

**MT DNRC Instructions and Checklist when signing up equipment under
Incident Rental Agreement (IRA)**

Information / Documentation Required from Cooperator:

Vehicle:

Personnel:

- | | |
|---|--|
| <input type="checkbox"/> Vehicle Registration | <input type="checkbox"/> Montana Driver's License of Cooperator/Operator |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Proof of Worker's Comp Insurance – if hired Fully Operated |
| <input type="checkbox"/> US DOT Inspection, if applicable | <input type="checkbox"/> List of personnel who will be operating equipment |
| <input type="checkbox"/> US DOT Number, if applicable | <input type="checkbox"/> Certs and Quals for all personnel listed (see below) |
| <input type="checkbox"/> Certified Weight Ticket, if applicable | <input type="checkbox"/> EFF hiring forms - if EFFs are hired w/ Un-operated Equipment |
| <input type="checkbox"/> Inventory list of tools / equipment | <input type="checkbox"/> Fire Depts./Public Works Depts. only: If salaried or union dept. that will be billing based on normal payroll, request Personnel Billing Rate Form. |
| <input type="checkbox"/> Inspection is encouraged, not required | |

*****Keep copies of all above information attached to original IRA on file.**

*****If Cooperator performance evaluations are received from incidents, they should be filed with the IRA.**

Information / Documentation to be Furnished to Cooperator:

- Furnish Cooperator with a full copy of the IRA and all supporting documentation, including the General Clauses attached to the form.
- Inform Cooperator that important reference documents which address contracting and hiring for LGFF include the Chapter 50 Supplement to the Interagency Incident Business Management Handbook (IIBMH), and the NRCG Mobilization of Local Firefighting Resources. These documents are available at: <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/forms-and-information>.
- If a Red Card is not available, a Chief's Certification for Local Government Fire Forces must be completed detailing equipment type, listing rostered personnel and must be signed by the Chief.
- An inspection of the equipment is encouraged, but is not required.
- Fire Depts. / other EFF hires: Give copies of First Report of Injury form and instructions. Make sure Cooperator is aware that all state employees, including EFFs, must complete this form and fax to Helena within 6 days of job-related injury or occupational disease. (Not for Fully Operated personnel, they are not state employees.) Also provide EFF Information Sheet, to assist EFF's with IMT Finance Section interactions. Refer to IIBMH NRCG Chapter 50 supplement, page 15 for info on payment of EFF/LGFF vehicles providing transportation to incident.
- Go over General Clauses of the IRA, particularly those relating to operating supplies, repairs, payments, loss, damage or destruction, contractor's responsibilities, and deductions.
 - * Under Loss, Damage, Destruction: Look at the difference between un-operated and fully operated equipment in clause 9. For fully operated, note that operator is responsible for operating equipment within its operating limits and for the safety of equipment. For un-operated, go over normal wear and tear on fireline duty. Explain that minor dents and scratches, flat tires, and chipped windshields are usually considered effects of normal wear and tear (a cost of doing business), repairs for which are not reimbursable. Claims for such should be submitted to cooperator insurance.
 - * Under Payments: Go over the rate for single shift and the rate for double shift. Equipment must be ordered for a double shift and staffed with a second operator or crew in order to be paid the double shift rate.
- Provide Contractor / Cooperator / Operator's Checklist for use before, during, and after incident assignment.
- Be sure Cooperator is aware of NWCG Work/Rest Guidelines, Incident Operations Driving Standards, and Incident Behavior Standards. Recommend that this information be clearly communicated to employees.
- Instruct Cooperator to return from incident assignments with original payment documents to be submitted to hiring office (ie: Emergency Equipment Shift Tickets, Emergency Equipment Use Invoice, Fuel Issue Tickets, Personnel Time Reports, Performance Evaluations, etc.) for payment processing.

Note: For local government forces (fire departments), MT law requires that "*all payments made by a state agency to any city, town, county, or local government entity must be payable to the finance officer of the appropriate city, town, or county.*" Accordingly, when DNRC signs up local government forces on EERAs, an example of what the contracting officer must put in the "Contractor" info on part 4 (which Helena uses for payment info) is: "XYZ Rural Fire District, in care of XYZ County Treasurer's Office", using the appropriate county/city/town name, address and municipal tax ID #.