GHT couplings 300psi/2100kPa	#	100	95
	Econo 5/8" / 16mm – hose – 50'	50 ft (15.2m) c/w 5/8" (16mm) GHT couplings 300psi/2100kPa	#	150	25
	1.5" (38mm) QC hose – 50"	50 ft (15.2) QC 300psi/2100kPa	#	50	25
	1.5" (38mm) QC hose – 100"	100 ft (15.2) QC 300psi/2100kPa	#	25	15
	2.5" (65mm) BAT hose	Can be made up of 50' (15.2mm) or 100'(30.5m) lengths, can be single jacker	Length	1000'	0
Nozzles	Forestry fog nozzle	1.5" (38mm) QC	#	3	1
	Barrel nozzle w/ tip	1.5" (38mm) QC	#	2	1
	Hansen nozzle	Multi-orifice aluminum 4 in 1, 1.5" (38mm) QC	#	2	1
Misc	Spare single fuel lines		#	2	1

	Spare dual fuel lines	With correct fittings for jerry can and pump	#	5	2
	Backpack pump	5 gal (22L) collapsible	#	1	0
Oil	Chainsaw bar oil	1 gal (4L)	Litre	1	0
	2 Stroke mix oil	Total 1.5 gal (6L), can be 8oz (236 ml) bottles or larger	Litre	6	1
Ladders	24' Extension ladder	24 ft (7.3m) Grade A	#	1	1
	14" Roof ladder	Must have rook ridge hooks	#	1	0
Fittings	2.5"(65mm) BAT to 1.5" (38mm) QC	2.5"(65mm) BAT female to 1.5"(38mm) NPSH male w/ QC adapter	#	5	2
	2.5"(65mm) BAT double male coupling	2.5"(65mm) BAT double male coupling	#	1	0
	2.5"(65mm) BAT double female coupling	2.5"(65mm) BAT double female coupling	#	1	0
	2.5"(65mm) to 1.5"(38mm) QC water thief	Metal 2.5"(65mm) male x female BAT thread x 1.5"(38mm) QC	#	15	0
	2.5"(65mm) BAT gated valve	2.5"(65mm) hydrant gate valve female x male BAT	#	2	0
	2.5"(65mm) BAT gated wye	2.5"(65mm) BAT gated wye	#	1	0
	Drain valve kit	3"(76mm) M to 1.5"(38mm) M drain valve assembly c/w shutoff	#	1	1
	400 barrel tank adapter	4" npt x 3" npt reducing nipple 3" NPT female x 3" male camlock with pipe wrench	#	1	0
	Brass nozzle	3/4"(19mm) GHT Brass Nozzle	#	5	0
	3/4"(19mm) Cap	GHT	#	20	10
	3/4"(19mm) Gate valve	3/4"(19mm) GHT ball valve shutoffs	#	10	5
	3/4"(19mm) Double male coupling	3/4"(19mm) GHT double male adaptor	#	25	10
	3/4"(19mm) Double female coupling	3/4"(19mm) GHT double female adaptor	#	25	10
	3/4"(19mm) Gated wye	3/4"(19mm) GHT gated wye	#	20	20
	1.5"(38mm) Double male	1.5" (38mm) NPSH double male	#	1	0
	1.5"(38mm) Double female	1.5" (38mm) NPSH double female	#	1	0
	Ball check valve	Aluminum ball check value for discharge side of pump QC	#	1	0
	1.5"(38mm) QC cap		#	10	5

	1.5"(38mm) to 3/4"(19mm) female	1.5"(38mm) QC to 3/4"(19mm) GHT female	#	5	0
	1.5"(38mm) to 3/4"(19mm) male	1.5"(38mm) QC to 3/4"(19mm) GHT male	#	5	0
	1.5"(38mm)QC to 1.5"(38mm) female	1.5"(38mm) QC to 1.5"(38mm) NPSH female	#	5	1
	1.5"(38mm) QC to 1.5"(38mm) male	1.5"(38mm) QC to 1.5" (38mm) NPSH male	#	5	1
	1.5"(38mm) QC water thief	Metal or plastic 1.5"(38mm) QC x 3/4"(19mm) male GHT c/w shutoff	#	100	50
	1.5"(38mm) QC gated 3-way	3-way QC c/w shutoff	#	30	10
	3/4"(19mm) Screened gasket	3/4"(19mm) screened gasket	#	50	25
	3/4"(19mm) Gasket	3/4"(19mm) gasket	#	30	15
	1.5"(38mm) Gasket	1.5"(38mm) QC (forestry hose) split gasket	#	15	8
Pump	Mark 3 or BB4 equivalent	High pressure with 2" female camlock on intake	#	6	2
	Pump kit -see list	1 per pump (see attached list)	#	6	2
	2"(51mm) Suction hose x 10ft(3.2m)	c/w aluminum foot valve & strainer with 2"(51mm) male camlock for pump connection	#	6	2
Fuel	Gas can	5gal(20L) or 6.6gal(25L) Jerry cans, Full (12 for pumps + 1 generator)	#	13	4
Porta Tank	2500 Gallon porta tank	2500 imp. gal.(11,365L)	#	2	1
Sprinklers	Type 2 Sprinkler	Kind: Elevated (Type 2, 10-20gpm(38-75 l/min))	#	50	25
	Type 3 Sprinkler	Kind: Elevated or ground (Type 3, 5-10gpm(19-38 l/min))	#	50	30
	Type 4 Sprinkler	Kind: Soft pattern (Type 4, 0-5gpm(0-19 l/min))	#	30	16
Misc Hardware	3/4"(19mm) Wood screws	Must be Robertson head	#	50	25
	3"(77mm) Wood screws	Must be Robertson head	#	100	50
	1 3/4"(44mm) Wood screws	Must be Robertson head	#	100	50
	Nails	2-1/2"(65mm) – 3-1/2"(89mm) framing or duplex	#	50	25
	Pipe strapping	Min. 24ga - 3/4"(19mm) x 25'(7.6m)/roll	#	2	1
	Steel wire	Min. 100'(30m)/roll	roll	1	0

Pump kit inventory list

Item	Req
Laminated pump kit inventory List	1
1½"(38mm) QC 10 ft/3.2m "pony" hose	1
Priming bucket, collapsible	1
Aluminum ball back check valve for discharge side of pump QC	1
Mesh wire screen to wrap foot valve (18"x18")	1
3-way valve with shutoff 1½"(38mm) QC	1
Water thief 1½"(38mm) QC to ¾ "(19mm) GHT c/w shutoff	1
Tandem adaptor 2"(51mm) F NPSH x 1½"(38mm) QC to run 2 pumps in series	1
Double fuel line for the pump	1
Ground mount type 4 sprinkler	1
15'-5/8 Econo hose (if 15' is not available then the next longer length)	1
2 Stroke mix for 20L gas can	1
Rope 20' – 3/8" polypropylene rope (for securing the pump)	1
¾"(19mm) brass nozzle	1
1½"(38mm) QC nozzle, 4 in 1 multi-orifice (i.e., Hansen)	1
1½"(38mm) male adaptor NPSH x QC	1
1½"(38mm) female adaptor NPSH x QC	1
¾"(19mm) gated wye	1
Electrical tape	1
Hose strangler	1
QC Cap	1
Teflon tape	1

Item	Req
Blue SPU flagging	1
Orange SPU flagging	1
Zip ties 6"	5
Hay wire (5')	1
Spark plug wrench	1
Hose mender for 1½" (38mm) hose	2
Hose wrench for suction hose / QC	2
Bent 10mm box end wrench	1
13mm box end wrench	1
Slotted screwdriver	1
6" crescent wrench	1
Adjustable pliers	1
Rewind rope 3'- #6 (3/16") nylon rope	1
Pair of disposable ear plugs	2
Defective or serviceable tag with tie wrap	3
Pencil	1
Spare spark plug	1
Rag	1
Gas can cap	1
Suction gasket 1/8"x 2" O.D. x 1.875 I.D.	1
1½"(38mm) QC gasket	5
¾"(19mm) gasket	5
¾"(19mm) screened washer	5

Chainsaw kit

Item	Required
Hard hat with shield and ear protection	1
Chaps - 4000fpm or greater	1
Safety glasses	1
Chainsaw wrench	1
Grease gun	1
Chain file guide	1
Chain file	1
Raker file	1
Spare chain	1
Spare spark plug	1
First aid kit (Type 1)	1
Whistle	1

Sprinkler type and kind

Types

The resource's minimum capability to perform its function. The level of capability is based on size, power and capacity (for equipment), or experience and qualifications (for personnel or teams).

Type 1 – 75+ L/min (20+ GPM)

Type 2 – 38-75 L/min (10-20 GPM)

Type 3 – 19-38 L/min (5-10 GPM)

Type 4 – 0-19 L/min (0-5 GPM)

Kinds

Elevated Sprinkler – Mounted above 3m (10') typically above the roof line of a structure for the purpose of simulating rain fall for structure protection to reduce ember transplant potential and increase fuel moisture content in fine fuels.

Ground Sprinkler – Sprinklers mounted below 3m (10') are typically inserted into the ground or placed at or just above ground level to reduce ember transplant potential, increase fuel moisture content in fine fuels, and protect sprinkler systems where elevated sprinkler falls cannot reach.

Cannon Sprinkler – Exclusively type 1, can be either elevated or ground mounted, for the purpose of creating a large perimeter line to reduce ember transplant potential and increase fuel moisture content in fine fuels.

Soft Pattern Sprinkler – Exclusively type 4, can be either elevated or ground mounted, a smaller “atomized” or mist droplet for the purpose of reducing ember transplant in confined, hard to reach or other areas where pressurized water streams are not desirable.

Example: Ground, soft pattern. (Butterfly on a covered deck)

- Elevated, cannon. (Rainstream tower)
- A type 3, elevated. (Regular SPU sprinkler mounted on the gable of a house)

Appendix H - Discipline and suspension investigation form

Suspension Investigation Form			
Incident Name and Number:			Date
Time:	Reported by:	Contact Information:	
Local Authority or First Nation or Contractor Name:			
Responsible Party(s)			
Name	Position	Phone Number	Email
Incident Summary			
<input type="checkbox"/> AEMA WUI Duty Officer & Incident Commander Notified of incident			
Attachments			
<input type="checkbox"/> Incident report		<input type="checkbox"/> Responsible party(s) statement(s)	<input type="checkbox"/> Others (<i>please specify</i>):
<input type="checkbox"/> Witness statement(s)		<input type="checkbox"/> Pictures	
Prepared by:	Position	Signature	

Incident Investigator Remark(s)

Recommendations:

- Warning Letter Sixty (60) day suspension Permanent Suspension
 Thirty (30) day suspension One Year Suspension Other (*please specify*):

AEMA WUI Duty Officer:

Signature:

AEMA WUI Manager:

Signature:

Final Comments and Incident Sign Off

- Warning Letter One Year Suspension
 Thirty (30) day suspension Permanent Suspension
 Sixty (60) day suspension Other (*please specify*):

Referral for Police Investigation. If so, police file number _____

Investigator _____ and contact information _____

- Letter sent to Individual Letter sent to Contractor

AEMA WUI Manager

Director of Wildfire Response:

Signature:

Signature:

Date:

Date

Cause	Written Warning	30-Day Suspension	60-Day Suspension	One-Year Suspension	Permanent Suspension	Optional
Poor performance	1 st	2 nd		3 rd		Training
Failure to report to/late for work	Not arriving as per	1 st	2 nd	3 rd		
Insubordination (e.g., not following camp rules, poor attitude towards supervision)	1 st		2 nd	3 rd		
Safety infractions (e.g., lacks PPE/equipment, using 'earbuds,' improper conduct or actions when working with or near equipment/ vehicles/	1 st	2 nd		3 rd		OH&S training
Harassment/threat/ bullying/social Media (e.g., uploading inappropriate videos/pictures, inappropriate comments, etc.)		1 st	2 nd	3 rd		Respect in workplace training
Impairment (e.g., unfit for work due to alcohol/drugs)		1 st	2 nd	3 rd		Advise Police of Jurisdiction if in relation to motor vehicles
Willful abuse/damage/loss to equipment or property			1 st	2 nd	3 rd	Advise Police of Jurisdiction (where appropriate)
Fraud (e.g., fraudulent reporting of hours/false inventory)			1 st		2 nd	Advise Police of Jurisdiction (where appropriate)
Possession/consumption of alcohol and cannabis (prescribed or non-prescribed)				1 st	2 nd	
Possession/Consumption of Illicit Drugs at the worksite					1 st	Advise Police of Jurisdiction
Sexual harassment (e.g., inappropriate comments /gestures, etc.)				1 st	2 nd	Advise Police of Jurisdiction
Physical abuse/violence to others/sexual assault or other criminal acts					1 st	Advise Police of Jurisdiction

Additional information

- Additional suspensions may be added for all incidents.
- Suspensions will be cumulative based on each occurrence.
- Habitual offences may result in permanent suspension.

Any Individual(s) or contractor(s) that have been suspended will not be eligible to be deployed by any other local authority or First Nation or employer until the terms of the suspension have been met.