

IDAHO COOPERATIVE MOBILIZATION AGREEMENT
Annual Operating Plan
Between
Idaho Department of Lands
And
Cooperating Idaho Fire Service Organizations
Effective Date 5/1/2024

Starting 2024 any Fire Service Organization (FSO) who chooses to enter into or maintain an existing ICMA, must integrate and become a user within the Idaho Department of Lands (IDL) Gold's Fire Business System (FBS). This system is a one-stop-shop for all ICMA holders. FSOs and IDL districts will be required to designate personnel to create their ICMA's within the system, which will include adding and or removing personnel/equipment, agreeing to the terms, and creating/submitting all wildland requests for reimbursement electronically.

By signing electronically, I am certifying that the equipment and personnel mobilized under this Agreement meet the minimum resource typing and standards as required by the Idaho Cooperative Mobilization Agreement (ICMA) and agree to all terms and conditions of said agreement. Furthermore, I certify that I am authorized to sign on behalf of my agency.

- A. All equipment listed in the Idaho Cooperative Mobilization Agreement (ICMA), meets all the minimum requirements for use and operation of the equipment type identified.
- B. Failure to accurately classify the equipment as described in the ICMA shall result in an adjustment of type and rate, to the correct type and rate in which the equipment meets as set forth in the ICMA.
- C. It is agreed that the hiring agency may inspect the listed equipment and the appropriate training records. These inspections may be done preseason and/or at the incident during fire season.
- D. It is agreed that IDL may request additional documentation from the FSO to support the billing for FSOs hired with an Unoperated Agreement, if necessary for audits.
- E. A copy of the FSOs ICMA Equipment Roster and Appendix 2- ICMA Standard Incident Payment Terms of this agreement shall be provided to the Finance Section Chief, or their designated representative, upon arrival at an incident. **No other agreement (or EERA) is necessary.**
- F. It is agreed that the employees mobilized under this agreement meet all of the requirements for the position(s) qualifications in accordance with National Wildfire Coordinating Group (NWCG), National Incident Management System Wildland Fire Qualifications System Agreement, PMS 310-1, or NFPA Equivalency, and Idaho Department of Health and Welfare Emergency medical Services. Operators must possess a valid Driver's License and have the knowledge, skills, and abilities to operate the type and class of equipment listed. IDL may audit training and experience records upon written request.

- G. It is agreed that the FSO may choose to enter into a Memorandum of Understanding (MOU) with IDL in order to manage the qualification and certifying of their members, within the Incident Qualification System (IQS). To enter into this agreement, the FSO will be required to have specific policies and procedures in place to manage these processes. IDL reserves the right to audit training and experience records and if the FSO is found to be deficient, the MOU may be terminated at any time. FSOs without the proper policies, procedures and MOU in place must use IDL to manage the qualification and certification of their members.
- H. Incident Qualification Cards for positions above single resource must be issued by the IDL Bureau of Fire Management.
- I. Experience records and completed task books must be submitted to IDL or Timber Protective Association no later than **December 31** annually. Exceptions to the deadline may be granted by the local IDL representative for special circumstances. FSOs with an IQS MOU will follow the provisions within the MOU.
- J. Work capacity tests and fireline refreshers with shelter training shall be submitted to the local IDL Area or Timber Protective Association no later than **April 30** annually in order to receive qualification cards prior to fire season. FSOs with an IQS MOU will follow the provisions within the MOU.
- K. All billing for reimbursement will be submitted through the FBS billing process within 45 days of being released from the incident. If more time is needed, please contact your local IDL Area or Timber Protective Association.
- L. The terms of this Agreement will be reviewed annually; any requests for changes must be made through IDL and or the Idaho Fire Chiefs Association and go through an official review process (by all parties) before being implemented. Any approved changes will be reflected in the summary of changes in the most current ICMA. **Annual reviews will be completed by April 1 in order to review and approve any requests for changes to terms or rates by the ANNUAL EFFECTIVE DATE.**
- M. Changes to Fire Apparatus/Equipment within FBS shall be reviewed and updated, if necessary, by **April 1, annually**. Any equipment updates after this date must be communicated with the host IDL district as both parties will need to electronically sign within FBS in order for the equipment to be available for assignment and reimbursement.
- N. **The annual effective date will be May 1 and will run May 1- April 30.**
- O. This Agreement shall remain in effect, unless terminated by either party with 30-day written notice.

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The Idaho Cooperative Mobilization Agreement (ICMA) Annual Operating Plan (AOP) describes the required procedures for certifying, mobilizing, and reimbursing FSOs throughout the state of Idaho. The ICMA also establishes standard rates for equipment and personnel while mobilized in support of Wildfire assignments, or while hired under local agreements.

Authority for policies and procedures contained herein are granted by the *Idaho Cooperative Fire Protection and Stafford Act Response Agreement*.

- A. Fire Service Organization (FSO): includes (1) county or municipal (e.g., town or city) equipment and personnel, (2) volunteer and paid personnel, from fire service organization(s), and (3) county and fire service organization equipment and apparatus.
- B. Cooperation with FSOs: FSOs are made available to the federal agencies throughout the State within the Northern Rockies and the Great Basin geographic areas, as well as nationally. Cooperation with FSOs at the city or county government level is desirable. Local Cooperative Fire Agreements for initial attack mutual assistance can be entered into with FSOs by any agency. It is the State's responsibility to be the single hiring point for equipment and personnel obtained from FSOs for all wildfire mobilizations outside their jurisdictional responsibility.

1. SCOPE

The requirements within this document are designed for FSO mobilization. These assignments typically:

- 1. Require a Resource Order generated by the Interagency Dispatch Center responsible for support of an incident. In some cases, they may be associated with a Mission Assignment from the Idaho Office of Emergency Management (IOEM), coordinated by the Emergency Support Function #4 (ESF4) coordinator, in which case the ICMA terms and rates are used for reimbursement and transacted through IDL. **See Disaster Declaration Mobilization.**
- 2. Have an anticipated duration of 24 hours up to 14 days, or more, with proper approvals.
- 3. Initial Attack or Mutual Aid Exclusion

This document does **not** supersede local Initial Attack or Immediate Need Response assistance agreements. **Initial attack agreements can be entered into between FSOs and any wildland fire agency.**

In areas where an FSO and a wildland fire protection agency(s) have common jurisdictional fire responsibilities, the entities should enter into agreements to define operational guidelines and payment terms. When a payment is made to an FSO through a local agreement, the rates from this Agreement can be used.

FSOs responding to incidents under their jurisdictional responsibility should not expect to be placed in paid status.

2. HIRING METHODS

There are three hiring options for FSO equipment:

- A. Operated** – This is the preferred method of hire. This hiring method is intended for Volunteer Fire Departments (VFD) and combination VFD and Career-Staffed Fire Service Organizations. Under this option, the FSO is paid a single rate for personnel and equipment. The FSO is responsible for all payroll costs, including payroll tax and Workers' Compensation. Backfill will not be reimbursed under this process.
- B. Unoperated** – The intent of this process is for Municipal Fire Service Organizations. This method is used when mobilizing resources from career-staffed departments or combination career and volunteer/part-time departments when the Operated Agreement is cost prohibitive.

FSOs with a Collective Bargaining Agreement (CBA) the equipment will be hired at the unoperated rate and actual payroll costs for personnel will be reimbursed.

Combination career-staff and volunteer/part-time departments with an Employee Agreement (EA), as defined below, may be reimbursed for actual payroll costs or no more than the hourly rate listed in the current USFS AD Pay Plan for the position listed on the resource order, including trainee positions.

Fire departments with Unoperated Agreements may be reimbursed for backfill costs and portal-to-portal (personnel cost only) when obligated by their agreement. **See Requirements for Reimbursement.**

When an FSO bills portal-to-portal or for more hours than what is authorized on the Crew Time Report (SF-261) or Incident Time Report (OF-288) to meet the terms of the Collective Bargaining Agreement, and they are billing for more than one incident in a single day (0001 hours to 2400 hours), payroll costs shall be prorated based upon the number of hours actually worked on each incident as documented on the SF-261 or OF-288.

Example: A Firefighter worked 8 hours on Fire A and 8 hours on Fire B. Each fire will be billed 50 percent (50%) of the actual payroll costs for the firefighter.

DEFINITIONS

Collective Bargaining Agreement (CBA) – An agreement negotiated between employers and a group of employees aimed at reaching agreements to regulate working conditions. The interests of the employees are commonly presented by representatives of a trade union to which the employees belong.

Employee (Labor) Agreement (EA) – An agreement negotiated between employers or elected officials and a group of employees that regulate working conditions. The interests of the employees are commonly presented by representatives of an employee association or other recognized body.

CBA/EAs must be signed by a department's governing parties, including Labor/Union representative as well as the Fire Chief. FSOs must provide IDL with a current copy of the full agreement to be eligible for reimbursement.

- C. Single Resource-** Operated and Unoperated agreement holders may send out single resource

personnel, when doing so they will be paid as follows:

1. Volunteer or Part-time Firefighters:
 - a. When VFD personnel are mobilized as single resources under this agreement, the rate of pay shall not exceed the current USFS AD Pay Plan for the position listed on the Resource Order.
 - b. When VFD personnel are mobilized as single resources under this agreement in a “trainee” position, rate of pay shall not exceed one classification lower than the qualified rate listed in the current USFS AD Pay Plan for the position listed on the Resource Order. *Example: The rate for a qualified Task Force Leader (TFLD) is Classification Level AD-H; the trainee rate of pay shall not exceed Classification Level AD-G.*
 - c. Reimbursement for personnel time shall be for actual hours worked as reflected on the Crew Time Report (SF-261) or Incident Time Report (OF-288) and approved at the incident.
2. Full-time Career-staff Personnel:
 - a. When single resource career-staff personnel are mobilized, payroll costs shall be reimbursed in accordance with the terms and conditions of their agreement.
 - b. Departments without a CBA/EA shall use their department rates or the current USFS AD Pay Plan for the position listed on the Resource Order. Reimbursement for personnel time shall be for actual hours worked reflected on the Crew Time Report (SF-261) or Incident Time Report (OF-288) approved at the incident.

3. QUALIFICATION AND CERTIFICATION REQUIREMENTS

Local FSO resources operating within their jurisdiction are responsible for establishing and meeting their own local standards. When being mobilized for extended attack on wildfire incidents, all equipment and personnel must meet and follow the National Wildland Coordinating Group (NWCG) standards. Certification should take place preseason so that any issues can be addressed. It is the responsibility of the FSO Fire Chief, or their designee, to ensure resources meet all minimum requirements. All equipment and personnel training and experience must be certified/verified by the FSO Chief or their designee as meeting the requirements and standards of the agreement.

There are Two acceptable systems for wildland certification:

1. National Incident Management System Wildland Fire Qualifications System Agreement, PMS 310-1, published by the National Wildfire Coordinating Group, [NWCG Standards for Wildland Fire Position Qualifications | NWCG](#).
2. Alternative Pathways- Recognition of prior learning (RPL), NWCG position endorsements, and the National Fire Academy (NFA) Structural Fire Skills Crosswalk are methods for attaining NWCG PMS 310-1 positions outside of the qualification pathway through formal processes and recognized programs. Use of these processes and programs are determined by each agency independently and only apply to positions identified in the NWCG PMS 310-1. The use of these alternate pathways ensures the critical knowledge and skills needed to perform on wildland fire incidents is attained while increasing response capacity through a shortened path to qualification. For detailed information see: [Alternative Pathways to NWCG Qualification | NWCG](#)

A. Position Task Books

Position Task Books are required for all wildland fire positions listed in the PMS 310-1. FSO Fire Chiefs or their designee may initiate any task book but can only certify task books for wildland FFT2 and FFT1. When Position Task Books are initiated for Single Resource positions, a copy of the completed Position Task Book cover page for FFT2 and FFT1 with supporting documentation for training, experience, and qualification records shall be provided to IDL for the individual's training records and entry into Incident Qualification System (IQS). Training records shall be sent to the host IDL district for review prior to being forwarded to the Bureau of Fire Management in Coeur d'Alene, where all red carded training certificates and position task books are maintained.

B. Incident Qualification Cards (Red Cards)

Incident Qualification Cards are required when working on wildland fire incidents under the terms of this agreement. Incident Qualification Cards for FFT2 and FFT1 will be issued by the FSO Fire Chief or their designee to persons in their district/department that meet all qualifications, including Annual Fireline Safety Refresher (RT-130) and NWCG fitness requirements. Incident Qualification Cards for single resource positions **must be issued by the IDL Bureau of Fire Management**. Qualification Cards (Red Cards) issued by private contractors will not be recognized.

For positions listed in the PMS 310-1 that require an EMS license, i.e., Medical Unit Leader (MEDL), a copy of the cover letter from the Idaho EMS Bureau that grants the licensing and includes the license information shall be provided to IDL when initiating the Position Task Book and updated as necessary.

Personnel utilized for structural protection (only) on wildland incidents need to be trained to meet NFPA standards for their respective structural firefighting positions. This includes personnel staffing Type 1 or Type 2 structure engines. Qualifications for these positions will be certified by the FSO Fire Chief or their designee. Wildland Fire qualification cards (Red Cards) are not required.

FSOs with IQS MOUs will adhere to the agreed upon terms and conditions within that MOU. See Appendix 1- Standard Operating Procedures for Entering into a Memorandum of Understanding for Managing Incident Qualifications.

4. PERSONNEL AND EQUIPMENT STANDARDS

A. Personal Protective Equipment (PPE) Standards

It is required that all individuals who engage in fire suppression activities, under this Agreement, have and use appropriate Personal Protective Equipment (PPE). A list of required PPE for unique equipment is provided in this Agreement. PPE and other gear shall not be replaced with suppression funds, the exception are those items that have been approved through the **Incident Replacement/Claims** process.

B. Equipment Standards and Typing

All equipment shall meet the NWCG Standards for Wildland Fire Resource Typing, PMS 200 as well as meet federal, state, and agency requirements for motor vehicle safety standards, including all Gross Vehicle Weight Rating (GVWR) when fully loaded.

C. Standard Staffing

Staffing for equipment is determined by the capacity of the equipment and the number of personnel needed to effectively operate the equipment. NWCG minimum staffing standards are required to be met for all equipment types all the time, however IDL recognizes that FSOs may have requirements or needs to staff equipment with additional crew members that are above the minimum requirements. In this scenario, with IDL approval, FSOs will be able to set their "Maximum Staffing" levels to accommodate their internal staffing requirements.

When staffing levels exceed the approved "maximum staffing" listed within the FBS rate agreement, the additional staff must be approved prior to mobilization and must be identified on the resource order. *Example: NWCG Minimum Staffing for a Type 6 engine is two people, FSOs requirement is three and notes that on their agreement. FSO has an opportunity to bring a trainee, now the staffing is four, FSO must get approval for fourth person prior to mobilization.*

D. Conditions of Equipment

Equipment determined at the time of check in or inspection to be not in safe and operative condition or not compliant with the Terms of this agreement, may be rejected by the incident. No reimbursement will be made for rejected equipment.

E. Equipment Complement and Inventory

For the required complement, see Appendix 2- Standard Equipment Classifications and Personnel Requirements. At the time of hire, the FSO shall provide a complete inventory of the firefighting accessories on the vehicle. A copy of the inventory shall be provided to the inspector and the procurement unit each time the vehicle is hired or reassigned to an incident.

F. Commercial Driver's License

It is recommended, but may not be required, that FSOs accepting assignments outside the state of Idaho with equipment that is over 26,000 lbs. Gross Vehicle Weight (GVW) or has air brakes, have drivers with an Interstate Commercial Driver's License (CDL) and all applicable endorsements. An incident may demobilize a resource if the operators do not have the applicable license and endorsements to satisfy the requirements of a particular state.

G. Department of Transportation (DOT) Inspections

It is recommended, but may not be required, that FSOs accepting assignments outside the state of Idaho with a piece of equipment over 10,000 lbs. GVW and have a DOT Equipment Inspection on all vehicles. An incident may demobilize a resource if the equipment does not have this inspection to satisfy the requirements of a particular state.

H. Tank Baffling

The water tanks must be equipped with partitions that reduce the shifting of the water load. Engines and water tenders shall have the water tank baffled in a manner that conforms to the NFPA Standards for Mobile Water Supply Apparatus, the American Society of Mechanical Engineers standards, or other industry-accepted engineering standards.

I. Gross Vehicle Weight

Fully loaded water handling equipment (including operators and accessory equipment) must conform to manufacturer's GVWR. This includes balancing the load in a manner that all axle weights comply with the manufacturer's gross axle weight rating. Certification will require the unit to be fully loaded, with the FSO providing weight tickets for the load from a certified scale. The weight tickets will be by individual axle weight. An exception to the GVW requirements may be made for Type 1 Tenders, designed for off-highway construction where the GVW is less than the GVWR.

5. EMERGENCY MEDICAL SERVICES (EMS) EQUIPMENT AND PERSONNEL REQUIREMENTS

EMS providers must arrive at incidents with "Minimum Equipment Standards" as set forth by the Idaho EMS Bureau, in accordance with the providers EMS license. Medical supplies used on the incident shall be restocked at the incident, or the cost of the supplies will be added to final invoice at time of billing. Reimbursement of medical supplies not replaced at the incident must be billed at actual replacement cost. **See Incident Replacement.** NWCG recommended items are not required but may be requested by the host agency at the time of mobilization.

When hired to work on the fireline, personnel must meet minimum standards for NWCG Basic Firefighter (FFT2).

A. Ambulances

When ordering an Ambulance, the Resource Order must specify whether ordering a Type 1 Advanced Life Support (ALS), Type 3 Intermediate Life Support (ILS), or Type 3 Basic Life Support (BLS) Ambulance. The license level of staffing must match the equipment ordered.

1. Personnel and Staffing Licensure Requirements

Type 1 Ambulance (ALS Transport) – 1 Paramedic, 1
EMT Type 3 Ambulance (ILS Transport) – 1 AEMT, 1
EMT Type 3 Ambulance (BLS Transport) – 2 EMTs

The minimum staffing listed above is for wildland fire incidents and meets or exceeds the minimum standard for licensing in the state of Idaho. If an incident requests a specific license level for personnel, it will be documented on the Resource Order.

If the ambulance crew exceeds work/rest guidelines while transporting a patient to a medical facility, the crew may seek lodging after delivering the patient to said facility. Cost for lodging shall be reimbursed by the incident but must be authorized in writing by the Incident Commander, their designee, or host agency. When ordered for 24-hour shift coverage, a second crew must be ordered to meet work/rest requirements.

2. Patient Care and Transports

When ambulances are under hire and assigned to an incident, patient transports are included in the established hourly rates. When transporting a patient from an incident to a medical facility, they are still under hire by the incident and shall not bill the patient. Medical transports shall be documented on an Emergency Equipment Shift Ticket OF-297.

If the ambulance transports individuals other than those assigned to the incident, the transporting agency shall follow their standard billing procedures. The incident shall not be responsible for personnel or equipment costs for such transports, including medical

supplies or equipment used. A negotiated reduction in payment shall be made at the incident for the timeframe in which the ambulance was not available to the incident. Time for said transports must be documented.

Patient care reporting shall follow the standard procedures in accordance with the Idaho EMS Bureau.

It is the responsibility of the licensed EMS Provider at the incident to make arrangements for the Patient Care Integration Agreement with the local EMS Jurisdiction.

B. Single Resource EMS Providers

Single resource EMS provider vehicles must be off-road 4x4 vehicles capable of maneuvering steep, rocky terrain. For Agency Owned Vehicles (AOV) see ICMA rates, for reimbursement. If a rental vehicle is authorized, refer to Rental Vehicles for reimbursement procedures.

ALS, ILS and BLS Kits are paid an hourly rate.

Vehicle and kit use shall be documented on an Emergency Equipment Shift Ticket OF-297.

C. ALS Medical Trailers

Medical trailer staffing level shall meet the minimum requirements as an ALS Ambulance.

Vehicle used to transport the medical trailer, to/from the incident, is included in the rate of the trailer. A separate Resource Order is not required, as they are a single unit. Once at the incident, if the vehicle is hired for another use, it must be authorized on a separate Resource Order (RO).

- Medical trailer operating supplies, i.e., electricity, propane, potable water, will be provided at the incident or reimbursed at actual cost (receipts required for reimbursement, RO not needed).
- The incident will provide disposal of grey and black water.
- For other supplies not replaced at the incident, see Incident Replacement.
- Medical Trailer use shall be documented on an Emergency Equipment Shift Ticket OF-297.

D. Requirements for Check-in at Incident

EMS resources shall provide the IMT or host agency the following:

1. Letter from the EMS provider's Medical Director giving them authority to work on the wildland fire incident outside their home jurisdiction. The letter should include any restrictions, if applicable.
2. Copy of EMS License for personnel.
3. Copy of Agency License and Cover Letter, if applicable, for EMS agency.
4. Qualification (Red) Cards issued by IDL shall not include EMS license levels, as IDL does not have the authority to do so. Individuals shall provide a copy of their EMS license at check-in.
5. EMS providers must furnish medical supply inventory upon arrival at the incident

and maintain minimum equipment standards established by the Idaho Department of Health and Welfare, EMS Bureau, throughout the deployment and for reimbursement purposes at the end of the incident.

6. MOBILIZATION

A. Standard Fire Mobilization

Resource Orders will typically be generated by the interagency dispatch center responsible for the support of an incident. The dispatch center will go through the usual resource procurement process to fill the order. If an FSO resource is used to fill the order, the FSO will provide the dispatch center the detail of equipment unique identifier and names of personnel being mobilized. This information will be input into IROC at the dispatch center for tracking purposes. A Resource Order which includes Resource Order number, incident name and location, responsible agency, reporting location, date and time needed, and other pertinent information will be sent, by fax or email, to the FSO office. A copy of the Resource Order must accompany the resource when checking in at the incident. The FSO will ensure a copy of the Resource Order has been sent to their local IDL office for tracking purposes.

B. Disaster Declaration Mobilization

State, County, and Local government agencies can request assistance for resources (in the form of a Request for Assistance (RFA) through the Idaho Office of Emergency Management (IOEM) once a disaster declaration has been made at the associated level (county and state declarations, or a state declaration for state agencies). Once a RFA has been made, IOEM will issue a Mission Assignment to ESF4 (IDL is the primary coordinator) for the requested resources. If the Mission Assignment is accepted, the ESF4 coordinator will fill the request through normal interagency dispatching procedures.

C. Travel to/from Incidents

All resources under the control of the incident or incident agency will follow incident agency requirements when staying at incident base or other location. Individuals are not automatically entitled to stay in a hotel/motel, eat meals at restaurants, or claim per diem. When resources are required to be self-sufficient, they must have written approval (typically documented on the RO) from the IMT or host agency and is required for reimbursement. Individuals who deviate from incident agency requirements will not be reimbursed for unauthorized expenses. Most incidents utilize a base camp to provide for resource needs through the use of a caterer, local restaurants, other food providers and issuance of a sleeping bag.

FSOs must be able to make their own travel arrangements when applicable and shall not assume dispatch centers will make arrangements, however there may be cases where they have the capacity to do so.

See ICMA Reference on Travel and Per Diem

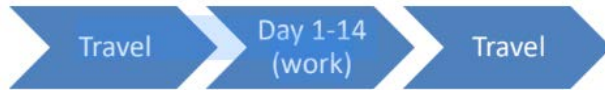
D. Check-In at Incident

When checking into the incident it is important to have all the needed documentation. See ICMA Reference for Mobilization/Demob Checklists.

E. Length of Assignment

When mobilized under this agreement, FSO personnel should be prepared for a 14-day assignment, excluding travel days. Depending on the incident location, one or more days may be necessary for travel, increasing the total assignment time. When assignments are extended, the process will be in accordance with the NWCG Standards for Interagency Incident Business Management (SIIBM), Chapter 10. If provided paid days off at an incident to extend, documentation with approvals must be provided for reimbursement. Length of assignment is defined and illustrated in the SIIBM (Chapter 10) as:

“Standard assignment length is 14 days, exclusive of travel from and to the home unit...”



F. Demobilization from Incident

During demobilization ensure the Finance Section provides the FSO with original documentation required for reimbursement. This includes the original Incident Time Report OF- 288, Emergency Equipment Shift Ticket OF-297, and Emergency Equipment Use Invoice OF-286. When OF-288's are not provided at the incident, original Crew Time Reports (CTR) SF-261 shall be returned to the FSO. See ICMA Reference for Mobilization/Demob Checklists.

7. TIME KEEPING

Personnel time for resources with an **Unoperated Agreement** will be documented on a CTR or combined Emergency Personnel and Equipment Shift Ticket (available from the Coeur d' Alene Interagency Fire Cache, CDK) and recorded on an Incident Time Report, OF-288. Original OF-288 shall be given to the FSO at demobilization. Equipment time will be documented on an Emergency Equipment Shift Ticket, OF-297, or a combined Emergency Personnel and Equipment Shift Ticket (available from CDK) and recorded on an Emergency Equipment Use Invoice OF-286. Original documents shall be given to the FSO at demobilization.

Equipment time for resources with an **Operated Agreement** will be documented on an Emergency Equipment Shift Ticket, OF-297, or a combined Emergency Personnel and Equipment Shift Ticket (available from CDK) and recorded on an Emergency Equipment Use Invoice OF-286. Original documents shall be given to the FSO at demobilization.

All time will be recorded in military time and rounded to the nearest half hour.

Personnel hours worked in excess of 16 must have written approval from the Incident Commander (IC), as per NWCG Standards for Interagency Incident Business Management (SIIBM).

When digital documentation practices are used by an incident, FSO shall be provided digital copies of their signed documentation prior to demobing.

All payments to Fire Service Organizations are made through their local IDL Area/District/Association office. It is imperative that all original (signed) payment documentation accompany the FSO back to their home unit.

A. Hourly Equipment Rate

Equipment does not take a meal break, therefore shall be paid from the start of the shift until the end of shift for each day, regardless of personnel hours.

When FSO equipment is transported to/from an incident via heavy equipment transport (not being driven) the equipment rate will be reduced by one-half. FSOs utilizing this option must notify ordering incident and receive approvals for associated transportation costs e.i, chase rigs, transport service, etc. When approved FSO will be reimbursed for applicable transport costs.

See ICMA References for current equipment rates.

B. Double Shift

Double shift is defined as being staffed with two operators or two crews (one per shift). Incident Management Team (IMT) personnel at the Section Chief level, or host agency, may authorize a second operator/crew. In order to be compensated for two operators/crews, a resource order is required. *It is a rare occasion that an operator or crew is required to work a double shift without rotating personnel. This will not be paid unless authorized in writing by the Incident Commander.*

C. Crew Swaps/Rotations

Departments should not rotate personnel prior to the end of the 14-day assignment except in emergency circumstances. Crew swaps or rotations will be coordinated through the IMT or host agency and processed through the interagency dispatch system.

Compensation for expenses associated with rotations will be at the FSO's expense unless authorized in writing by the IMT or host agency. When rotating crews, incoming and demobing, crew members must work with the IMT and host agency to ensure proper tracking of work/rest.

The cost of crew rotation/swaps (payroll and travel expense) at the request and or approved by incident will be reimbursed to the FSO. See ICMA Reference for Crew Swap Form.

D. Extensions

The incident may request to keep resources longer than 14 days. Assignment Extension procedures as defined in the National Mobilization Guide and SIIBM will be followed. The cost of crew rotation/swaps (payroll and travel expense) at the request of the incident will be reimbursed to the cooperator.

E. Rest and Recuperation (R&R)

Personnel are entitled to two (2) days off following **return** to their home unit from a 14-day assignment, exclusive of travel, according to Chapter 10 of the SIIBM guidelines.

1. When returning from a 14-day assignment FSOs may seek reimbursement (personnel only) for two (2) paid days off if the following criteria is met:
 - A. Employees must be a regularly scheduled department employees.
 - B. These day(s) must occur on the two (2) calendar day(s) immediately following return travel and must fall on regularly scheduled workdays.
 - a. If days off fall on two regularly scheduled workdays, then both days can be reimbursed.

- b. If days off fall on day two (2) of the regularly scheduled workdays, then only one paid day will be reimbursed.

For consistency and ease of auditing, FSOs seeking reimbursement R&R will be reimbursed for their regularly scheduled Shift hours or backfill but not both.

Shift Calendars/Schedules are required for reimbursement.

2. For **R & R that occurs in place** at the incident, due to an extension, FSOs will be reimbursed in accordance with the terms below:
 - A. If applicable, FSOs will be reimbursed for per diem and lodging as well as the costs of previously rented and authorized rental vehicles.
 - B. The maximum (daily) reimbursable time for equipment during R&R In Place is 8 hours.
 - C. For permanent full-time/regularly scheduled department employees:
 - a. If R&R falls on off-duty days, a maximum of 8 hours per day will be reimbursed.
 - b. If R&R falls on regularly scheduled workday(s), FSOs will be reimbursed for their regularly scheduled shift hours or backfill but not both. Volunteer, supplemental or part-time (seasonal) employees may seek reimbursement for 8 hours of R&R In-Place.
 - D. Operated agreement holders may seek reimbursement for 8 hours of R&R In-Place (daily).

When the firefighter is provided days off during the incident and extends for another 14 days (i.e., 14 days of work, 2 days off, 14 days of work, exclusive of travel), and when the entire assignment covers 30 days, then the employee will be entitled to an additional two (2) days off upon return to the home unit (so long as days off occur on regularly scheduled work days).

Shift Calendars/Schedules are required for reimbursement.

F. Rental Vehicles

Use of rental vehicles while assigned to an incident must be authorized by the incident agency and documented on a Resource Order. For rentals procured by the FSO, an itemized receipt from the rental company is required prior to reimbursement. Use of the vehicle must be documented on an Emergency Equipment Shift Ticket OF-297.

If assigned an USFS contracted NERV Rental, it is the FSOs responsibility to adhere to any rules and regulations associated. IDL is not to be held responsible for NERV rentals and FSOs cannot seek reimbursement as costs associated are covered by the USFS contract. If damages occur under the rental of a NERV vehicle and the FSO is at fault, those costs shall be at the FSOs expense.

Fuel costs expended by the FSO associated with authorized rental vehicles are reimbursable to the FSO.

G. Other Equipment Rate Determination

When an FSO has unique items or equipment not included in this publication, the local IDL Area/District/Association office will work in cooperation with the IDL Fire Business Program to determine a rate. Rates shall be negotiated on a case-by-case basis.

H. Equipment Refurbishment

Refurbishment time (time to bring equipment back to as state of readiness) will be allowed but cannot exceed two (2) hours. This applies to both Operated and Unoperated Agreement holder. For Unoperated this applies to both personnel and equipment rates.

I. Operating Supplies

FSO equipment will be reimbursed for fuel and operating fluids (transmission fluid, Diesel Exhaust Fluid (DEF), etc.) as required by manufacturer for safe operation of equipment during an assignment. Costs will be reimbursed with proper documentation (e.g., detailed receipt). Normal wear and tear maintenance will be the FSO's responsibility, as the rates for equipment are calculated to cover costs.

J. Foam Units

The amount of foam used at an incident must be documented daily on the Emergency Equipment Shift Ticket (OF-297) and have appropriate approvals. If the foam available at the incident, or by host agency, is not compatible with FSO equipment, the FSO may be reimbursed upon return to the home unit. If replacing at the home unit, the incident must approve an Incident Replacement Requisition (OF-315). Refer to SIIBM, Chapter 30.

K. Incident Replacement

Incident replacement shall be in accordance with SIIBM, Chapter 30. The incident agency should limit replacement to those items that are consumed, lost, damaged, or rendered unserviceable during the incident. These items can be replaced at the incident, or the incident can approve an Incident Replacement Requisition (OF-315) for replacement of items by a cache or at the home unit.

EMS providers must arrive at incidents with "Minimum Equipment Standards" as set forth by the Idaho EMS Bureau, in accordance with the providers EMS license. Medical supplies that are unable to be restocked at the incident will be replaced by the FSO back at their home unit and the actual cost of the supplies, accompanied by proof of purchase, will be added to the final invoice at time of billing. NWCG recommended items are not required but may be requested by the host agency at the time of mobilization.

A Supply RO is required for all items being replaced at the home unit. Individual/Itemized S-numbers (S#s) for medical supplies are not required by IDL for approval of reimbursement, S# generation is dependent upon IMT practices and communication with the issuing dispatch center.

L. Claims

Equipment furnished under this agreement may be operated in and subjected to extreme environmental and/or strenuous operating conditions. These could include but are not limited to unimproved roads; steep, rocky, hilly terrain; dust; heat; and smoky conditions. As a result, by entering into this agreement, the FSO agrees that what is considered wear and tear under this agreement is in excess of what the equipment is subjected to under normal operations and is reflected in the rates paid for the equipment.

All claims for lost or damaged equipment should be properly reported and documented through the Finance Section at the incident. If a claim is made after returning to the home unit, the host agency must approve the claim in writing.

Depending on the type of claim, follow the NWCG Standards within Chapter 30 and or 70 of the SIIBM.

A Supply Resource Order and appropriate approval documentation is required prior to reimbursement.

M. Agency Owned Support Vehicles

Agency Owned Support Vehicles (AOV) and or chase trucks to allow for maximum staffing levels ARE NOT automatically authorized and must be authorized on the resource order prior to seeking reimbursement. Time must be documented daily on the Emergency Equipment Shift Ticket (OF-297) to be reimbursed.

This also applies to privately-owned (POV) and rental vehicles.

N. Repairs

No further payment will accrue during any period that equipment is not in a safe or operable condition. Payment will be based on the hours the resource was operational during the assigned shift. Personnel are entitled to a eight hours in pay status while equipment is being repaired.

For repairs as a result of incident operations, FSOs must immediately file a claim (**See Claims**) at the incident to document the situation. IDL will need an official approval from the host agency prior to reimbursement of any equipment and personnel time down time as described above.

O. Tires

Tire load ratings should be in accordance with the vehicle GVWR. Tire replacement on an incident is in accordance with the published Geographic Area's Coordination Center (GACC) guidance and or the host incidents business guidelines. Standard Incident Replacement terms are applicable.

8. FSO REQUIREMENTS FOR REIMBURSEMENT

Payments for all FSO resources mobilized under the terms of this agreement are transacted through IDL. The IMT, or host agency, must complete the normal timekeeping functions for the FSO while assigned to the incident. See Appendix 3- ICMA Standard Incident Payment Terms.

For those FSOs that have entered into agreements with neighboring state or federal agencies for initial attack, mutual aid, or other fire protection services, payment will be processed through the respective agencies.

- A.** All invoices/bills MUST be submitted through the online Gold's Fire Business System (FBS). FSOs entering into an ICMA will be required to be an established user within FBS.
 - Refer to FBS Billing Guide for IDL ICMA Holders for step-by-step billing procedures.
 - Other FBS training materials and how to videos are uploaded to IDL's public website at www.idl.idaho.gov
- B.** Invoices/Bills must be submitted clean and accurate to the State within 45 days of return to the Home Unit. Invoices received outside this timeframe may be refused.
- C.** All required and applicable supporting documentation must be scanned and uploaded into FBS.

- D. When applicable, per diem reimbursements shall be in accordance with the Idaho State Board of Examiners and Idaho Department of Lands policies and procedures. When FSO policy differs, reimbursement will be in accordance with their policy.
- E. Reimbursement for backfill will only be for the shifts that the mobilized employee was scheduled to work at their home unit. Reimbursement shall be for the backfill costs only, while the costs of the mobilized employee for the same shift are not reimbursable. Shift calendars must be provided as supporting documentation within FBS when seeking reimbursement for backfill.

EXAMPLE for billing backfill:

If an employee is brought in on a regularly scheduled day off to cover the shift of the mobilized employee, IDL will pay the costs for that individual. The costs for the mobilized employee are covered by the FSO.

EXAMPLE:

	Mobilized Firefighter 1 John Doe	Backfill Firefighter 2 James Smith
Day 1: John Doe is mobilized to Big Ben Fire. He is scheduled to work at the fire station this	Incident does not reimburse for these payroll costs.	Incident is billed for these payroll costs.
Day 2: John Doe is on assignment Big Ben Fire. This is his scheduled day off.	Incident is billed for these payroll costs.	
Day 3: John Doe is on assignment to Big Ben Fire. This is his scheduled day off.	Incident is billed for these payroll costs.	
Day 4: John Doe is on assignment at Big Ben Fire. This is a scheduled work day at the fire station.	Incident does not pay for these payroll costs.	Incident is billed for these payroll costs.
Day 5: John Doe is demobilized from Big Ben Fire. This is a scheduled day off.	Incident is billed for payroll costs to point of return to home unit.	

- F. Administrative Fees are also billed through FBS and shall not exceed 5%. No admin fee will be given for damage claim billing documents.
- G. All billing documents are required to be submitted clean and accurate, therefore IDL reserves the right to deny the admin fee if the billing document is rejected by IDL, regardless of the severity of the issues.
- H. Please submit all FBS questions/issues to firebusiness@idl.idaho.gov including requests for new users.

Idaho Cooperative Mobilization Agreement (ICMA)
Standard Operating Procedures for Entering into a Memorandum of Understanding for Managing Incident Qualifications

A. PURPOSE

The purpose of this standard operating procedure (SOP) is to outline the processes for Idaho Fire Service Organizations (FSO) with active Idaho Cooperative Mobilization Agreements (ICMA) to enter into a Memorandum of Understanding (MOU) with the Idaho Department of Lands (IDL) for the sole purpose of updating and viewing the wildland fire training and qualification records for their members, (per National Wildland Coordinating Group Standards), within the IDL Incident Qualification System web-based software (IQS) when operating outside of their jurisdiction.

This provides both the FSO and IDL with ready access to current qualification data that is needed for dispatching FSO resources to wildland incidents.

Refer to the ICMA for additional terms and conditions.

B. EXCEPTION AUTHORIZATION

Exceptions to this SOP may be granted by IDLs Training and Safety Specialist or Chief, Bureau Fire Management.

C. PROCEDURES

IDL District/Timber Protection Association Fire Wardens (Warden) oversee the process for FSOs seeking a MOU with IDL to access IQS. The process is as follows:

Step 1: Request Submission

The FSO must submit a letter to the Warden of their local IDL District/Association explaining their need for IQS access. With that letter, they will need to provide a copy of their training policy/standards, contact details for their department, and identify the personnel requiring IQS access.

Step 2: Review Process

The Warden then forwards the FSOs documentation to the IDL Fire Training and Safety Specialist for evaluation.

Step 3: Evaluation and Recommendation

The IDL Fire Training and Safety Specialist reviews the documentation and advises the IDL Fire Bureau Chief. If the recommendation is positive, the Fire Training and Safety Specialist drafts an MOU for signing by the FSO Fire Chief and the IDL Fire Bureau Chief. See MOU for agreement terms between both parties.

FSOs without the proper policies, procedures and MOU in place must use IDL to manage the qualification and certification of their members.

Idaho Cooperative Mobilization Agreement (ICMA)

Step 4: Training Coordination

The Warden collaborates with the FSO Fire Chief and IDL Fire Training and Safety Specialist to organize IQS training.

Step 5: User Profile Creation

Upon completion of training, the IDL Fire Training and Safety Specialist sets up IQS user profiles for the FSO.

Step 6: Review and Audit

The Warden conducts periodic reviews/audits of IQS and the FSO's training records to ensure compliance and effectiveness.

IDL reserves the right to audit training and experience records and if the FSO is found to be deficient, the MOU may be terminated at any time.

Idaho Cooperative Mobilization Agreement (ICMA)

Standard Equipment Classifications and Personnel Requirements

1. Equipment Classifications and Required Complements

All equipment shall meet the NWCG Standards for Wildland Fire Resource Typing, PMS 200 as well as meet federal, state, and agency requirements for motor vehicle safety standards, including all gross vehicle weight rating (GVWR) when fully loaded.

It is agreed that the hiring agency (or incident) may inspect the equipment and the appropriate training records upon arrival at an incident. Equipment determined, at the time of check in or inspection, to be not in safe and operative condition or not compliant with the Terms of this agreement, may be rejected by the incident. No reimbursement will be made for rejected equipment.

Refer to the full ICMA for the Terms associated with equipment standards.

A. Engine Classification and Complements

Requirements	Engine Classification						
	Structural		Wildland				
	1*	2*	3	4	5	6	7
Tank Minimum Capacity (gal)	300	300	500	750	400	150	50
Pump Minimum Flow (GPM)	1,000	500	150	50	50	50	10
At rated pressure (PSI)	150	150	250	100	100	100	100
Hose, 2 ½" (feet)	1,200	1,000	--	--	--	--	--
1 ½" (feet)	500	500	1,000	300	300	300	--
1" (feet)	--	--	500	300	300	300	200
Ladders per NFPA 1901	Yes	Yes	--	--	--	--	--
Master Stream 500 gal/min.	Yes	--	--	--	--	--	--
Pump and Roll	--	--	Yes	Yes	Yes	Yes	Yes
Maximum GVWR (lb.)	--	--	--	--	26,000	19,500	14,000
Personnel (minimum)	4	3	3	2**	2**	2**	2**

* Type 1 and 2 Structural Engines must also meet minimum equipment and PPE specifications of NFPA 1901, Standard for Automotive Fire Apparatus.

** Type 4 through 7 Engines may be ordered with an additional crewmember at the request of the host agency.

1. Type 4 through Type 7 Engines shall be able to prime and pump water from a 10-foot lift. A portable volume pump with a minimum capacity to pump 100 gallons per minute is acceptable.

2. Required Engine Complement (or as required by NWCG):

- 2 each – Nozzles, combination fog/straight stream, 1" National Pipe Straight Hose (NPSH) female
- 2 each – Nozzles, combination fog/straight stream, 1 ½" National Hose (NH) female

Idaho Cooperative Mobilization Agreement (ICMA)

- 20 feet – Suction hose with strainer or screened foot valve
- 2 each – Shovels, size 1
- 2 each – Pulaski
- 1 each – Spanner wrench, combination 1” – 1 ½”
- 2 each – Gated wyes, 1 ½”, NH
- 4 each – Reducers, 1 ½” NH female to 1”, NPSH male
- 2 each – Increasers 1” NPSH female to 1 ½” NH male
- 1 each – Double male 1 ½” NH
- 1 each – Double female 1 ½” NH
- 2 each – Adapters 1 ½” NH female to 1 ½” NPSH male
- 2 each – Adapters 1 ½” NPSH female to 1 ½” NH male
- 1 each – Fire hose clamp
- 1 each – First Aid Kit (5 person)
- 1 each – Five (5) gallon container, or equivalent, for drinking water
- 1 each – Set of three (3) reflectors
- 1 each – Fire extinguisher (5 lb. or better)
- 1 each – Set of wheel chocks (meets industry standards)
- 1 each – Pump for water fill or have drafting capability
- 300 feet – Hose, synthetic ¾” – 50 foot sections
- 300 feet – Hose, 1” NPSH
- 300 feet – Hose, 1 ½” NH
- 4 each – Reducer, 1” NPSH to ¾” hose
- 2 each – Adjustable nozzles, ¾”
- 1 each – Mop-up wand, ¾” receptor for hose
- 4 each – Gated wye, ¾”
- 5 each – Inline ball valves, ¾”
- Fuel to operate pump and engine for 12 hours (minimum five (5) gallons)

B. Tactical and Support Water Tender Equipment Minimum Standards and Typing

Requirements	Water Tender Type				
	S1	S2	S3	T1	T2
Tank capacity (gal)	4,000	2,500	1,000	2,000	1,000
Pump minimum flow (gal/min)	300	200	200	250	250
At rated pressure (psi)	50	50	50	150	150
Maximum refill time (minutes)	30	20	15	--	--
Pump and Roll	--	--	--	Yes	Yes
Personnel (minimum)	1	1	1	2	2

Idaho Cooperative Mobilization Agreement (ICMA)

1. Support Water Tenders may be ordered with an additional crewmember at the request of the host agency. FSO must adhere to the Standard Staffing as outlined in the ICMA.
2. All water tenders shall be able to prime and pump water from a 10-foot lift. Portable volume pump with a minimum capacity to pump 100 gallons per minute is acceptable.
3. A Support Water Tender is intended for use in support of fire suppression activities, water transfer, unloading into port-a-tank or engine, and dust abatement. When spray bars are required by an incident it should be specified at time of order. If required to work on or near the fireline, personnel must meet fireline qualifications or be escorted by someone who does.
4. Tactical Water Tenders may be used in direct fire suppression missions such as pumping hose lays, live reel use, running attack, and use of spray bars and monitors to suppress fires. Spray bars may be required by an incident, in such cases, it should be ordered with those specifications.

5. Personnel Training, Qualification, and Fitness Standards

Classification*	Physical Fitness Test	Fireline Safety Refresher (5)	Personal Protective Equipment (PPE)
Support Water Tenders (1)	No	Yes	Yes
Tactical Water Tenders (2)	Arduous or NFPA 1001 or 1500	Yes	Yes
Engines, Types 1 and 2 (3)	Light or NFPA 1001 or 1500	Yes	Yes
Engines, Type 3-7 (4)	Arduous or NFPA 1001 or 1500	Yes	Yes

- (1) Support Water Tenders will not be used for direct fire suppression activity.
- (2) Must be fireline-qualified.
- (3) Need to meet the requirements of NFPA 1001, Standard for Firefighter Professional Qualifications, and NFPA 1021, Standard for Fire Officer Professional Qualifications.
- (4) Single Resource Boss (Engine) required.
- (5) Annual Fireline Safety Refresher Training is required for all personnel participating in fire suppression activities who may be subject to assignments on the fireline. Refresher training shall minimally consist of fire shelter purpose and use, practice deployments, and any pertinent fire safety related topics such as: Fire Orders and Watch-Out Situations; Lookouts, Communications, Escape Routes, and Safety Zones (LCES); Look Up, Look Down, and Look Around.

6. Tactical Water Tender Required Complements

- 1 – Nozzle, combo fog/straight stream, 1 ½” NH Female
- 1 – Nozzle, 1½-inch NH Female Class A Foam min. 20 GPM at 100 PSI
- 1 – Double Male, 1 ½” NH

Idaho Cooperative Mobilization Agreement (ICMA)

- 1 – Double Female, 1 ½” NH
- 1 – Gated Wye, 1 ½” NH
- 2 – Reducer, 2 ½” NH Female to 1 ½” NH Male
- 1 – Reducer, 1 ½” NH Female to 1” NPSH Male
- 2 – Adapter, 1 ½” NH Female to 1 ½” NPSH Male
- 2 – Adapter, 1 ½” NPSH Female to 1 ½” NH Male
- 1 – Spanner Wrench, combination 1 ½” to 2 ½”
- 1 – Adjustable Hydrant Wrench
- 1 – Fire Hose Clamp, 2 ½”
- 200’ – 1 ½” Hose cotton/synthetic, NH thread
- 50’ – 2 ½” Hose cotton/synthetic, NH thread
- 20’ Suction hose with strainer or screened foot valve
- Live Hose Reel, min. of 100’ of 1” hose non-collapsible with 3/4” inside diameter
- 1 – 2 ½” Discharge Outlet, NH thread
- 2 – 1 ½” Discharge Outlet, NH thread
- 1 – 4” Gravity Dump valve on rear of tank
- 1 – 2½” Valve at bottom of tank with NH threads
- 10 – Fusee (fire starter)
- 2 – Shovel – Size 0 or 1
- 2 - Pulaski
- 1 – First Aid Kit (5 person)
- 1 – Set of three (3) reflectors
- 1 – Fire extinguisher (5 lb. or better)
- 2 – Portable hand lights
- Wheel Chocks (meets industry standards)
- Fuel to operate pump and engine for 12 hours (minimum five (5) gallons)

7. Support Water Tenders Required Complements

- 1 – Nozzle, combo fog/straight stream, 1 ½” NH Female
- 1 – Double Male, 1 ½” NH
- 1 – Double Female, 1 ½” NH
- 1 – Gated Wye, 1 ½” NH
- 2 – Reducer, 2 ½” NH Female to 1 ½” NH Male
- 1 – Reducer, 1 ½” NH Female to 1” NPSH Male
- 1 – Adapter, 1 ½” NH Female to 1 ½” NPSH Male
- 1 – Adapter, 1 ½” NPSH Female to 1 ½” NH Male
- 1 – Spanner Wrench, combination 1 ½” to 2 ½”
- 1 – Adjustable Hydrant Wrench
- 1 – Fire Hose Clamp, 2 ½”

Idaho Cooperative Mobilization Agreement (ICMA)

- 100’ – 1 ½” Hose cotton/synthetic, NH thread
- 50’ – 2 ½” Hose cotton/synthetic, NH thread
- 20’ Suction hose with strainer or screened foot valve
- 1 – 2 ½” Discharge Outlet, NH thread
- 2 – 1 ½” Discharge Outlet, NH thread
- 1 – 4” Gravity Dump valve extending past
- 1 – Shovel – Size 0 or 1
- 1 – Pulaski
- Wheel Chocks (meet industry standards)
- Fire Extinguisher (5 lb. or better)
- Drafting Hose (20 ft. w/strainer)
- First Aid Kit (5 person)
- Reflectors (set of 3)
- Frame or self-standing portable water tank - 1,000 gallon minimum

C. Portable Pumps Classification

Class	Remarks
P1	Trailer-mounted low-pressure/high-volume pump producing a minimum volume of 500 GPM. FSO provides intake and discharge hose.
P2	Small low volume/high-pressure portable pumps with intake hose, capable of being transported by one or two people. Pumps in this category are the Mark 26, Mark III, and Gorman Rupp, or similar type pumps.
P3	Small low-pressure/high-volume portable pump that can be transported by one or two people. These pumps are similar to a Homelite or Honda trash pump.

2. Aircraft Rescue and Firefighting Apparatus (ARFF), Equipment and Personnel Requirements

A. Standards and Regulations

Applicable National Fire Protection Association (NFPA) standards, Federal Aviation Administration (FAA) regulations, Occupational Safety and Health Administration (OSHA) requirements and National Wildland Coordination Group (NWCG) requirements.

This specification was derived from the pertinent NFPA and NWCG standards, and FAA and OSHA regulations. The intent herein is to align this specification with existing, validated industry standards for ARFF apparatus, equipment and trained personnel to the extent possible to meet federally mandated regulations and to assure these specifications are not in conflict with existing federal interagency Aviation policies and guidelines.

B. FSO Obligations

- FSO shall provide qualified, knowledgeable, and skilled ARFF personnel.
- The FSO shall furnish all labor, equipment/tools, transportation, lodging if needed, and incidentals necessary to accomplish the project.

Idaho Cooperative Mobilization Agreement (ICMA)

- FSO shall have required licenses and certifications.
- FSO employees are expected to follow the rules of conduct established at the work site that apply to all (both Government and non-Government) personnel.
- The FSO may be required to replace employees who are found to be in noncompliance with Government rules of conduct.

C. Operational Readiness and Response Time

From the time of initial notification FSO shall be operational ready to respond within one (1) minute, unless otherwise authorized by the Helibase Manager. FSO personnel shall attend operational briefings as directed by the Government.

D. Apparatus Specifications

- 500-gallon (minimum) water tank, in accordance with NFPA 1901.
- Apparatus must be maintained in accordance with NFPA 1911 and must comply with current U.S.D.O.T. regulations.
- Apparatus shall be able to prime and pump water from a 10-foot lift.
- 150 GPM at 250 PSI rated capacity pump in accordance with NFPA 1901.
- Documentation of annual pump service test in accordance with NFPA 1911 by a qualified vendor is required.
- High visibility and contrasting markings in accordance with NFPA 1901.
- Adequate code 3 lighting/warning devices including siren with minimum 120 DB rating, and PA system.
- Two adjustable cab mounted spotlights.
- All threaded connections shall be National Hose threads (NH).
- One (1) 2 ½ inch intake valve with (NH) threads.
- 500' double jacket 1.5" or 1.75" synthetic hose, coupled with 1.5" NH in 50 ft. lengths. 300' or 400' of which will be configured as pre-connected attack hose lines in hose trays, immediately available for rapid initial attack.
- 300' double jacket, 2.5" or greater supply hose.
- Ability to refill from static water source.
- Two universal spanner wrenches.
- One adjustable hydrant wrench.
- Assorted adapters, reducers, increasers, double male and double female connectors to facilitate re-filling and inter-engine operations. One (1) 2 ½ "camlock to 2 ½ "NH adapter.
- One 6' pike pole or trash hook.
- One Halligan tool or other comparable prying tool.
- Two, wheel chocks.
- Minimum AFFF foam supply for 500 gallons of water:
 - 6%: 30 gallons or
 - 3%: 15 gallons or
 - 1%: 5 gallons

Idaho Cooperative Mobilization Agreement (ICMA)

E. ARFF Apparatus Typing

Class	Tank Capacity (Gallons)	# Persons
ARFF1	3000+	3
ARFF2	1500-2999	3
ARFF3	500-1499	3

F. ARFF Apparatus Equipment Minimum Requirements

- Three (3) complete Self-Contained Breathing Apparatus (SCBA), meeting NFPA Standard 1981, with one extra air cylinder per pack.
- Two (2) 20lb. Aqueous Film Forming Foam (AFFF) compatible dry chemical portable fire extinguishers.
- One (1) portable reciprocating saw with power and a minimum of five (5) metal cutting blades.
- One ladder, combination or roof ladder, a minimum of 14 feet in length.
- **ARFF Vehicle Radio:**
 - One (1) programmable VHF-AM portable radio.
 - Two (2) narrow band programmable VHF-FM portable radios.
 - A VHF-FM two-way mobile radio, with a matched broadband antenna (Antenna Specialists ASPR7490, Maxrad MWB5803, or equivalent), shall be installed in the ARFF unit. The radio's operational bandwidth shall include the 150 MHz to 174 MHz frequency band, with user-programmable channels. Selection of either wideband (25.0 kHz) or narrowband (12.5 kHz) channel spacing is required on each channel. The radio shall be frequency-synthesized, equipped with a CTCSS sub-audible tone encoder having a minimum of 32 selectable tones meeting the current TIA/EIA-603A standard, and develop a minimum of 30 watts carrier output power.
 - The use of appropriate portable VHF-FM radios (Relm BK EPH/GPH/DPH series; Motorola XTS3000 & XTS5000; Thales Racal 25; EF Johnson 5100; and Datron Guardian 25, or equivalent) with suitable output power booster units is permissible.
 - Transceivers shall be set to operate in the narrowband mode unless local requirements dictate otherwise. All radios must have the ability to be programmed in the field by the operator without the aid of a computer or radio shop.
 - The following mobile radios are known to meet the above requirements:
 - BK Radio EMH, GMH, or KNG ("Smartmic" option required)
 - ICOM IC-F320*
 - Kenwood TK-760H*
 - Relm APCO 25*

*Note: Dealer modification required for programmability.

Idaho Cooperative Mobilization Agreement (ICMA)

- One (1) portable aircraft rescue extrication kit, which may be used independently of the CR apparatus. Kit to include as a minimum:
 - Hack saw w/ 5 spare metal cutting blades
 - Seatbelt cutter
 - Serrated fire axe/metal cutting hatchet
 - 3' Pry bar
 - Pry Axe
 - Bolt cutters (30" handle or greater)
 - One flat head axe
 - One 8# sledgehammer
 - One rubber mallet (minimum 2# head)
 - One round point, long handled shovel
 - Four (4) step chocks
 - Two (2) portable battery powered handheld flashlights.
- Medical Equipment – minimum:
 - Two (2) long backboards with straps.
 - Various size c-collars.
 - One full D cylinder of oxygen and regulator with two (2) non re-breather masks, one
 - (1) bag valve mask.
 - Assorted airways.
 - One burn kit.
 - One First Aid kit with BP cuff and stethoscope.
- Jumper cables (commercial grade)
- Hazardous Materials spill kit – minimum:
 - Equivalent of five gallons of absorbent for spills of hydrocarbon and polar solvents.
 - Twenty (20) sorbent pads.
 - One boom capable of spill containment up to 25 gallons of hydrocarbons or polar solvents.
 - Two (2) constant flow rated nozzles with manual gallonage adjustment and full-flow waterway ball shutoff valves.
 - One (1) piercing applicator (nozzle) rated GPM shall match the rated GPM of the eductor.
 - Complete inventory list for all equipment on the apparatus.

G. ARFF Foam Generating Requirements

- Pump at a minimum, 95 GPM foam solution for 5 minutes utilizing one 1.5" or 1.75" hose line.
- Performance is predicated upon deployment of double jacket all polyester hose rated and U.L approved for 300 PSI service test and 600 PSI burst test.
- Performance is predicated upon deployment of combination, constant flow rated nozzles with manual gallonage adjustment and full-flow waterway ball shutoff valves.
- Performance is predicated upon deployment of in-line or by- pass discharge side eductor or an around-the-pump proportioner designed for flow rates cited and equipped with adjustable metering devices with ball checks located at the venturis.
- The use of aspirating nozzles on handlines will not be permitted for initial attack operations.

Idaho Cooperative Mobilization Agreement (ICMA)

- Only AFFF synthetic foam concentrate is permitted. The use of hydrocarbon / polar solvent combination AFFF (Alcohol Resistant Concentrate (ARC) / Alcohol Type Concentrate (ATC) is permissible.
- When utilizing inline or by pass eductor rated at 95 GPM, 1.5" hose lines may not exceed 100 feet in overall length.
- When utilizing inline or bypass eductor rated at 95 GPM, 1.75" hose lines may not exceed 200 feet in overall length.

H. ARFF Additional Requirements

1. At IDL's request the FSO may be required to perform periodic training evolutions using suppression agents. IDL will reimburse or replace suppression agents. Training evolution will demonstrate readiness to don PPE with SCBA, engage apparatus, and ability to produce adequate foam.
2. FSO must have a signed copy of their ICMA, Employee qualifications worksheet, apparatus inventory list, and a copy of the apparatus specifications on the apparatus at all times during this agreement period and provide copy to the helibase manager upon arrival at the helibase.

I. ARFF Personnel Minimum Training and Qualifications

1. Training:
 - Hazardous Materials Awareness and Operations – First Responder and recurrency in compliance with CFR1910.120.
 - S-130 and S-190, Annual Fire Shelter deployment training in accordance with NWCG 310-1, and proof of successful completion of the Work Capacity Test - Arduous.
 - I-101 and I-200 Incident Command System in accordance with NWCG 310-1.
 - Personnel must meet recurrency training in accordance with NFPA 405, Chapter 12. Documentation of live fire training within the last 2 years must be provided.
 - One member of the ARFF crew must be currently certified as a EMT.
 - Blood borne pathogens training in accordance with OSHA 1910.1030.
 - Annual SCBA qualitative fit testing and training in accordance with OSHA 1910. Proof must be provided.
2. Qualifications: Driver/Operators must meet current licensing requirements for the state in which the apparatus is licensed.

J. ARFF Minimum Staffing Requirement

At a minimum any ARFF apparatus assigned to an aircraft base for ARFF responsibilities must have three fully trained and qualified personnel available and remain on site at all times or as directed by the base manager that meet the following:

- One Firefighter trained and qualified in accordance with NFPA 1001.
- One Driver Operator trained and qualified in accordance with NFPA 1002.
- One Fire Officer I trained and qualified in accordance with NFPA 1021.

FSO shall provide a manifest of all employees, along with proof of qualifications for each crew member upon arrival to the assigned incident helibase.

Idaho Cooperative Mobilization Agreement (ICMA)

K. ARFF Personal Protective Equipment (PPE) in Accordance with NFPA 1971

Each crewmember shall have the following serviceable and properly fitted equipment:

- Structural Firefighting boots.
- Structural Firefighting Helmet with shield or goggles.
- Structural Firefighting gloves.
- Nomex or other “approved” structural hood.
- Structural firefighting turnout coat and pants.
- Approved federal fire shelter.
- Personnel are required to wear cotton or Nomex under garments against skin under clothing.

Note: A full complement of serviceable and properly fitted NFPA standard 1976 Protective Ensemble for Proximity Fire Fighting is acceptable as an alternative to the NFPA 1971 standard.

3. Rapid Extraction Module Support (REMS)

REMS is a pre-staged extraction team that provides technical expertise in the use of Low Angle Rope Rescue Operation (LARRO), High Angle Rope Rescue Operations (HARRO), and advanced terrain techniques to transport a patient to either a vehicle or aircraft for transport to an appropriate medical facility.

REMS configurations may include medically qualified personnel from Emergency Medical Technician (EMT) Basic to Paramedic. The intent of REMS, no matter the configuration, is to utilize advanced rope and rescue techniques to safely extricate a firefighter who was injured or became ill in steep and challenging terrain.

Currently there is not a national standard for REMS units, and it is agreed that ICMA holders will follow the guidelines that were published by the Northern Rockies Coordinating Group (NRCG), NRCG Memo#2022-003, Dated June 29, 2022. Per the NWCG, the first source of supply for REMS is local government search-and-rescue organizations.

A. Ordering Method

REMS will be ordered as an “O” number in IROC. The IROC naming convention and dispatch procedures will be contained in the 2022 Northern Rockies Mobilization Guide. In the absence of a national standard, assistance from the dispatch community will be required as to how to order the REMS resource.

B. Incident Command System (ICS)

REMS will work with adequate fireline supervision under Operation in conjunction with assigned medical personnel and the Medical Unit Leader. ICS is flexible depending on the need and situation.

C. Minimum REMS Configuration

Since there is currently no standard on REMS configuration(s), the NRCG currently suggest the following as guidance:

Idaho Cooperative Mobilization Agreement (ICMA)

1. Four Personnel
 - a. One NWCG FFT1 qualified individual, all others NWCG FFT2 qualified (arduous physical fitness).
 - b. All trained in LARRO.
 - c. Two trained in HARRO.
2. A four-wheel drive vehicle capable of carrying the entire module and equipment.
3. May be ordered with a UTV.
4. All necessary extraction equipment will be included.

D. REMS Standard Equipment List (recommended)

- Four-person 4WD truck or equivalent
- Rope (NFPA 1983 Technical or General Use)
 - 2 each 200'
 - 2 each 300'
 - 2 each 150'
- Equipment (NFPA 1983 Technical or General Use)
 - 4 each descent control devices
 - 22 each carabiners, auto-locking
 - 4 each small or mini prusik minding pulleys
 - 2 each small or mini prusik minding double pulleys
 - 1 each gathering plate or ring
 - Agency specific equipment (non-NFPA compliant equipment)
 - 16 each prusik, compatible with rope diameter choice
 - Webbing, 1" width, greater than 17 KN
 - 12 each 20'
 - 8 each 12'
 - 8 each 5'
 - 1 each edge protection kit
 - 1 each hardware bag/pack
 - 5 each pickets
 - 1 each sledgehammer
 - Bicycle pump or fix a flat
 - Tire plugs
 - Adequate packs to contain above listed gear
 - GPS device
 - Flagging
 - Basic First Aid Kit
 - 4 each Class II or III harnesses
- Patient Extraction Equipment
 - Backboard
 - 1 each multi-piece basket stretcher with hoist pre-rig
 - 1 each Sked or other collapsible litter
 - Litter wheel
 - Knee and lumbar padding
 - Leg splint with fiber tape and trauma shears
 - Patient sleeping bag
 - Patient fire shelter
 - Patient helmet
 - Patient eye protection
 - Patient harness

Idaho Cooperative Mobilization Agreement (ICMA)

4. Standard Personal Protective Equipment (PPE) For Fire Personnel

- A. Boots: All leather, lace-up type, minimum 8 inches high with lug-type soles in good condition (steel toe boots are unacceptable).
- B. Hard Hat: Plastic, Class B, ANSI Z89.1, 1986, OSHA approved, with chin strap.
Note: Hard hat meeting NFPA Standard 1977, 2005 Edition, is required.
- C. Gloves: One pair of heavy-duty leather per person.
- D. Eye Protection: One pair per person (meets standards ANSI 287, latest edition).
- E. Head Lamp: One lamp per person with batteries and attachment for hard hat.
- F. Canteen: Quart size, two per person required, four per person recommended (filled prior to arrival at incident).
- G. New Generation Fire Shelter: One serviceable shelter for each person.
- H. Flame Resistant Clothing: Shirt and trousers for routine fireline duties, flame resistant clothing must:
 - 1. Self-extinguish upon removal from heat source.
 - 2. Act as an effective thermal barrier by minimizing conductive heat transfer.
 - 3. Not melt or shrink to any appreciable degree upon decomposition during exposure to a high heat source.
 - 4. Be manufactured from flame retardant treated (FRT) cotton, FRT rayon, FRT wool, aramid (Nomex), or other similar fabric.
- I. Turnout Gear: Structural engines only.
- J. Line Gear (Day Pack)
- K. Current Incident Response Pocket Guide (IRPG), NFES 001077

Idaho Cooperative Mobilization Agreement (ICMA)

Standard Incident Payment Terms

A. General Information

This document highlights the standard incident payment terms for Idaho Fire Service Organizations (FSO) also known as Idaho State Cooperators that are mobilized through the Idaho Cooperative Mobilization Agreement (ICMA).

The Idaho Cooperative Mobilization Agreement describes the required procedures for certifying, mobilizing, and reimbursing FSOs throughout the state of Idaho. The ICMA also establishes standard rates for equipment and personnel while mobilized in support of extended attack assignments, or while hired under local agreements. Full agreements are posted on the Incident Business page of the Idaho Department of Lands website: [Incident Business - Department of Lands \(idaho.gov\)](https://www.idaho.gov/Incident-Business-Department-of-Lands)

Payments for all FSO resources mobilized under the terms of this agreement are transacted through IDL. The IMT, or host agency, must complete the normal timekeeping functions for the FSO while assigned to the incident.

B. Hiring Methods

1. Operated – Under this option, the FSO is paid a single rate for personnel and equipment. The FSO is responsible for all payroll costs, including payroll tax and Workers' Compensation. Backfill will not be reimbursed under this process.
2. Unoperated – This method is used when mobilizing resources from career-staffed departments or combination career and volunteer/part-time departments when the Operated Agreement is cost prohibitive. FSOs with a Collective Bargaining Agreement (CBA) or an Employee Agreement (EA) their equipment is hired at the unoperated rate and actual payroll costs for personnel will be reimbursed.
 - Fire departments with Unoperated Agreements may be reimbursed for backfill costs and portal-to-portal when obligated by their agreement.
 - Some Unoperated Agreement holders bill payroll costs portal-to-portal. Under this option equipment is shall be paid from the start of shift until the end of shift.
 - Single resources- costs shall be reimbursed in accordance with the terms and conditions of the ICMA.

C. Standard Terms and Conditions

1. Travel to/from Incidents

- All resources under the control of the incident or incident agency will follow incident agency requirements when staying at incident base or other location.
- Individuals are not automatically entitled to stay in a hotel/motel, eat meals at restaurants, or claim per diem.

Idaho Cooperative Mobilization Agreement (ICMA)

- When resources are required to be self-sufficient, they must have written approval from the IMT or host agency and is required for reimbursement.
- When FSO equipment is transported to/from an incident via heavy equipment transport (not being driven) the equipment rate will be reduced by one-half. FSOs utilizing this option must notify ordering incident and receive approvals for associated transportation costs e.i, chase rigs, transport service, etc. When approved FSO will be reimbursed for applicable transport costs.

2. Crew Rotations

Crew Rotations/Swaps must be authorized, in writing, by the Incident Management Team (IMT) or host agency for compensation of associated expenses to occur. When rotating crews, incoming and demobing, crew members must work with the IMT and host agency to ensure proper tracking of work/rest. Time keeping standards apply. ICMA Crew Swap Form can be used.

3. Staffing Levels

When staffing levels exceed the FSO “maximum” staffing listed on the equipment roster, additional staff must be approved prior to mobilization and must be identified on the resource order.

4. Time Keeping

- FSO personnel ordered as a single resource or working at the unoperated rate must document their time on a Crew Time Report (CTR), SF-261, and CTR must be signed by the incident.
- Personnel hours worked in excess of 16 must have written approval from the Incident Commander (IC), as per NWCG Standards for Interagency Incident Business Management (SIIBM).
- When FSO vehicles/equipment are under hire, all time is documented on an Emergency Equipment Shift Ticket, OF-297. And must be completed for each operational period and must be signed by the incident.
 - All Crew members must be listed in block 14, REMARKS, on the shift ticket.
 - **Equipment shall be paid from the start of the shift until the end of the shift for each day. If meal breaks are documented on the shift ticket, finance needs to ensure they are not deducted from the hourly rate of the equipment.**
 - Any known defects or damage to equipment going on or off shift must be documented in block 14 “Remarks”.
 - The cost of support vehicles will not be reimbursed without a Resource Order.
 - No further payment will accrue during any period that equipment is

Idaho Cooperative Mobilization Agreement (ICMA)

not in a safe or operable condition. Payment will be based on the hours the resource was operational during the assigned shift.

- Personnel are entitled to eight hours in pay status while equipment is being repaired.
 - For repairs as a result of incident operations, FSOs must immediately file a claim (See Claims) at the incident to document the situation. IDL will need an official approval from the host agency prior to reimbursement of any equipment and personnel time down time as described above.
- All ORIGINAL 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.
- When digital documentation practices are used by an incident, FSO shall be provided digital copies of their signed documentation prior to demobing.
- 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.
- Social security numbers are never needed for incident documentation and should not be written on any OF-288 or other incident documentation.
- Return travel time recorded on the OF-288 should be left open by the incident and can be filled in by the home unit (with supporting CTR). If estimated return travel time is recorded on the OF-288 at the incident prior to demobilization, actual return travel time should be recorded on a CTR. The OF-288 can be corrected by the home unit and verified on the reimbursement request.
 - Meal breaks should be shown during travel.
 - Refurbishment time (time to bring equipment back to as state of readiness) will be allowed but cannot exceed two (2) hours. This applies to both Operated and Unoperated Agreement holder. For Unoperated this applies to both personnel and equipment rates.

5. Rest and Recuperation (R&R)

- Personnel are entitled to two (2) days off following **return** to their home unit from a 14-day assignment, exclusive of travel, according to Chapter 10 of the SIIBM guidelines.
- **FSOs, if eligible, will include R&R in their reimbursement request to IDL.**
- For **R & R that occurs in place** at the incident due to an extension, FSOs will be reimbursed in accordance with the terms below:
 - If applicable, FSOs will be reimbursed for per diem and lodging as well as the costs of previously rented and authorized rental vehicles.

Idaho Cooperative Mobilization Agreement (ICMA)

- The maximum (daily) reimbursable time for equipment during R&R In Place is 8 hours.
- Unoperated agreement holders will bill IDL for their eligible personnel time per the terms of the ICMA.
- Operated agreement holders shall be reimbursed for 8 hours of R&R In-Place (daily).

6. Incident Replacements

Incident replacement shall be in accordance with SIIBM, Chapter 30. The incident agency should limit replacement to those items that are consumed, lost, damaged, or rendered unserviceable on the incident. These items can be replaced at the incident, or the incident can approve an Incident Replacement Requisition (OF-315) for replacement of items by a cache or at the home unit.

A Supply Resource Order is required for all items being replaced at the home unit. Individual/Itemized S-numbers (S#s) for medical supplies are not required by IDL for approval of reimbursement, S# generation is dependent upon IMT practices and communication with the issuing dispatch center.

EMS providers must arrive at incidents with “Minimum Equipment Standards” as set forth by the Idaho EMS Bureau, in accordance with the providers EMS license. Medical supplies used on the incident shall be restocked at the incident, or the cost of the supplies will be added to final invoice at time of billing. Reimbursement of medical supplies not replaced at the incident must be billed at actual replacement cost. NWCG recommended items are not required but may be requested by the host agency at the time of mobilization.

7. Operating Supplies

FSOs will be reimbursed for fuel and operating fluids (transmission fluid, Diesel Exhaust Fluid (DEF), etc.) as required by manufacturer for safe operation of equipment during an assignment. Costs will be reimbursed with proper documentation (e.g., detailed receipt).

8. Claims

Equipment furnished under this agreement may be operated in and subjected to extreme environmental and/or strenuous operating conditions. These could include but are not limited to unimproved roads; steep, rocky, hilly terrain; dust; heat; and smoky conditions. As a result, by entering into this agreement, the FSO agrees that what is considered wear and tear under this agreement is in excess of what the equipment is subjected to under normal operations and is reflected in the rates paid for the equipment.

- All claims for lost or damaged equipment should be properly reported and documented through the Finance Section at the incident. If a claim is made after returning to the home unit, the host agency must approve the claim in writing.
- A Supply Resource Order and appropriate approval documentation is required prior to reimbursement. FSO must be provided copies of claim documentation to include in their requests for reimbursement to IDL.

Idaho Cooperative Mobilization Agreement (ICMA)

D. Contact Information

Direct all questions and comments to:

Amber Honsaker
Fire Business Program Manager
Bureau of Fire Management
Office: (208) 666-8644
Mobile: (208) 416-3791

Nicole Lee
Fire Business Program Specialist
Bureau of Fire Management
Office: (208) 666-8648
Mobile: (208) 860-4267

Bureau of Fire Management
3284 West Industrial Loop
Coeur d'Alene, ID 83815-6021

firebusiness@idl.idaho.gov

Evenings/Weekends: IDL Duty Officer: 208-416-3604

MOBILIZATION/DEMOB CHECKLIST

Documentation to Take with You:

- Resource Order (RO) – Two (2) copies.
- Two copies of the Idaho Cooperative Mobilization Agreement (ICMA).
- Emergency Equipment Shift Ticket Book, OF-297, or equivalent. Time shall be recorded daily.
- Crew Time Reports, SF-261. Time shall be recorded daily for personnel.
- Evaluation Forms – Single Resource, ICS225 or Crew, ICS224. Required for experience records to maintain qualifications.
- Inventory of apparatus/EMS equipment.
- Incident Qualification Cards. Indicates wildland fire qualifications for personnel.
- Position Task Books for trainee positions.
- Other personnel qualification documentation (Certifications, Licenses, CDL, EMS, etc.).
- Credit Card for fuel, lodging, etc.
- Personal Items. Tent, sleeping bag, warm clothing, personal hygiene items, etc. for a 14-day assignment.
- Other, as needed to be self-sufficient.

Documentation to Bring Back with You:

- Payment documents, including signed original Emergency Equipment Use Invoice OF-286, original (Pink) Emergency Equipment Shift Tickets OF-297, original Incident Time Report OF-288. Obtain from Finance during demobilization.
- All pre and post inspections.
- Receipts for fuel, lodging, and other miscellaneous expenses not provided at the fire. Reimbursement determination will be made upon return to your home unit.
- Evaluations. An evaluation must be completed by your immediate supervisor at the fire. Required for recertification of positions.
- Claims, Incident Replacement documentation, if applicable.
- Other documents provided to you at the fire.
- Supply Resource Orders, if applicable.

EMERGENCY EQUIPMENT SHIFT TICKET OF-297

Shift tickets must be completed for each operational period. Shift tickets may be obtained from a Division Supervisor or the Finance Section. The Fire Service Organization and the person responsible for directing the work of the equipment are responsible to see that shift tickets are completed and approved. All crew members shall be listed on the CTR or Shift Ticket. **Any known defects or damage to equipment going on or off shift must be documented in the “14. Remarks” section.**

EMERGENCY EQUIPMENT SHIFT TICKET					E-52
1. AGREEMENT NUMBER IDL-230-xx-05			2. CONTRACTOR (name) Fire District One		
3. INCIDENT OR PROJECT NAME Bad One		4. INCIDENT NUMBER ID-SWS-23010		5. OPERATOR (name) Bob Builder, Engine Boss	
6. EQUIPMENT MAKE Ford		7. EQUIPMENT MODEL WE6		8. OPERATOR FURNISHED BY <input checked="" type="checkbox"/> CONTRACTOR <input type="checkbox"/> GOVERNMENT	
9. SERIAL NUMBER ID32146567		10. LICENSE NUMBER KB 1234		11. OPERATING SUPPLIES FURNISHED BY <input type="checkbox"/> CONTRACTOR (wet) <input checked="" type="checkbox"/> GOVERNMENT (dry)	
12. DATE MO/DAY/YR	13. EQUIPMENT USE HOURS/DAYS/MILES (circle one)		14. REMARKS (released, down time and cause, problems, etc.)		
	START	STOP	WORK	SPECIAL	
8/15/xx	0600	1800	12	Franklin McDonald, Crew Member Leonardo Giordino, Crew Member	
				15. EQUIPMENT STATUS <input checked="" type="checkbox"/> a. Inspected and under agreement <input type="checkbox"/> b. Released by Government <input type="checkbox"/> c. Withdrawn by Contractor	
				16. INVOICE POSTED BY (Recorder's initials)	
17. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE Bob Builder			18. GOVERNMENT OFFICER'S SIGNATURE <i>Tinder Dry, DIVS</i>		19. DATE SIGNED 8/15/xx
NSN 7540-01-119-5628 50297-102				OPTIONAL FORM 297 (Rev. 7-90) USDA/USDI	

Write Resource Order Number in upper corner of the Shift Ticket

All crew members are listed on the Shift Ticket

Reference 3 – Example Crew Time Report (CTR)

CREW TIME REPORT						
(1) CREW NAME Blackwell RFD			(2) CREW NUMBER E-5			
(3) OFFICE RESPONSIBLE FOR FIRE Southwest District IDL		(4) FIRE NAME Timber Butte	(5) FIRE NUMBER ID-SWS-000092			
(6)	(7)	(8)	(9)		(10)	
RE-MARKS NO.	NAME OF EMPLOYEE	CLASSIFICATION	DATE 8/7/2018		DATE 8/7/2018	
			MILITARY TIME		MILITARY TIME	
			ON	OFF	ON	OFF
	S. Burns	ENGB	0600	1900		
	A. Brown	FFT1	0630	1900		
T	R. Wyatt	FFT1	0700	0930		
	R. Wyatt	FFT1			0930	1900
REMARKS						
Unable to take a meal break due to blow up on Division F						
T - Wyatt traveled to incident to replace F. Johnson who was injured on 8/6						
(12) OFFICER-IN-CHARGE (Signature) <i>John Smith</i>			(13) TITLE (Officer-in-Charge) DIVS			
(14) NAME (Person Posting to Emergency Time Report) <i>Laurie Time</i>				(15) DATE 8/8/2018		

EMERGENCY PERSONNEL AND EQUIPMENT SHIFT TICKET

This booklet is only available through the Coeur d'Alene Cache.

EMERGENCY PERSONNEL & EQUIPMENT SHIFT TICKET						1. DIVISION A / ZULU		2. SHIFT DAY SINGLE	
3. OWNER/CONTRACTOR DRY CREEK F.P.D			4. CONTRACT/AGREEMENT NUMBER IDL-610-17-105			5. RESOURCE REQ NUMBER E-157			
6. TYPE OF RESOURCE GOVERNMENT <input checked="" type="checkbox"/> CONTRACT <input type="checkbox"/> PRIVATE <input type="checkbox"/>		7. HIRED WET <input type="checkbox"/> DRY <input checked="" type="checkbox"/>		8. INCIDENT NAME BIG HOT FIRE			9. INCIDENT NUMBER ID-PAF-000193		
10. EQUIPMENT TYPE WE3		11. EQUIPMENT MAKE/MODEL BME INTL 1996		12. REMARKS (released, down time and cause, problems, etc.) JON SNOW REPLACED MORTON GLOCKNER AT END OF SHIFT ON 7/11/2017. GLOCKNER WAS RELEASED AT 2100 ON 7/11/2017					
13. VIN (LAST 5) 74836		14. LICENSE # F2011							
15. DATE MO/DAY/YEAR	16. EQUIPMENT USE (circle one) HOURS / MILES		19. TOTAL HOURS/MILES	20. OPERATOR/PERSONNEL NAMES	21. POSITION	PERSONNEL TIME		PERSONNEL TIME	
	17. BEGINNING	18. ENDING				22. BEGINNING	23. ENDING	24. BEGINNING	25. ENDING
7/11/17	0600	2200	16	JACK BLACK	ENGB	0600	1200	1230	2200
				JIM RODGERS	FFT1	0600	1200	1230	2200
				MORTON GLOCKNER	FFT2	0600	1200	1230	2100
				(T) JON SNOW	FFT2	0600	1200	1230	1830
7/12/17	0600	2200	16	JACK BLACK	ENGB	0600	1200	1230	2200
				JIM RODGERS	FFT1	0600	1200	1230	2200
				JON SNOW	FFT2	0600	1200	1230	2200
26. AUTHORIZED AGENT SIGNATURE <i>Jack J. Black</i>				27. GOVERNMENT OFFICER SIGNATURE <i>Walter Frey</i>		28. DATE SIGNED 7/12/17		29. INVOICE POSTED BY recorder's Initials T.U.L.	

FINANCE

EQUIPMENT TIME RECORDER

CONTRACTOR

RETAIN IN BOOK

TRAVEL AND PER DIEM MEAL RATE AGREEMENT

Travel Reimbursements

All travel costs being submitted for reimbursement will be itemized on the **FSO Invoice**. Supporting documentation such as receipts for fuel, rental vehicles, etc., shall be provided with the FSO Invoice. All meal reimbursements shall be in accordance with the Idaho State Board of Examiners and Idaho Department of Lands policies and procedures, unless FSO policy differs.


Travel To/From Fire Suppression Assignments

The GSA domestic per diem daily meal rates will be used while traveling to/from incidents. The rates are found at: <http://www.gsa.gov/portal/category/100120>. Per diem rates are based upon destination.

Example: Traveling to Missoula, MT, for fire assignment. Per diem rates used for mobilization and demobilization period will be at the rate for Missoula, MT, or \$59, as seen below.

The following rates apply for Missoula / Polson / Kalispell Montana

		Max lodging by Month (excluding taxes)												
		2015			2016									
Primary Destination (1, 2)	County (3, 4)	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	M&IE (5)
Missoula / Polson / Kalispell	Missoula / Lake / Flathead	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$136	\$136	\$95	\$59



NOTE: The Idaho Department of Lands uses the GSA per diem rates strictly for obtaining daily meal rates. The GSA breakdown of meal rates is NOT used. Following the Idaho State Board of Examiners policy, a partial-day reimbursement, or breakdown by meal for per diem shall be paid to the traveler at the maximum rate set within the following limitations:

- Breakfast:** If the actual departure time is 7:00 a.m. or before, or if the return time is 8:00 a.m. or after. Paid at 25% of Federal Rate.
- Lunch:** If the actual departure time is 11:00 a.m. or before, or if the return time is 2:00 p.m. or after. Paid at 35% of Federal Rate.
- Dinner:** If the actual departure time is 5:00 p.m. or before, or if the return time is 7:00 p.m. or after. Paid at 55% of Federal Rate.

Per Diem for travel will not be paid in excess of the full daily rate allowed. When meals are furnished by the incident or host agency, individuals may not seek per diem or daily incidental reimbursement.

TRAVEL EXPENSE WORKSHEET

TRAVELERS' NAME(S)	RO #	AGENCY VEH LIC #

FIRE NAME	RED FERN				
RO#	E-9				
INCIDENT #	UT-UWF-000543				
FROM CITY	BOISE				
DATE	8/4/17				
COUNTY	ADA				
STATE	ID				
DEPARTURE TIME	0600				
MILEAGE START	85000				
TO CITY	OGDEN				
DATE	8/5/17				
COUNTY	CALAVARAS				
STATE	UT				
ARRIVAL TIME	1000				
MILEAGE END	85496				

MEALS X= MEALS NOT PROVIDED AT ICP O = MEALS PROVIDED AT ICP

DATE	8/4	8/5							
BREAKFAST	X	X							
LUNCH	X	O							
DINNER	X	O							

DATE									
BREAKFAST									
LUNCH									
DINNER									

CREDIT CARD CHARGES – (LODGING – FUEL – FOOD)

DATE	VENDOR	DESCRIPTION	AMOUNT
8/4	Holiday Inn Express	Lodging crew 6 3 rooms 1 night	343.00

COMMENTS:

Optional Form

OPERATOR/CREW MEMBER SWAPS

RO# _____

Incident Name: _____

Resource Order Number (E#, C#): _____

Resource Name in IAP: _____

<u>Current Operator/Crew Member Information</u>	<u>New Operator/Crew Member Information</u>
Company Name: _____	New Operator/Crew Member Name: _____
Operator/Crew Member Name: _____	Phone#: _____
Phone#: _____	First day worked: _____
Last day worked: _____	Number of days: _____
Current Div/Grp on Incident: _____	LWD (Last Work Day): _____
Equipment Type: _____	Primary Operator?: --
Primary Operator?: --	Position on Equipment: _____
Position on Equipment: _____	Red Card Checked?: --
Notes: _____	Notes: _____
_____	_____
_____	_____

Approved: Yes No

Approved: Yes No

Operations Section Chief: _____ Date: _____

Finance Section Chief: _____ Date: _____

Reference 7 – Fire Apparatus/Equipment Rates

Class or Type	*NWCG Minimum Staffing	Unoperated Hourly Rate	**Operated Hourly Rate
Structure Engines			
E1	4	\$218	\$342
E2	3	\$171	\$264
Wildland Engines			
WE3	3	\$130.50	\$224
WE4	2	\$114	\$176
WE5	2	\$81.50	\$144
WE6	2	\$73.50	\$136
Tactical Water Tenders			
T1	2	\$151	\$212
T2	2	\$140.50	\$202
Support Water Tenders			
S1	1	\$152	\$181
S2	1	\$110	\$140
S3	1	\$81.50	\$112
Agency Owned Support Vehicles			
SUV		\$11	
1/2 Ton 4 x 4		\$11	
3/4 Ton 4 x 4		\$13	
1 Ton 4 x 4		\$15	
Ambulances			
ALS	2	\$122	\$189
ILS	2	\$112	\$181
BLS	2	\$108	\$172
EMS Kits			
ALS Kit		\$21	
ILS Kit		\$18	
BLS Kit		\$14	
Aircraft Rescue and Firefighting Apparatus (ARFF)			
ARFF 1	3	\$204	\$278
ARFF 2	3	\$154	\$226
ARFF 3	3	\$112	\$186
Portable Pumps			
P1		\$13	
P2		\$9	
P3		\$7	
Medical Trailers			
Medical Trailer		\$86	
Additional Requirements			
<p>* When staffing levels exceed the approved "maximum staffing" listed within the FBS rate agreement, the additional staff must be approved prior to mobilization and must be identified on the resource order. Example: NWCG Minimum Staffing for a Type 6 engine is two people, FSOs requirement is three and notes that on their agreement. FSO has an opportunity to bring a trainee, now the staffing is four, FSO must get approval for fourth person prior to mobilization.</p> <p>** For Operated agreement holders, the standard personnel rate for crew swaps, additional staffing or vehicle repairs, is \$32.00/hr for each approved crew member.</p>			
Rates Revised 04/2024			

Fire Apparatus/Equipment Rates