MT DNRC Instructions and Checklist for Signing up Equipment under

DNRC Emergency Equipment Rental Agreement (EERA)

Information / Documentation Required from Contractor:

Vehicle:

- ☐ Inspection form 296, related photos
- ☐ Registration
- ☐ Insurance
- ☐ US DOT Inspection, if applicable
- ☐ US DOT Number, if applicable
- ☐ Certified Weight Ticket, if applicable
- ☐ Inventory list of tools / equipment

Personnel:

- ☐ Montana Driver's License of Contractor/Owner
- ☐ Proof of Worker's Comp Insurance - on all employees
- ☐ List of personnel who will be operating equipment
- ☐ Certs and Quals for all personnel (copies of red cards)
- ☐ **Current Year** W-9 Taxpayer Identification Form
- ☐ Direct Deposit form completed if desired.

*****Keep copies of all above information attached to original EERA on file.**
*****When contractor performance evaluations are received from incidents, a copy should be filed in the Emergency Equipment Envelope for the incident. Original goes to Karen Zarbolias, CO/FDO, Missoula; copy goes to Contractor.**

Information / Documentation to be Furnished to Contractor/Cooperator:

- Furnish the Contractor with a full copy of the DNRC EERA and all supporting documentation, including DNRC General Clauses form.
- Inform Contractor that important reference documents which address contracting and dispatching within DNRC and the NR Geographic Area include the current year MT DNRC Incident Acquisition Manual, which can be found at: https://dnrc.mt.gov/Forestry/Wildfire/forms-information under DNRC Business Manuals.
- Go over General Clauses of the DNRC EERA, 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 Unoperated and Fully Operated equipment in Clause 15. For Fully Operated, note that operator is responsible for operating equipment within its operating limits and for the safety of equipment. For Unoperated, 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 contractor's 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. Discuss that Time under Hire starts when equipment starts rolling towards an incident AND passes an inspection.
- Provide Contractor / Cooperator / Operator's Checklist for use before, during, and after Incident assignment.
- Be sure Contractor is aware of NWCG Work/Rest Guidelines, Incident Operations Driving Standards, and Incident Behavior Standards. Recommend that this information be clearly communicated to employees.
- For private contractors, emphasize importance of obtaining performance evaluations from the supervisor on the incident.
- Inform the Contractor that if it likely they will be on an incident for a long duration (over 2 weeks), they can request that the Finance team issues an interim invoice to the Host office for payment.
- In most cases if there is a IMT in place, the Finance team will forward the original payment package to the Host office for payment. The Contractor will be provided with a copy of the OF-286 Emergency Equipment Use Invoice for their records.