

FORESTRY AND FIRE DIVISION
FIRE MANAGEMENT BUREAU
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DUSTIN T. MILLER, DIRECTOR
EQUAL OPPORTUNITY EMPLOYER

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Incident Management Team Finance Section

RE: Payment Clarification for Fire Service Organizations (FSO)

To Whom It May Concern:

- Idaho Department of Lands has extended the 2018-2022 Idaho Cooperative Mobilization Agreement through the end of 2023.
- Fire Service Organization (a city, county, or rural fire department) personnel ordered as a single resource or working at the unoperated rate must document their time on a Crew Time Report (CTR), SF-261.
- When FSO vehicles/equipment are under hire, all time is documented on an Emergency Equipment Shift Ticket, OF-297. **Equipment is paid from start of shift to end of shift**, meal breaks are **NOT** deducted from the daily shift.
- All **ORIGINAL signed or ELECTRONICALLY signed** documents, including the Incident Time Report, OF-288, Emergency Equipment Use Invoice, OF-286, and the Emergency Equipment Shift Ticket (Pink), OF-297, must be given to the FSO personnel at demobilization.
- Refer to the current Idaho Cooperative Mobilization Agreement (ICMA) for further details, including the most current rates. It is available on the Idaho Department of Lands public website at <https://www.idl.idaho.gov/fire-management/incident-business/>.

All payments to Fire Service Organizations are made through their local Idaho Department of Lands Area/District/Association office. It is imperative all **original payment documentation** accompany the FSO back to their home unit.

Sincerely,

A handwritten signature in black ink that reads "Amber Honsaker".

Amber Honsaker
Fire Business Program Manager
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