

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

**Information / Documentation Required from Cooperator:**

<b><u>Vehicle:</u></b>	<b><u>Personnel:</u></b>
<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 form completed - 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 kept in the Emergency Equipment Envelope as part of the incident fire package. It should not be included as part of the payment package.**

**Information / Documentation to be Furnished to Cooperator:**

- Furnish the 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 Montana Incident Business Operating Guidelines for Firefighting Resources (MIBOG), and the NRCG Mobilization of Local Government Firefighting Resources. These documents are available at: <https://dnrc.mt.gov/Forestry/Wildfire/fire-business>
- 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 (positions ENGB, ENOP, WTOP, FFT1 and FFT2 only) and must be signed by the Chief.
- A pre-use inspection of the equipment is not required but is encouraged. An inspection at demob or signing the "No Damage No Claims" statement on the OF-286 Emergency Equipment Use Invoice will be required for payment.
- Furnish the Cooperator with copies of the Report of Incident form and instructions. Make sure Cooperator is aware that all state employees, including EFFs, must complete this form and fax to Helena within 24 hours of job-related injury or occupational disease. (Not for Fully Operated personnel, they are not state employees.) Also provide EFF Information Sheet for general information.
- Review with the Cooperator the General Clauses of the IRA, particularly those relating to operating supplies, repairs, payments, loss, damage or destruction, cooperator'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 fire line 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's insurance.
- 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 all incident assignments with original payment documents to be submitted to hiring office (ie: DNRC combined Emergency Personnel & Equipment Shift ticket, 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 IRAs, 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 #.