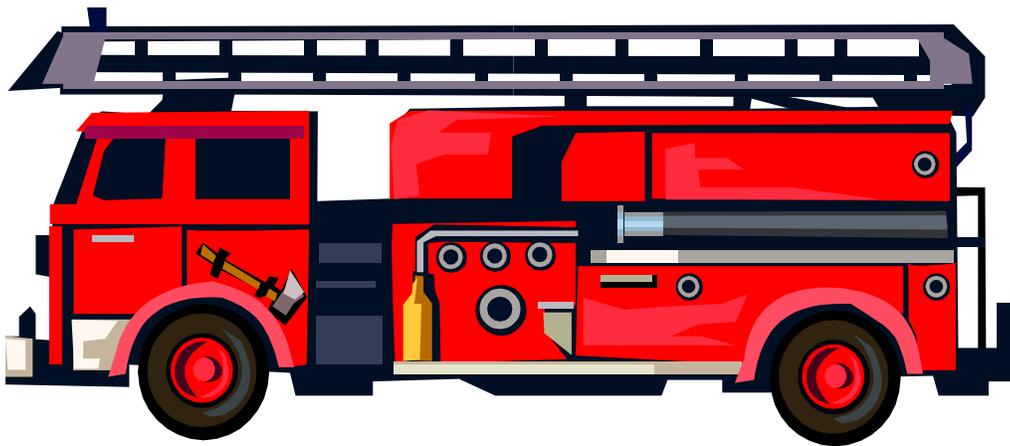


2014 IDAHO FIRE SERVICE ORGANIZATION RATE BOOK



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

This publication, and electronic documents, is available at: www.idl.idaho.gov. Published copies of this document may be obtained from IDL Forest Protective District, Area offices, and Association offices throughout the State, or the IDL Bureau of Fire Management, 3284 West Industrial Loop, Coeur d'Alene, ID, 83815-6021, (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 FSOs 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 agreements.

Authority for policies and procedures contained herein are granted by the *Idaho Cooperative Fire Protection and Stafford Act Response Agreement, 2007-2014*:

1. “**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.”
2. “**Cooperation with Fire Service Organizations**: 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 Fire Service Organizations for all dispatches outside their jurisdictional responsibility.”

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 Idaho Department of Lands (IDL), typically generated by the dispatch center responsible for support of an incident, 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.

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

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. PRE-CERTIFICATION AND CERTIFICATION PROCEDURES

Local FSO resources operating within their 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, certification will take place preseason so that any problems can be addressed. It is the responsibility of the FSO Fire Chief, or their designee, to ensure resources meet all minimum requirements. Refer to *Idaho Cooperator Certification Form*, Appendix 1, for specific details.

There are two acceptable systems for wildland certification that may be used:

1. Skills Crosswalk - Wildland Training for Structural Firefighters (Crosswalk). The Crosswalk recognizes the skills developed through the National Fire Protection Association (NFPA) structural fire training and identifies additional wildland fire training needs to meet National Wildfire Coordinating Group (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.fema.gov/downloads/pdf/wildland_training_crosswalk.pdf

2. Wildland Fire Qualifications System Guide, PMS 310-1, published by the National Wildfire Coordinating Group.

www.nwcg.gov/pms/docs/docs.htm

A. Position Task Books

Task books are required for both the Crosswalk and the NWCG qualifications system. FSO Fire Chiefs may initiate any task book, but can only certify task books for FFT1 and FFT2.

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 local agreements. Incident Qualification Cards will be issued by the FSO Fire Chief to persons in their district/department that meet all qualifications, including Annual Fireline Safety Refresher (RT-130) and fitness requirements for FFT1 and FFT2. Incident Qualification Cards for positions at or above the Single Resource Boss (Engine Boss) level must be issued by the IDL Bureau of Fire Management.

Personnel utilized for structural protection on wildland incidents need 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 provided by the FSO Fire Chief.

NOTE: If an individual who is a member of an FSO contracts themselves, or their privately-owned equipment, under a separate agreement, they are considered a private contractor and do 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 (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 crew member at the request 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. Type 3 through Type 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 gallons per minute is acceptable.

B. Tactical Water Tenders and Support Water Tenders

A Support Water Tender is intended for use in the following support operations: in support of fire suppression activities, water transfer, unloading into port-a-tank or engine, and dust abatement. Not to be used on the fireline.

A Tactical 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.

MINIMUM STANDARDS FOR WATER TENDERS

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

Support Water Tenders may be ordered with an additional crew member at the request of the host agency. FSO policy may require two personnel for off-district response, but must be authorized by ordering agency. Adjustments to the daily/hourly rate shall be done in accordance with, "D. Water Handling Equipment Rates", as outlined below.

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 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. Tactical Water Tenders may be used in direct fire suppression missions such as pumping hoselays, 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.

C. Personnel Requirement for Water Handling Equipment

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.

D. Water Handling Equipment Rates

Daily shift rates are based on a 14-hour day. The hourly rate will be used on the first and last days of an assignment, not to exceed the daily rate. **Personnel rates are calculated using an average hourly rate of \$21 or a \$294 daily rate.**

E. Federal Excess Personal Property (FEPP) Equipment Rates

FEPP rates are calculated at .666 percent 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.

Class	# Persons	Unop Daily Rate	Unop Hourly Rate	Fully Op Daily Rate	Fully Op Hourly Rate	Fully Op Daily Rate Two Operational Periods	Unop Daily Rate Two Operational Periods	Fed Ex Unop Daily Rate	Fed Ex Unop Hourly Rate	Fed Ex Fully Op Daily Rate	Fed Ex Fully Op Hourly Rate	Fed Ex Fully Op Two Operational Periods	Fed Ex Unop Daily Rate Two Operational Periods
Structure Engines													
E1	4	\$ 1,484	\$ 106	\$ 2,674	\$ 191	\$ 4,412	\$ 2,449	\$ 988	\$ 71	\$ 2,164	\$ 155	\$ 3,571	\$ 1,631
E2	3	\$ 1,414	\$ 101	\$ 2,310	\$ 165	\$ 3,812	\$ 2,333	\$ 942	\$ 67	\$ 1,824	\$ 130	\$ 3,010	\$ 1,554
Wildland Engines													
WE3	3	\$ 1,218	\$ 87	\$ 2,128	\$ 152	\$ 3,511	\$ 2,010	\$ 811	\$ 58	\$ 1,693	\$ 121	\$ 2,793	\$ 1,338
WE4	2*	\$ 1,022	\$ 73	\$ 1,624	\$ 116	\$ 2,680	\$ 1,686	\$ 681	\$ 49	\$ 1,269	\$ 91	\$ 2,094	\$ 1,123
WE5	2*	\$ 854	\$ 61	\$ 1,456	\$ 104	\$ 2,402	\$ 1,409	\$ 569	\$ 41	\$ 1,157	\$ 83	\$ 1,909	\$ 938
WE6	2*	\$ 798	\$ 57	\$ 1,400	\$ 100	\$ 2,310	\$ 1,317	\$ 531	\$ 38	\$ 1,119	\$ 80	\$ 1,846	\$ 877
WE7	2*	\$ 504	\$ 36	\$ 1,092	\$ 78	\$ 1,802	\$ 832	\$ 336	\$ 24	\$ 924	\$ 66	\$ 1,525	\$ 554
Tactical Water Tenders													
T1	2	\$ 1,778	\$ 127	\$ 2,044	\$ 146	\$ 3,373	\$ 2,934	\$ 1,184	\$ 85	\$ 1,772	\$ 127	\$ 2,924	\$ 1,954
T2	2	\$ 1,624	\$ 116	\$ 1,904	\$ 136	\$ 3,142	\$ 2,680	\$ 1,082	\$ 77	\$ 1,670	\$ 119	\$ 2,756	\$ 1,785
Support Water Tender													
S1	1*	\$ 1,484	\$ 106	\$ 1,750	\$ 125	\$ 2,888	\$ 2,449	\$ 988	\$ 71	\$ 1,282	\$ 92	\$ 2,115	\$ 1,631
S2	1*	\$ 1,330	\$ 95	\$ 1,610	\$ 115	\$ 2,657	\$ 2,195	\$ 886	\$ 63	\$ 1,180	\$ 84	\$ 1,947	\$ 1,462
S3	1*	\$ 952	\$ 68	\$ 1,274	\$ 91	\$ 2,102	\$ 1,571	\$ 634	\$ 45	\$ 928	\$ 66	\$ 1,531	\$ 1,046
Command Vehicles/Chase Units													
		<u>Unop Daily Rate</u>											
COMPACT		\$ 52											
1/2 Ton		\$ 57											
3/4 Ton+		\$ 64											

2014 Fire Apparatus/Equipment Rates

Command vehicles are paid a daily rate. Actual cost of fuel will be reimbursed. If under hire by the incident, a Resource Order is required.
 *For operational purposes and/or for safety reasons, some equipment may operate with an additional crew member with the approval of the host agency. For an apparatus being paid at the Fully Operated rate, the additional personnel rate is \$21 per hour or a daily rate of \$294.

F. Portable Pumps

Class	Unoperated Daily Rate	Remarks
P1	\$137	Trailer-mounted low-pressure/high-volume pump producing a minimum volume of 500 GPM. FSO provides intake and discharge hose.
P2	\$ 64	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	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. Commercial Driver’s License

FSOs accepting assignments outside their Geographic Areas, whether the Great Basin or Northern Rockies, with a piece of equipment that is over 26,000 lbs Gross Vehicle Weight (GVW) or has air brakes, it may not be required, but is recommended, that drivers have an Interstate Commercial Drivers License (CDL) with 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.

B. Department of Transportation (DOT) Inspections

FSOs accepting assignments outside their Geographic Areas, whether the Great Basin or Northern Rockies, with a piece of equipment that is over 10,000 lbs. GVW, it may not be required, but is recommended, that all vehicles have a DOT Equipment Inspection. An incident may demobilize a resource if the equipment does not have this inspection to satisfy the requirements of a particular state.

C. Equipment Complement and Inventory

For the additional engine or water tender complement, see Additional Required Complement–Engines and Water Tenders, 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 reassigned to an incident.

D. 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.

E. Gross Vehicle Weight

Fully-loaded water handling equipment (including operators and accessory equipment) must conform to manufacturer’s Gross Vehicle Weight Rating (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 the Type 1 Tenders, designed for off-highway construction where the GVW is less than the GVWR.

5. EMERGENCY MEDICAL SERVICES (EMS)

The first source of EMS shall be from the local jurisdiction. When a local jurisdiction cannot support the needs of an incident the following procedure shall be followed.

ALL EMS providers working within the state of Idaho must meet minimum license standards, as determined by the Idaho Department of Health and Welfare, EMS Bureau.

A. Equipment

The Resource Order must specify whether ordering an Advanced Life Support (ALS) or Basic Life Support (BLS) Ambulance, or an ALS or BLS Nontransport Unit. The license level of staffing must match the equipment ordered. If ordering a Nontransport Unit, the mobilized resource typically should be utilizing an off-road vehicle capable of maneuvering steep, rocky terrain.

Additional documentation required by EMS providers that will be given to the IMT or host agency upon check-in at an incident includes:

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) Card for wildland fire positions, if requested. (Red cards issued by Idaho Department of Lands (IDL) shall not have EMS license levels included. Individuals shall provide a copy of their license as listed in Item 2, above.)

B. EMS Personnel/Staff License Levels

EMT – Emergency Medical Technician
AEMT – Advanced Emergency Medical Technician
Paramedic

C. Equipment/Vehicles Minimum Staffing/Training/Fitness for Wildland Fire Use

Advanced Life Support (ALS) Ambulance – 1 Paramedic, 1 EMT
Basic Life Support (BLS) Ambulance – 2 EMTs
BLS Nontransport – 1 EMT
ALS Nontransport – 1 Paramedic

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 staff, it will be documented on the Resource Order.

Ambulances hired at the fully operated rate include vehicle and medical personnel. Ambulances are under hire for the incident use only and will be required to be available during off-shift hours if needed for emergencies. Since the incident may need an ambulance at any time of the day or night, the rates established for ambulances are based on a 24-hour period. Incident patient transports are included in the established daily rates. When transporting an incident patient to a medical facility, they are still under hire by the incident and shall not bill the patient. When ordered for 24-hour shift coverage, a second crew must be ordered to meet work/rest requirements.

NOTE: 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 costs for such transports.

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 throughout the deployment and for reimbursement purposes at the end of the incident.

All EMS personnel must have a minimum training of Annual Fireline Safety Refresher (RT-130) including fire shelter.

When hired to work on the fireline, personnel must have, at minimum, Basic Firefighter Training (FFT2) with physical fitness level of "Arduous".

D. Kit/Supplies

Kit and supply stock must be in compliance with the "Minimum Equipment Standards" as set forth by the Idaho EMS Bureau. Ambulance and EMT Kit supplies used on the incident shall be restocked at the incident, or the cost of those supplies will be added to final invoice at time of billing. Reimbursement for Ambulance or EMT Kit supplies not replaced at the incident must be billed at actual replacement cost. The FSO must include proper supporting documentation in order to get reimbursement for supplies.

IF AN INCIDENT REQUESTS AN EMS RESOURCE FOR WORKING NEAR THE FIRELINE, THE RESOURCE SHALL BE NWCG QUALIFIED IN A FIRELINE POSITION AND HAVE IN THEIR POSSESSION A CURRENT RED CARD (QUALIFICATION CARD).

2014 EMS RATES				
TYPE	UNOP DAILY RATE	UNOP HOURLY RATE	FULLY OP DAILY RATE	FULLY OP HOURLY RATE
Ambulance, ALS	\$910	\$65	\$1,806	\$129
Ambulance, BLS	\$840	\$60	\$1,596	\$114
ALS Nontransport	\$462	\$33	\$910	\$65
BLS Nontransport	\$462	\$33	\$770	\$55

Medical transports shall be documented on an Emergency Equipment Shift Ticket, OF-297, and on the Patient Care Report following standard procedures in accordance with the Idaho EMS Bureau.

Additional EMT or AEMT personnel may be ordered at \$22 per hour, or \$308 per day. Additional Paramedics may be ordered at \$32 per hour, or \$448 per day. (Exception is those departments that bill actual payroll costs.)

All EMS personnel authorized to work on wildland fire incidents need to be listed on the ICCF with EMS License level listed.

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 - 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 fire department contract specifications when obligated by existing personnel contracts. See Reimbursement Procedures for further information on department-specific expenses.
3. Unoperated - personnel hired as IDL casuals: This option will only be utilized if the department does not have payroll capabilities. Under this option, the equipment will be hired at the unoperated rate, and the personnel will be hired as IDL casuals (temporary employees) in accordance with IDL policy. IDL casuals are covered by the State Workers' Compensation policy. Personnel hired as casuals are required to complete all necessary hiring paperwork through the local IDL Area/District office prior to mobilization.

B. Single Resource Hiring Methods

There are two options for hiring of single resource personnel:

1. FSO personnel mobilized as single resources will remain employees of their department and be subject to all applicable department policies. Actual payroll and travel costs will be reimbursed. Backfill costs may be reimbursed when obligated by existing personnel contracts. See Reimbursement Procedures for further direction.
2. FSO personnel mobilized as single resources from fire departments without payroll capability may be hired as an IDL casual employee. IDL policy is to hire casuals as needed to directly support IDL incidents or interests in accordance with IDL policy. All paperwork for casuals must be completed and on file at the local IDL office prior to mobilization.

C. Supplemental Fire Department Resources

The state of Idaho Department of Lands will not hire Supplemental Fire Department Resources.

D. Check-In

At Check-in at an incident, the FSO will provide the Finance Section a copy of the Idaho Cooperator Certification Form (ICCF) which outlines payment terms.

The current Idaho Fire Service Organization Rate Book should be provided at check-in by the FSO. It is also available on the IDL public website under Fire Management at www.idl.idaho.gov/bureau/firemgt.htm.

E. Demobilization

At demobilization, the Finance Section will provide the FSO all original payment documents, including the original Emergency Equipment Shift Ticket (pink), OF-297, and the original Emergency Equipment Use Invoice, OF-286, for equipment. Single resource and personnel working on equipment hired at the unoperated rate shall be provided the original Emergency Firefighter Time Report, OF-288. When hired under the unoperated rate, the FSO shall bill actual payroll and benefit costs to IDL.

F. 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. When assignments are extended, the process will be in accordance with the Interagency Incident Business Management Handbook (IIBMH), Chapter 10.

G. Crew Rotations

In order to maintain consistency, accountability, and safety, crew rotations are discouraged. However, it is recognized that rotations may be necessary. 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 Finance and Plans in order to ensure proper tracking of work/rest Guidelines.

7. VEHICLE AND EQUIPMENT PROVISIONS

A. Hourly/Daily Rate

The hourly rate will apply to the first and last day of the assignment. The daily rate will be paid for all other shifts. The daily rate is based on a 14-hour day. No additional compensation will be given for shifts longer than 14 hours.

B. 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.

The double shift rate will be calculated as 1.65 times the daily rate for the appropriate vehicle class.

C. Other Equipment Rates

Use the appropriate regional supplement to the Interagency Incident Business Management Handbook (IIBMH), Chapter 20, Acquisition, to determine rental rates for equipment not included in this document. Reduce the Chapter 20 regional supplement's 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 Area/District/Association office.

D. Operating Supplies

FSO equipment will be reimbursed for fuel used during an extended attack assignment. Costs will be reimbursed with proper documentation (e.g., detailed receipt). Fuel will not be reimbursed for local initial attack response. Repairs and normal maintenance will be the FSO's responsibility.

E. Foam Units

Foam used during an incident will be replaced by the incident or host agency. 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. The amount of foam used must be documented daily on the Emergency Equipment Shift Ticket, OF-297, with appropriate approvals. A Resource Order will be issued by the Supply Unit Leader for the replacement foam. The Resource Order and a copy of proper supporting documentation will be submitted prior to reimbursement.

No additional compensation will be given for foam units.

F. 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 daily rate for that class of equipment.

G. 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. Claims may be filed from the home unit; however, resolution of the claim will be at the discretion of the IDL Fire Business Program Manager.

H. Chase/Command Vehicles

The cost of chase/command vehicles will not be charged to an incident unless authorized by the ordering agency. When under hire, a Resource Order is required. When under hire, the vehicle will be paid at a daily rate and actual cost for fuel. Fuel receipts are required for reimbursement.

I. 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 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 when calculating personnel pay for an eight-hour shift.)

J. Tires

Tire minimum tread shall be 4/32" on the front axle (steer axle), and 2/32" on the remaining tires. Tire load ratings should be in accordance with the vehicle GVWR.

8. RESOURCE ORDERING AND TRACKING

A. Standard Fire Mobilization

Resource Orders will typically be generated by the interagency 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 detail of equipment unique identifier and names of personnel being mobilized. 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) 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. 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 interagency dispatching procedure or other process as determined.

9. REIMBURSEMENT PROCEDURES

Payment for all FSO 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 those services.

A. Documentation Necessary for Payment – Fully Operated Rates

All payment documentation must be submitted to the appropriate IDL Area/District/Association office within 14 days of being released. Exceptions may be negotiated with local hiring unit. The following documents are required for payment:

1. Resource Order.
2. Emergency Equipment Use Invoice, OF-286 (signed original).
3. Emergency Equipment Shift Tickets, OF-297 (signed originals).
4. Emergency Equipment Fuel and Oil Issue, OF-304.

5. Vehicle/Heavy Equipment Pre and Post Inspection, OF-296.
6. IDL FSO Travel Voucher with supporting documentation (i.e., receipts for lodging, fuel, meals) not provided at the fire. If claiming per diem for meals, receipts are not required.
7. Evaluation from the incident.

B. Documentation Necessary for Payment – Unoperated Rates

All payment documentation must be submitted to the appropriate IDL Area/District/Association office within 14 days of being released. Exceptions may be negotiated with local hiring unit. The documents required for reimbursement for actual payroll costs and backfill, when appropriate, will be the Disaster Cost Workbook published by and in accordance with the state of Idaho Bureau of Homeland Security. The workbook can be found at their website <http://www.bhs.idaho.gov/Pages/Operations/DisasterAssistance/PublicAssistance.aspx>.

Documentation will be in accordance with the BHS and IDL requirements including:

1. Resource Order.
2. Emergency Firefighter Time Report, OF-288 (signed original).
3. Crew Time Report, SF-261 (signed original, if OF-288 not provided).
4. Emergency Equipment Use Invoice, OF-286 (signed original), if applicable.
5. Emergency Equipment Shift Tickets, OF-297 (signed originals), if applicable.
6. Emergency Equipment Fuel and Oil Issue, OF-304, if applicable.
7. Vehicle/Heavy Equipment Pre and Post Inspection, OF-296.
8. IDL FSO Travel Voucher with supporting documentation (i.e., receipts for lodging, fuel, meals) not provided at the fire.
9. Evaluation from incident.
10. BHS Disaster Cost Reimbursement Workbook.
11. Force Account Labor.
12. Time Cards.
13. Payroll Records.
14. Copy of FSO regular work schedule published prior to changing personnel to accommodate mobilization to wildland fire incident, when seeking backfill costs.
15. Copy of Payroll Policy that includes pay provisions, including overtime, and compensatory time.

16. When requesting reimbursement for backfill costs:

- a. Backfill costs may be billed only when it is necessary to meet department minimum staffing requirements for Career-staffed Departments. IDL will reimburse only those additional payroll costs above and beyond what the department would have incurred to provide minimum level of staffing.
- b. Backfill firefighters should be within the same pay range as the mobilized firefighter. Backfill pay rates will not be reimbursed for differences greater than 35 percent of the mobilized employee.
- c. 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.
- d. When FSO members use leave (e.g., vacation) while assigned to an incident utilizing this agreement, backfill costs will not be reimbursed.

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. See chart on next page for example.

EXAMPLE:

	Firefighter 1	Firefighter 2
Firefighter (FFT) 1 and 2 are paid the same rate.	Regular time \$10 per hour Overtime \$15 per hour	Regular time \$10 per hour Overtime \$15 per hour
Home unit has FFT 1 scheduled to work a 24-hour shift.	Budgeted \$240 to cover the personnel cost	
When FFT 1 is assigned to the incident, all personnel costs for the employee are paid by the incident.	The home unit retains the \$240 it has budgeted for personnel costs.	
Home unit backfills FFT 1's 24-hour shift with FFT 2 at overtime rate.		FFT 2 is paid \$360 (24 x \$15)
Funds budgeted for FFT 1 are now paid to FFT 2. Additional cost to the home unit of \$120.		\$360 overtime cost - \$240 budgeted shift cost \$120 Difference
	All regular and overtime costs paid by incident.	Incident billed \$120 for additional backfill costs.

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 (ICCF)

- A. The equipment listed on the Idaho ICCF 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 the incident during fire season.
- D. A copy of this certification shall be provided to the Finance/Administration Section Chief or their designated representative immediately upon arrival at an incident. When the Idaho Cooperator Certification Form (ICCF) has been completed, **no other agreement (or EERA) is necessary.**
- E. The individuals listed on the Idaho Cooperator Certification Form Resources list, Appendix 1 (page 2), 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 a valid Driver's 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 meet 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)

Fire Department Name (Printed)

IDAHO COOPERATOR CERTIFICATION FORM (ICCF)

When the Idaho Cooperator Certification Form (ICCF) has been completed, no other agreement (or EERA) is necessary.

1. IDL Area/District/Association a. Name and Address:		b. Agreement No.: c. Phone: d. FAX:		2. EFFECTIVE DATES OF CERTIFICATION a. Beginning: b. Ending:	
3. FIRE DEPARTMENT a. Name and Address:		b. E-mail Address: c. Phone (Day): Phone (Night): Cell Phone: FAX:		4. ORDERING DISPATCH CENTER	
5. THE FOLLOWING EQUIPMENT IS BEING PROVIDED <input type="checkbox"/> Fully Operated <input type="checkbox"/> Unoperated				6. OPERATING SUPPLIES Initial Attack – Provided by FSO Extended Attack – Provided by Government	
7. ITEM DESCRIPTION - Provide: Make, Model, Year, VIN, License Plate No., and List NWCG Equipment Type			8. HRLY/DAILY/MILEAGE/SHIFT BASIS		9. SPECIAL
Description	Type	Minimum Staff	Rate	Unit	
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
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Form **W-9**
(Rev. August 2013)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see Instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on www.irs.gov/w9 for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity,
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust, and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* on page 1.

What is FATCA reporting? The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulation section 301.7701-2(c)(2)(iii). Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Note. Check the appropriate box for the U.S. federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the U.S. federal tax classification in the space provided. If you are an LLC that is treated as a partnership for U.S. federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation, as appropriate. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for U.S. federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

Other entities. Enter your business name as shown on required U.S. federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the *Exemptions* box, any code(s) that may apply to you. See *Exempt payee code* and *Exemption from FATCA reporting code* on page 3.

Exempt payee code. Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following codes identify payees that are exempt from backup withholding:

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its Instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements.

- A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
- B—The United States or any of its agencies or instrumentalities
- C—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)
- E—A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)
- F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

- G—A real estate investment trust
- H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
- I—A common trust fund as defined in section 584(a)
- J—A bank as defined in section 581
- K—A broker
- L—A trust exempt from tax under section 664 or described in section 4947(a)(1)
- M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

- 1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.
- 2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.
- 3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.
- 4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).
- 5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

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 – Increasers 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 – Five (5) gallon container for drinking water
- 1 each – Set of three (3) reflectors
- 1 each – Fire extinguisher (5 BC 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
- 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)
- Fuel to operate pump and engine for 12 hours (minimum five (5) gallons)

ADDITIONAL REQUIRED COMPLEMENT – TACTICAL WATER TENDERS

- 1 each – Nozzle, 1” – combination; fog/straight stream
- 20 feet – Suction hose (minimum) with strainer or screened foot valve
- 2 each – Shovels, size 0
- 2 each – Pulaskis
- 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 three (3) reflectors
- 1 each – Fire extinguisher (5 BC or better)
- 2 each – Portable hand lights
- 100 feet – Hose, cotton/synthetic, 1 ½”, NH thread
- 50 feet – Hose, cotton/synthetic, 2 ½” with nozzle, NH thread
- 2 each – Discharge outlets: 1 ½” NH thread
- 1 each – Discharge outlet: 2 ½” NH thread
- 1 ½” NH to 1” NPSH reducer
- Frame or self-standing portable water tank - 1,000 gallon minimum
- Wheel Chocks (meets industry standards)
- Fuel to operate pump and engine for 12 hours (minimum five (5) gallons)

ADDITIONAL REQUIRED COMPLEMENT – SUPPORT WATER TENDERS

- Wheel Chocks (meet industry standards)
- Fire Extinguisher (5BC or better)
- Drafting Hose (20 ft w/strainer)
- First Aid Kit (5 person)
- Reflectors (set of 3)

FIRE SERVICE ORGANIZATION (FSO) MOBILIZATION CHECKLIST

Don't Forget to Take With You:

- Resource Order (RO) – Two (2) copies.
- Fire Service Organization Rate Book (www.idl.idaho.gov/bureau/firemgt.htm)
- 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 Leader Engine (STEN).
- 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 Cards. Indicates wildland fire qualifications for all personnel.
- Position Task Books. If applicable.
- Other Personnel Qualification/Certification Cards. Other than wildland (i.e., EMT. etc.).
- Credit Card for fuel.
- Personal Items. Tent, sleeping bag, warm clothing, personal hygiene items.
- Other (i.e., Ambulance/Kit Inventory, etc.).

Paperwork to Bring Back With You:

- Payment package, including signed original Emergency Equipment Use Invoice, OF-286, original (Pink) Emergency Equipment Shift Tickets, OF-297, original Emergency Firefighter Time Report, OF-288. Obtain from Finance during demobilization.
- All pre and post inspections.
- Receipts for meals, fuel, travel expenses, 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. Important for recertification of positions.
- Claims documentation, if applicable.
- Other documents. All documentation provided to you at the fire.

PERSONAL PROTECTIVE EQUIPMENT (PPE) 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. New Generation Fire Shelter: One serviceable shelter for each 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. Turnout Gear: Structural engines only.
10. Line Gear (Day Pack): One for each person on Type 3 through Type 6 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 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. **Any known defects or damage to equipment going on or off shift must be documented in the “14. Remarks” section. If being paid a mileage rate, beginning and ending mileage must be documented daily in the “Special” column of “13. Equipment Use”.**

EMERGENCY EQUIPMENT SHIFT TICKET					E-52
<i>NOTE: The responsible Government Officer will update this form each day or shift and make initial and final equipment inspections.</i>					
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		14. REMARKS (released, down time and cause, problems, etc.)		
	START	STOP	HOURS/DAYS/MILES (circle one)		
			WORK	SPECIAL	
8/15/xx	1000	1200	2		Franklin McDonald, Crew Member Leonardo Giordino, Crew Member
8/15/xx	1230	2200	9.5		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 Shift Ticket

All crew members are listed on the Shift Ticket.

Travel and Per Diem Meal Rate Guidelines

TRAVEL REIMBURSEMENTS

All travel reimbursements for FSO personnel will be submitted on the **FSO Travel Expense Voucher, Appendix 8**. This form is also available from the IDL hiring unit. All travel reimbursement shall be in accordance with the Idaho State Board of Examiners and Idaho Department of Lands policies and procedures. They are summarized below.

The FSO will utilize the Travel Expense Voucher form provided by the IDL hiring unit for **all** travel expenses to be reimbursed including: meals, fuel, lodging, rental vehicles, baggage fees, etc.

TRAVEL TO FIRE SUPPRESSION ASSIGNMENTS

The GSA domestic per diem meal rates will be used while traveling to incidents in accordance with the GSA Domestic Per Diem rates 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.

NOTE: The Idaho Department of Lands does not follow the GSA per diem policy of first and last day paid at 75% of the Full Daily Rate for meals and incidental expenses. Following the Idaho State Board of Examiners policy, a partial-day reimbursement 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.

FSO personnel are not entitled to daily incidentals.

When meals are furnished by the incident or host agency, individuals may not seek per diem for meal reimbursement.

**FIRE SERVICE ORGANIZATION
TRAVEL EXPENSE VOUCHER - EXAMPLE**

FIRE SERVICE ORGANIZATION NAME: June Butte Fire Department

CLAIMANT'S NAME: David Smith

FIRE NO: ID-SWS-001001

RESOURCE ORDER NO: E-52

FIRE NAME: Juniper

I hereby certify that the travel services and/or supplies set out in the voucher are correct, just, and complete and that I have not received payment.

CLAIMANT'S SIGNATURE: _____

DATE	FROM CITY	TO CITY	TOTAL DAILY MEAL PER DIEM	POV* MILES	LEAVE TIME	ARRIVAL TIME	COMMENTS (B-Breakfast, L-Lunch, D-Dinner)
4/1/2013	June, ID	Missoula, MT	\$51.00		0600	1430	B,L,D @ \$51 (Missoula Rate)
4/15/2013	Missoula, MT	June, ID	\$45.90		1030	1900	L,D @ \$51 (Missoula Rate)
Reimbursable Total:			\$96.90				

OTHER REIMBURSABLE EXPENSES <i>Receipts Required</i>	AMOUNT
Fuel, Missoula, MT	\$65.00
Fuel, Boise, ID	\$45.00
POV* Miles (MILES X .555)	
Reimbursable Total:	\$110.00

Idaho Department of Lands Use Only				
CODING FOR ALL REIMBURSABLE EXPENSES				
TC	SUB OBJ	AMOUNT	PCA	PROJECT
230				
230				
230				
230				
230				
230				
230				
230				
230				
230				
230				
230				
Reimbursable Total:				

TRIP GRAND TOTAL: \$206.90

*POV-Privately Owned Vehicle (Paid from Home Unit)

**IDL BUREAU of FIRE MANAGEMENT AND AREA/DISTRICT/ASSOCIATION
CONTACT INFORMATION**

Coeur d'Alene Staff Office

Ken Ockfen – Chief, Bureau of Fire Management
Wendy Walter – Fire Business Program Manager
Jim Newton – Fire Operations Program Manager
Mark Eliot – Fire Aviation & Investigation Program Manager
3284 West Industrial Loop, Coeur d'Alene, ID 83815-6021
Phone: 208-769-1525 Fax: 208-769-1524

Priest Lake Area

Mick Schanilec – Area Manager
Dan Brown – Fire Warden
Nicci Lee – Admin. Asst.
4053 Cavanaugh Bay Road
Coolin, ID 83821
Phone: 208-443-2516
Fax: 208-443-2162

Mica Area

Tom Fleeer – Area Manager
Gary Darrington – Fire Warden
Teresa McFadden – Admin. Asst.
3258 West Industrial Loop
Coeur d'Alene, ID 83815
Phone: 208-769-1577
Fax: 208-769-1597

Cataldo FPD

Kjell Truesdell – Fire Warden
Jenny Rollins – Admin. Asst.
80 Hilltop Overpass Road
Kingston, ID 83839
Phone: 208-682-4611
Fax: 208-682-2991

Pend Oreille Lake Area

Ed Robinson – Area Manager
Chris Remsen – Fire Warden
Jeannie Nez Perce – Office Spec.
2550 Highway 2 West
Sandpoint, ID 83864
Phone: 208-263-5104
Fax: 208-263-0724

Kootenai Valley FPD

Ken Homik – Fire Warden
Vikki Snider – Admin. Asst.
6327 Main Street
Bonners Ferry, ID 83805
Phone: 208-267-5577
Fax: 208-267-8301

St. Joe Area

Richard "Tiny" Furman – Area Mgr.
Josh Harvey – Fire Warden
Patty Moss – Admin. Asst.
1806 Main Ave.
St. Maries, ID 83861
Phone: 208-245-4551
Fax: 208-245-4867

Clearwater Area

Jay Sila - Area Manager
Monica Hagen – Admin. Asst.
10230 Highway 12
Orofino, ID 83544
Phone: 208-476-4587
Fax: 208-476-7175

Ponderosa Area

Mark Lesko – Area Manager
Jason Svancara – Fire Warden
Nikki Shockley – Admin. Asst.
3130 Highway 3
Deary, ID 83823
Phone: 208-877-1121
Fax: 208-877-1122

Maggie Creek Area

Vacant – Area Manager
Ken Stump – Fire Warden
Tracy Hasz – Admin. Asst.
913 3rd Street
Kamiah, ID 83536
Phone: 208-935-2141
Fax: 208-935-0905

Craig Mountain FPD

Jeremiah Miller – Fire Warden
Sam Altman – Admin. Asst.
PO Box 68
Craigmont, ID 83523
Phone: 208-924-5571
Fax: 208-924-5571

Payette Lakes Area

Scott Corkill – Area Manager
Kristen Kludt – Admin. Asst.
555 Deinhard Lane
McCall, ID 83638
Phone: 208-634-7125
Fax: 208-634-5117

Southwest Area

Bob Pietras – Area Manager
Dan Christman – Fire Warden
Karen Bertram – Admin. Asst.
8355 W. State Street
Boise, ID 83714
Phone: 208-334-3488
Fax: 208-853-6372

Eastern Idaho Area

Pat Brown – Area Manager
Katina Kienlen – Admin. Asst.
3563 Ririe Highway
Idaho Falls, ID 83401
Phone: 208-525-7167

Jerome Field Office

Denice Backus – Admin. Asst.
324 S. 417 E., Suite 2
Jerome, ID 83338
Phone: 208-324-2561
Fax: 208-324-2917

Southern Idaho TPA

Mark Woods – Fire Warden
Tom Binder – Assistant Fire Warden
Shannon Stuart-Henggeler – AA
555 Deinhard Lane
McCall, ID 83638
Phone: 208-634-2268
Fax: 208-634-5117

Clearwater-Potlatch TPA

Len Young – Chief Fire Warden
Isaac Hull – Fire Warden
Sharon Larson – Admin. Asst.
10250 Highway 12
Orofino, ID 83544
Phone: 208-476-5612
Fax: 208-476-7218