

**IDAHO COOPERATIVE MOBILIZATION AGREEMENT**  
**Between**  
**Idaho Department of Lands**  
**And**  
**Cooperating Idaho Fire Service Organizations**  
**Annual Operating Plan**  
**Effective Date 5/1/2024**

The Idaho Cooperative Mobilization Agreement (ICMA) Annual Operating Plan (AOP) describes the required procedures for certifying, mobilizing, and reimbursing FSOs throughout the state of Idaho. The ICMA also establishes standard rates for equipment and personnel while mobilized in support of Wildfire 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*.

- A. 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.
- B. Cooperation with FSOs: FSOs are made available to the federal agencies throughout the State within the Northern Rockies and the Great Basin geographic areas, as well as nationally. Cooperation with FSOs at the city or county government level is desirable. Local Cooperative Fire Agreements for initial attack mutual assistance can be entered into with FSOs by any agency. It is the State's responsibility to be the single hiring point for equipment and personnel obtained from FSOs for all wildfire mobilizations outside their jurisdictional responsibility.

## 1. SCOPE

The requirements within this document are designed for FSO mobilization. These assignments typically:

- 1. Require a Resource Order generated by the Interagency Dispatch Center responsible for support of an incident. In some cases, they may be associated with a Mission Assignment from the Idaho Office of Emergency Management (IOEM), coordinated by the Emergency Support Function #4 (ESF4) coordinator, in which case the ICMA terms and rates are used for reimbursement and transacted through IDL. **See Disaster Declaration Mobilization.**
- 2. Have an anticipated duration of 24 hours up to 14 days, or more, with proper approvals.
- 3. Initial Attack or Mutual Aid 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 fire agency.**

In areas where an FSO and a wildland fire protection agency(s) have common jurisdictional fire responsibilities, the entities should enter into agreements to define operational guidelines and payment terms. When a payment is made to an FSO through a local agreement, the rates from this Agreement can be used.

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

**2. HIRING METHODS**

There are three hiring options for FSO equipment:

- A. Operated** – This is the preferred method of hire. This hiring method is intended for Volunteer Fire Departments (VFD) and combination VFD and Career-Staffed Fire Service Organizations. 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. Backfill will not be reimbursed under this process.
- B. Unoperated** – The intent of this process is for Municipal Fire Service Organizations. This method is used when mobilizing resources from career-staffed departments or combination career and volunteer/part-time departments when the Operated Agreement is cost prohibitive.

FSOs with a Collective Bargaining Agreement (CBA) the equipment will be hired at the unoperated rate and actual payroll costs for personnel will be reimbursed.

Combination career-staff and volunteer/part-time departments with an Employee Agreement (EA), as defined below, may be reimbursed for actual payroll costs or no more than the hourly rate listed in the current USFS AD Pay Plan for the position listed on the resource order, including trainee positions.

Fire departments with Unoperated Agreements may be reimbursed for backfill costs and portal-to-portal (personnel cost only) when obligated by their agreement. **See Requirements for Reimbursement.**

When an FSO bills portal-to-portal or for more hours than what is authorized on the Crew Time Report (SF-261) or Incident Time Report (OF-288) to meet the terms of the Collective Bargaining Agreement, and they are billing for more than one incident in a single day (0001 hours to 2400 hours), payroll costs shall be prorated based upon the number of hours actually worked on each incident as documented on the SF-261 or OF-288.

*Example: A Firefighter worked 8 hours on Fire A and 8 hours on Fire B. Each fire will be billed 50 percent (50%) of the actual payroll costs for the firefighter.*

**DEFINITIONS**

**Collective Bargaining Agreement (CBA)** – An agreement negotiated between employers and a group of employees aimed at reaching agreements to regulate working conditions. The interests of the employees are commonly presented by representatives of a trade union to which the employees belong.

**Employee (Labor) Agreement (EA)** – An agreement negotiated between employers or elected officials and a group of employees that regulate working conditions. The interests of the employees are commonly presented by representatives of an employee association or other recognized body.

**CBA/EAs must be signed by a department's governing parties, including Labor/Union representative as well as the Fire Chief. FSOs must provide IDL with a current copy of the full agreement to be eligible for reimbursement.**

- C. Single Resource-** Operated and Unoperated agreement holders may send out single resource

personnel, when doing so they will be paid as follows:

1. Volunteer or Part-time Firefighters:
  - a. When VFD personnel are mobilized as single resources under this agreement, the rate of pay shall not exceed the current USFS AD Pay Plan for the position listed on the Resource Order.
  - b. When VFD personnel are mobilized as single resources under this agreement in a “trainee” position, rate of pay shall not exceed one classification lower than the qualified rate listed in the current USFS AD Pay Plan for the position listed on the Resource Order. *Example: The rate for a qualified Task Force Leader (TFLD) is Classification Level AD-H; the trainee rate of pay shall not exceed Classification Level AD-G.*
  - c. Reimbursement for personnel time shall be for actual hours worked as reflected on the Crew Time Report (SF-261) or Incident Time Report (OF-288) and approved at the incident.
  
2. Full-time Career-staff Personnel:
  - a. When single resource career-staff personnel are mobilized, payroll costs shall be reimbursed in accordance with the terms and conditions of their agreement.
  - b. Departments without a CBA/EA shall use their department rates or the current USFS AD Pay Plan for the position listed on the Resource Order. Reimbursement for personnel time shall be for actual hours worked reflected on the Crew Time Report (SF-261) or Incident Time Report (OF-288) approved at the incident.

### 3. QUALIFICATION AND CERTIFICATION REQUIREMENTS

Local FSO resources operating within their jurisdiction are responsible for establishing and meeting their own local standards. When being mobilized for extended attack on wildfire incidents, all equipment and personnel must meet and follow the National Wildland Coordinating Group (NWCG) standards. Certification should take place preseason so that any issues can be addressed. It is the responsibility of the FSO Fire Chief, or their designee, to ensure resources meet all minimum requirements. All equipment and personnel training and experience must be certified/verified by the FSO Chief or their designee as meeting the requirements and standards of the agreement.

There are Two acceptable systems for wildland certification:

1. National Incident Management System Wildland Fire Qualifications System Agreement, PMS 310-1, published by the National Wildfire Coordinating Group, [NWCG Standards for Wildland Fire Position Qualifications | NWCG](#).
2. Alternative Pathways- Recognition of prior learning (RPL), NWCG position endorsements, and the National Fire Academy (NFA) Structural Fire Skills Crosswalk are methods for attaining NWCG PMS 310-1 positions outside of the qualification pathway through formal processes and recognized programs. Use of these processes and programs are determined by each agency independently and only apply to positions identified in the NWCG PMS 310-1. The use of these alternate pathways ensures the critical knowledge and skills needed to perform on wildland fire incidents is attained while increasing response capacity through a shortened path to qualification. For detailed information see: [Alternative Pathways to NWCG Qualification | NWCG](#)

## A. Position Task Books

Position Task Books are required for all wildland fire positions listed in the PMS 310-1. FSO Fire Chiefs or their designee may initiate any task book but can only certify task books for wildland FFT2 and FFT1. When Position Task Books are initiated for Single Resource positions, a copy of the completed Position Task Book cover page for FFT2 and FFT1 with supporting documentation for training, experience, and qualification records shall be provided to IDL for the individual's training records and entry into Incident Qualification System (IQS). Training records shall be sent to the host IDL district for review prior to being forwarded to the Bureau of Fire Management in Coeur d'Alene, where all red carded training certificates and position task books are maintained.

## B. Incident Qualification Cards (Red Cards)

Incident Qualification Cards are required when working on wildland fire incidents under the terms of this agreement. Incident Qualification Cards for FFT2 and FFT1 will be issued by the FSO Fire Chief or their designee to persons in their district/department that meet all qualifications, including Annual Fireline Safety Refresher (RT-130) and NWCG fitness requirements. Incident Qualification Cards for single resource positions **must be issued by the IDL Bureau of Fire Management**. Qualification Cards (Red Cards) issued by private contractors will not be recognized.

For positions listed in the PMS 310-1 that require an EMS license, i.e., Medical Unit Leader (MEDL), a copy of the cover letter from the Idaho EMS Bureau that grants the licensing and includes the license information shall be provided to IDL when initiating the Position Task Book and updated as necessary.

Personnel utilized for structural protection (only) on wildland incidents need to be trained 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 certified by the FSO Fire Chief or their designee. Wildland Fire qualification cards (Red Cards) are not required.

FSOs with IQS MOUs will adhere to the agreed upon terms and conditions within that MOU. See Appendix 1- Standard Operating Procedures for Entering into a Memorandum of Understanding for Managing Incident Qualifications.

## 4. PERSONNEL AND EQUIPMENT STANDARDS

### A. Personal Protective Equipment (PPE) Standards

It is required that all individuals who engage in fire suppression activities, under this Agreement, have and use appropriate Personal Protective Equipment (PPE). A list of required PPE for unique equipment is provided in this Agreement. PPE and other gear shall not be replaced with suppression funds, the exception are those items that have been approved through the **Incident Replacement/Claims** process.

### B. Equipment Standards and Typing

All equipment shall meet the NWCG Standards for Wildland Fire Resource Typing, PMS 200 as well as meet federal, state, and agency requirements for motor vehicle safety standards, including all Gross Vehicle Weight Rating (GVWR) when fully loaded.

### **C. Standard Staffing**

Staffing for equipment is determined by the capacity of the equipment and the number of personnel needed to effectively operate the equipment. NWCG minimum staffing standards are required to be met for all equipment types all the time, however IDL recognizes that FSOs may have requirements or needs to staff equipment with additional crew members that are above the minimum requirements. In this scenario, with IDL approval, FSOs will be able to set their "Maximum Staffing" levels to accommodate their internal staffing requirements.

When staffing levels exceed the approved "maximum staffing" listed within the FBS rate agreement, the additional staff must be approved prior to mobilization and must be identified on the resource order. *Example: NWCG Minimum Staffing for a Type 6 engine is two people, FSOs requirement is three and notes that on their agreement. FSO has an opportunity to bring a trainee, now the staffing is four, FSO must get approval for fourth person prior to mobilization.*

### **D. Conditions of Equipment**

Equipment determined at the time of check in or inspection to be not in safe and operative condition or not compliant with the Terms of this agreement, may be rejected by the incident. No reimbursement will be made for rejected equipment.

### **E. Equipment Complement and Inventory**

For the required complement, see Appendix 2- Standard Equipment Classifications and Personnel Requirements. 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.

### **F. Commercial Driver's License**

It is recommended, but may not be required, that FSOs accepting assignments outside the state of Idaho with equipment that is over 26,000 lbs. Gross Vehicle Weight (GVW) or has air brakes, have drivers with an Interstate Commercial Driver's License (CDL) and 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.

### **G. Department of Transportation (DOT) Inspections**

It is recommended, but may not be required, that FSOs accepting assignments outside the state of Idaho with a piece of equipment over 10,000 lbs. GVW and have a DOT Equipment Inspection on all vehicles. An incident may demobilize a resource if the equipment does not have this inspection to satisfy the requirements of a particular state.

### **H. 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.

## I. Gross Vehicle Weight

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

## 5. EMERGENCY MEDICAL SERVICES (EMS) EQUIPMENT AND PERSONNEL REQUIREMENTS

EMS providers must arrive at incidents with "Minimum Equipment Standards" as set forth by the Idaho EMS Bureau, in accordance with the providers EMS license. Medical supplies used on the incident shall be restocked at the incident, or the cost of the supplies will be added to final invoice at time of billing. Reimbursement of medical supplies not replaced at the incident must be billed at actual replacement cost. **See Incident Replacement.** NWCG recommended items are not required but may be requested by the host agency at the time of mobilization.

When hired to work on the fireline, personnel must meet minimum standards for NWCG Basic Firefighter (FFT2).

### A. Ambulances

When ordering an Ambulance, the Resource Order must specify whether ordering a Type 1 Advanced Life Support (ALS), Type 3 Intermediate Life Support (ILS), or Type 3 Basic Life Support (BLS) Ambulance. The license level of staffing must match the equipment ordered.

#### 1. Personnel and Staffing Licensure Requirements

Type 1 Ambulance (ALS Transport) – 1 Paramedic, 1  
EMT Type 3 Ambulance (ILS Transport) – 1 AEMT, 1  
EMT Type 3 Ambulance (BLS Transport) – 2 EMTs

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 personnel, it will be documented on the Resource Order.

If the ambulance crew exceeds work/rest guidelines while transporting a patient to a medical facility, the crew may seek lodging after delivering the patient to said facility. Cost for lodging shall be reimbursed by the incident but must be authorized in writing by the Incident Commander, their designee, or host agency. When ordered for 24-hour shift coverage, a second crew must be ordered to meet work/rest requirements.

#### 2. Patient Care and Transports

When ambulances are under hire and assigned to an incident, patient transports are included in the established hourly rates. When transporting a patient from an incident to a medical facility, they are still under hire by the incident and shall not bill the patient. Medical transports shall be documented on an Emergency Equipment Shift Ticket OF-297.

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 personnel or equipment costs for such transports, including medical

supplies or equipment used. A negotiated reduction in payment shall be made at the incident for the timeframe in which the ambulance was not available to the incident. Time for said transports must be documented.

Patient care reporting shall follow the standard procedures in accordance with the Idaho EMS Bureau.

It is the responsibility of the licensed EMS Provider at the incident to make arrangements for the Patient Care Integration Agreement with the local EMS Jurisdiction.

## **B. Single Resource EMS Providers**

Single resource EMS provider vehicles must be off-road 4x4 vehicles capable of maneuvering steep, rocky terrain. For Agency Owned Vehicles (AOV) see ICMA rates, for reimbursement. If a rental vehicle is authorized, refer to Rental Vehicles for reimbursement procedures.

ALS, ILS and BLS Kits are paid an hourly rate.

Vehicle and kit use shall be documented on an Emergency Equipment Shift Ticket OF-297.

## **C. ALS Medical Trailers**

Medical trailer staffing level shall meet the minimum requirements as an ALS Ambulance.

Vehicle used to transport the medical trailer, to/from the incident, is included in the rate of the trailer. A separate Resource Order is not required, as they are a single unit. Once at the incident, if the vehicle is hired for another use, it must be authorized on a separate Resource Order (RO).

- Medical trailer operating supplies, i.e., electricity, propane, potable water, will be provided at the incident or reimbursed at actual cost (receipts required for reimbursement, RO not needed).
- The incident will provide disposal of grey and black water.
- For other supplies not replaced at the incident, see Incident Replacement.
- Medical Trailer use shall be documented on an Emergency Equipment Shift Ticket OF-297.

## **D. Requirements for Check-in at Incident**

EMS resources shall provide the IMT or host agency the following:

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) Cards issued by IDL shall not include EMS license levels, as IDL does not have the authority to do so. Individuals shall provide a copy of their EMS license at check-in.
5. 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, EMS Bureau, throughout the deployment and for reimbursement purposes at the end of the incident.

## **6. MOBILIZATION**

### **A. Standard Fire Mobilization**

Resource Orders will typically be generated by the interagency dispatch center responsible for the 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 IROC 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 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. Disaster Declaration Mobilization**

State, County, and Local government agencies can request assistance for resources (in the form of a Request for Assistance (RFA) through the Idaho Office of Emergency Management (IOEM) once a disaster declaration has been made at the associated level (county and state declarations, or a state declaration for state agencies). Once a RFA has been made, IOEM will issue a Mission Assignment to ESF4 (IDL is the primary coordinator) for the requested resources. If the Mission Assignment is accepted, the ESF4 coordinator will fill the request through normal interagency dispatching procedures.

### **C. Travel to/from Incidents**

All resources under the control of the incident or incident agency will follow incident agency requirements when staying at incident base or other location. Individuals are not automatically entitled to stay in a hotel/motel, eat meals at restaurants, or claim per diem. When resources are required to be self-sufficient, they must have written approval (typically documented on the RO) from the IMT or host agency and is required for reimbursement. Individuals who deviate from incident agency requirements will not be reimbursed for unauthorized expenses. Most incidents utilize a base camp to provide for resource needs through the use of a caterer, local restaurants, other food providers and issuance of a sleeping bag.

FSOs must be able to make their own travel arrangements when applicable and shall not assume dispatch centers will make arrangements, however there may be cases where they have the capacity to do so.

See ICMA Reference on Travel and Per Diem

### **D. Check-In at Incident**

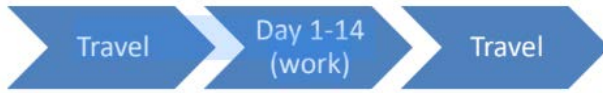
When checking into the incident it is important to have all the needed documentation. See ICMA Reference for Mobilization/Demob Checklists.



## E. Length of Assignment

When mobilized under this agreement, FSO personnel should be prepared for a 14-day assignment, excluding travel days. Depending on the 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 NWCG Standards for Interagency Incident Business Management (SIIBM), Chapter 10. If provided paid days off at an incident to extend, documentation with approvals must be provided for reimbursement. Length of assignment is defined and illustrated in the SIIBM (Chapter 10) as:

“Standard assignment length is 14 days, exclusive of travel from and to the home unit...”



## F. Demobilization from Incident

During demobilization ensure the Finance Section provides the FSO with original documentation required for reimbursement. This includes the original Incident Time Report OF- 288, Emergency Equipment Shift Ticket OF-297, and Emergency Equipment Use Invoice OF-286. When OF-288's are not provided at the incident, original Crew Time Reports (CTR) SF-261 shall be returned to the FSO. See ICMA Reference for Mobilization/Demob Checklists.

## 7. TIME KEEPING

Personnel time for resources with an **Unoperated Agreement** will be documented on a CTR or combined Emergency Personnel and Equipment Shift Ticket (available from the Coeur d' Alene Interagency Fire Cache, CDK) and recorded on an Incident Time Report, OF-288. Original OF-288 shall be given to the FSO at demobilization. Equipment time will be documented on an Emergency Equipment Shift Ticket, OF-297, or a combined Emergency Personnel and Equipment Shift Ticket (available from CDK) and recorded on an Emergency Equipment Use Invoice OF-286. Original documents shall be given to the FSO at demobilization.

Equipment time for resources with an **Operated Agreement** will be documented on an Emergency Equipment Shift Ticket, OF-297, or a combined Emergency Personnel and Equipment Shift Ticket (available from CDK) and recorded on an Emergency Equipment Use Invoice OF-286. Original documents shall be given to the FSO at demobilization.

***All time will be recorded in military time and rounded to the nearest half hour.***

Personnel hours worked in excess of 16 must have written approval from the Incident Commander (IC), as per NWCG Standards for Interagency Incident Business Management (SIIBM).

When digital documentation practices are used by an incident, FSO shall be provided digital copies of their signed documentation prior to demobing.

All payments to Fire Service Organizations are made through their local IDL Area/District/Association office. It is imperative that all original (signed) payment documentation accompany the FSO back to their home unit.

## A. Hourly Equipment Rate

**Equipment does not take a meal break, therefore shall be paid from the start of the shift until the end of shift for each day, regardless of personnel hours.**

When FSO equipment is transported to/from an incident via heavy equipment transport (not being driven) the equipment rate will be reduced by one-half. FSOs utilizing this option must notify ordering incident and receive approvals for associated transportation costs e.i, chase rigs, transport service, etc. When approved FSO will be reimbursed for applicable transport costs.

See ICMA References for current equipment rates.

## B. Double Shift

Double shift is defined as being staffed with two operators or two crews (one per shift). Incident Management Team (IMT) personnel at the Section Chief level, or host agency, may authorize a second operator/crew. In order to be compensated for two operators/crews, a resource order is required. *It is a rare occasion that an operator or crew is required to work a double shift without rotating personnel. This will not be paid unless authorized in writing by the Incident Commander.*

## C. Crew Swaps/Rotations

Departments should not rotate personnel prior to the end of the 14-day assignment except in emergency circumstances. Crew swaps or rotations will be coordinated through the IMT or host agency and processed through the interagency dispatch system.

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 the IMT and host agency to ensure proper tracking of work/rest.

The cost of crew rotation/swaps (payroll and travel expense) at the request and or approved by incident will be reimbursed to the FSO. See ICMA Reference for Crew Swap Form.

## D. Extensions

The incident may request to keep resources longer than 14 days. Assignment Extension procedures as defined in the National Mobilization Guide and SIIBM will be followed. The cost of crew rotation/swaps (payroll and travel expense) at the request of the incident will be reimbursed to the cooperator.

## E. Rest and Recuperation (R&R)

Personnel are entitled to two (2) days off following **return** to their home unit from a 14-day assignment, exclusive of travel, according to Chapter 10 of the SIIBM guidelines.

1. When returning from a 14-day assignment FSOs may seek reimbursement (personnel only) for two (2) paid days off if the following criteria is met:
  - A. Employees must be a regularly scheduled department employees.
  - B. These day(s) must occur on the two (2) calendar day(s) immediately following return travel and must fall on regularly scheduled workdays.
    - a. If days off fall on two regularly scheduled workdays, then both days can be reimbursed.

- b. If days off fall on day two (2) of the regularly scheduled workdays, then only one paid day will be reimbursed.

For consistency and ease of auditing, FSOs seeking reimbursement R&R will be reimbursed for their regularly scheduled Shift hours or backfill but not both.

***Shift Calendars/Schedules are required for reimbursement.***

2. For **R & R that occurs in place** at the incident, due to an extension, FSOs will be reimbursed in accordance with the terms below:
  - A. If applicable, FSOs will be reimbursed for per diem and lodging as well as the costs of previously rented and authorized rental vehicles.
  - B. The maximum (daily) reimbursable time for equipment during R&R In Place is 8 hours.
  - C. For permanent full-time/regularly scheduled department employees:
    - a. If R&R falls on off-duty days, a maximum of 8 hours per day will be reimbursed.
    - b. If R&R falls on regularly scheduled workday(s), FSOs will be reimbursed for their regularly scheduled shift hours or backfill but not both. Volunteer, supplemental or part-time (seasonal) employees may seek reimbursement for 8 hours of R&R In-Place.
  - D. Operated agreement holders may seek reimbursement for 8 hours of R&R In-Place (daily).

When the firefighter is provided days off during the incident and extends for another 14 days (i.e., 14 days of work, 2 days off, 14 days of work, exclusive of travel), and when the entire assignment covers 30 days, then the employee will be entitled to an additional two (2) days off upon return to the home unit (so long as days off occur on regularly scheduled work days).

***Shift Calendars/Schedules are required for reimbursement.***

**F. Rental Vehicles**

Use of rental vehicles while assigned to an incident must be authorized by the incident agency and documented on a Resource Order. For rentals procured by the FSO, an itemized receipt from the rental company is required prior to reimbursement. Use of the vehicle must be documented on an Emergency Equipment Shift Ticket OF-297.

If assigned an USFS contracted NERV Rental, it is the FSOs responsibility to adhere to any rules and regulations associated. IDL is not to be held responsible for NERV rentals and FSOs cannot seek reimbursement as costs associated are covered by the USFS contract. If damages occur under the rental of a NERV vehicle and the FSO is at fault, those costs shall be at the FSOs expense.

Fuel costs expended by the FSO associated with authorized rental vehicles are reimbursable to the FSO.

**G. Other Equipment Rate Determination**

When an FSO has unique items or equipment not included in this publication, the local IDL Area/District/Association office will work in cooperation with the IDL Fire Business Program to determine a rate. Rates shall be negotiated on a case-by-case basis.

## **H. Equipment Refurbishment**

Refurbishment time (time to bring equipment back to as state of readiness) will be allowed but cannot exceed two (2) hours. This applies to both Operated and Unoperated Agreement holder. For Unoperated this applies to both personnel and equipment rates.

## **I. Operating Supplies**

FSO equipment will be reimbursed for fuel and operating fluids (transmission fluid, Diesel Exhaust Fluid (DEF), etc.) as required by manufacturer for safe operation of equipment during an assignment. Costs will be reimbursed with proper documentation (e.g., detailed receipt). Normal wear and tear maintenance will be the FSO's responsibility, as the rates for equipment are calculated to cover costs.

## **J. Foam Units**

The amount of foam used at an incident must be documented daily on the Emergency Equipment Shift Ticket (OF-297) and have appropriate approvals. 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. If replacing at the home unit, the incident must approve an Incident Replacement Requisition (OF-315). Refer to SIIBM, Chapter 30.

## **K. Incident Replacement**

Incident replacement shall be in accordance with SIIBM, Chapter 30. The incident agency should limit replacement to those items that are consumed, lost, damaged, or rendered unserviceable during the incident. These items can be replaced at the incident, or the incident can approve an Incident Replacement Requisition (OF-315) for replacement of items by a cache or at the home unit.

EMS providers must arrive at incidents with "Minimum Equipment Standards" as set forth by the Idaho EMS Bureau, in accordance with the providers EMS license. Medical supplies that are unable to be restocked at the incident will be replaced by the FSO back at their home unit and the actual cost of the supplies, accompanied by proof of purchase, will be added to the final invoice at time of billing. NWCG recommended items are not required but may be requested by the host agency at the time of mobilization.

A Supply RO is required for all items being replaced at the home unit. Individual/Itemized S-numbers (S#s) for medical supplies are not required by IDL for approval of reimbursement, S# generation is dependent upon IMT practices and communication with the issuing dispatch center.

## **L. 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. If a claim is made after returning to the home unit, the host agency must approve the claim in writing.

Depending on the type of claim, follow the NWCG Standards within Chapter 30 and or 70 of the SIIBM.

A Supply Resource Order and appropriate approval documentation is required prior to reimbursement.

#### **M. Agency Owned Support Vehicles**

Agency Owned Support Vehicles (AOV) and or chase trucks to allow for maximum staffing levels ARE NOT automatically authorized and must be authorized on the resource order prior to seeking reimbursement. Time must be documented daily on the Emergency Equipment Shift Ticket (OF-297) to be reimbursed.

This also applies to privately-owned (POV) and rental vehicles.

#### **N. 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 a eight hours in pay status while equipment is being repaired.

For repairs as a result of incident operations, FSOs must immediately file a claim (**See Claims**) at the incident to document the situation. IDL will need an official approval from the host agency prior to reimbursement of any equipment and personnel time down time as described above.

#### **O. Tires**

Tire load ratings should be in accordance with the vehicle GVWR. Tire replacement on an incident is in accordance with the published Geographic Area's Coordination Center (GACC) guidance and or the host incidents business guidelines. Standard Incident Replacement terms are applicable.

### **8. FSO REQUIREMENTS FOR REIMBURSEMENT**

Payments for all FSO resources mobilized under the terms of this agreement are transacted through IDL. The IMT, or host agency, must complete the normal timekeeping functions for the FSO while assigned to the incident. See Appendix 3- ICMA Standard Incident Payment Terms.

For those FSOs that have entered into agreements with neighboring state or federal agencies for initial attack, mutual aid, or other fire protection services, payment will be processed through the respective agencies.

- A.** All invoices/bills MUST be submitted through the online Gold's Fire Business System (FBS). FSOs entering into an ICMA will be required to be an established user within FBS.
  - Refer to FBS Billing Guide for IDL ICMA Holders for step-by-step billing procedures.
  - Other FBS training materials and how to videos are uploaded to IDL's public website at [www.idl.idaho.gov](http://www.idl.idaho.gov)
- B.** Invoices/Bills must be submitted clean and accurate to the State within 45 days of return to the Home Unit. Invoices received outside this timeframe may be refused.
- C.** All required and applicable supporting documentation must be scanned and uploaded into FBS.

- D. When applicable, per diem reimbursements shall be in accordance with the Idaho State Board of Examiners and Idaho Department of Lands policies and procedures. When FSO policy differs, reimbursement will be in accordance with their policy.
- E. Reimbursement for backfill will only be for the shifts that the mobilized employee was scheduled to work at their home unit. Reimbursement shall be for the backfill costs only, while the costs of the mobilized employee for the same shift are not reimbursable. Shift calendars must be provided as supporting documentation within FBS when seeking reimbursement for backfill.

EXAMPLE for billing backfill:

If an employee is brought in on a regularly scheduled day off to cover the shift of the mobilized employee, IDL will pay the costs for that individual. The costs for the mobilized employee are covered by the FSO.

**EXAMPLE:**

	<b>Mobilized Firefighter 1 John Doe</b>	<b>Backfill Firefighter 2 James Smith</b>
Day 1: John Doe is mobilized to Big Ben Fire. He is scheduled to work at the fire station this	Incident does not reimburse for these payroll costs.	Incident is billed for these payroll costs.
Day 2: John Doe is on assignment Big Ben Fire. This is his scheduled day off.	Incident is billed for these payroll costs.	
Day 3: John Doe is on assignment to Big Ben Fire. This is his scheduled day off.	Incident is billed for these payroll costs.	
Day 4: John Doe is on assignment at Big Ben Fire. This is a scheduled work day at the fire station.	Incident does not pay for these payroll costs.	Incident is billed for these payroll costs.
Day 5: John Doe is demobilized from Big Ben Fire. This is a scheduled day off.	Incident is billed for payroll costs to point of return to home unit.	

- F. Administrative Fees are also billed through FBS and shall not exceed 5%. No admin fee will be given for damage claim billing documents.
- G. All billing documents are required to be submitted clean and accurate, therefore IDL reserves the right to deny the admin fee if the billing document is rejected by IDL, regardless of the severity of the issues.
- H. Please submit all FBS questions/issues to [firebusiness@idl.idaho.gov](mailto:firebusiness@idl.idaho.gov) including requests for new users.