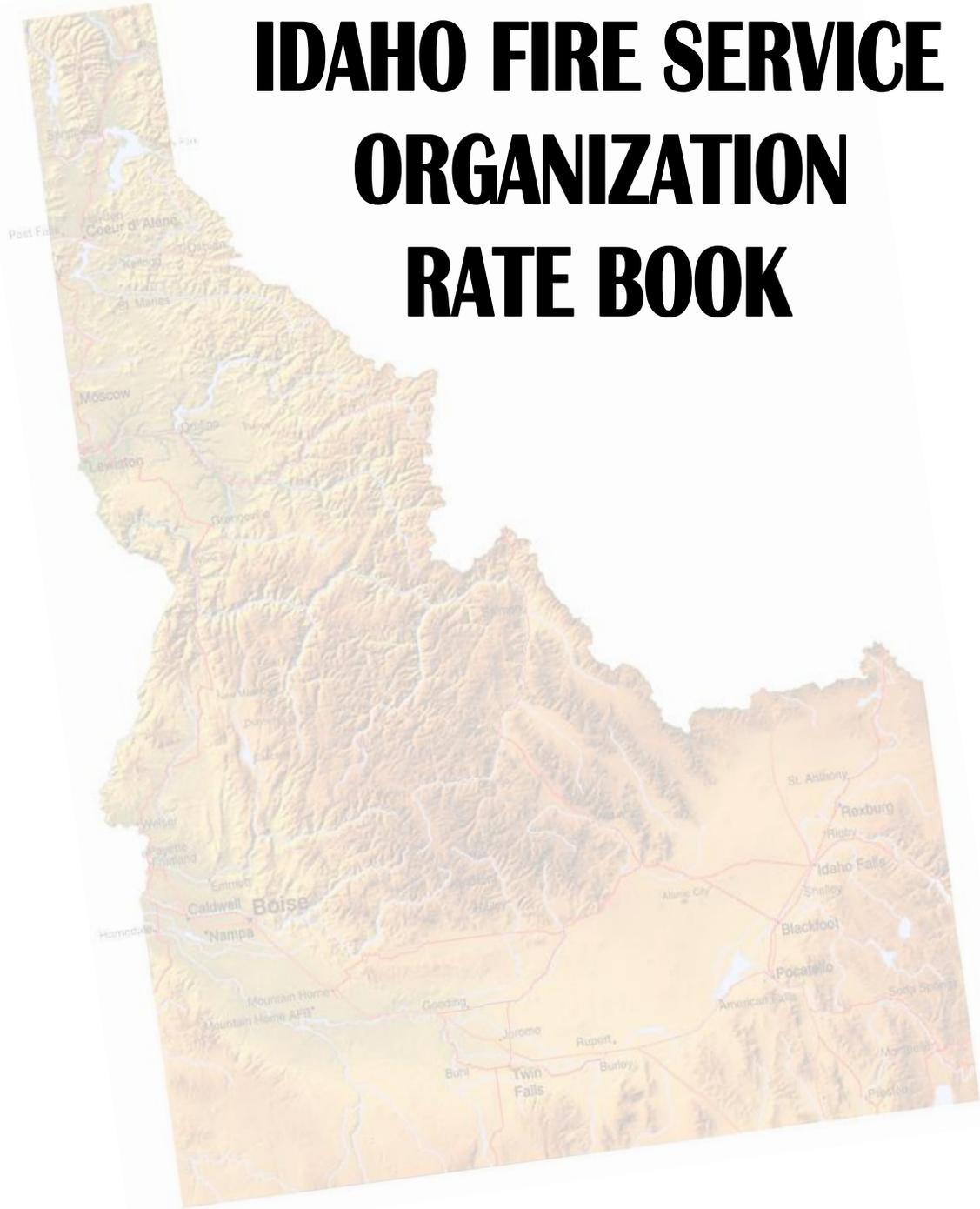


2009 IDAHO FIRE SERVICE ORGANIZATION RATE BOOK



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Developed by the Idaho Department of Lands, in conjunction with the Idaho Bureau of Homeland Security and Idaho Fire Chiefs Association.

This publication is available at: <http://www.idl.idaho.gov/index.htm>. Published copies of this document may be obtained from Idaho Department of Lands forest protective district offices throughout the State, or the Bureau of Fire Management, Coeur d'Alene, ID, (208) 769-1525.

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1. INTRODUCTION

A. Purpose

The Idaho Fire Service Organization (FSO) Rate Book describes the required procedures for certifying, mobilizing, and reimbursing FSO's throughout the state of Idaho. The FSO Rate Book also establishes standard rates for equipment and personnel while mobilized in support of extended attack assignments or while hired under local initial attack agreements.

Authority for policies and procedures contained herein are granted by the *Idaho Cooperative Fire Protection and Stafford Act Response Agreement, 2007-2012*:

1. "Fire Service Organization (FSO) defined: (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."
2. "Fire Service Organizations are made available to the Federal Agencies through the State within the Northern Rockies and the Great Basin geographic areas. Cooperation with Fire Service Organizations at the city and county government level is desirable. Local Cooperative Fire Agreements for initial attack mutual assistance can be entered into with Fire Service Organizations by any agency. It is the State's responsibility to be the single hiring point for equipment and personnel obtained from the Fire Service Organizations for all dispatches outside their jurisdictional responsibility."
3. When mobilized, "Fire Service Organizations are employees...of the State. The State makes all payment to the Fire Service Organization through execution of payment vouchers and similar documents."

B. Scope

The requirements within this document are designed for FSO mobilization to support **Extended Attack or Planned Need Assignments**. These assignments typically:

1. Require a Resource Order from IDL or a Mission Assignment from the Idaho Bureau of Homeland Security (BHS).
2. Have an anticipated duration of 24 hours to a maximum of 14 days or more with proper approvals.

C. Initial Attack 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 agency. These assignments typically:

1. Do not require a Resource Order.
2. Have an anticipated duration of less than 24 hours.

In areas where an FSO and a wildland fire protection agency(s) have common jurisdictional fire responsibilities, the entities are encouraged to enter into agreements to define operational guidelines and specify payment arrangements during initial attack.

2. PRECERTIFICATION AND CERTIFICATION PROCEDURES

Local FSO resources operating within their own jurisdiction are responsible for establishing and meeting their own local standards. When being mobilized for extended attack, all equipment and personnel must be certified by the procedures established in this document through the IDL. Ideally, this will take place preseason so that any problems can be addressed. It is the responsibility of the FSO Fire Chief, or his/her designee, to ensure resources meet all minimum requirements. Refer to *Idaho Cooperator Certification Form*, Appendix 1 for further detail.

There are three acceptable systems for wildland certification that may be utilized:

- Skills Crosswalk - Wildland Training for Structural Firefighters (Crosswalk). The Crosswalk recognizes the skills developed through NFPA structural fire training and identifies additional wildland fire training needs to meet NWCG minimum qualifications. The Crosswalk is designed to facilitate wildland and structural cross-training. Currently the Crosswalk is limited to Wildland Firefighter Type 2 (FFT2), Wildland Firefighter Type 1 (FFT1), Engine Boss (ENGB) and Strike Team Leader, Engines (STEN). For detailed information, see:

http://www.usfa.dhs.gov/fireservice/subjects/wildfire/crosswalk_overview.shtm

- NWCG Wildland Fire Qualifications System Guide.

<http://www.nwcg.gov/pms/docs/PMS310-1.pdf>

- Standards for Wildland Firefighter Professional Qualifications, NFPA 1051. See NFPA Standards and Codes, 2007 Edition.

A. Position Task Books

Task Books are required when using the NWCG Wildland Fire Qualifications System. FSO Chiefs may initiate any task book, but can only certify task books for FFT1 and FFT2. They are not required when an individual is qualified under NFPA the system, but documentation of the minimum Job Performance Requirements (JPRs) is necessary.

B. Incident Qualification Cards

Incident Qualification Cards are required on all wildland fire incidents when operating outside an FSO's protection area, or outside the area defined in mutual aid agreements. Incident Qualification Cards will be issued to persons in their department that meet all qualifications, including fitness for FFT1 and FFT2. Incident Qualification Cards for positions at or above the Single Resource Boss level must be issued by the Bureau of Fire Management.

Personnel staffing Type 1 or Type 2 structure engines utilized for structural protection on wildland incidents need to meet NFPA standards for their respective structural firefighting positions. Qualifications for these positions will be provided by the FSO Chief

NOTE: If an individual who is a member of an FSO contracts himself/herself or his/her privately-owned equipment under a separate agreement, he/she is considered a private contractor and does not fall under any policy or rules pertaining to FSOs.

3. WATER HANDLING EQUIPMENT CLASSIFICATION

A. Engines

Requirements	Engine Classification						
	Structural		Wildland				
	1*	2*	3	4	5	6	7
Tank minimum capacity	300	300	500	750	400	150	50
Pump minimum flow (gpm@psi)	1000 150	500 150	250 150	50 100	50 100	50 100	10 100
Hose, 2 ½" (feet)	1200	1000	--	--	--	--	--
1 ½" (feet)	400	500	500	300	300	300	--
1" (feet)	-0-	-0-	500	300	300	300	200
Ladders (per NFPA 1901)	Yes	Yes	--	--	--	--	--
Master Stream (GPM)	500	--	--	--	--	--	--
Personnel (minimum number)	4	3	3	3**	3**	3**	2

* Type 1 and 2 Structural Engines must also meet minimum equipment and PPE specifications of NFPA 1901.

** Minimum personnel for national mobilization. Local standards may allow for staffing of two people for initial attack.

1. All types shall meet federal, state and agency requirements for motor vehicle safety standards, including all gross vehicle weight rating when fully loaded.
2. Type 3 through 6 engines shall be able to prime and pump water from a 10 foot lift. Portable volume pump with a minimum capacity to pump 100 gallon per minute is acceptable.

B. Water Tenders and Water Trucks

A water tender is intended for use in the following tactical operations: in support of urban interface when structures are involved, for use on the fireline, or in direct support of fire suppression activities.

A water truck is intended for use in the following support operations: dust abatement, water transfer and unloading into port-a-tank or engine. Water trucks will not be used for direct fire suppression activities.

	Water Tender (WT) and Water Truck (WTR) Classification		
Requirements	WT/WTR 1	WT/WTR 2	WT/WTR 3
Tank minimum capacity	5000	2500	1000
Pump minimum flow (gpm@psi)	300 50	200 50	200 50
Max. refill time (minutes)	30	20	15
Personnel (minimum number)	1*	1*	1*

*Water Tenders may be ordered with an additional crew member with the approval of the host agency.

1. All types shall meet federal, state and agency requirements for motor vehicle safety standards, including all gross vehicle weight rating when fully loaded.
2. All water tenders and water trucks 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. Water trucks shall have a spreader bar that is capable of broadcasting an even spray for dust abatement purposes.

C. Personnel Requirement for Water Handling Equipment

Classification	Physical Fitness Test	Fireline Safety Refresher (5)	Personal Protective Equipment (PPE)
Water Truck (1)	No	Yes	Yes
Water Tenders (2)	Light 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) Must be accompanied by fireline qualified person while on fireline duty.
- (2) FFT2 qualification required.
- (3) Need to meet the requirements of NFPA 1001, Firefighter Professional Qualifications and NFPA 1021, Standards for Fire Officer Professional Qualifications.
- (4) Single Resource Boss (Engine) required. Two FFT2's for national mobilization or one FFT2 for initial attack, as per agency policy.
- (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.

D. Water Handling Equipment Rates

Daily shift rates are based on a 14 hour day. An average hourly rate of \$21.00 per person is used for calculating operational rates for E1-WE7. An hourly rate of \$24.00 is used for calculating operational rates for WT and WTR1-3.

2009 FIRE SERVICE ORGANIZATION RATES					
STRUCTURAL ENGINES					
CLASS	UNOP DAILY RATE	UNOP HOURLY RATE	FULLY OP DAILY RATE	FULLY OP HOURLY RATE	# PERSONS
E1	\$ 1,456	\$ 104	\$ 2,632	\$ 188	4
E2	\$ 1,344	\$ 96	\$ 2,226	\$ 159	3
WILDLAND ENGINES					
WE3	\$ 1,078	\$ 77	\$ 1,960	\$ 140	3
WE4	\$ 868	\$ 62	\$ 1,750	\$ 125	3*
WE5	\$ 826	\$ 59	\$ 1,708	\$ 122	3*
WE6	\$ 742	\$ 53	\$ 1,624	\$ 116	3*
WE7	\$ 476	\$ 34	\$ 1,064	\$ 76	2
WATER TENDERS					
WT1	\$ 1,372	\$ 98	\$ 1,708	\$ 122	1**
WT2	\$ 1,176	\$ 84	\$ 1,512	\$ 108	1**
WT3	\$ 868	\$ 62	\$ 1,204	\$ 86	1**
WATER TRUCKS					
WTR1	\$ 742	\$ 53	\$ 1,078	\$ 77	1**
WTR2	\$ 560	\$ 40	\$ 896	\$ 64	1**
WTR3	\$ 322	\$ 23	\$ 658	\$ 47	1**
COMMAND VEHICLES					
Compact	\$ 52			\$ 0.24/mi.	
½ Ton	\$ 57			\$ 0.30/mi.	
¾ Ton +	\$ 64			\$ 0.34/mi.	

* If staffed with two crew members, reduce hourly rate by \$21.00 or daily rate by \$294.00.

** Water tenders and water trucks may be ordered with an additional crew member with the approval of the host agency. Each additional crew member will be paid at an hourly rate of \$21.00.

E. Federal Excess Personal Property (FEPP) Equipment Rates

FEPP rates are calculated at .666% of the equipment portion of the daily rate. The FEPP rate is calculated to cover operating expense of the equipment only, with no allowance for depreciation.

2009 FIRE SERVICE ORGANIZATION RATES FEDERAL EXCESS EQUIPMENT (FEPP)					
STRUCTURAL ENGINES					
CLASS	FED EX UNOP DAILY	FED EX UNOP HOURLY	FED EX FULLY OP DAILY	FED EX FULLY OP HOURLY	# PERSONS
E1	\$961	\$ 69	\$2,137	\$ 153	4
E2	\$887	\$ 63	\$1,769	\$ 126	3
WILDLAND ENGINES					
WE3	\$711	\$ 51	\$1,593	\$ 114	3
WE4	\$573	\$ 41	\$1,455	\$ 104	3*
WE5	\$545	\$ 39	\$1,427	\$ 102	3*
WE6	\$490	\$ 35	\$1,372	\$ 98	3*
WE7	\$314	\$ 22	\$ 902	\$ 64	2
WATER TENDERS					
WT1	\$906	\$ 65	\$1,242	\$ 89	1**
WT2	\$776	\$ 55	\$1,112	\$ 79	1**
WT3	\$573	\$ 41	\$ 909	\$ 65	1**
WATER TRUCK					
WTR1	\$490	\$ 35	\$ 826	\$ 59	1**
WTR2	\$370	\$ 26	\$ 706	\$ 50	1**
WTR3	\$213	\$ 15	\$ 549	\$ 39	1**

* If staffed with two crew members, reduce hourly rate by \$21.00 or daily rate by \$294.00.

** Water tenders and water trucks may be ordered with an additional crew member with the approval of the host agency. Each additional crew member will be paid at an hourly rate of \$21.00.

F. Portable Pumps

Class	Un-operated Daily Rate	Remarks
P1	\$137.00	Trailer-mounted low-pressure/high-volume pump producing a minimum volume of 500 GPM. Contractor provides intake and discharge hose.
P2	\$ 64.00	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	\$ 37.00	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.

4. GENERAL REQUIREMENTS OF WATER HANDLING EQUIPMENT

A. Equipment Complement and Inventory

For the additional engine and water tender complement, see Required Complement-Engines, Water Tenders and Water Trucks, Appendix 2. 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 re-assigned to an incident.

B. Tank Baffling

The water tanks must be equipped with partitions that reduce the shifting of the water load. Engines, water tenders and water trucks 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.

C. Gross Vehicle Weight

Fully-loaded water handling equipment (including operators and accessory equipment) must conform to manufacturer's gross vehicle weight rating (GVWR), or state highway gross vehicle weight (GVW) limits, whichever is less. 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 the Type 1 Tenders, designed for off-highway construction where the GVW is less than the GVWR.

5. AMBULANCES

Ordering units must specify advanced life support ambulance (Ambulance, ALS), basic life support ambulance (Ambulance, BLS), or an ALS chase unit (Chase Unit, ALS). The FSO will be reimbursed for all medical supplies used on the incident.

TYPE*	MINIMUM PERSONNEL AND CERTIFICATION**
Ambulance, ALS	(1) EMT - Intermediate and (1) EMT-Basic
Ambulance, BLS	(2) EMT –Basic
ALS Chase Unit	(1) EMT -Intermediate

* Each ambulance or chase unit will be equipped with the patient care items necessary for the level of care as established by the Idaho Emergency Medical Service (EMS) Bureau.

** EMT certifications are minimum Idaho EMS Bureau certification levels. All personnel must complete Annual Fire Line Safety Refresher, RT-130 or equivalent. Personnel must comply with medical direction requirements of the host unit when mobilized outside of their home jurisdiction.

2009 AMBULANCE RATES				
TYPE	UNOP DAILY RATE	UNOP HOURLY RATE	FULLY OP DAILY RATE	FULLY OP HOURLY RATE
Ambulance, ALS*	\$784	\$ 56	\$1,540	\$ 110
Ambulance, BLS*	\$714	\$ 51	\$1,330	\$ 95
ALS Chase Unit	\$462	\$ 33	\$ 910	\$ 65

* Patient transport costs- The FSO ambulance will revert to their normal billing procedures for medical care requiring patient transport. Bills will be directed to the patient's home agency workers compensation policy. Medical transport shall be documented on an Emergency Equipment Shift Ticket, OF-297. A copy of all transport paperwork shall be turned in to the finance section at the incident.

** Additional BLS personnel may be ordered at \$22.00 per hour or \$308.00 per day. Additional ALS personnel may be ordered at \$32.00 per hour or \$448.00 per day.

6. MOBILIZATION

A. Equipment Hiring Methods

There are three hiring options for FSO equipment:

1. Fully operated: This is the preferred method of hire. 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.
2. Unoperated - personnel hired as IDL casuals: Under this option, the equipment will be hired at the unoperated rate and the personnel will be hired as IDL casuals (temporary employees). IDL casuals are covered by the IDL workers compensation policy. Personnel hired as casuals will need to complete all necessary hiring paperwork through the local IDL district office prior to mobilization. See the regional supplement to Cooperative Relations, Chapter 50, to the Interagency Incident Business Management Handbook for casual hiring procedure and Pay Plan for Emergency Workers, Appendix 7 for further details.
3. Unoperated - actual personnel payroll costs reimbursed: This method can be used when mobilizing resources from career-staffed departments. Under this option, the equipment will be hired at the unoperated rate and actual payroll costs for personnel will be reimbursed. Full time career-staffed fire departments may be reimbursed for backfill costs, portal-to-portal pay, and other department contract specifications when obligated by existing personnel contracts. See Reimbursement Procedures for further information on department-specific expenses.

B. Single Resource Hiring Methods

There are two options for hiring of single resource personnel:

1. FSO personnel mobilized as single resources who are not members of a paid, professional department may be hired as an IDL casual employee. All casual paperwork must be completed and on file at the local IDL office prior to mobilization. See the regional supplement to Cooperative Relations, Chapter 50, to the

Interagency Incident Business Management Handbook for casual hiring procedure and Pay Plan for Emergency Workers, Appendix 7 for further details.

2. FSO employees of career-staffed departments mobilized as single resources will remain employees of their department. Actual payroll costs and backfill costs may be reimbursed when obligated by existing personnel contracts. See Reimbursement Procedures for further discussion on department-specific expenses.

C. Supplemental Fire Department Resources

Supplemental fire department resources are defined as overhead affiliated to local fire departments that are mobilized primarily for response to incidents/wildland fires outside of their district or mutual aid zone. They are not a permanent part of the local fire organization and are not required to attend scheduled training, meetings, etc. of the department staff. Use of supplemental resources will adhere to the standards and provisions set forth in the National Wildfire Coordination Group memorandum of February 6, 2009, Agreements with Local Fire Departments (NWCG#004-2009) available at <http://www.nwcg.gov/general/memos/nwcg-004-2009.html>.

D. Length of Assignment

When mobilized for an extended attack/planned need assignment, FSO personnel should be prepared for a minimum 14 day assignment, excluding travel days. Depending on incident location, one or more days may be necessary for travel, increasing the total assignment time. In some cases, assignments may be extended for a total of 21 days (including travel) with appropriate approvals.

E. Crew Rotations

In order to maintain consistency, accountability and safety, crew rotations are discouraged. However, it is recognized that rotations may be necessary for a variety of reasons. Compensation for expenses associated with rotations will be at the FSO's expense unless authorized, in writing, by the IMT and host agency.

7. VEHICLE & EQUIPMENT PROVISIONS

A. Hourly/Daily Rate

Shifts less than eight hours will be paid at the hourly rate for the appropriate class of equipment. The daily rate will be paid for all shifts greater than eight hours, where established. The daily rate is based on a 14 hour day. No additional compensation will be given for shifts longer than 14 hours.

B. Other Equipment Rates

Use the appropriate regional supplement to Acquisition Chapter 20, to the Interagency Incident Business Management Handbook, to determine rental rates for equipment not included in this document. Reduce the Chapter 20 rates by 20 percent to account for costs to contractors that are not applicable to FSO equipment.

Rates for unique items will be negotiated on a case-by-case basis with the local IDL office.

C. Operating Supplies

FSO equipment will be reimbursed for fuel used to and from an incident and while assigned to a fire. Costs will be reimbursed with proper documentation (e.g., detailed receipt). Repairs and normal maintenance will be the FSO's responsibility.

D. Foam Units

No additional compensation will be given for foam units. Foam used during an incident will be replaced by the host agency.

E. Transport of FSO Equipment

While FSO equipment is in transport status (via heavy equipment transport, not being driven), the rate will be reduced by one-half of the unoperated daily rate for that class of equipment.

F. Double Shift

Double shift is defined as being staffed with two operators or two crews (one per shift). There will be no compensation for a double shift unless a separate operator(s) and or crew(s) is/are ordered in writing for the second shift. Agency personnel at the Section Chief Level may authorize a second crew. This must be documented on a resource order.

1. Rate: Double Shift rate will be calculated as 1.65 times the daily rate for the appropriate vehicle class.

G. Claims

Equipment furnished under this agreement may be operated and subjected to extreme environmental and/or strenuous operating conditions. These could include but is 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. Claims may be filed from the home unit. However, resolution of the claim will be at the discretion of IDL.

H. Chase Vehicles

The cost of a chase vehicle will not be charged to an incident unless authorized by the ordering agency and documented on the resource order.

I. Repairs

When FSO equipment breaks down or is not in operable condition, it will be covered under the daily rate on the first day. Any subsequent days when the equipment is unavailable for use, there will be no pay for the equipment. The personnel are entitled to eight hours in pay status while equipment is being repaired, unless personnel contracts

specify otherwise. See Water Handling Equipment Rates for personnel rates for fully operated equipment.

8. RESOURCE ORDERING AND TRACKING

A. Standard Fire Mobilization

Resource orders will typically be generated by the dispatch center responsible for 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 equipment and personnel details of the resources. This information will be input into the Resource Ordering and Status System (ROSS) 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 facsimile (fax) to the FSO office. A copy of the resource order must accompany the resource when checking in at the incident

B. County and State Disaster Mobilization

Local agencies and city and county government can request assistance for resources through the Idaho Bureau of Homeland Security (BHS) Mission Request system once declarations of disaster have been made by both the county and state. BHS will issue a Mission Assignment to IDL for the requested resources. If the Mission Assignment is accepted, IDL will fill the request through the normal fire dispatching procedure.

9. REIMBURSEMENT PROCEDURES

Payment for all Fire Service Organization resources mobilized in support of extended attack incidents is transacted through IDL. The Incident Management Team or local administrative office (federal or state) must complete the normal timekeeping functions for the FSO while assigned to the incident.

For those FSOs that have entered into agreements with neighboring federal agencies for initial attack or other fire protection services, payment will be processed through that agency for initial attack responses.

A. Documentation Necessary for Payment

All payment documentation must be submitted to the appropriate agency office within 14 days of being released. Original signed copies of the following documents must be submitted to IDL for payment upon return from an incident:

1. Emergency Equipment Use Invoice, OF-286.
2. Emergency Equipment Shift Ticket, OF-297 for each day.
3. Emergency Firefighter Time Report, OF-288 for single resource positions.
4. Receipts for all fuel purchases, meals and other miscellaneous expenses not provided at the fire.

B. Department-Specific Expenses

Career-staffed FSO departments can submit an invoice for actual employee payroll costs including benefits. Payroll costs that will be reimbursed include:

1. Actual payroll costs for personnel sent to the incident. This will be for actual hours worked on the incident unless department policies or union agreements specify otherwise.
2. Backfill costs to meet department staffing requirements. IDL will only reimburse additional payroll costs above and beyond those the department would have incurred to provide the scheduled level of protection. For example, if an employee is brought in on a regularly scheduled day off to cover the shift of the mobilized employee, IDL will pay the additional overtime costs for the backfill employee.
3. The reimbursement for backfill will only be for those shifts that the mobilized employee was scheduled to work for the duration of the incident assignment.

The following documentation will be required when seeking reimbursement for payment of hours greater than those documented on Crew Time Reports, SF-261, Emergency Firefighter Time Report, OF-288, or for backfill costs:

1. Copy of the firefighter contract that defines the employee payment terms, including pay rate, length of shifts, and overtime provisions.
2. A copy of the department's work schedule in order to determine days on which additional backfill costs will be incurred.
3. Actual payroll costs for backfill employee for days on which backfill reimbursement will be sought.

This provision does not apply while FSOs are acting within the scope of mutual aid or local initial attack agreements.

IDL will not reimburse administrative costs.

Idaho Cooperator Certification Form (CCF)

- A. The equipment listed on the Idaho CCF meets all of the minimum requirements found in the Idaho Fire Service Organization Rate Book (FSO Rate Book) for use and operation of the equipment type identified.
- B. Failure to accurately classify the equipment type as described in the FSO Rate Book shall result in a downgrade of typing and a reduction in rate to the type level the equipment meets as set forth in the FSO Rate Book. Failure of the equipment described herein to meet all FSO Rate Book requirements, or to provide the qualified personnel or equipment within 24 hours, will be cause for release and return to point of hire in pay status.
- C. It is agreed that the hiring entity may inspect the listed equipment and the appropriate training records. These inspections may be done preseason or at incidents during the fire season.
- D. A copy of this certification shall be provided to the Finance/Administration Section Chief or his/her designated representative immediately upon arrival at an incident. When the Idaho Cooperator Certification Form (CCF) has been completed, **no other agreement (or EERA) is necessary.**
- E. The individuals listed on the resource list meet all of the requirements for the position(s) listed in accordance with National Wildfire Coordinating Group (NWCG), Wildland Fire Qualification System Guide PMS 310-1 or NFPA Equivalency. Operators must possess an Idaho Drivers License and have the knowledge, skills, and abilities to operate the type and class of equipment listed herein.

I certify that the equipment and personnel listed herein meets the minimum resource typing standards as shown in the Idaho Fire Service Organization Rate Book. I hereby certify that I am authorized to sign this Idaho Cooperator Certification Form.

Fire Chief (Signature)

Date

Fire Chief Name (Printed)

Appendix 1 – Idaho Cooperator Certification Form

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10. SPECIAL PROVISIONS:			
11. SIGNATURE OF FIRE CHIEF OR AUTHORIZED AGENT:		12. SIGNATURE OF FIRE WARDEN OR AUTHORIZED AGENT:	
13. PRINT NAME AND TITLE:	14. DATE:	15. PRINT NAME AND TITLE:	16. DATE:

ADDITIONAL REQUIRED COMPLEMENT - ENGINES

- 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
- 20 feet – Suction hose with strainer or screened foot valve
- 2 each – Shovels, size 0
- 2 each – Pulaskis
- 1 each – Spanner wrench, combination 1" – 1 ½"
- 2 each – Gated wyes, 1 ½", NH threads
- 4 each – Reducers, 1 ½" NH female to 1", NPSH male
- 2 each – Increases 1" NPSH female to 1 ½" NH male
- 1 each – Double male 1 ½" NH threads
- 1 each – Double female 1 ½" NH threads
- 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 – Double male 1 ½" NH threads
- 1 each – Fire hose clamp
- 1 each – First Aid Kit (5 person)
- 1 each – 5 gallon container for drinking water
- 1 each – Set of 3 reflectors
- 1 each – Fire extinguisher (5 BC or better)
- 1 each – Set of wheel chocks (meets industry standards)
- Fuel to operate pump and engine for 12 hours (minimum 5 gallons)
- 1 each – Pump for water fill or have drafting capability
- 300 feet – ¾" synthetic hose – 50 foot sections
- 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"
- 2 each – adapters, ¼ turn to 1 ½ NH (1 female/1 male)

ADDITIONAL REQUIRED COMPLEMENT- WATER TENDERS

- 1 each -1" nozzle – combination; fog/straight stream
- 1 ½" NH to 1" NPSH reducer
- 20 feet- Suction hose (minimum) with strainer or screened foot valve
- 2 each-Shovels, size 0
- 2 each-Pulaskis
- Frame or self standing portable water tank- 1,000 gallon minimum
- 1 each-Spanner wrench, combination
- 1 each-Hydrant wrench
- 2 each- Adapters, 1 ½" NPSH female to 1 ½" NH male
- 2 each- Adapters, ¼ turn to 1 ½" NH (1 female/1 male)
- 2 each-Adapters, 1 ½" NH female to 1 ½" NPSH male
- 2 each- Reducers, 2 ½" NH female to 1 ½" NH male
- 1 each- Double male, 1 ½" NH
- 1 each- Double female, 1 ½" NH
- 1 each- Gated wye, 1 ½" NH
- 1 each- Fire hose clamp
- 1 each- First Aid Kit (5 person)
- 1 each-Set of 3 reflectors
- 1 each-Fire extinguisher (5 BC or better)
- Wheel Chocks (meets industry standards)
- Fuel to operate pump and engine for 12 hours (minimum 5 gallons)
- 2 each – portable hand lights
- 1 each – 1500 gallon minimum portable collapsible tank
- 100 feet of 1 ½", cotton/synthetic hose NH thread
- 50 feet of 2 ½" with nozzle, cotton/synthetic hose, NH thread
- 2 each-Discharge outlets: 1 ½" NH thread
- 1 each-Discharge outlet: 2 ½" NH thread

ADDITIONAL REQUIRED COMPLEMENT- WATER TRUCKS

- Wheel Chocks (Meet Industry Std.)
- Fire Extinguisher (5BC or better)
- Drafting Hose (20ft w/strainer)
- First Aid Kit (5 person)
- Set of 3 reflectors

Fire Service Organization (FSO) Mobilization Checklist

Don't Forget to Take With You

- Resource Order (RO). Two (2) copies.
- Fire Service Organization Rate Book.
- Completed Idaho Cooperator Certification Form – Personnel and Equipment.
- Emergency Equipment Shift Ticket Book, OF-297. Crew and equipment time for fully operated rate and/or for equipment at unoperated rate.
- Crew Time Reports, SF-261. Personnel time if paid at the unoperated rate or single resource personnel such as Strike Team Engine (STEN).
- Emergency Firefighter Time Report, OF-288. AD/Casual employees.
- Evaluation Forms - Single Resource, ICS225 or Crew, ICS224. Local Use Evaluation for local responses. Available on-line or from IDL contact.
- Inventory of apparatus. Complement on engine including Personal Protective Equipment (PPE) etc.
- Incident Qualification Card. Indicates wildland fire qualifications for all personnel.
- Position Task Books. If applicable.
- Other Personnel Qualification Cards. Other than wildland (i.e., EMT. etc.)
- Credit Card for fuel.
- Personal Items. Tent, sleeping bag, warm clothing, personal hygiene items.

Paperwork to Bring Back With You

- Payment package, including signed original Emergency Equipment Use Invoice, OF-286, and Emergency Equipment Shift Tickets, OF-297. Obtain from Finance during demobilization.
- All pre and post inspections.
- Receipts for meals 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 (DIVS, STEN, IC, etc.). Important for recertification of positions.
- Other documents. All documentation provided to you at the fire.

PERSONAL PROTECTIVE EQUIPMENT FOR FIRE PERSONNEL

1. Boots: All leather, lace-up type, minimum 8 inches high with lug-type soles in good condition (steel toe boots are unacceptable).
2. 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.
3. Gloves: One pair of heavy-duty leather per person.
4. Eye Protection: One pair per person (meets standards ANSI 287, latest edition).
5. Head Lamp: One lamp per person with batteries and attachment for hard hat.
6. Canteen: One quart size, two per person required, four per person recommended (filled prior to arrival at incident).
7. Fire Shelter: One serviceable shelter per person.
8. Flame Resistant Clothing: Shirt and trousers for routine fireline duties, flame resistant clothing must:
 - a. Self-extinguish upon removal from heat source.
 - b. Act as an effective thermal barrier by minimizing conductive heat transfer.
 - c. Not melt or shrink to any appreciable degree upon decomposition during exposure to a high heat source.
 - d. Be manufactured from flame retardant treated (FRT) cotton, FRT rayon, FRT wool, aramid (nomex), or other similar fabric.
9. Turn-out Gear (structural engines only).

**EMERGENCY EQUIPMENT SHIFT TICKET
OF-297**

Shift tickets must be completed at the end of each operational period. Shift tickets may be obtained from Division Supervisor or 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. **Any known defects or damage to equipment going on or off shift must be documented in the “Remarks” section.**

EMERGENCY EQUIPMENT SHIFT TICKET				INVOICE POSTED BY (EQTR’S Initials) <input style="width: 50px; height: 15px;" type="text"/>		
NOTE: The responsible Government Officer will update this form each day or shift and make initial and final equipment inspections.						
1. AGREEMENT NUMBER AG-03K0-C-X-9295		2. RESOURCE ORDER NUMBER E-16		3. CONTRACTOR (name) Hershey VFD		
4. INCIDENT NAME/# Bad One, ID-POS-23010		5. NO. OF OPERATORS 1		6. OPERATOR (name)(s) Tanner Jones		
7. ITEM DESCRIPTION & VIN/SERIAL # 1987 Ford WE6 S/N 32146567						
9. DATE	10. EQUIPMENT USE (ACTUAL TIME WORKED)			11. REMARKS (down time & cause, problems, etc.) Under hire at 0600 at Nampa, ID Transported to Bad One Fire; arrived at 0830 2200-2400 down for service 2200-Operators off shift		
	HOURS/DAYS/MILES(circle one)					
MO/DAY/YR	START	STOP	WORK			SPECIAL
8/15/XX	0830	2030	12			
8/16/XX	0800	2200	14			
8/17/XX	0800	0930	1.5			
12. EQUIPMENT STATUS						
a. Inspected and under agreement		<input checked="" type="checkbox"/>		b. Released by Govt. <input type="checkbox"/>		
c. Withdrawn by Contractor <input type="checkbox"/>						
13. CONTRACTOR’S OR AUTHORIZED AGENT’S SIGNATURE Tanner Jones			15. AUTHORIZED GOVERNMENT AGENT SIGNATURE Tinder Dry			
14. PRINTED NAME AND TITLE Tanner Jones, Operator			16. PRINTED NAME AND TITLE Tinder Dry, DIVS		17. Date Signed 8/17/XX	

NSN 7540-01-119-5628
50297-102

OPTIONAL FORM 297 (Rev. x-xx)
USDA/USDI

PAY PLAN FOR EMERGENCY WORKERS

CONDITIONS OF HIRE

1. This pay plan applies only to those casual hires that are recruited for the sole purpose of dealing with an immediate fire emergency, extreme fire potential, or other emergency.
2. Under no conditions may active members of the Armed Forces be hired.
3. Federal retirees may be hired under this plan without a reduction in pay (Comp. Gen. B-139682, June 19, 1959).
4. Casuals hired under this plan must meet minimum physical fitness standards and training requirements as established by agency policy.
5. Casuals in positions that require special certification or license (Emergency Medical Technicians, law enforcement, instructors, etc.) must meet the requirements of the state where the incident and/or the hiring unit is located.
6. The Immigration Reform and Control Act of 1986 (8 U.S.C. 1324A) requires employers to hire only individuals who are eligible to work in the United States. This law also requires that an Employment Eligibility Verification Form I-9 be completed within three business days of the appointment. Those units who establish and train organized crews should complete an Employment Eligibility Verification Form I-9 as soon as crews are organized to eliminate the need for verification at ongoing incidents. During ongoing incidents, Finance Officers are responsible for verifying the eligibility of any casuals hired on site. A copy of the appropriate hiring documents must accompany the I-9.
7. The Agency Representative has the final authority to accept or reject any person hired under this plan.
8. To work under this plan requires a Social Security Number for United States citizens or an Individual Taxpayer Identification Number for non United States citizens. Furnish casuals a notice of mandatory Social Security Number disclosure at the time of hire.
9. The salary rate for each classification is the rate per hour to be paid for all the service required of the casual hire. For casual employees of the Idaho Department of Lands overtime compensation will be paid for service in excess of 40 hours in a week.
10. The hiring period begins at the point and the time an individual is available for hire at the request of an Agency Representative. It ends at the time the casual hire is returned to the point of hire or is no longer available. At the discretion of the Agency Representative, casual hires may be paid at the demobilization site prior to travel back to the point of hire. In these instances, return travel shall be estimated and included in payment.
 - A. All hours worked under this Pay Plan must be recorded as either on-shift or off-shift. All on-shift time is compensable; all off-shift time is non-compensable.
 - B. On-shift includes time spent in travel from and to the point of hire and related waiting time, other travel necessary for the performance of work, such as, from fire camp to fireline, or between fire camps; ordered standby; and actual work.

Off-shift includes:

1. Time allowed for sleeping and eating when personnel are free from assigned duty and;
 2. Other periods when personnel are free from duty and are not in an ordered standby status. Ordered standby occurs when, at the direction of an Agency Representative, a casual hire is held in a specific location fully outfitted and ready for immediate assignment.
- C. Casual hires must be given enough on-shift time (travel, ordered standby, and actual work) to total eight compensable hours for that calendar day. Do not use this eight-hour guarantee on the first and last day of work.
- D. Casual hires assigned to an incident at their point of hire are not entitled to guaranteed hours on days off. This is considered off-shift time and is non-compensable.
- E. The minimum compensable time allowance for each work period is two hours. Thereafter, compute time in multiples of 30 minutes.
- F. Casual hires that deviate from the normal travel route home are considered “no longer available” and are not entitled to travel time home nor transportation provided by the government from the point the travel deviation occurs. The travel deviation must be documented and attached to the casual’s original Emergency Firefighter Time Report, OF-288, for use by the payment unit. This documentation shall also be made a part of the incident record.
11. All transportation required from point of hire until return to point of hire shall be at government expense. When a casual hire is released for cause, or quits without good reason before the emergency is over, pay shall be stopped at the time services are terminated. The Agency Representative may or may not allow the casual hire return transportation at government expense to the point of hire.
12. Meal periods during which a casual is free of duty in connection with an assigned job are not considered compensable work time. In situations where a casual hire cannot be relieved from work and must remain at the post of duty, count a meal period as time worked for which compensation shall be allowed. Compensable meal breaks shall be documented on Crew Time Reports, SF-261.
13. When casual hires do not receive adequate food or lodging, they shall be in pay status the entire time they are working, sleeping or eating. Adequate food is defined as: Meals Ready to Eat (MRE), sack lunches, military type rations, hot can or similar meals. Adequate lodging is described as: a sleeping bag, (paper or cloth), or a blanket or equivalent covering to provide protection from the elements for sleeping.
14. Whenever deemed practical and necessary by the Agency Representative, furnish subsistence and lodging at government expense for casual hires under this plan. If the government cannot provide subsistence for a casual, reimburse the out-of-pocket expenses for meals and lodging paid by a casual through the agency travel process as per diem, following current agency travel regulations.

15. Casuals under this pay plan are not entitled to earn or to be granted annual or sick leave, or to be covered under the Federal Employee's Group Life Insurance Act (5 U.S.C. 87), Civil Service Retirement Act (5 U.S.C. 83), Federal Employees Retirement System (5 U.S.C. 84), Federal Insurance Contributions Act (26 U.S.C. 3121) (b)(6)(c), or the Federal Employee's Health Benefits Act (5 U.S.C. 89). However, they are covered by the provisions of the Federal Employee's Compensation Act (5 U.S.C. 81).

Under the provisions of 5 U.S.C. 8501, federal agencies do not report wages earned to State offices for unemployment compensation purposes. The services performed by an individual on a temporary basis in case of fire, storm, earthquake, flood or similar emergency are not considered as performing federal service for the purpose of reporting wages for unemployment compensation benefits. Casuals may furnish a statement of earnings to State Unemployment Offices on their own behalf.

16. Federal and state taxes shall be withheld from salary payments. Each emergency worker shall present an Employee's Withholding Allowance Certificate, W-4 or an Advanced Earned Income Credit, W-5 at the time of hire. IRS Wage and Tax Statement, W-2, shall be issued to the emergency worker at the end of the year in which reported wages are earned to the address listed at time of hire. State taxes shall be withheld for the state in which the emergency worker is hired unless the emergency worker requests withholding for another state and submits the appropriate state forms.

NOTE: Idaho Department of Lands casuals do not receive annual or sick leave, health benefits, retirement or life insurance. Taxes, however, are withheld from the individual's wages.

All persons employed by the Idaho Department of Lands under this pay plan will sign a Memorandum of Understanding stating they will abide by the department's drug and alcohol free policy as a condition of employment. An Affirmative Action Survey and a Selective Service form must also be completed.

2009 Meal Rate and Per Diem Guidelines

These provisions apply to all Idaho Department of Lands employees.

- The **Idaho State Board of Examiners In-State Per Diem Rates** will be used for any of the following circumstances:
 1. Meals are provided in support of **prescribed burning**. See Timber Management Handbook Section A for administrative procedures.
 2. Whenever per diem is being claimed while in-state.
 - This also applies if you are claiming per diem on an in-state fire assignment. You cannot claim the federal GSA per diem rates while in-state.

Idaho State Board of Examiners In-State Per Diem Rates

Location	County	B	L	D	Full Day
All	All	\$7.50	\$10.50	\$16.50	\$30

- Partial day rates are based 25% (B), 35% (L), and 55% (D) of the full day per diem rates.
- Total invoice must include 15% gratuity.

- The **U.S. General Services Administration (GSA) Domestic Per Diem Rates** will be used in Idaho only when the following conditions are met:
 1. Meals are provided in support of **fire suppression** (not prescribed burning).
 2. Meals are provided by a vendor with a contract (EERA) and the Meal and Lodging Authorization Form is used.

U.S. GSA Domestic Per Diem Rates- Idaho

Location	County	B	L	D	Full Day
Boise	Ada	\$12.25	\$17.15	\$26.95	\$49
Bonnors Ferry / Sandpoint (October 1 - March 31)	Boundary/Bonner	\$9.75	\$13.65	\$21.45	\$39
Bonnors Ferry / Sandpoint (April 1 - June 30)	Boundary/Bonner	\$14.75	\$20.65	\$32.45	\$59
Bonnors Ferry / Sandpoint (July 1 - August 31)	Boundary/Bonner	\$14.75	\$20.65	\$32.45	\$59
Bonnors Ferry / Sandpoint (September 1 - September 30)	Boundary/Bonner	\$14.75	\$20.65	\$32.45	\$59
Coeur d'Alene (October 1 - June 30)	Kootenai	\$14.75	\$20.65	\$32.45	\$59
Coeur d'Alene (July 1 - August 31)	Kootenai	\$14.75	\$20.65	\$32.45	\$59
Coeur d'Alene (September 1 - September 30)	Kootenai	\$14.75	\$20.65	\$32.45	\$59
Driggs/Idaho Falls (October 1 - March 31)	Teton / Bonneville/Fremont	\$9.75	\$13.65	\$21.45	\$39
Driggs/Idaho Falls (April 1 - September 30)	Teton / Bonneville/Fremont	\$11.00	\$15.40	\$24.20	\$44
Sun Valley/Ketchum	Blaine	\$14.75	\$20.65	\$32.45	\$59
Twin Falls	Twin Falls	\$9.75	\$13.65	\$21.45	\$39
All Other Locations		\$9.75	\$13.65	\$21.45	\$39

- Partial day rates are based 25% (B), 35% (L), and 55% (D) of the full day per diem rates.
- Total invoice must include 15% gratuity.

- The GSA domestic per diem meal rates will be used while travelling outside of Idaho. See GSA Domestic Per Diem Rates at: http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943

IDAHO DEPARTMENT OF LANDS FIRE MANAGEMENT CONTACTS

Fire Management Bureau

Brian Shiplett, Chief, Bureau Fire Management
Ken Homik, Fire Business Program Manager
3780 Industrial Avenue S.
Coeur d'Alene, ID 83815
208-769-1522 FAX 208-769-1524

Priest Lake Forest Protective District

Mick Schanilec, Area Manager
Dan Brown, Fire Warden
4053 Cavanaugh Bay Road
Coolin, ID 83821
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Pend Oreille Lake Area Office

Ed Robinson, Area Manager
Chris Remson, Fire Warden
2250 Hwy 2 West
Sandpoint, ID 83864
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Kootenai Valley Forest Protective District

Scott Bacon, Area Manager
Chris Lund, Fire Warden
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Bonners Ferry, ID 83805
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Mica Forest Protective District

Mike Denney, Area Manager
Gary Darrington, Fire Warden
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West St. Joe Forest Protective District

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John Pollard, Fire Warden
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Cataldo Forest Protective District

Bob Burke, Area Manager
Len Young, Fire Warden
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Clearwater Area Office

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Craig Mountain Forest Protective District

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Rob Pentzer, Fire Warden
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Ponderosa Forest Protective District

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Southwest Idaho Forest Protective District

Steve Douglas, Area Manager
Dan Christman, Fire Warden
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South Central Area Office

Tim Duffner, Area Manager
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Jerome, ID 83338
208-324-2561 FAX 208-324-2917

Eastern Idaho Area Office

Pat Brown, Area Manager
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Clearwater-Potlatch Timber Protective Association

Howard Weeks, Chief Fire Warden
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Orofino, ID 83544
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Southern Idaho Timber Protective Association

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