



Northwest Territories Wildland Urban Interface Mutual Aid Guidelines 2026/2027

Updated May 1, 2026



Government of Northwest Territories

- Environment and Climate Change – Forest Management Division
- Municipal and Community Affairs – Office of the Fire Marshal

Northwest Territories Fire Chiefs Association



Signatures Page

The Northwest Territories Wildland Urban Interface Mutual Aid Guidelines are a cooperative initiative between the Government of Northwest Territories and participating community fire departments as represented by the Northwest Territories Fire Chiefs Association (NWTFCFA).

These guidelines are intended to formally adopt or create, and operationalize:

- Standardized paths for training and development for wildland urban interface firefighters and leaders
- Standards for Wildland Urban Interface operations – including apparatus
- Deployment, dispatch, and demobilization standards, processes, and procedures
- Predictable reimbursement standards and guidelines for municipalities rendering mutual aid and/or responding under the command and control of the GNWT

The guidelines draw from the Canadian Interagency Forest Fire Center (CIFFC), NFPA standards, Alberta Wildland Urban Interface Guidelines, British Columbia Wildfire Service/British Columbia Fire Chiefs Association Interagency Agreements, while making key changes reflecting the realities of Northwest Territories (NWT). All measures in these guidelines are underpinned by the organizational principles of the Incident Command System (ICS).

They are based on a common mission: **supporting better integrated fire services and response across the NWT to protect the people we serve, the places they live, the critical infrastructure they rely on, and their social, cultural, and economic well-being.**

The guidelines are a living document and will be reviewed annually by the Wildland Urban Interface Coordinating Group and associated intra-agency task teams for improvements. By way of signature of a participation letter, local governments acknowledge and accept these guidelines as the standard for Wildland Urban Interface mutual aid deployments in the NWT.

Mike Gravel, Director, Forest Management Division
Environment and Climate Change
Government of Northwest Territories

Mike Westwick, Manager, Wildfire Prevention and Mitigation
Environment and Climate Change
Government of Northwest Territories
Co-Chair, Wildland Urban Interface Coordinating Group

Kevin Whitehead, Director, Public Safety
Municipal and Community Affairs
Government of Northwest Territories

Travis Wright, President, Northwest Territories Fire Chiefs
Association
Co-Chair, Wildland Urban Interface Coordinating Group
Fire Chief/Director of Protective Services, Town of Hay River

Craig Halifax, Territorial Fire Marshal
Member, Wildland Urban Interface Coordinating Group
Municipal and Community Affairs
Government of Northwest Territories

Adam McNab, Vice President, Northwest Territories Fire
Chiefs Association
Member, Wildland Urban Interface Coordinating Group
Fire Chief/Director of Protective Services, Town of Fort Smith

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Overview of changes

This page is reserved for summarizing changes since the last edition

Section	Changes made

Quick Reference - Forms, Manuals, Supporting Resources For Participating Fire Departments

The following links allow quick navigation to key forms and documents within the NWT WUI Coordinating Group shared workspace for participating fire departments.

Click to access folders and files:

- [Forms, Resources, and Manuals](#)
 - [WUI Timesheets](#)
 - [Mobilization Forms](#) (Resource Requests, Personnel Information Exchange)
 - [Incident Forms](#) (ICS 204, ICS 214, Impingement Operations Plan Template, Handover, After Action Review)
 - [Safety Forms and Briefing Templates](#) (Safety Talk, Incident Reporting, First Aid Reports, Worker Injury WSCC Forms)
 - [Operational Policies and Guidelines](#) (24 hour operations, Impingement Operations, Fit For Work)

Introduction

Wildland Urban Interface (WUI) is a specialized capability that integrates both wildland and structural firefighting practices to protect properties at risk from wildfires.

The Northwest Territories Wildland Urban Interface Mutual Aid 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, and the Canadian Interagency Forest Fire Centre (CIFFC) – with inspiration from other jurisdictions, including Alberta and British Columbia, and other more mature Wildland Urban Interface programs.

These guidelines provide response procedures for municipal fire departments, private contractors and Government of Northwest Territories (GNWT) employees who may be deployed to an interface event or coordinating territorial, regional, or local fire operations. Further, these 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 are high-risk. All organizations taking part in a deployment, operating under an Incident Management Team, or providing mutual aid must ensure that all applicable requirements of the *Safety Act, Occupational Health and Safety Regulations (OHS)*, the *Fire Prevention Act*, the *Forest Protection Act*, and the GNWT's Forest Fire Management Policy are met – alongside any other applicable legislation and regulations.

Additionally, the WUI Coordinating Group developed, and the GNWT has adopted, guidelines for operation during the impingement phase of WUI events to provide for consistent interpretation.

- **Click to reference the guidelines:** [Operating Guidelines - Planning And Executing Impingement Operations for Wildland Urban Interface Events](#)

Emergency management is a shared responsibility across the Northwest Territories, and everyone is committed to a safe, inclusive and respectful workplace free of harassment, violence and discrimination. Harassment and violence will not be tolerated. All incidents or allegations of violence and/or harassment will be fully investigated and appropriate corrective actions taken under these guidelines and in-line with territorial government processes and procedures and applicable criminal code statutes.

Structure protection, structure defense, and NWT operational realities in the Wildland Urban Interface

Two commonly confused terms in WUI operations are structure protection and structure defense. For clarity, the following definitions will apply in these guidelines and all associated supporting documents.

Structure protection:

Actions taken to protect a structure from igniting before a fire front arrives, and after it passes. **Both wildland and structural firefighters may take part in structure protection work.**

Common tactical examples may be proactive sprinkler deployment, burning out fuels around a building or neighbourhood, or brushing and fuel removal efforts to reduce fire intensity and ignition pathways prior to a fire front's passage, and mopping up any persistent ignition risks.

Structure defense

Structure defense is action taken when community impingement is imminent and may involve direct action on structure fires during

impingement – using temporary refuge areas in each operational area where firefighters can retreat to as fire behaviour shifts, and safety zones to fall back to when it gets too dangerous.

Wildland firefighters do not participate in structure defense tactics due to different training and equipment which is not suited to managing structural fires. Trained and equipped structural firefighters and leadership are required for implementation.

Common tactical examples are the bump and run concept – where firefighters use engines to stay ahead of the fire front, apply water/foam rapidly to prevent structure ignition, and advance quickly house to house for quick knockdown or spot fire suppression. It may also include measures like tactical patrols and anchor and hold operations.

Structure defense tactics are ideally taken in tandem with proactive structure protection activities.

Remote community Wildland Urban Interface operations

Structure defense operations are dependent on an adequate supply of fire apparatus for operations to be effective. **In small, remote, fly-in-fly-out communities common in the NWT, this is, in most cases, not possible to provide for.**

However, specialized wildland urban interface resources can still make a difference in these scenarios. For example:

- Alongside wildland firefighters, they may undertake proactive sprinkler deployment.
- Where adequate safety zones and shelter-in-place locations exist, they may be able to remain in-community and return to action more quickly than wildland fire resources would be able to after a fire front passes to prevent residual ignition of structures.
- They may be able to remain in-community to maintain sprinkler systems from safe locations.

Decisions on tactical engagement during the impingement phase in all cases will be made by trained, qualified specialists in wildland urban interface firefighting based on resourcing and a safety analysis.

Availability of qualified resources

Wildland Urban Interface operations during the impingement phase requires specialized tactical oversight.

It is noted that if there are no qualified resources available to be mobilized in time to oversee structure defense operations, **they will not go ahead.** Only proactive measures will be undertaken prior to fire front arrival, and after fire front passage.

Safety of responders is paramount and will not be compromised to protect property.

Program maintenance and revision

After each wildfire season, the Northwest Territories Wildland Urban Interface Mutual Aid Guidelines will be reviewed by the Wildland Urban Interface Coordinating Group (WUICG), consisting of:

- 1 representative of the Government of Northwest Territories – Environment and Climate Change (ECC) – Forest Management Division
- 1 representative of the Government of Northwest Territories – Municipal and Community Affairs – Office of the Fire Marshal
- 2 representatives of the NWT Fire Chiefs Association

Furthermore, the guidelines will be reviewed by intra-organizational task teams by subject matter experts, senior leaders, and other members of each organization.

Changes to industry best practices, regulations, feedback, recommendations, and incident After Action Reviews collected from deployments and the incident debriefings will be disseminated. Once validated, these elements may lead to revisions of the program that will be addressed in the next edition of the guidelines.

Final guidelines will be disseminated to all local governments and fire departments no later than April 15 of each year.

Participation of local governments

By way of signature of an accompanying invitation letter, local governments will indicate their willingness to accept these guidelines – including all mobilization, demobilization, and other deployment procedures and reimbursement terms - when accessing and providing mutual aid resources for WUI events.

Accepting the guidelines does not constitute a commitment of any community government, its fire department, nor any staff to participate in any mutual aid deployments if capacity or capability does not support it.

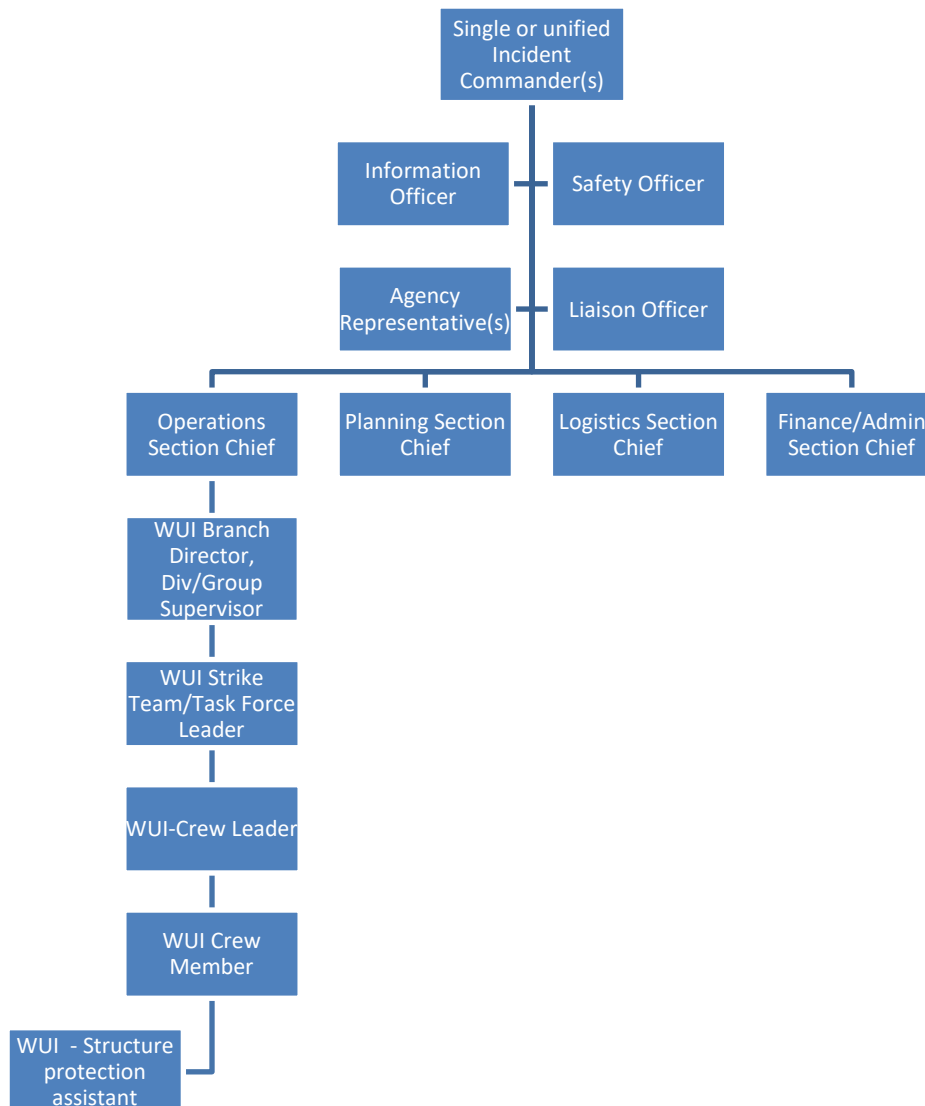
Further, it does not impact other mutual aid agreements for public safety operations between municipalities, Indigenous governments, or Indigenous organizations.

Incident organization – Incident Command System

Each WUI incident follows ICS. ICS is a standardized approach to the command, control and coordination of emergency response that provides a defined chain of command with an orderly and predictable division of labour. Further, ICS provides common terminology, clear lines of communication, inter-agency coordination and 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). Strong consideration should be given to setting up unified command or coordinated response, with agencies with jurisdictional responsibility that utilize the principles of coordinated response best practices and Northwest Territories Emergency Plan. It is recommended that a WUI protection component is established in the operations section for incidents with a WUI component.

Figure 1 - ICS organization - Single or unified command



NWT Wildland Urban Interface program organizational structure

The WUI program is organized with specific tasks and responsibilities to ensure operational, coordinating, support, and governance functions have clear responsibilities and accountabilities which are in-line with the capacity of participating organizations.

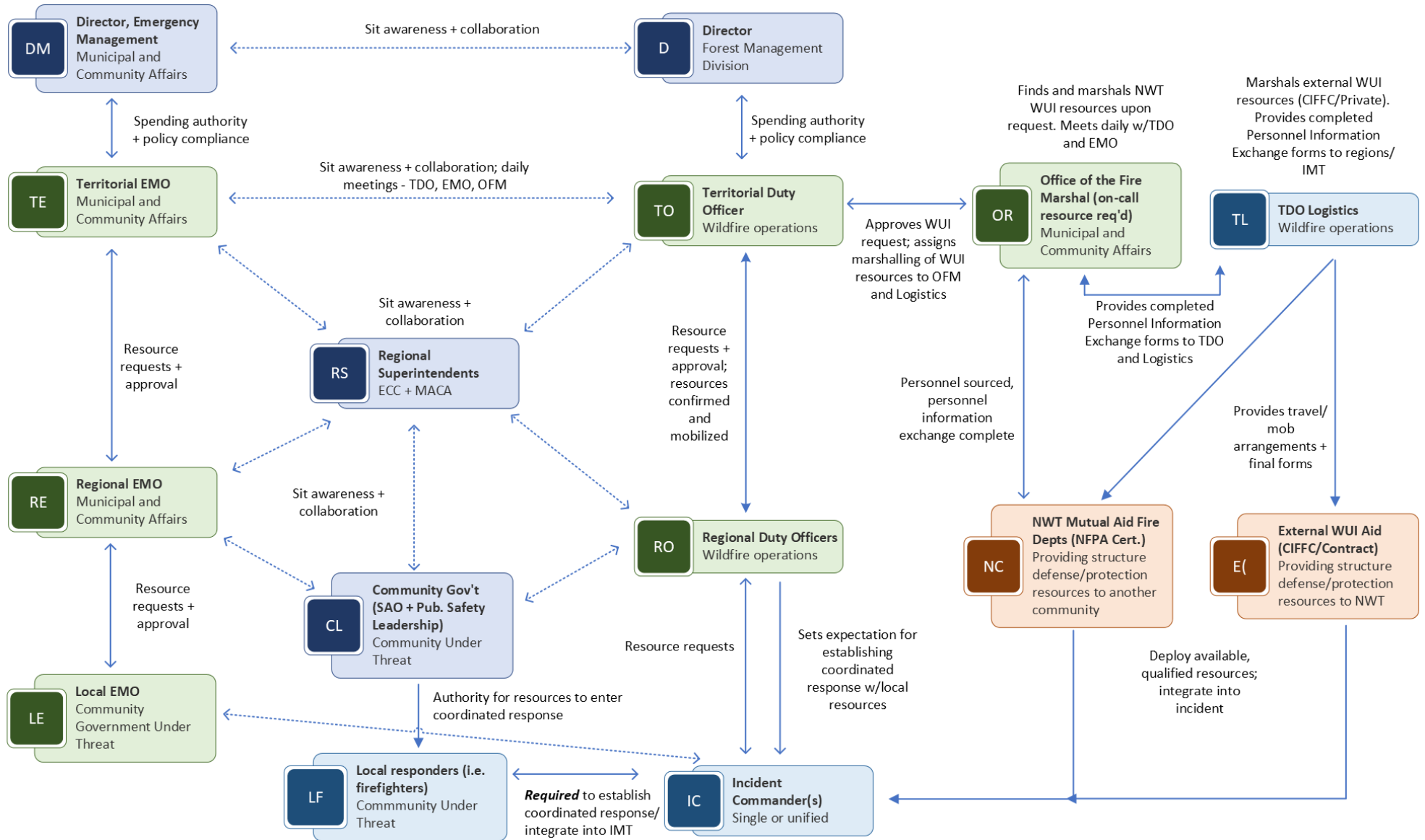
Governance

- The **GNWT Departments of Environment and Climate Change and Municipal and Community Affairs** co-manage the NWT's Wildland Urban Interface program.
- The **GNWT – Director, Forest Management Division** is accountable for the orderly administration of the program and oversees wildfire response expenditures, including WUI expenditures.
- The **GNWT – Office of the Fire Marshal** is accountable for local fire department compliance with standards, codes, and guidelines, and liaising with local fire departments. In the context of the WUI program, they contribute to policy, program, guideline, and procedure development.
- The **GNWT – Director, Emergency Management** is accountable for monitoring and supporting all-hazards emergency management needs in the Northwest Territories.
- The **Northwest Territories Fire Chiefs Association** represents the interests of municipal fire department leaders in program development and contributes directly to policies, procedures, and governance.

Coordination

- The **wildfire Territorial Duty Officer** is a rostered position located in the Territorial Fire Centre in Fort Smith. They coordinate wildfire management resources across the territory, manage logistics for inter-region and mutual aid deployments, and approve wildfire suppression expenditures. In the WUI program, they are responsible for approving and requesting the mobilization of NWT fire department resources to respond to WUI events, and mobilizing private contractor and/or national mutual aid resources (i.e. CIFFC, Northwest Compact) to fulfill needs which cannot be fulfilled within the NWT. The **Territorial Logistics Officer** supports the Territorial Duty Officer in finding resources, personnel exchange, mobilization, and demobilization of mutual aid, contract, and inter-regional resources.
- The **wildfire Regional Duty Officer** is a rostered position which coordinates wildfire management response within one of five wildfire management administrative regions in the NWT. This includes analysis of the fire environment, any threats due to current or expected fire behaviour, dissemination of objectives, and approving and forwarding resource requests for ongoing incidents. They also liaise regularly with local governments and Indigenous governments, and critically, are accountable for assessing threat to communities and values due to wildfires.
- The **Office of the Fire Marshal** is accountable for maintaining awareness and documentation of local fire department resources and apparatus/equipment standards/compliance as it relates to Wildland Urban Interface and general structural firefighting capabilities. Within the program, they are additionally responsible for seeking and marshalling resources from NWT fire departments to fulfill WUI positions on Incident Management Teams and attend daily meetings with the Territorial Duty Officer and public safety officials in the NWT to maintain situational awareness. They may also provide advice, guidance, or recommendations on Wildland Urban Interface operational considerations to wildfire duty officers and Incident Management Teams where requested.
- **Local, Regional, and Territorial EMOs** are accountable for maintaining situational awareness, fulfilling resource requests beyond local resources operating below each level (i.e. Local fulfills Incident Management Teams operating under their purview; Regional fulfills requests from Local EMOs; Territorial fulfills requests from Regional EMOs; Territorial EMO may request resources from across government or access mutual aid agreements or federal resource requests) for all-hazards needs. They may facilitate collaboration and assistance where required for firefighting efforts and must maintain strong situational awareness as it relates to WUI operations.
- **Mutual aid providing fire departments are NFPA certified fire departments** which accept resource requests and fulfill as capabilities allow, and track training and apparatus readiness to ensure standards are met for WUI deployments.
- **Local governments and firefighting resources** are integrated into Incident Management Teams to provide for coordinated response during any WUI event to form a coordinated response.

Figure 2 – WUI mutual aid coordination organization and relationship chart



Personnel and training

The WUI positions needed for an incident are based on an assessment of threat by professionals in the field, and the WUI positions are filled based on the individual's qualifications, training and experience.

To be considered for a WUI mutual aid deployment outside of their community, personnel must be:

- Members of a **NFPA certified** fire department
 - *An NFPA certified fire department is a fire department which trains and certifies members (i.e. firefighters) and maintain apparatus to recognized NFPA standards as assessed by the NWT's Office of the Fire Marshal.*
- Trained and qualified as a WUI crew member (WUIM), WUI-Crew Leader (WUI-CL), WUI strike team or task force leader (WUIL), WUI Division/Group Supervisor (STPS Type 2), or WUI Structure Protection Specialist – Type 1 (STPS Type 1).

Resources in **non-NFPA certified departments (i.e. Defensive or Prevention level departments)** who are facing potential WUI events at home will be integrated into the WUI response within the appropriate position(s) noted below appropriate to their WUI qualifications.

The below describes the incident positions, as well as the coordinating positions central to the wildland urban interface program.

Incident Positions

WUI Structure Protection Assistant

Typically, these are local fire department members – though they can be any knowledgeable member within a community government (i.e. public works staff) - who have received basic cross-training (i.e. S-115) to familiarize themselves with wildland fire structure protection equipment and the basics of sprinkler deployment, site preparation, and structure triage.

They are responsible for performing basic tactical assignments during the pre-impingement and post-impingement phases. This includes sprinkler protection setup and structure preparation under the direction of a leader. **They are not to be used in structure defense activities during the impingement phase under the oversight of a GNWT incident management team. They are not deployable to other communities under these guidelines.**

This is in part due to the challenging and, at times, volatile situations inherent in WUI events and the specialized training, experience, and operational independence required to operate safely during impingement events.

WUI Crew Member (WUIM)

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 (i.e. sprinkler setup, pumps, hose deployment, and triage). The WUIM reports to a WUI-Crew Leader.

WUI Crew Leader (WUI-CL)

A WUI-CL is responsible for supervising and performing tactical assignments of a single resource assigned to them (i.e. engine operations and site preparation activities) during the pre-impingement, impingement and post-impingement phases of an incident. This also includes providing reports on work progress and resource status and maintaining work records on assigned apparatus and personnel. The WUI-CL may report to a WUIL or the WUI branch director, a division, or a group supervisor, depending on the organizational structure of an incident.

WUI strike team or task force leader (WUI-STL/TFL)

A WUI- Strike Team/Task Force Leader performs tactical missions on a division or segment of a division and is responsible for directing different kinds and types of multiple resources assigned to them (i.e. engine, ground or sprinkler crews; heavy equipment, water tenders) during the pre-impingement, impingement, and post-impingement phases. This also includes reports on work progress and resource status and maintaining work records on assigned personnel.

WUI Division/Group Supervisor (Structure Protection Specialist Type 2)

The Division/Group Supervisor (Type 2 Structure Protection Specialist) manages all tactical WUI operations at an incident where they are the highest resource assigned. They are also the designated subject matter expert and accountable for providing resource ordering guidance and recommendations to Incident Management Teams.

This includes direction, coordination and implementation of WUI resources to meet the objectives of the incident action plan (IAP).

The WUI protection branch director reports to the operations chief and a WUI division or group supervisor reports to the branch director or the operations section chief. This position may assume command to direct tactical resources during the impingement phase on less complex incidents for a period where Incident Management Team members may need to reposition to a safer location and until communications and command can be re-established within the prior organization.

WUI Structure Protection Specialist Type 1

The differential between this role and a division or group supervisor is experience in WUI events in complex scenarios.

They may report to the Operations Section Chief. They may also be designated as the Operations Section Chief where experienced in this role.

Coordinating and Support Positions

Territorial Duty Officer – Wildfire operations

The Territorial Duty Officer is accountable for coordinating resources for wildfire management across Northwest Territories and ensuring situational awareness regarding the fire environment and resource commitment across the NWT.

They are accountable for approving all ongoing wildfire suppression expenditures under legislative authority, for seeking Wildland Urban Interface mutual aid, and for approving resource requests from regional wildfire authorities – including the integration of local firefighting resources into a WUI response.

Office of the Fire Marshal

The Office of the Fire Marshal, within the WUI program, maintains a list of qualified departments for participation in mutual aid deployments – including the apparatus and personnel available for assistance – and mobilizes NWT WUI resources upon request from the Territorial Duty Officer. They also provide advice regarding WUI deployments and resources required to meet WUI objectives where required and maintains situational awareness of the fire environment, community threats, and WUI deployments.

Further, the office is the primary point of contact between the GNWT and municipal fire departments. They are responsible for helping oversee fire departments within their regions. Their other responsibilities include:

- Establishing and maintaining relationships with communities as it pertains to the WUI;
- Vet apparatus for type, kind, maintenance
- Vet fire departments for qualifications and experience

Regional Duty Officer – Wildfire operations

The Regional Duty Officer is accountable for coordinating wildfire operations within a particular administrative region in the Northwest Territories wildfire management program.

They are accountable for overseeing all Incident Management Teams within their administrative region and identifying emerging threats based on current and expected fire behaviour, resource availability, and the fire environment.

They are the first point of contact for local fire departments and emergency managers for understanding the fire environment, status of incidents, and for initiating mutual aid deployment requests.

In the context of WUI deployments, they are responsible for ensuring Incident Management Teams consider structure protection and structure defense needs and for accepting and actioning requests for WUI mutual aid resources from Incident Management Teams.

Personnel qualifications

- Note: all wildland firefighters and Extra Firefighters are qualified to undertake structure protection operations during the pre- and post-impingement phases – including site preparation, sprinkler deployment, and mop-up. The qualification framework below applies specifically to municipal firefighters and their roles in relation to Wildland Urban Interface firefighting, which includes structure defense during the impingement phase.
- WUI-series crew member courses include field exercises in-line with CIFFC’s S-131 standards.

Table 1 - Qualifications

Position	Mandatory courses and qualifications	Desirable courses and qualifications
<p>WUI Structure Protection Assistants</p> <p>WUI-SP</p> <p><i>Note: This qualification does not allow for WUI firefighting during an impingement under a team managed by the GNWT.</i></p> <p>View the Impingement Operations Guidelines for details</p>	<ul style="list-style-type: none"> ● Member of local fire department ● Experience with small engines (including pumps) ● Ability to effectively complete hoselays, and install sprinklers. 	<ul style="list-style-type: none"> ● S-115 (structure and site preparation course) ● ICS-100 ● Defensive structural firefighter training ● Chainsaw operator – Level 3
<p>WUI Crew Member – WUI-M</p>	<ul style="list-style-type: none"> ● WUI-Member Course ● NFPA 1001 Level I ● S-131 – online courses ● Danger Tree Awareness Presentation ● Understanding Fire Weather Index System* ● ICS I-100 ● Experience with small engines (chainsaws and portable pumps) ● Agency fitness test ● Current WHMIS, First Aid, CPR-C ● Valid drivers licence (standard, and apparatus-relevant where the member will operate) 	<ul style="list-style-type: none"> ● Hover exit ● Arduous Pack Test or WFX-FIT ● Chainsaw operator – Level 3 ● Restricted Operator Certificate – Aeronautical (ROC-A)

WUI Crew Leader – WUI-CL	<ul style="list-style-type: none"> ● WUI-Crew Leader Course ● Qualified WUI Crew Member (WUIM) ● S-131 – online courses ● 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. ● Agency fitness test ● Restricted Operator Certificate – Aeronautical (ROC-A) 	<ul style="list-style-type: none"> ● Hover exit ● Arduous Pack Test or WFX-FIT ● Chainsaw operator – Level 3
WUI Strike Team or Task Force Leader – WUI-STL/TFL	<ul style="list-style-type: none"> ● Qualified WUI-Crew Leader (WUI-CL) ● ICS Canada I-300 ● S290 Principals of Fire Behaviour ● ICS Canada or WUI Task Force/Strike Team Leader Course ● Restricted Operator Certificate - Aeronautical (ROC-A) ● WUI deployment experience 	<ul style="list-style-type: none"> ● Hover exit
WUI Division or Group Supervisor (Structure Protection Specialist Type 2) – WUI - DIVS	<ul style="list-style-type: none"> ● Qualified WUI Strike Team or Task Force Leader (WUIL) ● ICS-Canada Division/Group Supervisor or WUI Division/Group Supervisor Training Course ● ICS Canada I-400 ● WUI deployment experience 	<ul style="list-style-type: none"> ● S-490 (Advanced Wildland Fire Behaviour) ● ICS Canada Operations Section Chief
WUI Structure Protection Specialist – Type 1 – STPS1 (deployed as DIV/Group Supervisor or Branch Director)	<ul style="list-style-type: none"> ● Qualified Division or Group Supervisor ● Experience as a Division or Group Supervisor or Branch Director in a Wildland Urban Interface environment. ● ICS Canada Operations Section Chief with experience in wildfire management 	<ul style="list-style-type: none"> ● ICS Canada Incident Commander ● S-490 (Advanced Wildland Fire Behaviour)
WUI Instructor	<ul style="list-style-type: none"> ● NFPA 1041 Level I to be a course instructor ● NFPA 1041 Level II to be the course lead instructor ● Complete 1 co-teach of the current course to be signed off on ● Must be qualified as an instructor for all courses 	

Personnel qualification notes

S-131 online modules and Danger Tree Awareness Workshop

- S-131 online training will be provided for in-kind by the GNWT.
- S-131 online access will be arranged for local fire departments wishing to participate in S-131.
 - **Email:** WUI_FMD@gov.nt.ca and cc Mike_Westwick@gov.nt.ca to arrange access.
 - **Online modules can be completed on a self-paced basis.**
- **Contact your regional manager of forestry to arrange attendance at the Danger Tree Awareness workshop component prior to March 1 annually.**
 - **South Slave:** Angela_Marie@gov.nt.ca
 - **Dehcho:** Kole_Comin@gov.nt.ca
 - **North Slave:** Lawrence_Lewis@gov.nt.ca
 - **Sahtu:** Shawn_Maxwell@gov.nt.ca
 - **Beaufort Delta:** Angel_Simon@gov.nt.ca

Case-by-case assessments

- For the 2026 and 2027 wildfire seasons, a case-by-case assessment of training and experience will be made for deployments recognizing the developing status of the NWT's WUI program.
- Assessment of WUI-Crew Members will be managed by local Fire Chiefs and reported to the Office of the Fire Marshal to assist in pre-season tracking of resources.
- Assessment of Crew Leaders and Strike Team Leaders will be assessed by the local Fire Chief with approval from the Office of the Fire Marshal.
- Assessment of WUI-DIV/GRP Supervisors (Structure Protection Specialist Type 2) and Structure Protection Specialist Type 1 will be completed by the Office of the Fire Marshal and the GNWT's Forest Management Division to ensure sound qualifications of WUI leaders who will be expected to provide tactical oversight during complex operations.

Tracking training

- Fire departments are responsible for tracking training and experience of their members and verifying their adherence to the above qualifications.
- Qualified means the successful completion of a WUI course and a competencies assessed and confirmed by your Fire Chief.
- Fire Chiefs will be provided a copy of the **NWT Wildland Urban Interface Qualification and Training Manual** with taskbooks and documents to assist in tracking WUI training within local fire departments.

Field promotions and/or reassignments

- All field promotions and reassignments to different roles within an incident must be approved by all of the following: the Incident Commander (IC), the Regional Duty Officer, and the wildfire operations Territorial Duty Officer.

Notes on training courses

- 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 NWT wildland fire crew member or Extra Firefighter programs in the last 3 years.
- **All mandatory S-series courses noted in the above table are available online for free.** Request access by contacting Mike_Westwick@gov.nt.ca

Water tender operators and heavy equipment operators

- Water tender operators (supplying water only) and Heavy Equipment Operators are not required to have the above training and will be deployed within their capabilities.

Apparatus and equipment standards

See Appendix G for a quick reference apparatus minimums sheet with minimums expressed in Metric, Imperial and US measurements

To be eligible for deployment, apparatus and equipment must comply with the CIFFC mutual-aid resources sharing (MARS) agreement. Further, all apparatus must have a current commercial vehicle inspection program sticker, be operationally ready, and be equipped with appropriate tools and appliances to operate in a WUI environment. All apparatus types shall meet federal, territorial and agency requirements for motor vehicle safety standards, including all gross vehicle weight ratings (GVWR) when fully loaded.

All type 3 engines require a foam proportioning system, and type 3 to 6 engines and all water tenders shall be able to prime and pump water from a three-metre lift.

Additional items may be requested that may be specific to the incident and could include:

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

A fire department must inform the Office of the Fire Marshal if they will be utilizing a support vehicle as part of their deployment as part of providing their Personnel Information Exchange form.

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
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 (2)	4 (2)

- Crews will be made up of a minimum of 1 WUI-Crew Leader and 1 WUI-Member; to a maximum of 1 WUI-Crew Leader and 3 WUI-Members
- For Type 1 to Type 3 engines the below structural firefighting and personal protective equipment is mandatory:
 - 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.

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	
	S1	S2	S3	T1	T2
Tank capacity (litres)	15142	9464	3785	7571 3	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 and roll	---	---	---	Yes	Yes
Foam proportioning	-----	---	---	Yes	Yes
Personnel	1	1	1	2	2

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

Table 5 - Sprinkler protection unit types

Minimum Requirements	SPU Type	
	2	3
See related appendix	Appendix H	Appendix H

Eligibility, Resource Requests, Deployment and Demobilization

Eligibility

Municipal fire department

Communities which currently operate local departments which **meet or exceed NFPA standards** as assessed by the Office of the Fire Marshal are eligible for deployment to WUI events ***outside of their own communities*** provided personnel are qualified and apparatus are in good repair. Local resources for departments which do not meet or exceed NFPA guidelines ***are not eligible to deploy outside their own community under these guidelines.***

They are eligible for reimbursement under these guidelines while participating in a WUI response in their own community in a coordinated response with the GNWT. Personnel costs will be reimbursed at the WUI-SP rate unless higher levels of training are demonstrated.

Any local fire department may, as opportunities exist, seek to increase their own local capacity to WUI-Member level or above to increase their local Wildland Urban Interface firefighting capacity and be eligible to participate in impingement operations should a wildfire reach their community.

Any community is eligible to sign on to these guidelines, participate in mutual aid to the GNWT within their own

community or surrounding area upon request and within their capabilities, qualifications, capacity, and training.

Requirement for coordinated response

It is stressed that under these guidelines **your community must enter a coordinated response** with the GNWT during a WUI event. This may take many forms – an Incident Management Team under Single or Unified Command, or requests/reporting to a Regional Duty Officer. **Coordinated response is the central principle to these guidelines.**

No firefighting activities undertaken outside of a coordinated response led by an Incident Management Team will be eligible for reimbursement under these guidelines.

Contractor

Contractors are eligible to participate in WUI deployments where they can demonstrate in their statement of qualifications that personnel meet or exceed the requirements within these guidelines.

Demonstrated experience within the WUI environment in other jurisdictions may be considered acceptable.

Agreed upon contract rates shall prevail over the reimbursement rates within these guidelines – which are intended for Municipal fire departments.

Requesting resources

WUI resources will typically be requested by the GNWT Incident Management Team assigned to an incident, or the wildfire operations Regional Duty Officer in response to emerging events. These requests will be approved by the Territorial Duty Officer and coordinated by the Territorial Logistics Officer.

The Regional Duty Officer will ensure an ICS-213RR is filled out and provided to the Territorial Duty Officer to support the request.

The Office of the Fire Marshal will process the request and put out a call to fire departments for available resources.

Fire departments will then indicate availability of personnel, equipment, and apparatus. Once confirmed, a Personnel Information Exchange form will be filled out to support deployment.

Requesting resources as a municipality

Municipalities may request Wildland Urban Interface mutual aid resources **upon entering a coordinated response with the GNWT.** This may take the form of either a single or unified command.

Municipalities typically are not solely in command and control during a Wildland Urban Interface event. This is because most begin outside their fire protection area (community boundaries) and are already being managed by the GNWT – and regardless, when a wildfire has escalated to a community threat, the GNWT should be involved so the wildfire response is coordinated given wildfire resources will in almost all cases be required to contain a wildfire threat.

Where a potential Wildland Urban Interface event occurs within a community's boundaries:

- The local government should first deploy local resources. They must contact the wildfire operations Regional Duty Officer **without delay.**
- The wildfire operations Regional Duty Officer and local authority will collaborate on deployment of mutual aid resources wherever available from the territorial government's force (i.e. firefighters, air support).
- The local authority should utilize available contracted resources (i.e. Heavy Equipment) to control the fire.
- Then, if those resources are overwhelmed and the incident is escalating, **a request should be made to the wildfire operations Regional Duty Officer to request WUI resources and establish a coordinated response.**

In these cases, the process will be as follows:

- Local authority and Regional Duty Officer agree on response needs and make request for WUI mutual aid resources
- Regional Duty Officer to seek approval from Territorial Duty Officer.
- Territorial Duty Officer approves or denies request for resources. Informs Office of the Fire Marshal of the incident.
- Office of the Fire marshal canvasses NFPA-certified fire departments for available resources.
- Mutual aid providing fire department(s) confirm resources
- A personnel information exchange form is completed by the Office of the Fire Marshal and local fire department and resources mobilize to the incident and integrate into the team.

Please note: if a fire in the forest is near your community, do not wait to contact the wildfire operations Regional Duty Officer.

Deployment hierarchy

Where WUI resources are required for an incident, the deployment hierarchy will be as follows:

1. Local resources from the community at threat, where qualified and available, will be integrated into the coordinated response first
2. When canvassing for mutual aid resources outside the community at-threat, resources shall be deployed based on:
 - a. The suitability of the available resources for incident needs
 - b. Shortest expected mobilization period

Resources may be deployed from multiple communities to meet incident needs where those resources are available. It is noted that in most cases, private contract

The GNWT's broad scope in coordinating WUI mutual aid

Given the GNWT's broad scope and response area within the NWT, and limited resources for managing wildfires within many communities, it is generally the case that Incident Management Teams assigned will be primarily under the command and control of GNWT – Forest Management Division, or in Unified Command or coordinated response with the local municipality.

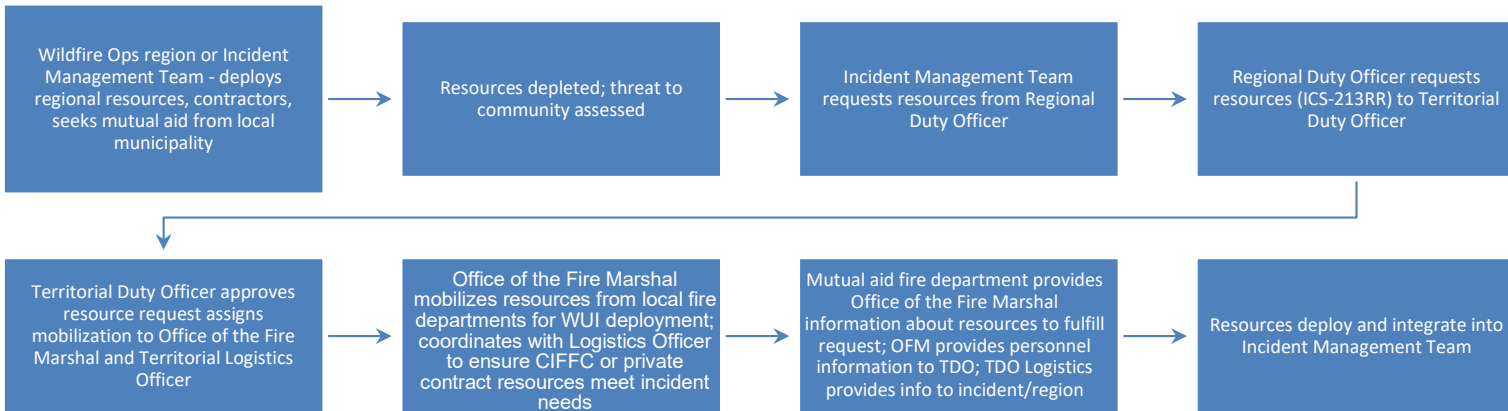
This is because, unlike in places like Alberta, the Forest Management Division's response area extends to the edge of each community boundary regardless of where they are in the territory.

Further, in the NWT, many wildland urban interface events happen due to fires which began outside community boundaries and local fire department response areas, which were likely already being managed by the GNWT.

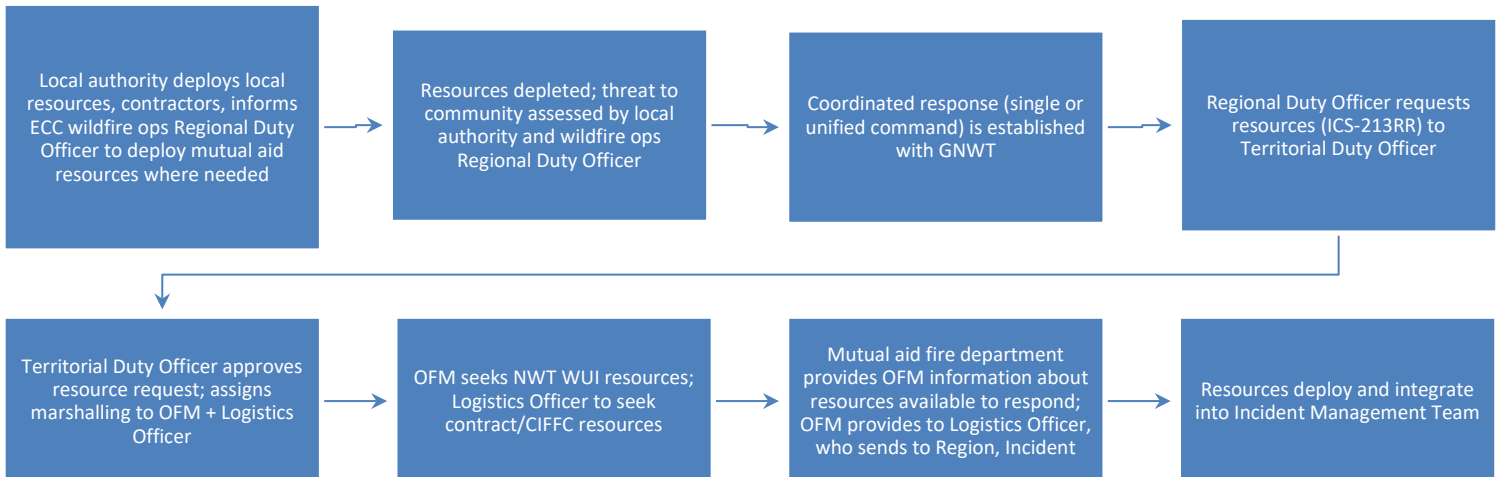
It is therefore reasonable to expect that, where there is a threat to a community due to wildfire, the GNWT will be involved, and will likely be the primary agency staffing Incident Management Team positions accountable for managing the incident.

Figure 4 – WUI mutual aid resource request flow chart

WUI Mutual Aid resource requests - fire is under command + control of GNWT



Wildfire is under initial command + control of local authority (Municipality, designated authority, or other) within boundary



Pre-deployment

Each organization providing resources for WUI mutual aid deployments must provide the following for all apparatus, sprinkler protection units, personnel, and equipment to the Office of the Fire Marshal and the IMT at the incident check-in:

- A Personnel Information Exchange form (see Appendix E)
- Verification that a pre-deployment apparatus check has been completed.
- Verification of WSCC insurance
- Verification of vehicle insurance

Deployed resources will be required to report to the incident check-in, proof of vehicle insurance, equipment, PPE, inventories + readiness for duty.

The Planning Section (i.e. Planning Section Chief, Resource Unit Leader) is responsible for check-in.

Insurance

All participating departments must have and provide proof of valid WSCC insurance to participate in WUI deployments and to participate in local response.

All departments are expected to have appropriate vehicle insurance and keep it accessible in any vehicles which are involved in a response.

Personal protective equipment

All fire department and contract personnel responding to a territorial deployment shall mobilize with the minimum personal protective equipment meeting or exceeding these guidelines and all applicable territorial legislation.

Communications equipment

The IMT or responsible organization determines the most effective communication between WUI resources and the command structure. **Responding resources must be deployed with adequate radio supplies with LADD 1-4 at a minimum programmed**, and with a preference for ECC Mutual Aid channels appropriate to the region to be programmed prior to deployment.

Contact your Regional Manager of Forestry Operations to ensure you have mutual aid channels programmed prior to May 1 each year.

Deployment periods

Deployment minimums

Personnel must be prepared to deploy for a minimum of seven (7) days to a maximum of 14 days on a typical deployment. In extenuating circumstances, requests to extend deployments up to 19 days may be made.

They may be released at any time if their services are no longer required. These timelines are exclusive of mobilization and demobilization travel – which are counted in addition to “on-incident” days.

Deployment period start

A deployment period begins when a fire department departs from their home jurisdiction and is completed when they have returned to their home jurisdiction. The deployment date may differ from the expected arrival date at the Incident to accommodate lodging for an incident.

Mobilization travel standards

No resource will travel more than ten (10) hours to an incident. Should a resource require more time than this, they will notify the Office of the Fire Marshal, who will work with the Territorial Duty Officer to make accommodations.

Deployed to an incident from home base

Fire departments may be deployed to an incident from their home jurisdiction daily if they is one (1) hour or less driving time from the incident. If a fire department is being deployed in this manner, they must check in and out of the incident daily.

Work-rest guidelines

Deployment rotations (as often as possible) will follow:

- Seven (7) days on with a one (1) day reset (a reset is considered time off-of-the Incident – a resource may be approved to rest in place and return to the incident)
- 14 days with a two (2) day reset
- Up to 19 days maximum, and only with approval from the Incident Commander, Regional Duty Officer, Territorial Duty Officer, and Director of Forest Management. ***Where there are any signs of fatigue impacting performance, this shall not be approved.*** A 2 day reset still applies in-line with GNWT work-rest guidelines

Note: These deployment normals apply to local fire department resources participating in a coordinated response with the GNWT and shall be observed by the Incident Management Team to manage fatigue.

A reset is considered time away from the incident. Sleep or rest at an incident is not considered rest. A resource may, with mutual agreement, be approved to “rest-in-place” (stay in the nearest community to the incident and return after a rest).

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.

Hours of work, release, redeployment, documentation

Hours of work

- All phases of WUI incidents shall be managed within a duty period of 12 hours or less within a workday wherever possible. Lunch breaks and dinner breaks are unpaid.
- When a WUI incident or a wildfire have received a status of “Under Control” or “Being Held”, hours of work should be minimized wherever possible with the existing threat to a community and tasks required of the incident in-mind.
- Where resources can be released to their home communities to return local emergency services’ capacity, they should be.
- Where night patrols are required, these patrols ***must be accounted for in Incident Action Plans, including in defined operational periods***, and resources should be scheduled accordingly. Using information about the expected fire behaviour, resources should be staggered in-line with the expected diurnal (aka – daily) rises and decreases in fire behaviour.
- ***Operational period briefings must be held for each new set of resources before they begin tactical assignments.***
- **All incidents shall utilize the GNWT’s 24 hour operations policy** for wildfire events as the guideline for night and other non-standard operational periods (find in Appendix J).

The Incident Commander has the authority to extend these hours of work if:

- An accident occurs
- A smoke investigation is required and only long enough to determine further action required;

With the approval of the Regional and Territorial Duty Officer, the Incident Commander may further extend hours of work if:

- Life and property are imminently threatened; and replacement personnel and resources are unavailable
- A smoke investigation is required and only long enough to determine further action required;
- It is the first 3 days of an incident, during which time hours of work may be extended up to an 18-hour duty period for the during the initial mobilization and early suppression operations of an uncontrolled incident, only when circumstances warrant it to prevent or address imminent threat to property or life

Release and redeployment within incident

The Incident Commander will approve the assignment and release of all apparatus and personnel.

For any redeployments to different roles in the incident, including field promotions or changes to different roles within the incident structure, shall be approved by the Territorial Duty Officer prior to redeployment.

Documentation requirements

- Timesheets are required for each resource – including personnel and apparatus – for each shift. See Appendix E for the required timesheet.
- A strike team or task force leader can sign off on a crew's time sheet.
- A division or group supervisor can sign off on a strike team or task force leader's time sheet. A branch director, STPS, or Operations Section Chief can sign off on a division or group supervisor's time sheet at the end of each operational period.
- The Division or Group Supervisor or above accountable for apparatus can sign off on apparatus timesheets, which should be submitted by the WUI-Crew Leader accountable for the apparatus. **See Appendix E for the resources time ticket.**
- Timesheets will then be forwarded to the finance/administration section of the incident IMT. Signed copies must be kept by members of the lending agency for later submission with invoices (via photo copy or photo are both acceptable).
- Anytime there is a change to the resource manifest, a copy of the new manifest will be provided to the incident IMT and the Office of the Fire Marshal.
- The incident's Planning Section is responsible for tracking asset status (deployed, demobilized, released, travelling) and maintaining their status in resource tracking at the incident level, and reporting back to the Incident Commander, who is accountable for ensuring the Regional Duty Officer and Territorial Duty Officer are kept up-to-date.

Check in procedures

Upon arrival at an incident, all resources will check in to the incident with the Planning Section. A representative from the IMT will collect and verify manifests before proceeding.

All arriving members will receive a resource identifier when they arrive. At check-in, each apparatus and/or necessary personnel should be assigned a new call sign for an event.

Incident briefing

A briefing shall take place before resources are assigned to tactical actions. This will include both an **Agency Briefing**, an **Incident Briefing** provided by the Planning Section, and a **tactical briefing** provided by the resources' operational supervisor (i.e. a WUI division/group supervisor would be briefed by the Operations Section Chief or Branch Director).

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

Food and lodging

Food and camp services 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 (3) days; this includes water, food, bedding and shelter.

Crews may be sheltered and receive services at a fire camp, hotel, or appropriate community buildings. If crews are receiving services at a fire camp, they will be required to use their tent and bedding.

An WUI Division/Group Supervisor or STPS Type 1 may require a workspace with a desk, internet service, and power. This space could be in the incident command post or a workspace in a modular office building, municipal building, hotel room, ICP, or tent as provided for by the Incident Management Team.

Until services are established, they must be prepared to improvise in the early days of an incident and should plan accordingly.

Recall and demobilization

Recall

Should a municipality be under a threat or have another local requirement of its own when they have resources deployed to an interface incident, they can recall that resource at any time by notifying the Territorial Duty Officer.

The Territorial Duty Officer will notify the Regional Duty Officer and Incident Commander, and the Territorial Logistics Officer will seek replacement resources should those resources be required.

Where there is equipment of the lending agency which has been deployed to the incident (i.e. a Structure Protection Unit), that equipment may remain deployed with mutual agreement from the municipality, Incident Commander, Regional Duty Officer, and Territorial Duty Officer. The responding municipality in these cases will be compensated for personnel and travel costs associated with demobilizing those resources later.

Demobilization

The Incident Management Team is accountable for implementing the demobilization plan. The demobilization plan is a written document that the IC approves. Demobilizing WUI resources from an incident is necessary for accountability and is a responder safety issue. Resources to be released are subject to incident demobilization and checkout procedures before leaving the Incident.

No resource will travel more than ten (10) hours after being released from an incident. Should a resource require more time than this, they will notify the IMT so that accommodations can be made. 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. Resources leaving equipment on-scene can expect to use 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.

Every responder must go through the demobilization process to ensure that all equipment is returned, travel arrangements have been made and confirmed, and 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, After Action Reviews, daylight travel requirements, 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 the incident due to misuse, negligence, or theft, a damaged equipment report form must be filled out and submitted to the incident IMT before being demobilized.

Claims for missing or damaged equipment not declared at checkout are ineligible.

When preparing to demobilize, the last day on the incident, the demobilization process, and travel time home are the three major factors that will determine when this should happen.

There must be enough time for personnel and crews to make sure that they are properly rested and have been fully demobilized before they leave the incident. As stated above, no resource will travel more than ten (10) hours after being released from an incident.

Deployments out of territory

Local fire departments in the NWT may wish to gain experience in other jurisdictions where their training and experience levels allow for interoperability.

This is encouraged by the Government of Northwest Territories as there have traditionally been many years between Wildland Urban Interface events in the NWT.

Local fire departments who have mutual aid opportunities in other jurisdictions must inform the Office of the Fire Marshal and the wildfire operations Territorial Duty Officer of their intentions and expected return date to assist in tracking available, qualified resources for territorial deployments.

Where an unfolding incident or likelihood of near-term threat to a community may require deployment within the NWT prior to mobilizing to the out-of-territory jurisdiction, those who sign on to these guidelines agree to prioritize the Northwest Territories' wildland urban interface needs. Every effort will be made to inform participating mutual aid departments of elevated fire load and potential needs within the NWT.

These guidelines do not apply to out-of-territory deployments and do not limit any participation in any external mutual aid resources sharing agreement.

It is the sole responsibility of fire departments who wish to participate in external deployments to arrange for their department to be considered for such deployments.

Standard operating procedures

Check-in

All resources must check in with the Planning Section upon arrival at an incident. They must provide their information and receive their apparatus and personnel designations, and be assigned callsigns for the incident.

Briefings

All incoming resources should receive the following briefings:

- Agency Briefing (agency policies, procedures, rules)
- Incident Briefing (incident status, objectives, current strategies and notable events, chain of command)
- Operational Briefing (tactical assignments and safety)

No resource can commence work without receiving an operational briefing.

Incident apparatus numbering, individual position indicator, and call signs

- On all incidents and as soon as possible, all incoming WUI apparatus will be identified by the following:
 - Their apparatus type and kind
 - The sequence of which said apparatus type and kind were deployed to the incident
- In the NWT, it is customary to assign a geographic or functional descriptor to resources within their callsign as appropriate within the incident.
- No two apparatus will have the same number
- The resource will be assigned a call sign for communication purposes at the discretion of their supervisors to provide for ease of communication and avoiding duplication.

Table 13 – Apparatus identification

Kind	Indicator	# of Types	Incident Sequence
Engine	E	7	1-XX
Tender	T	3	1-XX
Aerial	A	2	1-XX
Structure Protection Unit	SPU	3 (note – only types 2 and 3 used in NWT)	1-XX

Examples:

- For a Type 6 engine from Hay River, which is the first of this type deployed to the incident, and the first apparatus deployed to the community, the identifier would be:
 - E6 – 1 – Hay River
 - The call sign may be – **Hay River 1**
- For a Type 1 Engine from Fort Smith, which is the first deployed to the incident from the community, the identifier would be:
 - E1 – 1 – Fort Smith
 - The call sign may be – **Fort Smith 1**
- For a Type 2 water tender which is the fifth assigned to the incident, the identifier would be:
 - T2 – 5
 - The callsign may be - **Tender 5**

- For a type 2 SPU from Fort Simpson which is the third assigned to an incident, the identifier would be:
 - SPU2 – 3
 - SPUs are not assigned callsigns as they are not necessarily staffed by defined personnel – likely, they are a tool of a strike team, task force, or generally available to service a division, group, or the incident more broadly.

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

They will also be assigned a descriptive callsign upon arrival on the incident for communication purposes based on the incident’s needs, which will include an alphanumeric reference as appropriate to ensure.

Table 14 – Individual position indicator

Position	Indicator	Callsign Example
WUI-Crew Leader	WUI-CL	Hay River 1 (aligned with apparatus or crew in their charge where assigned)
Task Force Leader	WUI-TFL	Task Force 1
Strike Team Leader	WUI - STL	Strike Team 3
Division Supervisor	WUI - DIVS	Division Alpha
Group Supervisor	WUI-GRPS	Structure Defense Group 1
Branch Director	WUI-OPBD	WUI Branch 2
Structure Protection Specialist Type 1	STPS	WUI Specialist 1

Impingement planning

There is **required planning for impingement events** which must be accounted for to allow for safe operations during the impingement phase.

The plan must be completed by a WUI Division/Group Supervisor (less complex incidents), or Structure Protection Specialist – Type 1 (more complex incidents) and approved by the Operations Section Chief and Incident Commander.

With this in mind, it is important for Incident Management Teams and/or Regional Duty Officers to request a WUI Div/Group Supervisor or Structure Protection Specialist Type 1 as early as possible – ideally 5-7 days prior to potential impacts to communities – to mobilize them and complete a plan for impingement phase structure defense, mobilize additional resources (i.e. engines, WUI crews), and see through established structure protection operations (i.e. sprinkler deployment) which may already be underway by wildland fire personnel. Refer to the Impingement Operations Plan template in Appendix E - WUI Forms and Templates.

24 hour operations

In general, no resource should work more than 12 hours during an operational period, though may be approved to work up to 18 hours during an initial attack or imminent threat.

When WUI events are a threat, consideration should be given to overnight patrol and suppression needs. The following guidelines apply:

- On sustained action incidents, all efforts must be made to stagger resources so that all WUI resources are working a total of 12 hours while providing for appropriate coverage during the 24 hour period. Where this is not possible, the Incident Commander must approve extended operational periods for WUI resources.
- Incident Action Plans must document the 24 hour operations – including indicating the operational period (i.e. June 1 0800- June 2 – 0800)
- Incident Management Teams must arrange for an equivalent briefing to all resources operating at all times of day or night.
- Incident Management Teams must take into consideration the lack of direct air support during night operations.
- Unity of Command must always be maintained, with appropriate leadership hand-off during transition from day to night operations.
- Appropriate coverage for essential medical services (i.e. medics, nursing stations/health centres) must be maintained 24 hours a day.

Time reporting

Daily resource time tickets will be filled out daily.

Each resource time ticket must be copied (photo, photocopy or otherwise) and provided to the home agency for invoicing purposes, and also be handed in at the end of each operational period to the Finance and Administration Section.

Handover

For incoming personnel to gain situational awareness, the outgoing personnel will be responsible for completing the handover document located in Appendix E. The outgoing personnel will be responsible for going over the document in detail with their replacement and will supply them with a completed copy of the handover document and a 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.

Demobilization

The demobilization plan will be communicated by the Planning Section to incident personnel.

This plan will include:

- Methods of transport
- Demobilization rest time required

In general:

- No resource can travel more than 10 hours in a single day on demobilization.
- Resources must have adequate rest before beginning their travel.
- Resources must check in that they have arrived safely back to base with:
 - The Incident's planning section
 - The Territorial Logistics Officer (TDO_Logistics@gov.nt.ca)
 - Their Fire Chief or other designated officer within the lending agency.

Fit For Work Guideline, Code of Conduct, and Release for Cause

Any resource deployed to a worksite under the command and control of the Government of Northwest Territories is subject to the spirit and intent of the Forest Management Division's Fit For Work guidelines and all appendices, as well as the territory's safety manual.

Resources may be released from the incident at any time for violation of these guidelines and expectations, for performance concerns, or for insubordination. **This is at the sole discretion of the Incident Commander and is not subject to appeal by any party agreeing to participate under these guidelines.**

The resources subject to release may be subject to removal from consideration for future deployments. The lending agency and Office of the Fire Marshal will be informed of this decision by the Territorial Duty Officer or other leadership official within the Forest Management Division.

Where criminality is suspected to be involved, the RCMP may be contacted, and will be contacted in any instance of violence, or threats of violence, of any kind in addition to immediate release from the incident.

Find the fit for work guidelines, letter of expectation, and other associated expectation documentation in Appendix K.

Appendix A: Reimbursement Guidelines and Rates

The reimbursement rates contained within this section are for municipal fire department personnel and equipment requested to assist in Wildland Urban Interface events, preparation for potential Wildland Urban Interface threats, or mutual aid assistance requested by the GNWT for firefighting services.

They will be reviewed annually and updated as required.

General guidelines

- Both local resources responding to a WUI threat and resources from lending agencies providing mutual aid shall be eligible for reimbursement of expenses for actions taken under the command, control, or request of the GNWT in-line within these guidelines.
- Local authorities may also be reimbursed at the below rates where integrated into incidents affecting their local jurisdiction's fire management area.
- These rates will be reviewed annually.
- Reimbursement will only be provided for personnel and equipment deployed upon request of an Incident Management Team, with approval from a Regional Duty Officer, and with final approval of the Wildfire Operations Territorial Duty Officer.
- Self-deployment and resources deployed without a supporting request will not be reimbursed for services, mobilization, demobilization, apparatus, or equipment.
- Costs for backfilling personnel at the lending agency's home base are not covered or supported under this program.
- Costs for apparatus or personnel above the numbers specified in this document are not covered unless authorized in advance by the responsible organization.
- **Municipalities should submit their desired rates for heavy equipment under the GNWT's solicitations for Standing Offer Agreements for heavy equipment services.**
- Any unique resources not included in the guidelines should follow the contracted rates between the responsible organization and the provider.

Contracted, import, or mutual aid resources

In any cases of a lack of clarity, it is noted that contractual arrangements with private resources, or mutual aid agreements for resources imported through the Canadian Interagency Forest Fire Centre and Northwest Compact will be honoured.

Existing mutual-aid agreements of any kind are not affected by these guidelines.

Submitting invoices for reimbursement

Invoices for reimbursement should be submitted to WUI_FMD@gov.nt.ca for review and processing. They must include:

- An itemized costs summary in a table format
- Supporting documentation, including:
 - Signed daily resource time tickets
 - Calculations of Breakfast, Lunch, Dinner, and Incident cost per-diems claimed in line with [GNWT's Duty Travel Rates](#)
 - WUI Personnel Information Exchange form(s) supporting the deployment
 - Any other receipts and invoices associated with the deployment
 - Where applicable, **when rates from a Collective Agreement or management contract are being submitted for matching**, a letter from the jurisdiction explaining the differential in reimbursement rate

Invoices will be processed by GNWT - Environment and Climate Change – Forest Management Division.

Whenever possible, invoices should be submitted within 30 days of the end of deployment and no later than November 30 of the same year as the initial deployment.

No costs not supported by these reimbursement guidelines and a request from an Incident Management Team are reimbursable.

Travel to and from an incident

Fire departments travelling to an incident can claim their travel time from when they leave their home jurisdiction until they have checked in to the incident.

Claims submitted for reimbursement include personnel wages, meals, accommodations, fuel, incidental costs, and apparatus costs as detailed in this section.

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

Airfare

Personnel may be required to take commercial airfare travel to an incident.

Where this is required, airfare for personnel will be arranged by the Territorial Duty Officer and their support staff.

Where extra baggage or cargo fees are incurred which were not planned in booking, they are eligible for reimbursement.

Commercial transportation

While rare for most equipment in the NWT, in some cases, commercial transportation (i.e. hotshot services, semi-truck services) may be required to mobilize resources to an incident.

Where this is required, the commercial travel must be approved by the receiving agency prior to mobilization, arranged by the lending agency, and invoiced at actual cost for reimbursement.

Deployed within 1 hour of home base

Crews deployed to WUI incidents within one hour of their home base are not eligible for lodging costs unless pre-approved by the Regional Duty Officer and Territorial Duty Officer. Food may still be provided through camp services, but meals + incidental costs will not be reimbursed.

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

Expenses, travel, marshalling, and personnel rates

Meals, incidental costs, and fuel costs – mobilization and demobilization

- Where meals and incidentals are not provided by the receiving agency, meals and incidentals may be claimed, without receipt, using the current GNWT Duty Travel rates.
 - **View online:**
 - [Duty Travel Rates - GNWT](#)
- Fuel costs for support vehicles (i.e. pickups, vans, etc.) shall be charged at the kilometric rates identified under the [GNWT's Duty Travel Rates](#).

Any lending agency that rotates their personnel out prior to the first seven days of a deployment shall do so at their own expense or as agreed to by the responsible organization before the deployment.

Meals, incidental costs, and fuel costs – on an incident

- Incidental travel expenses can be claimed on an incident.
- While in most cases, food and accommodations will be provided for by the receiving agency, where this is not the case, the lending agency may invoice for meals and incidental costs in line with the current [GNWT Duty Travel](#) rates.
- Please note that a maintained camp with appropriate locations for tents or other means of shelter are appropriate accommodations and food costs.
- No invoices for alternative accommodations which are not supported and directly approved by the Incident Commander shall be accepted.
- Fuel costs for apparatus (i.e. engines, tenders, aerial apparatus) on an incident should be invoiced at actual cost supported by receipts.
- Support vehicles are eligible for reimbursement at kilometric rates.

Accommodations

- Where resources are being mobilized to an incident within 1 hour of their home base, accommodations costs are not reimbursable unless approved by the Territorial Duty Officer.
- Travel time for personnel and apparatus is, where appropriate (i.e. if the apparatus must return to the home base).
- Where accommodations are required during mobilization and demobilization, actual accommodations costs should be invoiced for reimbursement supported by receipts for where they are not paid for/arranged by the receiving agency.
- Ordinarily, on an incident, the Incident Management Team or Regional Duty Officer will arrange for, and where necessary purchase, accommodations for incoming resources. This may be in a camp supported with food, sanitation, and a location for tenting, or other lodging as determined by the incident leadership.
 - Unless approved by the Territorial Duty Officer, alternative accommodations (i.e. not in a camp or at lodging arranged and paid for by the receiving incident) **are not reimbursable while on an incident.**
 - Where approved by the Territorial Duty Officer, private accommodations may be used and reimbursed at rates defined under the [GNWT's Duty Travel Rates](#).

Personnel Reimbursement Rates

- For the 2026 wildfire season, a case-by-case assessment of qualifications will determine rates of reimbursement based on personnel skills, training, experience, and the tasks they will be expected to complete on an incident.
- Reimbursable personnel charges begin from the time of departure from home base to the Incident, and thereafter in-line with the operational periods established by the incident management team.
- Resources must track and submit timesheets to the Incident Management Team. ***They must also keep copies of their signed timesheets (i.e. photos, photocopies) to provide to their own agency's leadership to support invoicing.***
- The lending agency must submit signed and approved timesheets with invoices for reimbursement.
- 12 hour maximums for work will be observed unless expressly approved by the Incident Commander and Regional Duty Officer in extenuating circumstances.
- 10 hours of rest- which includes sleeping, eating, hygiene, and general time away from the incident work - shall be observed unless expressly approved by the Incident Commander, and Regional Duty Officer in extenuating and/or life safety circumstances.
- Departments returning to their home base with approval from the Incident Management Team can be reimbursed for hours worked and travelled daily and applicable apparatus rates.

Personnel type	Organization Reimbursement Rate (inclusive of wages, benefits, etc.)
<p>Firefighters and overhead</p> <ul style="list-style-type: none"> Eligible for overtime reimbursement at 1.5x the hourly rate after resources work greater than 12 hours in an operational period. Rates include consideration of organization administration and overhead for maintaining WUI-trained force 	<ul style="list-style-type: none"> WUI-Structure Protection Assistant: \$36.77/hr WUI Crew members and WUI Crew Leaders: \$58.30/hr* <ul style="list-style-type: none"> Where qualified, Crew Leaders may also be used in the role of Strike Team/Task Force Leader dependent on incident needs and where the personnel are qualified; <u>reimbursements will be based on the role played within the incident.</u> Overhead staff (Strike Team/Task Force Leader; DIV/GRP Supervisor; STPS Type 1): \$78.94/hr <u>Where employment, management, or collective agreement contract rates for a resource exceed the above rates, they will be matched.</u> Where 12 hours work is exceeded and documented on Incident Action Plans and timesheets, reimbursement rate is payable at 1.5 times regular hourly rate for each hour above 12 hours
<p>Water tender operators*</p> <p><i>*If an operator is qualified as a WUI-Crew Member, the municipality will be reimbursed at the WUI-Crew Member rate</i></p>	<ul style="list-style-type: none"> \$31.52/hr Where 12 hours work is exceeded and documented on Incident Action Plans and timesheets, reimbursement rate is payable at 1.5 times regular hourly rate for each hour above 12 hours

Apparatus reimbursement rates

- Apparatus reimbursement eligibility begins upon departure from the lending agency's home base.
- Actual fuel costs are reimbursable supported by receipts.
- Any hours apparatus **are active** beyond 12 hours are **reimbursable at straight time** for those additional hours.
- Active hours end at the end of the operational period when the apparatus is no longer staffed, systems are no longer supplying water, and the unit is parked.
- Rates for apparatus include the use and deployment of all onboard equipment.

Engine Type – Hourly rates– Engines Only (Includes wear and tear and fuel outside the incident)						
Structure		Wildland				
E1	E2	Type 3	Type 4	Type 5	Type 6	Type 7
\$470	\$360	\$470	\$205	\$200	\$200	\$75

Aerial apparatus rates

Aerial Type – Daily Rates – Aerials Only (Includes wear and tear and fuel outside the incident)	
A1	A2
\$730	\$600

Water tender reimbursement rates

- Note that all fuel costs must be submitted and supported by receipts for reimbursement
- Day rates provided for reference only. Water tender operational hours must be tracked and reported to Incident Management Team and submitted for reimbursement invoice.
- Operator costs additional and reimbursement is at rates from personnel rates table.

Tender Type				
Equipment – Rate per day and hour – Municipal – Tender only				
Support type 1	Support type 2	Support type 3	Tactical - Type 1	Tactical - Type 2
\$250	\$250	\$250	\$310	\$250

SPU Rates

- Structure Protection Units are reimbursed at different rates depending on whether they have been funded upfront by GNWT programs and services or not for the first 10 years of service life.
 - Through that 10 year period, a reduced daily rate and deployment maximum will be reimbursed by the GNWT.
 - Where an SPU is requested from an agency who has had an SPU funded by the GNWT, that SPU shall be the first choice for mobilization where it is serviceable.
- Rates for open and closed Type 2 + Type 3 SPUs include considerations for wear and tear and attrition for components.
- Where major losses are incurred to major components due to neglect or misuse, case-by-case reimbursement may be considered.
- No SPU shall be deployed without request and approval from the receiving agency and will not be reimbursed if self-deployed by the lending agency.
- Personnel deployed may be provided territorial government-owned SPUs where available and deemed appropriate by fire management personnel.

	SPU Type - Day Rates	
	Type 2 (130 sprinkler heads or more)	Type 3 (less than 130 sprinkler heads)
Open - Equipment Deployed – Non-GNWT funded	\$4000	\$2000
Closed - No Equipment Deployed – non-GNWT funded	\$1600	\$800
Mobilization, demobilization	GNWT kilometric rates – tow vehicle and trailer Actual personnel time	GNWT kilometric rates tow vehicle and trailer Actual personnel time
Equipment replacement or damage	Rates are all-found and account for normal wear, tear, and attrition of equipment and major replacements throughout 10 year service life	Rates are all-found and account for normal wear, tear, and attrition of equipment and major replacements throughout 10 year service life
GNWT funded SPU – Daily – Equipment Deployed		
	\$1100	\$550
Closed – No Equipment Deployed – GNWT-funded	\$440	\$220
Mobilization, demobilization	GNWT kilometric rates – tow vehicle + trailer Actual personnel time for mobilization + demobilization	GNWT kilometric rates – tow vehicle + trailer Actual personnel time for mobilization + demobilization
Equipment replacement or damage	Rates are all-found and account for normal wear-and-tear of equipment	Rates are all-found and account for normal wear-and-tear of equipment
Reduced rate time period	10 year service life upon funded SPU purchase	10 year service life upon funded SPU purchase

Support vehicles

- Support vehicles include: any four-wheeled vehicle not outfitted with fire suppression or water delivery equipment (i.e. pumps, hose etc.), and is not an ATV, UTV, or similar.
- Examples would be:
 - Pickup trucks
 - Cars
 - Passenger vans
 - Buses
- Costs will be reimbursed at the [GNWT's Duty Travel Rates](#) for mobilization, demobilization, and operational time – **which accounts for both fuel costs and wear and tear.**
- Drivers for these vehicles, where not already accounted for in personnel costs (i.e. not being driven by a firefighter or overhead), shall be reimbursed at the following rates:
 - **For vehicles requiring class 5 licence:** \$25.82/hr
 - **For vehicles requiring class 3 or 4 licence:** \$31.52/hr
- When invoicing, the lending agency should summarize the kms traveled by the applicable vehicle(s).

ATVs and UTVs

- Rates for ATVs and UTVs are all-found and include wear + tear and fuel.

- Operators of ATVs/UTVs are expected to be other operational or incident personnel. No additional operator fees will be reimbursable.

Kind	Day Rate
All-Terrain Vehicle (ATV)	\$100.00
Utility Task Vehicle (UTV)	\$125.00

Heavy equipment

- Municipalities should submit rates for consideration under the GNWT’s solicitations for Standing Offer Agreements to provide rates of pay for all other resources not identified in this agreement.
 - [Visit the GNWT’s contracts site to submit bids for heavy equipment for consideration.](#)

PPE and other personnel equipment

- The lending agency is required to maintain adequate PPE stock in-line with these guidelines to support WUI deployments to other communities. Their purchase is not reimbursable under these guidelines. All resources must show up fully outfitted.
- Equipment such as boots, socks, safety glasses, gloves, pocket knives, are not eligible for reimbursement for wear, tear, or damage
- Where PPE issued by a lending agency or by the local government is damaged during the course of an incident managed by the GNWT, the Incident Management Team responsible may issue similar or equivalent replacement PPE and/or equipment at no-cost to personnel from the lending agency or local resources where that PPE or equipment is available.
 - For example, if fire resistant clothing like Nomex is damaged, this may be issued by the Incident Management Team to allow for the resource to continue working without returning to their home base.

Consumables

- Foam, if requested for use by the Incident Management Team for tactical operations, may be invoiced by the lending agency for reimbursement by the receiving agency.
- Other consumables, including examples as below, will not be eligible for reimbursement:
 - Two cycle oil
 - Staples
 - Pipe strapping
 - Nails
 - Rags
 - Rope
 - Chain oil
 - Spark plugs
 - Rewind rope
 - Mesh wire screen
 - Pump toolkit components
 - Haywire
 - Lumber

Should consumables from the lending agency be exhausted, or additional consumables are required to achieve tactical assignments, lending agency resources should request what they need to complete their tasks from the Incident Management Team through the Logistics Section.

Damaged, destroyed, or stolen equipment

Equipment lost or damaged during deployment, over and above normal wear and tear, must be immediately reported in writing to the Incident Management Team, who shall submit these reports to the Regional Duty Officer, who shall submit them to the Territorial Duty Officer.

A signed list of lost or damaged equipment must be provided to territorial government representatives prior to departure of the incident.

Lost or damaged Fire Department equipment may be replaced on a case-by-case basis in the following ways:

- Items may be temporarily replaced with similar quality material from territorial wildfire inventory.
- Fire departments may be reimbursed for damaged or lost equipment at actual costs provided they submit rates for reimbursement and justifications (i.e. similar equipment cost pricing) with their invoice for reimbursement.

Damage to apparatus

For loss or damage to apparatus or engines, a detailed incident report must be submitted to the GNWT via the Incident Management Team describing the events of the accident.

Photos, videos, and statements should be collected to support this incident report. Request the Incident Report forms from the Incident Management Team you are deployed with.

Insurance held by the lending agency should be appropriate to cover damage and apparatus losses.

Appendix B – Position-specific roles, responsibilities, and kit lists

WUI Crew Member

Obtain a briefing from supervisor

- Receive briefing and instructions concerning work assignments
- Obtain the incident action plan and the WUI plan when available

Implement WUI tactics

- Adhere to all aspects of lookouts, anchor points, communications, escape routes, safety zones (LACES)
- Maintain situational awareness at all times
- Identify and report changes in on-site observations
- Prepare apparatus and equipment for the day
- Receive morning briefing, collect information
- Familiarize self with assigned area
- Identify and establish water sources
- Triage assigned area
- Prep properties
- Set up pump site, natural or bladder site
- Set up hose lays
- Sprinkler properties by safest means (i.e., ladders, elevated stand-alone sprinklers)
- Vegetation reduction around structures as needed
- Use of hand tools and power tools
- Stage apparatus to best advantage, patrol assigned area
- Establish traffic control as needed
- Assist with evacuating the public (if required)
- Mop up
- Create wet lines
- Supply water for wildfire crews
- Pump and roll operations
- Demob equipment
- Maintain equipment
- Troubleshoot and repair equipment as necessary
- Hook up and disconnect SPU trailers
- Pulling and backing up trailers
- Establishing public relations
- Debrief
- Rehab trucks and equipment
- Perform other duties as assigned

WUI Crew Leader

Obtain briefing from supervisor and brief subordinates

- Receive briefing and initial instructions concerning work assignments and communicate to subordinates
- Obtain the incident action plan and WUI plan when available and share them with subordinates
- Obtain structure triage information when available and share it with subordinates

Plan and implement WUI tactics

- Adhere to all aspects of lookouts, anchor points, communications, escape routes, safety zones (LACES)
- Determine and implement structure and site preparation tactics for assigned values at risk
- Supervise and assign tasks to subordinate personnel Monitor work progress when necessary and make changes
- Obtain information concerning progress on assigned tasks from subordinate personnel
- Compare progress with assignments
- Re-evaluate tactics as conditions change
- Ensure general welfare and safety of personnel
- Maintain communications with subordinates
- Determine the need for assistance on assigned work task(s)
- Identify the need for assistance, appropriate corrective action, and any additional resources to complete the task
- Coordinate with supervisor and request assistance

Submit situation and resource status information to supervisor

- Gather information to include in a situation report by monitoring work progress, personal observations, and reports from subordinates
- Keep their supervisor informed of any significant change in incident or resource status
- Inform their supervisor of any location changes within the division or group Report special events (i.e., accidents, sickness, et al.)

Receive reports of events from WUI personnel or personal observation of events

- Obtain information concerning the event by talking to involved personnel or by personal observation related to:
 - Nature of event
 - Location
 - Magnitude
 - Personnel involved (i.e., name, organization).
 - Initial action taken
 - Appropriate subsequent action
- Request assistance from the supervisor or other organizational element as appropriate (i.e., first aid from the medical suit).

Maintain & submit documentation

- Collect and transmit all WUI documentation (i.e., plans, maps, logs, photos) to the Planning Section prior to demobilization

WUI Strike Team/Task Force Leader

Obtain briefing from supervisor and brief subordinates

- Receive briefing and initial instructions concerning work assignments and communicate to subordinates
- Obtain the incident action plan and WUI plan when available and share them with subordinates
- Obtain structure triage information when available and share it with subordinates

Plan and implement WUI tactics

- Adhere to all aspects of lookouts, anchor points, communications, escape routes, safety zones (LACES)
- Determine and implement structure and site preparation tactics for assigned values at risk
- Supervise and assign tasks to subordinate personnel Monitor work progress when necessary and make changes
- Obtain information concerning progress on assigned tasks from subordinate personnel
- Compare progress with assignments
- Re-evaluate tactics as conditions change

Ensure general welfare and safety of personnel

- Maintain communications with subordinates
- Determine the need for assistance on assigned work task(s)
- Identify the need for assistance, appropriate corrective action, and any additional resources to complete the task

Coordinate with supervisor and request assistance

- Coordinate activities with adjacent strike teams, tasks forces and single resources
- Identify resources working adjacent to, or coordinating with, WUI resources from briefings and the incident action plan
- Determine communication channels assigned to adjacent resources from the current incident action plan
- Review assignments to determine specific areas or tasks involving coordination
- Maintain communications with adjacent resources

Submit situation and resource status information to supervisor

- Gather information to include in a situation report by monitoring work progress, personal observations, and reports from subordinates
- Keep their supervisor informed of any significant change in incident or resource status
- Inform their supervisor of any location changes within the division or group

Report special events (i.e., accidents, sickness)

- Receive reports of events from WUI personnel or personal observation of events
- Obtain information concerning the event by talking to involved personnel or by personal observation related to:
 - Nature of event
 - Location
 - Magnitude
 - Personnel involved (i.e., name, organization)
 - Initial action taken
 - Appropriate subsequent action
- Request assistance from their supervisor or another organizational element as appropriate (i.e., first aid from the medical unit).

Maintain & submit documentation

- Collect and transmit all WUI documentation (i.e., plans, maps, logs, photos) to the Planning Section prior to demobilization

WUI – Division/Group Supervisor (STPS Type 2) and STPS Type 1

Obtain briefing from the operations and planning section chief and brief subordinates

- Receive incident briefing from the operations and planning section chief and communicate to subordinates
- Obtain the incident action plan when available and communicate to subordinates
- Obtain current situation status
- Provide input to the operations and planning section chief for the incident action plan
- Formulate tentative values at risk estimates and WUI strategies and provide these to the operations and planning section chief for consideration at the planning meeting
- Provide WUI advice to the operations and planning section chief for consideration at the planning meeting
- Attend planning meetings as requested
- Participate in discussion of incident action plan alternatives
- Ensure logistics support activities are sufficient to support proposed operations within the branch

Perform division, group, and/or branch operational planning

- Evaluate threat to values at risk based on current and expected fire behaviour
- Produce values at risk projections using the best available techniques and transmit them to the planning section chief and situation unit
- Complete structure triage assessments
- Establish triggers for the commencement of the impingement phase strategic procedures and operations
- Estimate the number of resources required to provide adequate WUI actions and provide them to the operations and planning section chief for consideration
- Develop adequate mapping displays for values at risk
- Develop the WUI plan and review it with branch resources that include the following:
 - Strategic procedures, strategies & tactics during pre-impingement, impingement, and post-impingement phases – including the completion of the Impingement Plan outlined in the GNWT's Impingement Planning operational guidelines (see Appendix J)
 - Resources assigned to each division, group, task force, or strike team
 - Communications procedures
 - Coordination of procedures between resources and between air and ground units
 - Logistics support requirements
 - Complete structure damage assessment reports when necessary and document the information collected

Update branch/division/group planning

- Determine the effectiveness of current branch operations
- Review current branch and air operations activities with the division and group supervisors
- Review the fire behaviour prediction information in the incident action plan
- Estimate immediate and long-range branch resource and logistical requirements
- Compare current capabilities with future requirements
- Within the scope of the current incident action plan, determine appropriate modifications to current activities and implement them
 - In other than emergencies, if the desired action cannot be accomplished within the current incident action plan, recommend to the operations section chief changes to current or future plans along with estimates of additional resources required. In an emergency situation, if it is necessary to modify the incident action plan without prior operations approval, take appropriate action and notify the operations section chief

Supervise branch activities

- Periodically check work progress on tasks assigned to branch resources
- Maintain communications with branch resources
- Coordinate activities of branch elements
- Establish priorities and resolve problems
- Ensure that divisions and groups are maintaining communications with each other and air operations
- Provide for the safety and welfare of branch personnel during the entire assignment
- Recognize potentially hazardous situations
- Ensure all resources are briefed on potential hazards and safe work procedures
- Ensure resource check-ins and resource status changes are transmitted to the resource unit promptly through appropriate channels
- Ensure resource logistical support requests are coordinated through the branch
- Review any accident and medical reports that originate within the branch Report to operations section chief on branch activities
- Notify the operations section chief upon an occurrence of the following events:
 - Inability to meet the WUI objectives of the incident action plan
 - Need to modify the incident action plan and additional resources needed
 - Surplus resources assigned to the branch
 - Hazardous situations
 - Significant events (i.e., injury)
 - Provide briefings and updates to emergency coordination centre(s), public meetings, and others as requested by the operations section chief

Coordinate with air operations

- Determine ground-to-air communications channel assigned to air operations (as applicable)
- Review resource work assignments to determine specific areas or tasks involving direct coordination between ground resources and air operations, as appropriate
- Maintain communications with air operations to ensure effective joint operations Maintain & submit documentation
- Collect and transmit all WUI documentation (i.e., plans, maps, logs, photos) to the Planning Section through the operations section chief before demobilization.
- Will maintain documentation handover notes for the incoming STPS

Appendix C: Kit list for all positions

Kit List		WUIM	WUI-CL	WUIL	DIV/GRP Supervisor or STPS Type 1
Personal Gear	Turnout gear	Yes	Yes	No	No
	Fire-resistant clothing (Wildland PPE)	Yes	Yes	Yes	Yes
	Hardhat	Yes	Yes	Yes	Yes
	Boots	Yes	Yes	Yes	Yes
	Gloves	Yes	Yes	Yes	Yes
	P-100 filter mask	Yes	Yes	Yes	Yes
	Goggles	Yes	Yes	Yes	Yes
	Headlamp/flashlight	Yes	Yes	Yes	Yes
	All-weather outerwear	Yes	Yes	Yes	Yes
	Clothing/toiletries	Yes	Yes	Yes	Yes
	Tent	Yes	Yes	Yes	Yes
	Sleeping bag/foamy/pillow	Yes	Yes	Yes	Yes
Equipment	Radio	Yes	Yes	Yes	Yes
	Cellphone		Yes	Yes	Yes
	GPS		Yes	Yes	Yes
	Battery charger(s)		Yes	Yes	Yes
	spare batteries		Yes	Yes	Yes
	4WD pickup truck				Yes
	Satellite phone or InReach		Yes	Yes	Yes
	Laptop/tablet			Yes	Yes
	Window markers		Yes	Yes	Yes
Administration	Flagging ribbon	Yes	Yes	Yes	Yes
	Stationery supplies		Yes	Yes	Yes
	WUI Program Templates				Yes
	WUI Resources Personnel and Apparatus Timesheets				Yes
	WUI Daily Situation Report				Yes
	WUI Plan				Yes
	Community Pre-Plan(s) as available				Yes

Appendix D – GNWT Wildfire, WUI, and Emergency Management Resources

Regional + Territorial Duty Officers, Key Coordinating Staff Contacts

Area/Title	Email	Phone number	Front desk or support
WUI Service Account - Invoice submissions	WUI_FMD@gov.nt.ca		
Territorial Duty Officer	Duty_Officer@gov.nt.ca	1-867-872-0616	1-867-621-0559
North Slave Region Duty Officer	DO_ZF@gov.nt.ca	1-867-445-3209	
Dehcho Region Duty Officer	DO_FS@gov.nt.ca	1-867-695-1588	
South Slave Region Duty Officer	SMADO@gov.nt.ca	1-867-872-0542	
Sahtú Region Duty Officer	Sahtu_RDO@gov.nt.ca	(867) 587-3512 Cell: (867) 446-7578	
Beaufort Delta Region Duty Officer	DO_EV@gov.nt.ca		
Territorial Logistics Officer	TDO_Logistics@gov.nt.ca	1-867-621-0559	
Office of the Fire Marshal	Craig_Halifax@gov.nt.ca	Contact as-posted in duty rooms	
24 hour EMO Duty Line (MACA)	N/A	867-445-2220	
Manager, Wildfire Operations	Jason_Currie@gov.nt.ca	1-867-872-0790	
Managers of Forestry Operations – by region	<p>North Slave Lawrence_Lewis@gov.nt.ca</p> <p>South Slave: Angela_Marie@gov.nt.ca</p> <p>Dehcho: Kole_Comin@gov.nt.ca</p> <p>Sahtú</p>	<p>North Slave 1-867-767-9238 ext. 53238</p> <p>South Slave 1-867-872-6424</p> <p>Dehcho</p>	

	Shawn_Maxwell@gov.nt.ca Beaufort Delta: Ernie_Francis@gov.nt.ca	1-867-695-6587 Sahtú 1-867-587-3507 Beaufort Delta 1-867-678-8091 ext. 53675	
Forest Officers – by region	North Slave Chris_Tourangeau@gov.nt.ca South Slave Shea-lin_macpherson@gov.nt.ca Dehcho Connor_Steed@gov.nt.ca Sahtú Scott_Atigikyoak@gov.nt.ca Beaufort Delta: Angel_Simon@gov.nt.ca		
Assistant Fire Marshals – By Region	North Slave John_Ritchie@gov.nt.ca South Slave Mathieu_Doucet@gov.nt.ca Dehcho Shane_Seaman@gov.nt.ca Sahtú Tim_Tomczynski@gov.nt.ca Beaufort Delta Colin_Allen@gov.nt.ca		
Manager, Wildfire Prevention + Mitigation (Municipal Fire Services Liaison within Forest Management Division)	Mike_Westwick@gov.nt.ca	867-688-0958	

Appendix E – WUI program templates and forms

1. [ICS 213 RR](#)
2. [NWT WUI Program Personnel Information Exchange Form](#)
3. [Impingement Operations Plan Template](#)
4. [Daily Resource Time Ticket](#)
5. [ICS 204](#)
6. [ICS 214](#)
7. [Position Handover](#)
8. [After Action Review](#)

Appendix F – Draft letter of participation

[Municipal Letterhead]

[Date]

Re: Participation in the NWT Wildland Urban Interface mutual aid program guidelines

The **(community)** has reviewed the **(year)** NWT Wildfire Urban Interface guidelines and, by way of this letter, grants formal permission for the deployment of apparatus and personnel resources of the **(community)** to participate in wildfire season **(year)**.

This may take the form of:

- Mutual aid deployments outside of the community **where our department is NFPA certified**
- Integration into wildfire incidents at the local level, under the terms of these mutual aid guidelines
- Receiving mutual aid resources from NFPA-certified fire departments for structure defense should your community be threatened by wildfire.

All **(community)** 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 NWT Wildland Urban Interface guidelines, which they will adhere to during any wildfire incident which our community participates in.

Further, the **(community)** has liability insurance and Worker's Safety and Compensation Commission coverage for equipment and personnel.

Should the **(community)** be under a threat or other local requirement of its own at the time of a request from the territory, we retain the right to withhold resources until the threat has diminished.

Further, we commit to prioritizing Northwest Territories Wildland Urban Interface resource requirements over external mutual aid deployments where resources have not already been deployed.

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

[Signature block - with contact information]

Appendix G – Apparatus minimums – quick reference

Engine type

Metric units of measure

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
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 (2)	

Imperial

Minimum Requirements	Engine Type						
	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	
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						
	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	
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 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

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 (US GPM)	500	500
Ground ladders (feet)	115	115
Personnel	4	4

Table 4 - Tender types

Minimum Requirements	Tender Type				
	Support			Tactical	
	S1	S2	S3	T1	T2
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 and Roll	---	---	---	Yes	Yes
Foam proportioning	---	---	---	Yes	Yes
Personnel	1	1	1	2	2

Imperial Units of Measure

Minimum Requirements	Tender Type				
	Support			Tactical	
	S1	S2	S3	T1	T2
Tank capacity (IMP GPM)	3,331	2,082	833	1665	833
Pump flow (IMP GMP)	250	167	167	208	208
At rated pressure (PSI)	50	50	50	150	150
Maximum refill time (minutes)	30	20	15	---	---
Pump and roll	---	---	---	Yes	Yes
Foam proportioning	---	---	---	Yes	Yes
Personnel	1	1	1	2	2

US Units of Measure

Minimum Requirements	Tender Type				
	Support			Tactical	
	S1	S2	S3	T1	T2
Tank capacity (US gal)	4,000	2,500	1,000	2000	1000
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	----	----
Personnel (minimum)	1	1	1	2	2

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

Appendix H – SPU type 2 and 3 equipment minimums

Category	Type 2 SPU minimums	Type 3 SPU minimums
Portable High-Pressure Pumps	6 high-pressure pumps (Mark-3 / Wick 375 / BB4)	3 pumps high-pressure pumps (Mark-3 / Wick 375 / BB 4)
Pump Tool Kits (with basic spares, adapters, nozzles, priming gear)	6 full pump kits (one per pump)	3 kits
Suction Hose	Min. 1/pump	Min. 1/pump
Fuel Supply & Consumables	12 × 10 L or greater jerry cans; mixed oil (2 × 12 L cases); spare fuel lines; spare gaskets; pump maintenance gear	6 × 10 L or greater jerry cans; 1 × 12 L oil case; basic spares/maintenance gear
2.5 inch hose	1500 ft and QC compatible	750 ft and QC compatible
1.5 inch hose	5000ft and QC compatible	2500ft and QC compatible
Econoflow hose	130 or more lengths of 5/8" econoflow hose	55 lengths or more of 5/8" econoflow hose
Manifolds and adapters	Must include 3-way connectors/wyes; 1.5 QC to ¾ inch water thieves for each sprinkler head; ¾ inch GHT wyes; hydrant adapters/kits	Must include 3-way connectors/wyes; 1.5 QC to ¾ inch water thieves for each sprinkler head; ¾ inch GHT wyes; hydrant adapters/kits
Sprinkler Inventory (roof, ground, gutter, impact, etc.)	<p>Minimum of 130 sprinkler heads or more, consisting of:</p> <ul style="list-style-type: none"> ● 100 or more <ul style="list-style-type: none"> ● Rooftop or other butterfly sprinklers ● Large-impact sprinklers (1" / ¾") ● Small-impact sprinklers (½") <p>Up to:</p> <ul style="list-style-type: none"> ● 30 gutter-mount sprinklers w/ brackets and painters pole <p>*Note: gutter mount sprinklers not mandatory and may include additional impact sprinkler heads or similar.</p>	<p>Minimum of 55 sprinkler heads or more, consisting of:</p> <ul style="list-style-type: none"> ● 40 or more: <ul style="list-style-type: none"> ● Rooftop or other butterfly sprinklers ● Large-impact sprinklers (1" / ¾") ● Small-impact sprinklers (½") <p>Up to:</p> <ul style="list-style-type: none"> ● 15 gutter-mount sprinklers w/ brackets and painters pole <p>*Note: gutter mount sprinklers not mandatory and may include additional impact sprinkler heads.</p>
Water Management / Relay Tanks	2 × 2,500 gal portable relay tanks + 2 drain-valve kits	1 × 2,500 gal relay tank + 1 drain valve kit
Firefighter Tools, PPE & Misc	Hand tools (shovel, pulaski, axe, etc.), carpenter toolkits, poly rolls, first aid kit	Hand tools (shovel, pulaski, axe, etc.), carpenter toolkits, poly rolls, first aid kit
Trailer & Storage Configuration	Full walk-in trailer under 10,000 lbs empty; shelving, non-slip floor, ramp door, lighting, rated axles, enough space for all gear	Full walk-in trailer under 10,000 lbs empty; shelving, non-slip floor, ramp door, lighting, rated axles, enough space for all gear

Appendix I: Fit For Work Guideline for Wildfire Operations And Letter Of Expectation

- **Links**
 - [Fit for Work Guideline](#)
 - [Letter of Expectation](#)

Appendix J: 24-Hour Operations Policy

- [GNWT 24-hour fire operations policy](#)

Appendix K: WUI Coordination Organization and Relationship Chart

