

## **Idaho Cooperative Mobilization Agreement (ICMA)**

### **Standard Incident Payment Terms**

#### **A. General Information**

This document highlights the standard incident payment terms for Idaho Fire Service Organizations (FSO) also known as Idaho State Cooperators that are mobilized through the Idaho Cooperative Mobilization Agreement (ICMA).

The Idaho Cooperative Mobilization Agreement 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 extended attack assignments, or while hired under local agreements. Full agreements are posted on the Incident Business page of the Idaho Department of Lands website: [Incident Business - Department of Lands \(idaho.gov\)](http://www.idaho.gov/Incident-Business-Department-of-Lands)

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.

#### **B. Hiring Methods**

1. Operated – 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.
2. Unoperated – 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) or an Employee Agreement (EA) their equipment is hired at the unoperated rate and actual payroll costs for personnel will be reimbursed.
  - Fire departments with Unoperated Agreements may be reimbursed for backfill costs and portal-to-portal when obligated by their agreement.
  - Some Unoperated Agreement holders bill payroll costs portal-to-portal. Under this option equipment is shall be paid from the start of shift until the end of shift.
  - Single resources- costs shall be reimbursed in accordance with the terms and conditions of the ICMA.

#### **C. Standard Terms and Conditions**

##### **1. 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.

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- When resources are required to be self-sufficient, they must have written approval from the IMT or host agency and is required for reimbursement.
- 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.

### 2. Crew Rotations

Crew Rotations/Swaps must be authorized, in writing, by the Incident Management Team (IMT) or host agency for compensation of associated expenses to occur. When rotating crews, incoming and demobing, crew members must work with the IMT and host agency to ensure proper tracking of work/rest. Time keeping standards apply. ICMA Crew Swap Form can be used.

### 3. Staffing Levels

When staffing levels exceed the FSO “maximum” staffing listed on the equipment roster, additional staff must be approved prior to mobilization and must be identified on the resource order.

### 4. Time Keeping

- FSO personnel ordered as a single resource or working at the unoperated rate must document their time on a Crew Time Report (CTR), SF-261, and CTR must be signed by the incident.
- 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 FSO vehicles/equipment are under hire, all time is documented on an Emergency Equipment Shift Ticket, OF-297. And must be completed for each operational period and must be signed by the incident.
  - All Crew members must be listed in block 14, REMARKS, on the shift ticket.
  - **Equipment shall be paid from the start of the shift until the end of the shift for each day. If meal breaks are documented on the shift ticket, finance needs to ensure they are not deducted from the hourly rate of the equipment.**
  - Any known defects or damage to equipment going on or off shift must be documented in block 14 “Remarks”.
  - The cost of support vehicles will not be reimbursed without a Resource Order.
  - No further payment will accrue during any period that equipment is

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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.
  - 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.
- All ORIGINAL documents, including the Incident Time Report, OF-288, Emergency Equipment Use Invoice, OF-286, and the Emergency Equipment Shift Ticket (Pink), OF- 297, must be given to the FSO personnel at demobilization.
- 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 Idaho Department of Lands Area/District/Association office. It is imperative all original payment documentation accompany the FSO back to their home unit.
- Social security numbers are never needed for incident documentation and should not be written on any OF-288 or other incident documentation.
- Return travel time recorded on the OF-288 should be left open by the incident and can be filled in by the home unit (with supporting CTR). If estimated return travel time is recorded on the OF-288 at the incident prior to demobilization, actual return travel time should be recorded on a CTR. The OF-288 can be corrected by the home unit and verified on the reimbursement request.
  - Meal breaks should be shown during travel.
  - 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.

#### 5. 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.
- **FSOs, if eligible, will include R&R in their reimbursement request to IDL.**
- For **R & R that occurs in place** at the incident due to an extension, FSOs will be reimbursed in accordance with the terms below:
  - If applicable, FSOs will be reimbursed for per diem and lodging as well as the costs of previously rented and authorized rental vehicles.

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- The maximum (daily) reimbursable time for equipment during R&R In Place is 8 hours.
- Unoperated agreement holders will bill IDL for their eligible personnel time per the terms of the ICMA.
- Operated agreement holders shall be reimbursed for 8 hours of R&R In-Place (daily).

#### **6. Incident Replacements**

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 on 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.

A Supply Resource Order 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.

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. NWCG recommended items are not required but may be requested by the host agency at the time of mobilization.

#### **7. Operating Supplies**

FSOs 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).

#### **8. 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.
- A Supply Resource Order and appropriate approval documentation is required prior to reimbursement. FSO must be provided copies of claim documentation to include in their requests for reimbursement to IDL.

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### D. Contact Information

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